

41

**RESOLUTION AUTHORIZING THE PROCUREMENT OF VENDORS  
FOR THE ANNUAL WOMEN'S HEALTH SUMMIT FOR AN AMOUNT NOT TO  
EXCEED \$25.00 RENTAL FEE PER VENDOR TO BE HELD ON OCTOBER 27, 2012  
AT GLOUCESTER COUNTY INSTITUTE OF TECHNOLOGY**

**WHEREAS**, in an effort to assist in the defraying of costs of the Women's Health Summit the County is permitting vendors to rent table space at the event; and

**WHEREAS**, the County has concluded that there is negligible risk in making the service available for this event and a minimum fee of \$25.00 is established subject to N.J.A.C. 5:34-9.4(g)(1) and any applicable County policy; and

**WHEREAS**, all Vendor Agreements are contingent upon the event occurring and if the event does not occur the vendor will be entitled to a refund of the rental fee and no additional damages; and

**WHEREAS**, vendors classified as non-profit organizations, maintaining a current 501c3 status, and/or WHS Collaborative Members, will be exempt from the fee; and

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

- 1- the Director and the Clerk of the Board are hereby authorized to initiate the procurement of vendors for the Annual Women's Health Summit with the applicable competitive contracting procedures; and
- 2- the County reserves the right to limit the number of vendors to the first 100 applicants; and
- 3- the vendor's fee for this event is established at \$25.00.

**ADOPTED**, at the regular meeting of the Board of Chosen Freeholders of the County of Gloucester held on Wednesday, July 25, 2012 at Woodbury, NJ.



**COUNTY OF GLOUCESTER**

**ROBERT M. DAMMINGER, DIRECTOR**

**ATTEST:**

**ROBERT N. DILELLA, CLERK**

C2

**RESOLUTION AUTHORIZING A MODIFICATION TO HEALTH DEPARTMENT  
INSPECTION FEES EFFECTIVE AUGUST 1, 2012**

**WHEREAS**, the Gloucester County Board of Freeholders annually approves a fee schedule for various inspection services required to be conducted by the Gloucester County Department of Health, Senior and Disability Services; and

**WHEREAS**, it is necessary to periodically modify this fee schedule; and

**WHEREAS**, any other fees not addressed below will remain as previously approved by the Board of Freeholders.

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

**SECTION 1.** The fee for inspection of retail mobile unit food establishments shall be set at \$50.00 for Risk 1, \$75.00 for Risk 2, and \$150.00 for Risk 3;

**SECTION 2.** The fee for re-inspection of swimming pools (after 2 inspections) shall be set at \$40.00;

**SECTION 3.** The fee for re-inspection of spas (after 2 inspections) shall be set as at \$40.00;

**SECTION 4.** The fee for real estate inspection of septic system reviews shall be set at \$50.00;

**ADOPTED** at a regular meeting of the Gloucester County Board of Chosen Freeholders held on Wednesday, July 25th, 2012 at Woodbury, New Jersey.



**COUNTY OF GLOUCESTER**

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**ROBERT M. DAMMINGER**

**ATTEST:**

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**ROBERT N. DILELLA, CLERK**

**Plan Review for Consumer Health**

	<u>Fee</u> <u>CURRENT</u>	<u>Fee</u> <u>PROPOSED</u>	<u>CAMDEN</u>	<u>CUMBERLAND</u>
Retail Food Establishment				
Plan review				
Less than 2100 square feet	\$75.00		\$75.00	\$50.00
2100-4999 square feet	\$100.00		\$125.00	\$125.00
5000 or more square feet	\$150.00		\$200.00	\$250.00
Inspection				
Less than 2100 square feet			\$50.00	\$35.00
2100-4999 square feet			\$100.00	\$50.00
5000 or more square feet			\$200.00	\$75.00
Reinspection fee (after 2 inspections)	\$40.00		\$25-\$40	\$25-75

Note: Camden and Cumberland after 1st inspection

**Mobile Unit**

Food Plan Review				
Risk 1		\$ 50.00	\$50.00	
Risk 2		\$ 75.00	\$75.00	
Risk 3		\$ 150.00	\$150.00	
Campgrounds	\$150.00		\$ 75.00	\$0.00
Swimming pools	\$150.00		\$ 75.00	\$100.00
Reinspection fee (after 2 inspections)		\$40.00		
Spas	\$150.00		\$ 75.00	\$100.00
Reinspection fee (after 2 inspections)		\$40.00		
Pet Shops and Kennels	\$50.00			\$50.00

### Plan Review for Environmental Quality

Wells				
Reinspection fee	\$ 75.00			
Septic Systems	\$ 40.00	\$ 100.00	\$	125.00
Testing for soils		\$50-200	\$	150.00
Preliminary review of lots within a subdivision (per lot)	\$150.00			
New system that previously received preliminary review	\$150.00			
New (no preliminary review)	\$250.00			
New gravity		\$ 100.00		\$150.00

### Septic Systems CONTINUED

New pressure dose	\$ 150.00			
New commercial	\$ 200.00			
Alteration	\$200.00	100-200		\$150.00
Repair	\$50.00	\$100.00	\$	100.00
Revision (after initial certification)	\$150.00	\$50.00	\$	100.00
Reinspection fee	\$40.00	\$40.00	\$	75.00
Real Estate Inspection of Septic System review			\$	100.00
Septic Systems using Alternative technology				\$50.00
New submission for new system	\$300.00			
Submission for treatment works approval for new system		\$250.00		
Alteration with alternative technology	\$225.00			
Revision (after initial certification)	\$200.00			
Renewal of license to operate	\$75.00	\$0.00	\$	20.00

### Tattoo/Body Piercing/Permanent Cosmetics

Application for New Facility and Plan review	\$300.00			
Application - Annual Renewal	\$150.00			
Plans for Removal or Renovation permitted facilities	\$150.00			
Change of Personnel Notification	\$100.00			
Temporary Facility Application	\$1,000.00			

### Ear Piercing Facilities

Application for New Facility and Plan review	\$150.00			
Application - Annual Renewal	\$50.00			

### Surface Water Sampling Costs

Average Charge for Personnel Costs per Hour	\$70.00			
Average Charge for Personnel Costs per Hour - Overtime	\$105.00			
Minimum Charge for Personnel Costs	\$70.00			

**RESOLUTION AUTHORIZING AN APPLICATION OF THE LOCAL CORE CAPACITY FOR PUBLIC HEALTH EMERGENCY PREPAREDNESS GRANT IN THE AMOUNT OF \$354,184.00 FROM AUGUST 10, 2012 TO JUNE 30, 2013**

**WHEREAS**, the County of Gloucester (hereinafter the "County") desires to renew the Bio-terrorism grant, which provides for the upgrading, integrating and evaluating of regional local public health preparedness for, and response to, Bio-Terrorism, outbreaks of other infectious disease, other public health threats and emergencies through a Grant renewal; and

**WHEREAS**, the grant application for renewal is for the Bio-terrorism 10 month funding cycle; and

**WHEREAS**, the funds requested from the State of New Jersey, Department of Health and Senior Services, is for an amount of \$354,184.00; and

**WHEREAS**, the County's Department of Health, Senior and Disability Services reviews all data supplied or to be supplied in the application renewal and in its attachments, and certifies to the Board of Chosen Freeholders of the County that all data contained in the application and in its attachments is true and correct; and

**WHEREAS**, the County's Department of Health, Senior, and Disability Services has submitted the grant application to the County's Department of Human Services for review, and said agency has approved said application, and the Board of Chosen Freeholders of the County understands and agrees that any grant received as a result of the application renewal will be subject to the grant conditions and other policies, regulations and rules issued for the administration of grant projects.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Gloucester that the Director and Clerk of the Board of Chosen Freeholders are hereby authorized to execute any and all documents necessary to apply to the New Jersey Department of Health, Senior, and Disability Services for the grant entitled Local Core Capacity for Public Health Emergency Preparedness in the amount of \$354,184.00 from August 10, 2012 to June 30, 2013; and

**BE IT FURTHER RESOLVED** that upon receipt, the funds will be used pursuant to the terms of said agreement between the County of Gloucester and the New Jersey Department of Health and Senior Services with the Gloucester County Department of Health, Senior and Disability Services responsible for grant implementation.

**ADOPTED** at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester and State of New Jersey, held on Wednesday, July 25, 2012, at Woodbury, New Jersey.



**COUNTY OF GLOUCESTER**

**ROBERT M. DAMMINGER, DIRECTOR**

**ATTEST:**

**ROBERT N. DILELLA, CLERK**



BOARD OF  
CHOSEN FREEHOLDERS

COUNTY OF GLOUCESTER  
STATE OF NEW JERSEY

TO: ~~Carl Michaels~~ Karen Christina

FREEHOLDER DIRECTOR  
Robert M. Damminger

DEPARTMENT: Health Department

FREEHOLDER LIAISON  
Vincent H. Nestore Jr.

GRANT TITLE: Local Core Capacity For Public Health  
Emergency Preparedness Grant



DATE: July 12, 2012

DEPARTMENT OF HUMAN  
SERVICES

**CERTIFICATION LETTER**

DIRECTOR  
Lisa A. Cerny

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

P.O. Box 337  
Woodbury, NJ 08096

Phone: 856.384.6870  
Fax: 856.384.0207

[lcerny@co.gloucester.nj.us](mailto:lcerny@co.gloucester.nj.us)

FREEHOLDER MEETING: July 25, 2012

[www.gloucestercountynj.gov](http://www.gloucestercountynj.gov)

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

GRANT REQUEST FORM

INCLUDE THE GRANT APPLICATION AND COMPLETED PROPOSAL. IF THE GRANT PROVIDES FOR OUTSIDE CONTRACTING, INCLUDE AN EXPLANATION OF YOUR SELECTION PROCEDURES FOR SUB-GRANTEES. ALSO INCLUDE BUDGET WITH COUNTY ACCOUNT NUMBERS.

DATE: June 25, 2012

1. TYPE OF GRANT  
           NEW GRANT  
  x   RENEWAL/CONTINUATION-PREVIOUS YR. BUDGET NUMBER 326
  
2. GRANT TITLE: Local Core Capacity for Public Health Emergency Preparedness Grant
  
3. GRANT TERM: FROM: 08/10/2012 TO: 06/30/2013
  
4. COUNTY DEPARTMENT: Health Department
  
5. DEPT. CONTACT PERSON & PHONE NUMBER: Carl Michaels (609) 292-0290
  
6. NAME OF FUNDING AGENCY: NJ Department of Health and Senior Services
  
7. BRIEF DESCRIPTION OF GRANT PROGRAM (TO BE USED FOR CLERK OF BOARD): NJ Department of Health and Senior Services will be providing funding to public health emergency to help enhance the capabilities of emergency-ready public health department.
  
8. PERSONNEL-EMPLOYEE NAME & AMOUNT OF SALARY FUNDED THROUGH PROPOSED GRANT PROGRAM (INDICATE A NEW HIRE WITH AN ASTERISK " \* "):  

NAME	AMOUNT	NAME	AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
  
9. TOTAL SALARY CHARGED TO GRANT: \$ \_\_\_\_\_
  
10. INDIRECT COST (IC) RATE: \_\_\_\_\_ %
  
11. IC CHARGED TO GRANT \$ \_\_\_\_\_
  
12. FRINGE BENEFIT RATE CHARGED TO GRANT: \_\_\_\_\_ %
  
13. DATE APPLICATION DUE TO GRANTOR \_\_\_\_\_



## BUDGET AMENDMENT FORM

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

DATE June 25, 2012

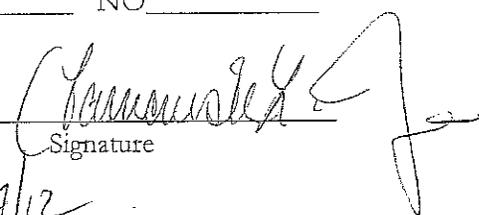
1. GRANT TITLE: Local Core Capacity for Public Health Emergency Preparedness Grant
2. DEPARTMENT: Health Department
3. GRANT ID NUMBER: STATE: \_\_\_\_\_  
FEDERAL: \_\_\_\_\_
4. FUNDING AGENCY CONTACT PERSON: Carl Michaels
5. FUNDING AGENCY PHONE NUMBER: (609) 292-0290
6. GRANT AMOUNT: \$354,184.00
7. A. CASH MATCH AMOUNT: \_\_\_\_\_  
(Attach mandated documentation)
- B. IN-KIND MATCH: \_\_\_\_\_
- C. MODIFICATION AMOUNT: \_\_\_\_\_
- D. NEW TOTAL: \$ 354,184.00
8. CONTRACT PERIOD: FROM: 08-10-2012 TO: 06/30/2013
9. HOW DOES COUNTY RECEIVE PAYMENT: ADVANCE: \_\_\_\_\_  
REIMBURSEMENT: MONTHLY: \_\_\_\_\_  
QUARTERLY: x \_\_\_\_\_  
END OF CONTRACT: \_\_\_\_\_  
OTHER (EXPLAIN) \_\_\_\_\_
10. ARE EXPENDITURE REPORTS DUE TO GRANTOR? YES x NO \_\_\_\_\_  
ARE THEY MONTHLY \_\_\_\_\_ QUARTERLY x END OF CONTRACT \_\_\_\_\_  
LIST DATES REPORTS ARE DUE: \_\_\_\_\_  
\_\_\_\_\_

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

12. IS THIS GRANT EXPECTED IN FUTURE YEARS? YES  x  NO \_\_\_\_\_  
EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_

13. PLEASE PROVIDE A BRIEF DESCRIPTION WHICH WILL BE USED FOR THE BUDGET RESOLUTION: NJ Department of Health and Senior Services  will provide funding to enhance the county's capabilities of emergency-ready public health department by upgrading, integrating and evaluating local public health jurisdictions' preparedness and responses.

14. ARE BUDGET TRANSFERS PERMITTED WITHOUT GRANTOR APPROVAL? YES  x  NO \_\_\_\_\_

DEPARTMENT HEAD:     
Signature  
DATE:  6/27/12

.....  
Departmental Use Only

DATE RECEIVED BY GRANTS DIVISION:  6/27/12 

DATE RECEIVED BY BUDGET OFFICE: \_\_\_\_\_

REVIEWED:

DEPARTMENT OF HUMAN SERVICES, GRANTS DIVISION:

- 1. \_\_\_\_\_  
Signature
- 2. \_\_\_\_\_  
Signature

2012 Gloucester County Budget  
Other Expense Request Explanations  
2012 Budget

101-Salaries-\$243,579.00	
Paul Watkins, Robert Bamford, James Cromley and Carla Kephart.	
105-Fringe-\$ 98,650.00	
410-Office Supplies \$1,001.00	
411-Reproduction Supplies \$1000.00	
750-Telephone \$4,533.00	
699- Other Equipment (fax server) 2,831	
380-Repair and Maintenance	393
299- Outside Professional	2,197
Total	354,184

Form C-2  
Department Code 330  
Submission Date \_\_\_\_\_  
Revision Date \_\_\_\_\_

Department Health Department



State of New Jersey

DEPARTMENT OF HEALTH AND SENIOR SERVICES

PO BOX 361  
TRENTON, N.J. 08625-0361

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

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

MARY E. O'DOWD, M.P.H.  
Commissioner

June 27, 2012

Gloucester County Department of Health & Senior Services  
Annmarie Ruiz, Health Officer  
204 East Holly Avenue  
Sewell, NJ 08080

Dear Ms. Ruiz:

The New Jersey Department of Health and Senior Services (NJDHSS) will provide continued funding through the 2013 State Health Services Grant for up to \$354,184 to be allocated to your agency. This grant award is intended to sustain your agency's current capabilities and to enhance additional ones by upgrading and evaluating your public health jurisdiction's preparedness for and response to terrorism, pandemic influenza, and other public health emergencies. This grant will be effective August 10, 2012 through June 30, 2013.

Please consider this letter as a commitment to fund this award in accordance with legal provisions of said grant. The Notice of Grant Award documents will be processed as soon as review of your application in response to the Request for Application (RFA) is completed in the System for Administering Grants Electronically (SAGE). It is important to note that NJDHSS will not be able to provide cash payments for any costs incurred in carrying out the terms of the grant until a fully executed Notice of Grant Award has been processed. Funding under this grant is expressly dependent upon the availability of funds to NJDHSS appropriated by the U.S. Centers for Disease Control and Prevention (CDC). NJDHSS shall not be liable for any breach due to the absence of available funding appropriations.

If you have questions regarding this matter, please contact me at 609-292-0290.

Sincerely,

A handwritten signature in cursive script that reads "Carl Michaels".

Carl Michaels  
LINCS Program Management Officer

c: Rina Warehall



new jersey  
department of health and senior services

Request for Applications (RFA)

Local Core Capacity for Public Health Emergency Preparedness Grant  
August 10, 2012 through June 30, 2013

Applications must be received no later than June 08, 2012 at 11:59 pm, via System for Administrating Grants Electronically (SAGE) IntelliGrants System.

Intent:

The New Jersey Department of Health and Senior Services (NJDHSS) will be providing continued funding to the state's twenty-two (22) LINCS Agencies for regional public health emergency preparedness activities, specifically designated to benefit the entire county/city population. This funding is contingent upon the receipt of funds through the Centers for Disease Control and Prevention's (CDC) Public Health Emergency Preparedness (PHEP) Cooperative Agreement.

Purpose:

The purpose of this grant is to sustain current capabilities of the LINCS Agencies (grantee) and to enhance additional ones by upgrading and evaluating their respective jurisdiction's preparedness for and response to terrorism, pandemic influenza, and other public health emergencies. Grantees will continue to utilize an all-hazards capabilities-based approach to work on mandated grant activities associated with the following public health preparedness capabilities:

1. Community Preparedness
3. Emergency Operations Coordination
4. Emergency Public Information and Warning
6. Information Sharing
8. Medical Countermeasure Dispensing
9. Medical Materiel Management and Distribution
13. Public Health Surveillance and Epidemiological Investigation
14. Responder Safety and Health
15. Volunteer Management

Additionally, grantees can use this award to address individual gaps identified within their county specific capability and/or hazard vulnerability assessments.

Budget Period:

10+ months (August 10, 2012 – June 30, 2013)

Terms of Compliance:

The grantee, if awarded funding, must comply with the following:

- The terms and conditions for the administration of grants issued by NJDHSS;

- The general and specific compliance requirements (as described in Attachment C), which are incorporated in the grant agreements executed by NJDHSS; and,
- Federal cost principles applicable to the grantee's organization.

As a result of the shortened budget year, the grant cycle has been broken into two project periods as follows:

**Progress Reporting Periods and Due Dates**

Grant Reporting Periods	Report Number	Due Date
08/10/12 to 12/31/12	1 (Midterm)	02/11/2013
01/01/13 to 06/30/13	2 (Final)	08/09/2013

**Quarterly Expenditure Reporting Periods and Due Dates**

Grant Reporting Periods	Report Number	Due Date
08/10/12 to 09/30/12	1	10/15/2012
10/01/12 to 12/31/12	2	01/16/2013
01/01/13 to 03/31/13	3	04/16/13
04/01/13 to 06/30/13	4 (Final)	07/30/2013

**Use of Funds:**

a) Each LINCS Agency must utilize grant funding to support a minimum of 3 ½ full-time core positions. The following two full-time positions are grant-mandated:

1. Surveillance/Epidemiology Coordinator (SEC)
2. Public Health Emergency Notification Systems Coordinator (PHENSC)

Remaining funding may be used to support any combination of the following full or part-time positions:

- Public Health Nurse (PHN)
- Health Educator/Risk Communicator (HERC)
- Information Technology Specialist (ITS)
- Medical Reserve Corps Coordinator
- Other: Grantee defined Public Health Preparedness position

b) Alternate staffing arrangements which differ from the above grant requirements will be evaluated on a case by case basis and require explicit NJDHSS approval. In such instances, grantees must furnish a strong written justification and include it as an attachment at the time of application within the "Miscellaneous Attachments" folder in SAGE. *\*Note: There may be instances when a jurisdiction's grant allocation is insufficient to support 3 ½ full time equivalents. In these cases, an alternate staffing plan justification is required.*

c) NJDHSS will also continue to allow the use of contracts to fill core capacity positions.

d) In addition, based upon individual jurisdictional assessments, grant funds can be used to support other initiatives related to public health emergency preparedness. However, the following expenditures are prohibited:

#### Funding Exclusions:

- Vehicles (of any kind)
- Incentive items
- Purchase of antiviral drugs, seasonal influenza vaccine, or pneumococcal vaccine
- Hazmat initiatives (including hazmat equipment and salaries for hazmat personnel)
- Recipients may not use funds for construction
- Recipients may not use funds for clinical care
- Recipients may only expend funds for reasonable program purposes, including: personnel, travel, supplies and services such as contractual.
- Supplantation: Funds cannot supplant or substitute existing agency funds from other sources.

#### Cities Readiness Initiative (CRI) Funding (for CRI counties only):

The primary goal of CRI is to minimize the loss of life during a catastrophic public health emergency by providing needed drugs and supplies to 100% of a jurisdiction's identified population within a 48 hour time frame. The scope of distribution was previously limited to a large scale anthrax attack, but is now expanded to include an all-hazards approach. As such, these targeted funds must be allocated specifically for the following costs:

- Staff salaries and fringe benefits
- Travel and training
- Call down (communications) equipment
- Contracts [including distribution (if needed), training, public information, and exercising]
- Point of distribution equipment (including computers, printers, signage, communications, etc.)
- Purchase and stockpile prophylaxis (antibiotics only) for health departments' first responders and their families.

#### Hospital Preparedness Program (HPP) Funding:

LINCS Agencies may enhance their efforts for having a Medical Reserve Corps and Emergency System for Advanced Registration of Volunteer Health Professionals (MRC/ESAR-VHP) volunteer program for their jurisdiction that supports the state's NJMRC/ESAR-VHP volunteer initiative. New Jersey has created a volunteer program as mandated by the federal government in accordance to the mandated ESAR-VHP Standards and Guidelines. To be effective during times of crisis, volunteers must be organized and trained to work in emergency situations and know how to work in the existing emergency management system. These important measures should occur before the incident happens.

Available funding provided by NJDHSS should be directed towards recruiting, identifying, and training volunteers that support their public health agency's efforts in responding to a public

Such budget revision request will not be entertained without a signed professional service agreement.

- Letter of Concurrence (posted within Miscellaneous Attachments)
- Alternate Staffing Arrangement Justification (as applicable and posted within Miscellaneous Attachments)

For Additional Assistance:

Contacts: Carl Michaels, Program Management Officer at 609-292-0290 or [cm2@njlines.net](mailto:cm2@njlines.net)  
Rina Warehall, Grants Management Officer at 609-826-4909 or  
[rina.warehall@doh.state.nj.us](mailto:rina.warehall@doh.state.nj.us)

PUBLIC HEALTH EMERGENCY PREPAREDNESS LINCS FUNDING  
 BPT# 6/10/12 - 06/30/13

Agency	CDC Base Funding	2010 County Population	% State Population	*500,000 CDC Base Pop. Adj.	Total Base	CRI	HPP	Total Award
ATLANTIC COUNTY	\$ 217,224	271,712	3.12%	\$ 15,602	\$ 232,826	\$ 82,123	\$ 5,421	\$ 320,370
BERGEN COUNTY	\$ 217,224	895,250	10.28%	\$ 51,405	\$ 268,629	\$ 114,892	\$ 5,421	\$ 388,942
BURLINGTON COUNTY	\$ 217,224	446,108	5.12%	\$ 25,616	\$ 242,840	\$ 114,892	\$ 5,421	\$ 363,153
CAMDEN COUNTY	\$ 217,224	517,879	5.95%	\$ 29,737	\$ 246,961	\$ 114,892	\$ 5,421	\$ 367,274
CAPE MAY COUNTY	\$ 217,224	96,091	1.10%	\$ 5,518	\$ 222,742	\$ 82,123	\$ 5,421	\$ 310,286
CUMBERLAND COUNTY	\$ 217,224	157,745	1.81%	\$ 9,058	\$ 226,282	\$ 82,123	\$ 5,421	\$ 313,826
ESSEX COUNTY	\$ 217,224	488,242	5.61%	\$ 28,035	\$ 245,259	\$ 114,892	\$ 5,421	\$ 365,572
GLOUCESTER COUNTY	\$ 217,224	289,920	3.33%	\$ 16,647	\$ 233,871	\$ 114,892	\$ 5,421	\$ 354,184
HUDSON COUNTY	\$ 258,224	597,924	6.87%	\$ 34,333	\$ 292,557	\$ 114,892	\$ 5,421	\$ 412,870
MERCER COUNTY	\$ 217,224	366,222	4.21%	\$ 21,029	\$ 238,253	\$ 114,892	\$ 5,421	\$ 358,566
MIDDLESEX/UNION COUNTIES Trenton HD - CRI City	\$ 434,448	1,317,164	15.13%	\$ 75,632	\$ 610,080	\$ 229,784	\$ 10,842	\$ 750,706
MONMOUTH COUNTY	\$ 217,224	644,105	7.40%	\$ 36,985	\$ 254,209	\$ 114,892	\$ 5,421	\$ 374,522
MORRIS COUNTY	\$ 217,224	488,518	5.61%	\$ 28,061	\$ 245,275	\$ 114,892	\$ 5,421	\$ 365,588
NEWARK	\$ 217,224	281,402	3.23%	\$ 16,158	\$ 233,382	\$ 82,123	\$ 5,421	\$ 320,926
OCEAN COUNTY	\$ 217,224	573,678	6.59%	\$ 32,941	\$ 250,165	\$ 82,123	\$ 5,421	\$ 337,709
PASSAIC (includes subgrant to Paterson)	\$ 449,224	491,778	5.65%	\$ 28,238	\$ 477,462	\$ 114,892	\$ 5,421	\$ 597,775
SALEM COUNTY	\$ 217,224	66,342	0.76%	\$ 3,809	\$ 221,033	\$ 114,892	\$ 5,421	\$ 341,346
SOMERSET COUNTY	\$ 217,224	326,869	3.75%	\$ 18,769	\$ 235,993	\$ 114,892	\$ 5,421	\$ 356,306
SUSSEX HUNTERDON COUNTY	\$ 434,448	281,152	3.23%	\$ 16,144	\$ 450,592	\$ 164,246	\$ 10,842	\$ 625,680
WARREN COUNTY	\$ 217,224	109,638	1.26%	\$ 6,295	\$ 223,519	\$ 82,123	\$ 5,421	\$ 311,063
Audit Charge (0.006)	\$ 33,526					\$ 14,287	\$ 720	\$ 48,533
TOTAL ASSISTANCE	5,056,464	8,707,739	100%	500,000		\$ 2,379,759	\$ 119,982	\$ 8,085,195

C4

**RESOLUTION AUTHORIZING A CONTRACT WITH CAMDEN BAG & PAPER, INC., TO SUPPLY AND DELIVER PAPER PRODUCTS FOR THE NUTRITION PROGRAM IN AN AMOUNT NOT TO EXCEED \$40,000.00 FOR A TWO YEAR PERIOD**

**WHEREAS**, the County of Gloucester, after notice and advertisement, received sealed bids to supply and deliver paper products for the Nutrition Program offered through the Division of Senior Services; and

**WHEREAS**, after following proper public bidding procedure, it was determined that Camden Bag and Paper, Inc., was the lowest responsive and responsible bidder; and

**WHEREAS**, the contract shall be for an estimated quantity of goods, with a contract amount not to exceed \$40,000.00 as more specifically described in PD-012-015. The 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. The contract period is two years commencing on July 25, 2012.

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

1. That a contract for the supply and delivery of paper products for the Nutrition Program is hereby awarded to Camden Bag, Inc., 114 Gaither Drive, Mt. Laurel, NJ 08054 in an amount not to exceed \$40,000.00, and the contract period will be two years from the date of award;
2. That the Director of the Board and the Clerk of the Board be and are hereby authorized to execute the contract for the aforementioned purpose on behalf of the County of Gloucester; and

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

**ADOPTED** at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester, held on Wednesday, July 25, 2012, at Woodbury, New Jersey.



**COUNTY OF GLOUCESTER**

**ROBERT M. DAMMINGER, DIRECTOR**

**ATTEST:**

**ROBERT N. DI LELLA, CLERK**

C4

**CONTRACT  
BETWEEN  
COUNTY OF GLOUCESTER  
AND  
CAMDEN BAG AND PAPER, INC.**

**THIS CONTRACT** is made effective the 25<sup>th</sup> day of July, 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 **CAMDEN BAG AND PAPER, INC.**, (a New Jersey Corporation), with offices at 114 Gaither Drive, Mt. Laurel, NJ 08054, hereinafter referred to as "**Contractor**".

**RECITALS**

**WHEREAS**, there exists a need for the County to contract for the supply and delivery of paper products for the Gloucester County Nutrition Program run by the County's Division of Senior Services; and

**WHEREAS**, Contractor represents that it is qualified to supply and deliver said goods, 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 for a period of (2) years from the date of the award of the contract, consistent with the specifications identified as PD 012-015.
2. **COMPENSATION.** Contractor shall be paid for estimated units of goods a minimum contract amount of Zero Dollars and Zero Cents (\$0.00), and a maximum contract amount of Forty Thousand Dollars and Zero Cents (\$40,000.00), consistent with the bid documents and specifications identified as PD 012-015.

It is agreed and understood that this is an open-ended contract, thereby requiring the County to use Contractor's services, and purchase Contractor's goods, only on an as-needed basis. There is no obligation on the part of the County to make any purchase whatsoever. Continuation of the contract after July 25, 2013 is specifically conditioned upon the approval of the 2013 Gloucester County budget.

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 and goods supplied 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 as set forth in the specifications identified as PD 012-015, which are incorporated herein and made a part hereof by reference. Should a conflict occur between this form of Contract, and the specifications in this Contract shall prevail.

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 and specifications, as well as Contractor's bid package, as the case may be.

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 specifications identified as PD 012-015, 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 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.

**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 harmless from, shall indemnify and shall defend the County 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 Contract 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 the 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 or supply the goods that Contractor is required to perform or provide 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 a written change order signed by a duly authorized representative of the County. 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 its successors and assigns.

23. **CONTRACT PARTS.** This Contract consists of this Contract document, and the specifications identified as PD 012-015, and the Contractor's bid package, all of which are referred to and incorporated herein by reference. Should there occur a conflict between this form of contract and the specifications, then this Contract shall prevail. If there should occur a conflict between either this form of Contract or the specifications, and the Contractor's bid package, then this Contract and the specifications shall prevail.

**THIS CONTRACT** is dated this 25<sup>th</sup> day of July, 2012.

**IN WITNESS WHEREOF**, the County has caused this instrument to be signed by its Freeholder 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. DI LELLA, CLERK**

\_\_\_\_\_  
**ROBERT M. DAMMINGER, DIRECTOR**

**ATTEST:**

**CAMDEN BAG AND PAPER, INC.**

\_\_\_\_\_

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

\_\_\_\_\_  
(Please Print Name and Title)

C5

**RESOLUTION AUTHORIZING APPLICATION TO THE NEW JERSEY DIVISION OF MENTAL HEALTH SERVICES FOR RENEWAL OF FUNDING TO OFFSET A PORTION OF SALARY DOLLARS FOR THE SERVICES OF THE GLOUCESTER COUNTY MENTAL HEALTH ADMINISTRATOR, FROM JULY 1, 2012 TO JUNE 30, 2013, IN THE TOTAL AMOUNT OF \$12,000.00**

**WHEREAS**, the New Jersey Department of Human Services/Division of Mental Health Services continues to have funding available for the Mental Health Board Operations for State Fiscal Year (SFY) 2012; and

**WHEREAS**, the County of Gloucester desires to submit application to the New Jersey Division of Mental Health Services for renewal of funding in the total amount of \$12,000.00, for the period commencing July 1, 2012 and concluding June 30, 2013, to be applied toward the salary of the Mental Health Administrator; and

**WHEREAS**, expenditures against this allocation should be vouchered and applied to the existing grant; and

**WHEREAS**, the Gloucester County Department of Human Services has certified that the Grant Request Form and Budget Amendment Form has been reviewed and meets the standard requirements.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Chosen Freeholders of the County of Gloucester and State of New Jersey that the Director and the Clerk of the Gloucester County Board of Chosen Freeholders are hereby authorized to execute any and all documents necessary to submit application to the New Jersey Division of Mental Health Services for renewal of funding in a total amount of \$12,000.00, for the period commencing July 1, 2012 and concluding June 30, 2013, to be applied toward the salary of the Mental Health Administrator.

**ADOPTED** at a regular meeting of the Gloucester County Board of Chosen Freeholders held on Wednesday, July 25, 2012, at Woodbury, New Jersey.



**COUNTY OF GLOUCESTER**

**ROBERT M. DAMMINGER, DIRECTOR**

**ATTESTED:**

**ROBERT N. DILELLA, CLERK**

C5



BOARD OF  
CHOSEN FREEHOLDERS

COUNTY OF GLOUCESTER  
STATE OF NEW JERSEY

FREEHOLDER DIRECTOR  
Robert M. Damming

FREEHOLDER LIAISON  
Vincent H. Nestore Jr.

TO: Leona Mather

DEPARTMENT: Education & Disability Services

GRANT TITLE: Mental Health Administrator

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE: July 12, 2012



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](mailto:lcerny@co.gloucester.nj.us)

[www.gloucestercountynj.gov](http://www.gloucestercountynj.gov)

**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: July 25, 2012

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

**DIVISION OF MENTAL HEALTH & HOSPITALS**  
**COUNTY MENTAL HEALTH ADMINISTRATOR'S SALARY REIMBURSEMENT**

**QUARTERLY EXPENDITURE REQUEST**

Department of Human Services  
Division of Mental Health & Hospitals  
CN 737  
3<sup>rd</sup> Floor  
Trenton, NJ 08625

Date: \_\_\_\_\_

COUNTY OF:

We hereby submit our request for reimbursement of that portion of the salary for the position of County Mental Health Administrator in the amount of \$3,000.00. pursuant to Chapter 146, P.L. 1957, as amended, for the:

Period: July 1, 2012 to September 30, 2012

I Certify that the above expenditure for the salary of Kathleen Spinosi is correct and that no State or Federal funds were used in the County's share of this expenditure.

SIGNATURES:  
(use ink)

\_\_\_\_\_  
Signature of Authorized Official  
County Mental Health Board

\_\_\_\_\_  
Signature of Authorized Official  
County Board of Chosen Freeholders

<b><u>FOR DIVISION USE ONLY</u></b>	
Yearly Salary \$ _____	Approved Allocation \$ _____
<b><u>Salary Paid</u></b>	<b><u>Payments by State</u></b>
1 <sup>st</sup> Quarterly Period \$ _____	\$ _____
2 <sup>nd</sup> Quarterly Period \$ _____	\$ _____
3 <sup>rd</sup> Quarterly Period \$ _____	\$ _____
4 <sup>th</sup> Quarterly Period \$ _____	\$ _____
Total Payment \$ _____	\$ _____
	Balance \$ _____

Note: Quarterly payments by State are not to exceed \$3,000 for each period.  
Total 12 month period is not to exceed 75% of \$6,000 or total of \$12,000

Yearly Salary for Kathleen Spinosi is \$ 91,868  
Quarterly total expenditure for Kathleen Spinosi is \$ 22,967

**DIVISION OF MENTAL HEALTH & HOSPITALS**  
**COUNTY MENTAL HEALTH ADMINISTRATOR'S SALARY REIMBURSEMENT**

**QUARTERLY EXPENDITURE REQUEST**

Department of Human Services  
Division of Mental Health & Hospitals  
CN 737  
3<sup>rd</sup> Floor  
Trenton, NJ 08625

Date: \_\_\_\_\_

COUNTY OF:

We hereby submit our request for reimbursement of that portion of the salary for the position of County Mental Health Administrator in the amount of \$3,000.00. pursuant to Chapter 146, P.L. 1957, as amended, for the:

Period: October 1, 2012 to December 31, 2012

I Certify that the above expenditure for the salary of Kathleen Spinosi is correct and that no State or Federal funds were used in the County's share of this expenditure.

SIGNATURES:  
(use ink)

\_\_\_\_\_  
Signature of Authorized Official  
County Mental Health Board

\_\_\_\_\_  
Signature of Authorized Official  
County Board of Chosen Freeholders

<b><u>FOR DIVISION USE ONLY</u></b>	
Yearly Salary \$ _____	Approved Allocation \$ _____
<b><u>Salary Paid</u></b>	<b><u>Payments by State</u></b>
1 <sup>st</sup> Quarterly Period \$ _____	\$ _____
2 <sup>nd</sup> Quarterly Period \$ _____	\$ _____
3 <sup>rd</sup> Quarterly Period \$ _____	\$ _____
4 <sup>th</sup> Quarterly Period \$ _____	\$ _____
Total Payment \$ _____	\$ _____
	Balance \$ _____

Note: Quarterly payments by State are not to exceed \$3,000 for each period.  
Total 12 month period is not to exceed 75% of \$6,000 or total of \$12,000

Yearly Salary for Kathleen Spinosi is \$ 91,868  
Quarterly total expenditure for Kathleen Spinosi is \$ 22,967

**DIVISION OF MENTAL HEALTH & HOSPITALS**  
**COUNTY MENTAL HEALTH ADMINISTRATOR'S SALARY REIMBURSEMENT**

**QUARTERLY EXPENDITURE REQUEST**

Department of Human Services  
Division of Mental Health & Hospitals  
CN 737  
3<sup>rd</sup> Floor  
Trenton, NJ 08625

Date: \_\_\_\_\_

COUNTY OF:

We hereby submit our request for reimbursement of that portion of the salary for the position of County Mental Health Administrator in the amount of \$3,000.00. pursuant to Chapter 146, P.L. 1957, as amended, for the:

Period: January 1, 2013 to March 31, 2013

I Certify that the above expenditure for the salary of Kathleen Spinosi is correct and that no State or Federal funds were used in the County's share of this expenditure.

**SIGNATURES:**  
(use ink)

\_\_\_\_\_  
Signature of Authorized Official  
County Mental Health Board

\_\_\_\_\_  
Signature of Authorized Official  
County Board of Chosen Freeholders

<b><u>FOR DIVISION USE ONLY</u></b>	
Yearly Salary \$ _____	Approved Allocation \$ _____
<b><u>Salary Paid</u></b>	<b><u>Payments by State</u></b>
1 <sup>st</sup> Quarterly Period \$ _____	\$ _____
2 <sup>nd</sup> Quarterly Period \$ _____	\$ _____
3 <sup>rd</sup> Quarterly Period \$ _____	\$ _____
4 <sup>th</sup> Quarterly Period \$ _____	\$ _____
Total Payment \$ _____	\$ _____
	Balance \$ _____

Note: Quarterly payments by State are not to exceed \$3,000 for each period.  
Total 12 month period is not to exceed 75% of \$6,000 or total of \$12,000

Yearly Salary for Kathleen Spinosi is \$ 91,868  
Quarterly total expenditure for Kathleen Spinosi is \$ 22,967

**DIVISION OF MENTAL HEALTH & HOSPITALS**  
**COUNTY MENTAL HEALTH ADMINISTRATOR'S SALARY REIMBURSEMENT**

**QUARTERLY EXPENDITURE REQUEST**

Department of Human Services  
Division of Mental Health & Hospitals  
CN 737  
3<sup>rd</sup> Floor  
Trenton, NJ 08625

Date: \_\_\_\_\_

COUNTY OF:

We hereby submit our request for reimbursement of that portion of the salary for the position of County Mental Health Administrator in the amount of \$3,000.00. pursuant to Chapter 146, P.L. 1957, as amended, for the:

Period: April 1, 2013 to June 30, 2013

I Certify that the above expenditure for the salary of Kathleen Spinosi is correct and that no State or Federal funds were used in the County's share of this expenditure.

SIGNATURES:  
(use ink)

\_\_\_\_\_  
Signature of Authorized Official  
County Mental Health Board

\_\_\_\_\_  
Signature of Authorized Official  
County Board of Chosen Freeholders

<b><u>FOR DIVISION USE ONLY</u></b>	
Yearly Salary \$ _____	Approved Allocation \$ _____
<b>Salary Paid</b>	<b>Payments by State</b>
1 <sup>st</sup> Quarterly Period \$ _____	\$ _____
2 <sup>nd</sup> Quarterly Period \$ _____	\$ _____
3 <sup>rd</sup> Quarterly Period \$ _____	\$ _____
4 <sup>th</sup> Quarterly Period \$ _____	\$ _____
Total Payment \$ _____	\$ _____
	Balance \$ _____

Note: Quarterly payments by State are not to exceed \$3,000 for each period.  
Total 12 month period is not to exceed 75% of \$6,000 or total of \$12,000

Yearly Salary for Kathleen Spinosi is \$ 91,868  
Quarterly total expenditure for Kathleen Spinosi is \$ 22,967

PD 012-015		VENDOR:		VENDOR:		VENDOR:	
Bid Opening 6/26/12 10:00am		Camden Bag & Paper		W.B. Mason Co. Inc.		Central Poly Corp.	
SUPPLY AND DELIVERY OF PAPER PRODUCTS		114 Gaither Drive		59 Centre St.		2400 Bedle Place	
		Mt. Laurel, NJ 08094		Brockton, Ma 02303		Linden NJ 07036	
		Robert Gerber VP		Stephanie Carroll		Andrew Hoffer	
		(856)727-3313		(888) 926-2766		908 862-7570	
		(856)727-4114		781 935-2865 Fax		908 862-9019 Fax	
ITEM	DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Dessert Cups, plastic, 4 oz., 2500/cs Solo # P040 or equal Annual estimated quantity: 36 cs	\$40.94	\$1,473.84	\$48.53	\$1747.08		
2	Dessert Cup Lids, Plastic, 4 oz., 2500/cs solo #904P or equal Annual estimated quantity: 30 cs	\$38.93	\$1,167.90	\$46.27	\$1388.10		
3	Foam Cups, 10 oz, 1000/cs dart # 10-B-20 or equal Annual estimated quantity: 60 cs	\$33.50	\$2010.00	\$36.14	\$2168.14		
4	Foam cup lids, 1000/cs dart #20 JL or equal Annual estimated quantity: 45 cs	\$17.80	\$801.00	\$18.41	\$828.45		
5	Place mats, white 10"x10", 1000/cs American #343 or equal Annual estimated quantity: 50 cs	\$12.66	\$633.00	NO BID			
6	Napkins, white, 15"x17", 5000/cs ft., howard #363 or equal Annual estimated quantity: 25 cs	\$32.75	\$818.75	\$39.12	\$978.00		
7	Paper towels, bleached, plyfold 2400/cs. ft. howard #206-or equal Annual estimated quantity: 18 cs	\$15.20	\$273.60	\$17.81	\$320.58	\$15.76	\$283.68
8	Toilet tissue white, 2 ply 500 sheets 96/cs gen't paper #612 or equal Annual estimated quantity: 10 cs	\$31.00	\$310.00	\$32.57	\$325.70	\$32.39	\$323.90
9	Plates, Plastic, 9", 500/cs, dart or equal Annual estimated quantity: 160 cs	\$27.90	\$4,464.00	\$30.58	\$4892.80		
10	Folding tray, shallow plate hinged 200/cs, mobil # THJ-010 or equal Annual estimated quantity: 92 cs	\$14.20	\$1,306.40	NO BID			
11	Cold Cups, flat bottom, 7 oz., 2500 cs solo or equal Annual estimated quantity: 8 cs	\$42.70	\$341.60	\$45.09	\$360.72		
12	Poly gloves, disposable, medium 1000/cs, Impact # 6W100 or equal						

	Annual estimated quantity: 15 cs	\$5.98	\$89.70	\$2.59	\$38.85	\$7.33	\$109.95
13	Chix Wipers 14" x 24", 200,CS Chicopee Mill # 8310 or equal 10 cs	\$17.98	\$179.80	\$135.67	\$1356.70		
14	Poly bags, plain 8" x 3" x 15", 1000/cs landis or equal Annual estimated quantity: 10 cs	\$13.38	\$133.80	\$16.72	\$167.20		
15	Bowls, 12 oz., 1000/cs dart # 36 712 or equal Annual estimated quantity: 45 cs	\$27.98	\$1,259.10	\$41.51	\$1867.95		
16	Clear Bags, 16"x14"x36", 250cs Landis or equal Annual estimated quantity: 30 cs	\$20.28	\$608.40	NO BID	NO BID	\$18.40	\$552.00
17	Aluminum Trays w/lids 250/cs, pea # 71390P or equal Annual estimated quantity: 400 cs	\$43.88	\$17,552.00	NO BID	NO BID		
18	Bags, sandwich, wax, 1000 cs, 6"x 7 5/8", aztec or equal Annual estimated quantity: 15 cs	\$14.98	\$224.70	\$90.34	\$1355.10		
19	Paper plates, plastic coated 6" 1000/cs, solo or equal Annual estimated quantity: 25 cs	\$9.88	\$247.00	\$42.61	\$1065.25		
20	Cups, styrofoam, 1000/cs, dart #8J8 or equal Annual estimated quantity: 30 cs	\$17.48	\$524.40	\$17.91	\$637.30		
	Delivery Date		7-14 Days		5-7 Days		5-7 Days
	Variations:		NONE	Item # 6 3000 each per carton Item # 13 900 each per carton Item # 18 6000 each per carton			NONE
	Will you extend your prices to local government entities within the County		NO	YES			YES
THE TERM OF THE CONTRACT SHALL BE FOR TWO YEARS FROM DATE OF AWARD.							
	Bid Specifications sent to:	Triple A Supplies Arch Gold	Eastern Bag & Paper Group Prime Vendor				Unisource Worldwide All American Poly
	Based upon the bids received, I recommend we award the contract to Camden Bag and Paper as the lowest responsive responsible bidder.						
			Sincerely,				
			Robert J. McErlane				
			Assistant Purchasing Agent				

A

**RESOLUTION AUTHORIZING THE EXECUTION OF A FEDERAL OFF-CAMPUS WORK STUDY AGREEMENT BETWEEN THE GLOUCESTER COUNTY PROSECUTOR'S OFFICE AND WASHINGTON UNIVERSITY SCHOOL OF LAW, AT NO COST TO THE COUNTY, FROM MAY 1, 2012 TO SEPTEMBER 1, 2012**

**WHEREAS**, Washington University School of Law has invited the Gloucester County Prosecutor's Office to participate in the Federal Off-Campus Work Study Program which it sponsors; and

**WHEREAS**, pursuant to the program, Washington University School of Law's students are made available to the Gloucester County Prosecutor's Office to work in county operations; and

**WHEREAS**, the students will engage in meaningful and educational work which will introduce them to career opportunities; and

**WHEREAS**, the Gloucester County Prosecutor's Office does not have a financial obligation to pay any portion of student wages to Washington University School of Law due to the federal waiver award and this program is at no cost to the County; and

**WHEREAS**, the program should prove beneficial to the Gloucester County Prosecutor's Office and to the students involved.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Gloucester that the Director of the Board and the Clerk of the Board are hereby authorized to execute the Federal Off-Campus Work Study Agreement with Washington University School of Law and Gloucester County Prosecutor's Office from May 1, 2012 to September 1, 2012.

**ADOPTED** at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester held on Wednesday, July 25, 2012, at Woodbury, New Jersey.



**COUNTY OF GLOUCESTER**

**ATTEST:**

**ROBERT M. DAMMINGER, DIRECTOR**

**ROBERT N. DILELLA, CLERK**

A

June 28, 2012

Gloucester County Prosecutor's Office  
Dianna Reed-Rolando  
Justice Complex, P.O. Box 623  
Woodbury, NJ 08096

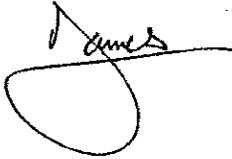
Dear Dianna,

Enclosed you will find your current community service Federal Work-Study (FWS) agreement. This agreement runs no earlier than May 1, 2012 to no later than September 1, 2012. Please read the agreement and then sign and return the following:

- One copy of the contract to finalize your plans for hiring FWS students during the Summer 2012.
- One copy of the Schedule A, attached to the contract, which states the amount **Washington University** will pay for student salaries during Summer 2012.

If you have any questions or concerns please feel free to contact me.

Sincerely,



James McDonald  
Assistant Director for Student Employment  
314-935-6847  
James\_McDonald@aismail.wustl.edu

Enclosures

JGM/jcm

**Office of  
Student Financial Services**

(Check One)
Washington University Off Campus _____
Community Service _____

**FEDERAL WORK-STUDY AGREEMENT**

(b) Summer 2012  
(May 1, 2012 - September 1, 2012)

**SCHEDULE A**

**Name of organization:** Gloucester County Prosecutor's Office  
**Representative of organization**  
**supervising FWS employment:** Dianna Reed-Rolando  
**Telephone number:** 856-384-5558

Students to be employed	Brief Job Description	Graduate Salary	Average No. of Hours Per Week	Dates of Employment	Total estimated salary
Gregory Simcox			40*		3000

Total Estimated Salaries paid by Washington University 3000

Total percent of student compensation that Washington University pays: 50% 1500

Total percent of student compensation paid from Federal Funds: 50% or 1500

Total percent of social security that Washington University pays: 7.65% or 229.5

Total percent of the cost of the employer's payroll contribution to be borne by Washington University: 100%

**WASHINGTON UNIVERSITY**

By \_\_\_\_\_

Title: Assistant Director

Date: \_\_\_\_\_

**CONTRACTOR**

By \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Office of Student Financial Services

WASHINGTON UNIVERSITY OFF-CAMPUS FEDERAL WORK-STUDY AGREEMENT  
SUMMER 2012

This Federal Work-Study Agreement (the "Agreement") is entered into as of this 28<sup>th</sup> day of June, 2012 by and between The Washington University, herein after known as the "University," and Gloucester County Prosecutor's Office, herein after known as the "Contractor," a federal, state or local public agency, for the purpose of providing work to students eligible for the Federal Work-Study Program (FWS).

**1. Schedules**

Schedules to be attached to this Agreement from time to time must be signed by an authorized official of the University and the Contractor, and must set forth brief descriptions of the work to be performed by students under this Agreement.

These schedules will also state the total length of time the project is expected to run.

**2. Work Assignments**

Students will be made available to the Contractor by the University to perform specific work assignments. The work assignments shall be work in the public interest. For purpose of FWS, "work in the public interest" is defined as work performed for the national or community welfare rather than work performed to benefit a particular interest or group.

**Work is NOT in the public interest if--**

- (a) It primarily benefits the members of a limited membership Contractor such as a credit union, a fraternal or religious order, or a cooperative;
- (b) A student works for an elected official outside the regular administration of federal, state or local government; or
- (c) A student's political support or party affiliation is taken into account in hiring him or her.

**Federal Work-Study employment may not--**

- (a) Impair existing service contracts;
- (b) Displace employees;

- (c) Fill jobs that are vacant because the Contractor's regular employees are on strike;
- (d) Involve the construction, operation, or maintenance of any part of a facility used or to be used for religious worship or sectarian instruction;
- (e) Involve any partisan or nonpartisan political activity associated with a faction in an election for public or party office;
- (f) Involve lobbying on the federal level; or
- (g) Include employment for the Department of Education.

Students may be removed from work on a particular assignment or from the Contractor by the University, either on its own initiative or at the request of the Contractor.

The Contractor agrees that no student will be denied work or subjected to different treatment under this Agreement on the grounds of race, color, national origin or sex. It further agrees that it will comply with the provisions of the Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat. 252) and Title IX of the Education Amendments of 1972 (Pub. L. 92-318) and the Regulations of the Department of Education which implement those Acts.

### **3. Supervision**

The Contractor has the right to control and direct the services of the student, not only as to the result to be accomplished, but also as to the means by which the result is to be accomplished. The University is limited to determining that the students meet the eligibility requirements for employment under the Federal Work-Study Program, to assigning students to work for the Contractor, and to determining that the students do perform their work in fact.

The Contractor agrees to indemnify and hold the University harmless from all claims that may arise on behalf of students in connection with their employment by the Contractor under this Agreement, to the extent permitted by law.

### **4. Compensation**

Compensation of students for work performed on a project under this Agreement will be disbursed--and all payments due as the employer's contribution under state or local workmen's compensation laws, under federal or state social security laws, or under other applicable laws, will be made--by the University.

The Contractor will report to the University, not less than monthly, the reliability of the student's attendance and adequate performance of tasks assigned by their supervisor as certified by an authorized employee of the Contractor.

**5. Term and Termination**

This Agreement shall commence no earlier than May 1, 2012 and shall continue in effect until no later than September 1, 2012, unless sooner terminated in accordance with this Section 5.

This Agreement may be terminated by either party upon ten days written notice should the other party fail to perform the covenants contained herein.

**6. This Agreement,** together with the schedules attached hereto, contains the entire understanding of the parties. There are no representations, promises, covenants or understandings other than those expressly set forth herein. No amendment or modification of the terms of this Agreement shall be valid unless made in writing and signed by the parties.

THE WASHINGTON UNIVERSITY

CONTRACTOR:

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**RESOLUTION AUTHORIZING GRANT APPLICATION AND EXECUTION OF ANY AND ALL DOCUMENTS RELATIVE TO VICTIMS OF CRIME ACT (VOCA) GRANT, FROM JULY 1, 2012 TO JUNE 30, 2013, IN THE AMOUNT OF \$212,060.00**

**WHEREAS**, there exists a need for the Gloucester County Prosecutor's Office to submit a grant application to the State Office of Victim Witness Advocacy, New Jersey Division of Criminal Justice, for the Victims of Crime Act (VOCA) Grant, for the period commencing July 1, 2012 and terminating June 30, 2013; 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 Freeholders 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, 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 \$169,648.00, with an in-kind match by the County of \$42,412.00, for a total amount of \$212,060.00, for the period commencing July 1, 2012 and terminating June 30, 2013.

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

1. The Freeholder Director is hereby authorized to execute any and all documents in connection with the filing of the grant application with the State Office of Victim Witness Advocacy, New Jersey Division of Criminal Justice for the Victims of Crime Act (VOCA) Grant, in the amount of \$169,648.00, with an in-kind match by the County of \$42,412.00, for a total amount of \$212,060.00, for the period commencing July 1, 2012 and terminating June 30, 2013.
2. 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 necessary additional assurances as may be required.

**ADOPTED** at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester, held on July 25, 2012 at Woodbury, New Jersey.



**COUNTY OF GLOUCESTER**

**ROBERT M. DAMMINGER, DIRECTOR**

**ATTEST:**

**ROBERT N. DILELLA, CLERK**

F2



BOARD OF  
CHOSEN FREEHOLDERS

COUNTY OF GLOUCESTER  
STATE OF NEW JERSEY

FREEHOLDER DIRECTOR  
Robert M. Damming

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](mailto:lcerny@co.gloucester.nj.us)

[www.gloucestercountynj.gov](http://www.gloucestercountynj.gov)

TO: Mary Pyffer

DEPARTMENT: Prosecutors Office

GRANT TITLE: Victims of Crime Act (VOCA) Grant Application

DATE: July 12, 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: July 25, 2012

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

## GRANT REQUEST FORM

INCLUDE THE GRANT APPLICATION AND COMPLETED PROPOSAL. IF THE GRANT PROVIDES FOR OUTSIDE CONTRACTING, INCLUDE AN EXPLANATION OF YOUR SELECTION PROCEDURES FOR SUB-GRANTEES. ALSO INCLUDE BUDGET WITH COUNTY ACCOUNT NUMBERS.

DATE: 6/28/12

1. TYPE OF GRANT  
       NEW GRANT  
  X   RENEWAL/CONTINUATION-PREVIOUS YR. BUDGET NUMBER 11-243

2. GRANT TITLE: Victims of Crime Act (VOCA) Grant Application V-08-10

3. GRANT TERM: FROM: 7/1/12 TO: 6/30/13

4. COUNTY DEPARTMENT: Prosecutor's Office

5. DEPT. CONTACT PERSON & PHONE NUMBER: Mary Pyffer/384-5549

6. NAME OF FUNDING AGENCY: State Office of Victim-Witness Advocacy

7. BRIEF DESCRIPTION OF GRANT PROGRAM (TO BE USED FOR CLERK OF BOARD): The VOCA grant partially for salaries for employees of the Gloucester County Prosecutor's Office Victim/Witness Unit. The Unit provides services mandated by the New Jersey Crime Victim's Bill of Rights under N.J.S.A. 52:4B-36 for victims of violent crime in Gloucester County.

8. PERSONNEL-EMPLOYEE NAME & AMOUNT OF SALARY FUNDED THROUGH PROPOSED GRANT PROGRAM (INDICATE A NEW HIRE WITH AN ASTERISK " \* "):

NAME	AMOUNT	NAME	AMOUNT
<u>Donna Adair</u>	<u>\$20,970</u>	<u>Barbara Carter</u>	<u>\$11,280</u>
<u>Vacan</u>	<u>\$9,053</u>	<u>Kristeen Gallagher</u>	<u>\$21,173</u>
<u>Lillian Robinson</u>	<u>\$21,173</u>	<u>Rosemarie Seider-Paquin</u>	<u>\$21,471</u>
<u>Stephanie Fitzgerald</u>	<u>\$12,651</u>	<u>Evelyn Ginter</u>	<u>\$15,583</u>
<u>Maureen Quinn</u>	<u>\$15,728</u>		

9. TOTAL SALARY CHARGED TO GRANT: \$ 149,082

10. INDIRECT COST (IC) RATE: \_\_\_\_\_%

11. IC CHARGED TO GRANT \$ \_\_\_\_\_

12. FRINGE BENEFIT RATE CHARGED TO GRANT: \_\_\_\_\_%

13. DATE APPLICATION DUE TO GRANTOR 6/29/12

## BUDGET AMENDMENT FORM

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

DATE: 6/28/12

1. GRANT TITLE: Victims of Crime Act (VOCA) Grant

2. DEPARTMENT: Prosecutor's Office

3. GRANT ID NUMBER: STATE: V-08-11

FEDERAL: \_\_\_\_\_

4. FUNDING AGENCY CONTACT PERSON: Issac Junius

5. FUNDING AGENCY PHONE NUMBER: 609-984-1039

6. GRANT AMOUNT: \$169,648

7. A. CASH MATCH AMOUNT: \_\_\_\_\_  
(Attach mandated documentation)

B. IN-KIND MATCH: \$42,412

C. MODIFICATION AMOUNT: \_\_\_\_\_

D. NEW TOTAL: \_\_\_\_\_

8. CONTRACT PERIOD: FROM: 7/1/12 TO: 6/30/13

9. HOW DOES COUNTY RECEIVE PAYMENT: ADVANCE: \_\_\_\_\_

REIMBURSEMENT: MONTHLY: \_\_\_\_\_

QUARTERLY: X

END OF CONTRACT: \_\_\_\_\_

OTHER (EXPLAIN) \_\_\_\_\_

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

LIST DATES REPORTS ARE DUE: 10/15/12, 1/15/13

4/15/13, 7/15/13



CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lieutenant Governor*

*State of New Jersey*  
OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF CRIMINAL JUSTICE  
PO BOX 085  
TRENTON, NJ 08625-0085  
TELEPHONE: (609) 984-6500

JEFFREY S. CHIESA  
*Attorney General*

STEPHEN J. TAYLOR  
*Director*

May 23, 2012

Honorable Sean F. Dalton, Prosecutor  
Gloucester County Prosecutor's Office  
70 Hunter Street, P. O. Box 623  
Woodbury, New Jersey 08096

Re: Victims of Crime Act (VOCA) Grant Program  
Project Title: County Office of Victim Witness Advocacy  
Subgrant Number: V-08-11

Dear Prosecutor Dalton:

The Division of Criminal Justice is accepting applications for the Victims of Crime Act (VOCA) Grant Program to support funding for the Gloucester County Office of Victim Witness Advocacy.

Your federal grant will be in the amount of \$169,648. Matching funds in the amount of \$42,412 are required. The total amount of the grant project will be \$212,060.

The current grant is scheduled to end on June 30, 2012. It is projected that your continuation award will run from July 1, 2012 to June 30, 2013. Approval for expenditures for the grant cannot be authorized until a fully executed subgrant award/contract is completed. All required reports for your previous grant must be current and on file with the State Office of Victim Witness Advocacy (SOVWA) prior to the start of your continuation grant.

An application package has been e-mailed to Mary K. Pyffer, Victim Witness Coordinator. The completed application, including the required Freeholder Resolution and grant certifications, should be submitted to the SOVWA by June 29, 2012.



*New Jersey Is An Equal Opportunity Employer - Printed on Recycled Paper and is Recyclable*



For further assistance in preparing your application or if you have any questions, please contact Isaac Junius, Program Analyst at (609) 984-1039.

Very truly yours,

Alyson M. Gush, Acting Chief  
State Office of Victim Witness Advocacy

c: Mary K. Pyffer, Victim Witness Coordinator  
Gary Schwarz, Chief Financial Officer  
Billie-Jo Scott, Office Manager  
Isaac Junius, DCJ Program Analyst

V-08-11  
Victims of Crime Act Grant  
Budget Narrative

101	Salaries & Wages	149,082
275	Printing	6018
299	Other Expense	1475
410	Office Supplies	1323
419	Postage	8000
666	Office Equipment	3750
		169,648

Victims of Crime Act (VOCA) Grant Program

V-08-11

C-2

Line Item Narrative

A. Personnel

**10101 Salaries & Wages**

Donna Adair is a Victim Witness Advocate with an annual salary of \$54,500. We are requesting grant to pay \$20,970, which represents 38% of her annual salary. Donna is assigned to the Juvenile Unit and contacts victims of juvenile crime. Donna helps victims understand the juvenile criminal process and provides accompaniment to juvenile court when necessary.

Barbara Carter is a Victim Witness Advocate with an annual salary of \$70,048. We are requesting the grant to pay \$11,280, which represents 16% of her annual salary. Barb provides letter and/or phone contact to victims on defendant incarceration status pre and post sentencing. She also provides victim and family relocation and directly contacts service agencies on behalf of victims.

Kristeen Gallagher is a Victim Witness Advocate with an annual salary of \$63,745. We are requesting the grant to pay \$21,173, which represents 33% of her annual salary. Kris is assigned to the Sexual Assault Unit. Kris assists the victims of sexual assault, makes sure they understand their rights, and helps them obtain additional assistance when needed. Kris accompanies these victims to court when necessary.

Lillian Robinson is a Victim Witness Advocate with an annual salary of \$63,259. We are requesting the grant to pay \$21,173, which represents 33% of her annual salary. Lillian is assigned to the Domestic Violence Unit. Lillian assists victims of domestic violence at Family Court Proceedings to ensure they understand their rights. She accompanies them to these proceedings when necessary.

Rosemarie Seider is a Victim Witness Advocate with an annual salary of \$60,339. We are requesting the grant to pay \$21,471, which represents 36% of her annual salary. Rosemarie is assigned to the Municipal Domestic Violence Unit. Rosemarie assists victims of domestic violence where the charges against the defendant are heard in municipal court. She assists the victims with understanding the proceedings and their rights, and accompanies them to court.

The vacant Victim Witness Advocate position will have an annual starting salary of \$48,661 per the current CWA contract. We are currently waiting for Civil Service to hold a test for this position.. We are requesting the grant to pay \$9,053, which represents 19% of this salary. This position is assigned to the Trial Unit and assists victims at superior court proceedings. The person will help victims understand their rights during these proceedings and provide accompaniment to superior court when necessary. Theses duties are currently being handled by Barbara Carter, Mary Pyffer and other co-workers.

Stephanie Fitzgerald is a Clerk Typist with an annual salary of \$29,621. We are requesting the grant to pay \$12,651, which represents 42% of her annual salary. Stephanie performs data entry on the VATS and Promis Gavel Systems. She also mails out victim notification letters to victims of superior court proceedings.

Evelyn Ginter is a Clerk Typist with an annual salary of \$20,255. We are requesting the grant to pay \$15,583, which represents 76% of her annual salary. Evelyn performs data entry on the VATS system. She enters Municipal Domestic Violence victim information into the VATS database. Evelyn also prepares the grant quarterly reports.

Maureen Quinn is a Clerk Typist with an annual salary of \$33,175. We are requesting the grant to pay \$15,728, which represents 47% of her annual salary. Maureen is assigned to the Juvenile Unit. Maureen performs data entry on Promis Gavel and mails out victim notification letters to victims of juvenile court proceedings.

Salaries for these personnel have been partially funded on a temporary emergent basis by the County. Continuation of partial funding by the County is undetermined. Salaries are budgeted for July 1, 2012 to June 30, 2013. The salary figures are based on the CWA contract in effect from January 1, 2007 to December 31, 2011. The CWA is currently under contract negotiations

#### **D. Consumable Supplies, Postage, Printing**

##### **20275 Printing**

Window Envelopes - Printing (\$460) – window envelopes with Victim/Witness return address printed on them to mail out above-noted letters generated by the Gloucester County Prosecutor's Office. (20,000 x \$.023ea)

Business Cards for six Victim Advocates (500 - \$50.50) x 6 \$303

Pre-printed Victim Educational Brochures from Channing Bete or similar company – 2,116 brochures x \$1.25 (personalized with contact and funding information) + \$200 est. S&H and setup fees.

In-house color copies of our Victim Witness brochures for the GCPO which contain contact information for Gloucester County Victim Witness staff and Gloucester County and surrounding County agencies that provide services to victims of crime. 3,000 brochures @ \$.0699 each.

Promotional Items with GCPO Victim Witness contact information (\$1 max each x 2,000 + est. setup fees). Chip clips, note pads, etc. giveaway items and community events to provide contact information for our Victim Witness Unit.

## **20410 Office Supplies**

Paper (\$922) – 2 part paper for the printing of the adult and juvenile notification letters. (\$38.40/box x 2 per month x 12 months \$922); copy paper for miscellaneous documents printed by personnel and file copies of victim related documents (\$186) –6 boxes @ \$31.

Postage Machine supplies; ink for postage 3 @ \$63; postage tape 1 @ \$26

## **20419 Postage**

Postage (\$8,000) – approximately 1700 notification letters generated by Promis Gavel are sent out per month regarding adult offenders. This does not include letters to victims/witnesses regarding juvenile offenders or additional letters sent out by staff. (1,700 x \$.44 x 12months = \$8,976). Of this amount we are only requesting \$8,000 from this grant.

## **F. Equipment**

### **20666 Office Equipment**

Filing cabinet – 4 drawer lateral similar to those already in our office to store victim contact information files, brochures and pamphlets.

Fax Machine – to replace current fax machine previously purchased with VOCA funds as it has not been working properly due to age and use.

Laptop Computers – to purchase two laptop computers to be utilized in courtrooms by Victim Witness staff to look up contact information on witnesses when they have not appeared for court, work on other victim information while in court. Courtrooms are no longer in extremely close proximity to our office to be able to quickly return to the office to retrieve this information. The courthouse is equipped with wireless internet so that staff will be able to remotely access the databases needed.

Laser printer – to replace current laser printer previously purchased with VOCA funds as it reaching the end of its useful life due to age and usage.

## **G. Victim Aid**

### **20299 Other Expense**

To pay for meals for victims/family for court appearance \$15 lunch maximum (based on current CWA contract for meal reimbursement for employees) x 15 victims. To pay for emergency food vouchers for victims at \$25 each x 50 vouchers = \$300.

APPLICATION OVERVIEW

Name of Applicant: County of Gloucester

Amount Applied for: \$ 169,648 Federal                      \$ 42,412 Match                      \$ 212,060 Total

Title of Project: Victims of Crime Act (VOCA) Grant Program

What County is your agency located in: Gloucester

## Applicant Information Form

Official Name of Applicant Agency: County of Gloucester

Address: 2 South Broad Street

City/State: Woodbury, NJ

Zip Code: 08096

County: Gloucester

Implementing Agency (if different than applicant): Gloucester County Prosecutor's Office

Agency Website:

Fiscal Year Start Date: January 1, 2012

Federal ID Number: 216000660

Charitable Registration Number (If nonprofit & not exempt):

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.

New Jersey Business Registration Certificate:

Name and Title of Chief Executive/Agency Director: Robert M. Damminger, Freeholder Director

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

Telephone: 856-853-3395

Ext.

Email: rdamminger@co.gloucester.nj.us

Fax: 856-853-3495

Name and Title of Project Director: Sean F. Dalton, County Prosecutor

Street Address, City, State, Zip Code (if different from above) 70 Hunter Street, P.O. Box 623, Woodbury, NJ 08096

Telephone: 856-384-5534

Ext.

Email: sdalton@co.gloucester.nj.us

Fax: 856-384-8624

Name and Title of Contact Person: Billie-Jo Scott, Office Manager

Street Address, City, State, Zip Code (if different from above) 70 Hunter Street, P.O. Box 623, Woodbury, NJ 08096

Telephone: 856-384-5532

Ext.

Email: bjscott@co.gloucester.nj.us

Fax: 856-384-8624

Name and Title of Chief Financial Officer: Gary Schwarz, Treasurer

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

Telephone: 856-853-3352

Ext.

Email: gschwarz@co.gloucester.nj.us

Fax: 856-251-6778

Name and Title of Fiscal Contact Person: Billie-Jo Scott, Office Manager

Street Address, City, State, Zip Code (if different from above) 70 Hunter Street, P.O. Box 623, Woodbury, NJ 08096

Telephone: 856-384-5532

Ext.

Email: bjscott@co.gloucester.nj.us

Fax: 856-384-8624

Agency Information Form

Name of Agency/Applicant: \_\_\_\_\_ County of Gloucester

Project Title: \_\_\_\_\_ Victims of Crime Act (VOCA) Grant Program

Project Specific Information

This Project Provides:

- Outreach Services, Legal Services, Training, Direct Services, Other (Please Describe)

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. County of 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.). Yes No

If yes - indicate the population(s): \_\_\_\_\_

Agency Specific Information

Indicate if your agency provides the following services/programs to crime victims:

Core Services

- Emergency/crisis response, Criminal Justice advocacy, Legal advocacy, Courtroom advocacy, Housing advocacy, Financial advocacy, Legal services, Emergency financial assistance, In person information/referral, Telephone information/referral, Economic development/networking services for victims, Services for the children of victims, Shelter, Transitional Housing, Long term counseling, Short term counseling, Support groups, Victim outreach, Community Education, Hotline

Indicate if your agency has programs for the following types of crime victims:

- DWI, Neglected or abused children, Domestic violence, Homicide, Sexual Assault, Human Trafficking

## VICTIMS OF CRIME ACT (VOCA) GRANT PROGRAM

V-08-10

### PROBLEM STATEMENT

The Gloucester County Prosecutor's Office Victim Witness Unit provides services for victims of violent crime in Gloucester County as mandated by the New Jersey Crime Victims' Bill of Rights under N.J.S.A. 52:4B-36. There were approximately 3,062 victims of crime assisted by the Gloucester County Victim/Witness Advocacy Unit in 2011.

These services respond to the emotional and physical needs of crime victims to help them understand and participate in the criminal justice system. We help to ensure that crime victims are treated with fairness, compassion and respect by the criminal justice system to prevent secondary victimization by the system.

Services provided include, but are not limited to, tracking of victim contact information for databases so that notification letters are received by the victims, accompaniment to court hearing to provide emotional support to the victim and to explain criminal procedures/process. Assist victims with finding additional services as needed such as counseling, support groups, etc.

The dedicated advocates provide specific services to aid and assist crime victims in Gloucester County. Specific services are outlined in later sections of this report.

The VWU aspires to raise public awareness and educate the community about victims' rights and the multitude of services provided by the Gloucester County Office of Victim Witness Advocacy and their numerous colleagues throughout the County and State.

The VWU promotes and encourages cooperation with our colleagues in the criminal justice system and existing victim service agencies. Collaboration is a key element to assisting victims and providing aid from a full network of agencies within the criminal justice system and the broader community. The VWU can best serve our victims when there are multiple, available sources of aid.

Despite budgetary and fiscal constraints, the VWU fosters continuing education and professional development of its Advocates. The Advocates regularly and consistently seek out free training through the State Office, other agencies and resources.

The VWU is grateful for the grant programs and strives to maintain compliance with all reporting requirements in a timely fashion.

## GOALS, OBJECTIVES and ACTION STRATEGY

**Goal:** Provide advocacy, information; practical assistance, emotional support, and referrals to crime victims and witnesses in a compassionate manner that treats victims, survivors and witnesses with dignity and respect.

**Objective:** Provide daily, direct services to victims and witnesses in accordance with the Attorney General Standards and Gloucester County Prosecutor's Office Commitment to Excellence.

**Method:** The VWU staff will provide the following specific services to achieve this objective:

- Provide crisis intervention and emotional support as necessary
- Provide criminal justice advocacy/support i.e.:
  - Enter victim information to Promis Gavel system to initiate case status Notification
  - Mail letters to inform victims of each significant stage of prosecution
  - Provide information about and general orientation to the Criminal Justice System
  - Inform victims of their rights within the Criminal Justice System
  - Respond to inquiries and provide case-specific information
  - Act as a liaison between victims and prosecutorial and investigative Staff
  - Provide court accompaniment
  - Provide courtroom tours, as requested
  - Provide assistance with the completion of victim impact statements
  - Provide child care, as needed, schedule permitting
  - Provide parking vouchers (when in supply)
  - Provide assistance in registering for parole and/or V.I.N.E. notification
  - Provide notification of offender release from incarceration
  - Provide additional advocacy as needed within the criminal justice System
- Provide victim advocacy to assist victims obtain support, resources or services i.e.:
  - Provide referrals to social service agencies as appropriate
  - Inform and assist victims with filing claims for crime compensation
  - Assist victims in requesting restitution and following up on restitution status
  - Provide employer and/or creditor intercession services
  - Provide victims with emergency use (9-1-1 only) cell phones as Appropriate (when in supply)
- Provide additional supportive services as appropriate
  - Provide food vouchers (when available)
  - Assist victims in preparing VCCO applications and providing Completed statements to Criminal Case Management Office
  - Encourage DV victims to utilize services provided at local domestic Violence programs
  - Provide information to victims regarding local counseling services
  - Provide referrals for individual counseling to victims of violent crime

- Provide ADT security system to qualified victims living in Gloucester County

**Goal:** Raise public awareness and educate the community about victims' rights and the services provided by the Gloucester County Office of Victim Witness Advocacy.

**Objective:** The VWU staff will participate in community awareness and education events as appropriate and as their schedules allow.

**Methods:**

- Participate in National Night Out
- Participate in Crime Victims' Rights Week
- Train Law Enforcement
- Address community organizations, educational institutions, volunteer groups and other individuals/groups as requested
- Participate in Career Day at local schools
- Participate in Health Fairs throughout the county

**Goal:** Foster a coordinated community response to the needs of crime victims in Gloucester County.

**Objective:** Build relationships and collaborate with our colleagues in the Criminal Justice System and victim service agencies.

**Methods:**

- The staff will continue to participate in collaborative community events. Collaboration is one of the key components to assisting victims, as those impacted by crime are likely to need information, support and/or direct services from a full network of agencies both within the criminal justice system and the broader community. The more connected we are to other agencies and organizations, the better we can guide victims to the most appropriate sources of help available to them.

Participate in the following collaborative committees:

New Jersey Victim Witness Coordinator's Association  
Comfort Zone, support group for parents of drug addicts  
County Multi-Disciplinary Team (MDT)  
Traumatic Loss Coalition, Support group in schools  
Focus on the Victim, Prison Outreach Program  
Human Relations Commission  
Domestic Violence Working Group  
Center for Family Services

**Goal:** Foster the continuing education and professional development of staff.

**Objective:** Take advantage of relevant training opportunities as they arise.

- Our advocates are committed, dedicated and professional. They are devoted to serving the victims of crime in Gloucester County. Our budgetary constraints prohibit most continuing education. However, the advocates are committed to professional development and acquiring more knowledge. They seek out any available free training in the State.
  - Seek out free training opportunities through other agencies, State Office of Victim Witness and other available resources
  - Attend and participate in out of office training as available and with the approval of the Coordinator and Office Manager

**Goal:** To maintain compliance with all reporting requirements of the Victims of Crime Act (VOCA) grant program.

**Objective:** To provide meaningful data and narrative reports in a timely fashion that detail the activities performed within a given grant period in an on-going effort to achieve the goals and objectives of the project.

**Methods:**

- Enter into VATS all information on victims served and types of services provided. (VATS is the Victim Assistance Tracking System)
- Provide quarterly reports
- Complete and submit any additional required forms
- Complete and submit all required financial reports
- Immediately respond to any requests from the State Office
- Prepare and submit all required documents within the time frames set by the grant

**Project Workplan**

**Victims of Crime Act (VOCA) Grant Program**

Project Name: County Office of Victim Witness Advocacy-Supplemental VWAF

<b>Objective</b>	<b>Activity</b>	<b>Projected Start-up &amp; Completion Dates (Do not use on-going)</b>	<b>Person Responsible</b>
Unit Administration	To represent Victim/Witness and Prosecutor's Office to Community	7/1/12-6/30/13	Mary K. Pyffer, Chief of Trial Section
Direct services to victims, victim Survivors in homicide, fatal crash (municipal – non DUI) and/or suicide and accidental cases	Provide direct service in high profile cases, administration of VINE	7/1/12-6/30/13	Barbara Carter
Clerical Support	Mail out letters to victims, data entry into VATS and Promis Gavel	7/1/12-6/30/13	Kristen Kustera
Administrative Assistance	Preparation of quarterly reports, link to social services, co-administrator of VATS. Entering municipal court DV victims in VATS.	7/1/12-6/30/13	Evelyn Ginter
Direct service to victims of juvenile crime	Contact victims of juvenile crime, provide accompaniment to juvenile court	7/1/12-6/30/13	Domna Adair
Clerical support for juvenile crime	Mail out letter to victims, data entry on VATS and Promis Gavel	7/1/12-6/30/13	Maureen Quinn
Notification to victims of state prison and parole release and restitution hearings	Provide letters and/or phone contact with information on incarceration status, pre and post sentencing. Provide assistance in obtaining restitution to victims	7/1/12-6/30/13	Barbara Carter
Direct service to sexual assault victims	Assist victims of sexual assault, coordinate activities with MDT/SANE	7/1/12-6/30/13	Kris Gallagher
Direct service to victims of domestic violence	Contact victims of domestic violence crimes and be available for accompaniment to Family Court Proceedings	7/1/12-6/30/13	Lillian Robinson
Direct service to victims of domestic violence at municipal court proceedings	To assist victims of domestic violence at municipal court proceedings; provide accompaniment to these proceedings, works with the individual municipal prosecutors	7/1/12-6/30/13	Rosemarie Seider-Paquin

Objective	Activity	Projected Start-up & Completion Dates (Do not use on-going)	Person Responsible
Direct services to victims of pending non-specific court matters	To assist victims of other crimes with trial proceedings and provide back-up coverage for other units	7/1/12-6/30/13	Barbara Carter/Mary Pyffer
Court accompaniment	Accompany victims to court in addition to Victim Advocate	7/1/12-6/30/13	All Victim Advocates
Fiscal Assistant	Provide fiscal information for grant activities, help prepare grant applications	7/1/12-6/30/13	Billie-Jo Scott

## PARTNERSHIP COLLABORATION/COORDINATION OF SERVICES

The Gloucester County Prosecutor's Office has worked with numerous agencies in and around Gloucester County that provide additional assistance and services to victims of Crime based upon the needs of the Victim. Some of the agencies are:

Robins Nest – a children's services non-profit organization accredited by the Council of Accreditation of Services for Families and Children and by Healthy Families America. This agency provides services to abused and neglected children to provide the stability to rebuild their lives.

Center for Family Services – this agency provides services such as family counseling, programs for abused/neglected children and their families, senior citizens and their caregivers, and victims of sexual violence.

In addition, the Gloucester County Prosecutor's Office Victim/Witness Unit works with other government agencies that assist victims, including the Victim's of Crime Compensation Board. They provide monetary assistance to victims for lost wages, medical and counseling expenses incurred as a result of crime.

VINE – a 24 hour hotline and website for victims of crime, their families and the public who are concerned about the custody status of defendants. Information can be accessed as to the anticipated release date of offenders in custody in county jails and NJ Department of Corrections.

The Victim/Witness Unit staff provide support and information to victims, including accompaniment to court hearings in order for the victims to navigate the Criminal Justice Systems to prevent secondary victimization by the system.

## DATA COLLECTION/PERFORMANCE MEASURES/EVALUATION

The Gloucester County Prosecutor's Office will submit quarterly financial and narrative reports to the Division of Criminal Justice. In addition, victim contact information is entered in VATS.

Data for VATS is obtain through the attached Victim Impact Forms and Surveys that are mailed to victims and actual victim contact with member of the Victim/Witness Unit staff. Also attached our copies of various brochures mailed to victims depending upon the type of crime they are victim of.

Impact Forms and Questionnaires are reviewed by staff. Comments and suggestions are presented during Victim/Witness Unit meetings.

VICTIM IMPACT INFORMATION FORM - JUVENILE

At

Docket #: (found on cover letter) FJ-08 Juvenile's Name: \_\_\_\_\_

Your Name: \_\_\_\_\_ Your Phone#: \_\_\_\_\_

If you are not the victim, how are you related to the victim? \_\_\_\_\_

Victim Impact Information Form and Victim Impact Statement are ways for you to participate in the prosecution and sentencing the offender. *Instructions: Please answer the questions that apply to your situation. If you need space, you may use additional sheets of paper. Please type or print neatly.*

If you were hurt during the incident, please describe your injuries:  
\_\_\_\_\_

Did you need medical treatment or mental health services because of this incident? YES or NO  
(If treated medically, when and where did you receive this treatment?) \_\_\_\_\_

Do you have medical insurance that will help you with cost? YES or NO  
If so, how much will or did you have to pay of your own money? \$ \_\_\_\_\_  
How much has your insurance paid so far? \$ \_\_\_\_\_

Did you have property damaged or stolen in this incident? YES or NO  
Please list all items damaged or stolen and the cost of the item:

ITEM	Date of Purchase	Purchase Prices	Current Value
_____	_____	_____	_____
_____	_____	_____	_____

Do you have property insurance that will help with the cost? YES or NO  
If yes, how much will or did you have to pay of your own money? \$ \_\_\_\_\_

Have you missed work or school because of this incident? YES or NO  
If so, how many days have you missed? \_\_\_\_\_  
Please give dates: \_\_\_\_\_

Did you lose pay because of the time you missed? \_\_\_\_\_ How much: \$ \_\_\_\_\_

Do you need help in filing a claim with the Victims of Crime Compensation Board for assistance with the cost of:  
Medical Services, counseling, funeral expenses or lost wages? YES or NO

Do you want the Judge to order restitution? YES or NO If yes, how much? \$ \_\_\_\_\_  
Restitution is the money that the offender must pay back to you because of the crime. You have the right to ask for a restitution order.

In order for the judge to order restitution, you must attach copies of bills, receipts or estimates of medical costs, counseling, stolen or damaged property and lost wages. If you do not know these expenses yet, please send in the form now and the expenses as soon as you get them.

Do you need interpreting services or other special assistance to help you give a statement or testify?  
If yes, what type of assistance? Please be specific. \_\_\_\_\_

Would you like help finding a counselor or support group for crime victims? \_\_\_\_\_

**IMPORTANT:** Court rules require the prosecutor's office to give a copy of this form to the defendant.

Above statements are true: \_\_\_\_\_  
Please Sign \_\_\_\_\_ Date \_\_\_\_\_

(Turn Over)



CRIME VICTIM SURVEY

Mission Statement

The mission of the Gloucester County Prosecutor's Office is to provide the citizens of this County with a thorough and efficient investigation and prosecution of all criminal offenders. We must also conduct all investigations in a manner that is fair and just, and reflects the intent of the laws written in the State of New Jersey. These things must be accomplished while respecting the dignity of all victims of crime, and showing them the compassion they deserve.

Dear Victim of Crime:

Above is the mission statement of the Gloucester County Prosecutor's Office. In order to evaluate the performance of the services offered to the citizens of this county by our office, and see if we are meeting the goals set forth above, we need you to take a few minutes and complete the following questionnaire. Thank you for your help as we attempt to improve the quality of service provided to the citizens of Gloucester County. Please return the completed questionnaire in the envelope enclosed.

Victim Profile

1. Please mark the boxes that apply to you:

I am a: Sexual Assault Victim ( ), Assault Victim ( ), Relative of a Homicide Victim ( ), Burglary Victim ( ), Victim/Survivor of a Fatal Accident ( ), Relative/guardian of a child victim ( ), Other ( ).

If you checked Other, please explain: \_\_\_\_\_

I am a: Male ( ), Female ( )

My race is: White ( ), African American ( ), Asian American ( ), Hispanic American ( ), Other ( )

My age is: 13-17 ( ), 18-29 ( ), 30-44 ( ), 45-64 ( ), 65+ ( )

2. Were you a victim of domestic violence? Yes ( ), No ( )

3. Was a weapon used in the commission of the crime? Yes ( ), No ( )

Local Police Department Contact

4. Did you have contact with your local police department prior to contact with our office? Yes ( ), No ( )  
If so, rate your experience with that department.

	Excellent	Good	Fair	Poor
a. Response to your initial problem, questions, concerns, requests.	( )	( )	( )	( )
b. Explanation of the System and direction as to the next step in the process.	( )	( )	( )	( )
c. Information provided to you by the Officer about your case.	( )	( )	( )	( )

Victim/Witness Advocate Assistance

5. Did a Victim Witness Counselor help you with your case? Yes ( ), No ( )  
If so, rate your experience with your counselor in the following areas:

	Excellent	Good	Fair	Poor
a. Knowledge of your case.	( )	( )	( )	( )
b. Explanation of the Court System and the Violent Crimes Compensation Board.	( )	( )	( )	( )
c. Support/help with your questions, requests and/or concerns.	( )	( )	( )	( )
d. Interest in solving your problem.	( )	( )	( )	( )
e. Putting you at ease about what to expect.	( )	( )	( )	( )

Assistant Prosecutor

B

Based on your contact with the Assistant Prosecutor who handled your case, rate your experience below:

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
His/her knowledge of your case.	( )	( )	( )	( )
Accessibility of the Assistant Prosecutor.	( )	( )	( )	( )
Explanation of the Court System and how it relates to your problem.	( )	( )	( )	( )
Information provided to you by the Prosecutor about your case.	( )	( )	( )	( )

Office Staff Assistance

When contacting our office by telephone or visiting in person, rate your experience with clerical staff in the following as:

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
Helpfulness in dealing with your request or concern.	( )	( )	( )	( )
Politeness.	( )	( )	( )	( )
Promptness in assisting you.	( )	( )	( )	( )

Court Personnel

Rate your experience with Court Attendants (politeness, professionalism, etc.).

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
	( )	( )	( )	( )

Based on your contact with the Judge, who handled your case, rate your experience below.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
Were you treated fairly by the Judge.	( )	( )	( )	( )
How were your personal responsibilities and needs considered in the scheduling of your case.	( )	( )	( )	( )
How do you feel the Judge emphasized your rights as a victim.	( )	( )	( )	( )

How do you feel about the punishment given to the criminal?

Very Satisfied ( ),      Somewhat Satisfied ( ),      Satisfied ( ),      Not Satisfied ( )

Please comment on ways that our office can improve services offered to victims of crime.

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(Feel free to use additional paper if necessary.)

A

**GLOUCESTER COUNTY PROSECUTOR'S OFFICE  
VICTIM IMPACT INFORMATION FORM**

Prosecutor's File #: (found on cover letter): \_\_\_\_\_ Defendant's Name: \_\_\_\_\_

Your Name: \_\_\_\_\_ Your Phone #: \_\_\_\_\_

If you are not the victim, how are you related to the victim? \_\_\_\_\_

Victim Impact Information Form and Victim Impact Statement are ways for you to participate in the prosecution and sentencing of the offender.  
INSTRUCTIONS: Please answer the questions that apply to your situation. If you need more space, you may use additional sheets of paper. Please type or print neatly.)

1) If you were hurt during the incident, please describe your injuries: \_\_\_\_\_  
\_\_\_\_\_

2) Did you need medical treatment or medical health services because of this incident? YES or NO

3) Did you have medical insurance that will help you with the cost? YES or NO  
If YES, how much will or did you have to pay of your OWN money? \$ \_\_\_\_\_  
How much has your insurance paid so far? \$ \_\_\_\_\_

4) Did you have property damaged or stolen in this incident? YES or NO  
Please list all item(s) damaged or stolen and the cost of the item(s):

Item	Date of Purchase	Purchase Price	Current Value
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5) Do you have property insurance that will help with the cost? YES or NO  
If yes, how much will or did you have to pay of your own money? \$ \_\_\_\_\_

6) Have you missed work or school because of the incident? YES or NO  
If yes, how many days have you missed? \_\_\_\_\_  
Please give the date(s): \_\_\_\_\_  
Did you lose pay because of the time you missed? YES or NO

7) Do you need help filing a claim with the Victims of Crime Compensation Board of Assistance with the costs of medical services, counseling, funeral expenses or lost wages? YES or NO

8) Do you want the Judge to order restitution? YES or NO  
If yes, how much? \$ \_\_\_\_\_  
Restitution is the money that the offender must pay back to you because of the crime. You have a right to ask for a restitution order.  
In order for the Judge to order restitution, you must attach copies of bills, receipts of estimates of medical costs, counseling expenses, stolen or damaged property and lost wages. If you do not know these expenses yet, please send in the form NOW and the expenses as soon as you get them.

9) Do you need interpreting services or other special assistance to help you give a statement or testify? YES or NO  
If yes, what type of assistance? Please be specific \_\_\_\_\_

10) Would you like finding a counselor or support group for crime victims? YES or NO

IMPORTANT: Court rules require the prosecutor's office give a copy of this form to defendant.

The above statements are true: \_\_\_\_\_ Date: \_\_\_\_\_

(Please Sign)

(Turn Over)

**MUST BE RETURNED WITHIN 15 DAYS WITH ALL BILLS AND RECEIPTS**



REGISTRATION FORM

Residential Community Release Program of Certain Inmates

TO: Barbara Carter, Coordinator  
Gloucester County Prosecutor's Office  
Office of Victim/Witness Advocacy  
P.O. Box 623  
Woodbury, NJ 08096

Please be advised that I am the victim/nearest relative of a crime involving:

Name of	_____	Indictment	_____
Inmate(s)	_____	Number	_____
	_____		_____
	_____		_____

It is my desire to provide written comments to the Department of Corrections which will be available at the time of the inmate's hearing for participation in a Community Release Program.

I do not wish to participate in this program.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Phone #: \_\_\_\_\_

Work #: \_\_\_\_\_

\_\_\_\_\_  
Signature

**\*\*Please notify our office if a change of address occurs\*\***

## New Jersey State Parole Board Victim Services Registration Form

By completing and submitting this form, you are officially registering yourself as a crime victim with the New Jersey State Parole Board's Victims Services Unit. Once received, your information will be verified with the County Prosecutor's Office for accuracy. All information provided will be deemed confidential and used solely by the New Jersey State Parole Board.

Please note that all information requested below is mandatory prior to submission to the State Parole Board.

### **Offender Information:** (Must be completed by the County's Victim-Witness Advocacy personnel)

Offender's Name: \_\_\_\_\_

County of Commitment: \_\_\_\_\_

Prosecutor File Number: \_\_\_\_\_

Offender's Indictment Number: \_\_\_\_\_

Offender's State Bureau of Investigation (SBI) Number: \_\_\_\_\_

Offender's Date of Birth: \_\_\_\_\_

### **Victim / Victim Survivor or Nearest Relative Information:**

Are you the victim? YES or NO

If NO, what is your relationship to the victim? \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

Your Home / Work / Mobile Phone Numbers: \_\_\_\_\_

Your E-mail address: \_\_\_\_\_

### **Check all that apply:**

- \_\_\_\_\_ I would like to be notified when this inmate is eligible for parole.  
\_\_\_\_\_ I would like to be notified when this inmate has been denied parole or a parole date has been established.  
\_\_\_\_\_ I do not wish to be notified for any reason.

Please mail or fax (609-633-2420) this completed registration form to:

**New Jersey State Parole**

**Victim Services Unit**

**P.O. Box 862**

**Trenton, NJ 08625**

or

register on line at [www.state.nj.us/parole](http://www.state.nj.us/parole)

or

609-292-4582

*New Jersey Is An Equal Opportunity Employer*

GLoucester County Services

SERV/Domestic Violence  
(856) 881-3335  
Sexual Assault  
(856) 384-SERV  
[www.centerffs.org](http://www.centerffs.org)

MADD  
Mothers Against Drunk Driving  
1-877-MADD-HELP  
[www.madd.org](http://www.madd.org)

SODAT  
Substance Abuse Counseling  
(856) 845-6363  
[www.sodat.org](http://www.sodat.org)

Human Relations Commission  
Bias, Racial Incidents  
(856) 853-3260

Women's Referral Central  
1-800-322-8092

DYFS  
Division of Youth & Family Services  
(856) 853-5525 (Local Office)  
1-800-792-8610 (Emergency)

Board of Social Services  
(856) 582-9200

Narcotics Strike Force  
Gloucester County  
Takes complaints of drug dealing  
(856) 853-6800

Robins Nest  
Therapeutic environment for adolescent girls  
with family or emotional problems  
(856) 881-8689  
[www.robinsnestinc.org](http://www.robinsnestinc.org)

Center of Family Services  
Together  
Youth Shelter  
(856) 881-6100  
[www.centerffs.org](http://www.centerffs.org)

Lawyers Referral Service  
(856) 848-4589

Family Court/Domestic Violence  
(856) 686-7501

Victims of Crime Compensation Office  
(VCCO)  
1-877-658-2221  
[www.nj.gov/oag/njvictims/](http://www.nj.gov/oag/njvictims/)

Department of Corrections  
Victim Services  
(609) 943-5390  
[www.state.nj.us/corrections](http://www.state.nj.us/corrections)

New Jersey State Parole Board  
Victim Services  
(609) 292-4582  
[www.state.nj.us/parole/victim](http://www.state.nj.us/parole/victim)

New Jersey State Office of  
Victim/Witness Advocacy  
(609) 292-6766  
[www.nj.gov/oag/dci/victimwitness/](http://www.nj.gov/oag/dci/victimwitness/)

Addiction Hot Line of New Jersey  
(800) 238-2333

Gloucester County Victim/Witness Staff

Mary Pyffer, Esquire  
Victim/Witness Coordinator  
(856) 384-5500

Donna Adair-V/W Advocate  
Juvenile Unit  
(856) 384-5508

Maureen Quinn  
Secretary  
Juvenile Unit  
(856) 384-5536

Eileen Caraker  
SANE Coordinator  
Sexual Assault  
(856) 384-5555

Kris Gallagher-V/W Advocate  
Sexual Assault Unit/MDT Coordinator  
(856) 384-5557

Lillian Robinson-V/W Advocate  
Domestic Violence Unit  
(856) 384-5579

Rosemarie Seider-Paquin-V/W Advocate  
Domestic Violence-Municipal Court  
(856) 384-5516

Barbara Carter-V/W Advocate  
Restitution/Parole/Release Notification  
Bias, Homicide/Suicide Survivor Advocate  
(856) 384-5512

Evelyn Ginter  
Administrative  
(856) 384-5510

Stephanie Fitzgerald  
Clerk Typist  
(856) 384-5524



GLoucester County  
PROSECUTOR'S OFFICE

VICTIM/WITNESS  
ADVOCACY UNIT

Sean F. Dalton  
Gloucester County Prosecutor

(856) 384-5500  
[goprosecutor@co.gloucester.nj.us](mailto:goprosecutor@co.gloucester.nj.us)

We encourage any  
victim or witness  
in need of assistance, help or  
information to

contact the  
Gloucester County  
Prosecutor's  
Victim/Witness  
Advocacy Unit.

### Mission Statement

The mission of The Gloucester County Prosecutor's Victim/Witness Advocacy Unit is to support and expand victim/witness services in Gloucester County. Trained professionals on staff help victims cope with the aftermath of victimization, making their participation in the system less difficult and burdensome. Counselors also explain the criminal justice system so that victims will know what will happen and when.

### Victim Information and Impact Form

Victims will have several chances to tell the assistant prosecutor and the judge about how the crime has affected them. Victim/Witness Advocacy staff will send a Victim Impact form with the initial contact letter. The Victim/Witness staff can help you fill out the form and prepare both oral and written statements.

### Counseling and Supportive Services

If you feel that you would like to talk to someone on a regular basis to help you deal with the emotional shock and the stress caused by your victimization, the Victim/Witness staff can and will help you find a counselor. The staff can help you contact specialized support groups. For example, our office can help you contact the domestic violence shelter to obtain emergency shelter, food and clothing or put you in touch with the agency that provides support for sexual assault victims.

### Notification and Information

Victim/Witness Advocacy staff will let you know of specific events relevant to your case and possible delays in proceedings. Sometimes this is done by telephone, but most often notification is done by mail. You do not have to wait for the Victim/Witness Office to contact you. If you want to know what is happening with your case, call the office and someone will get the information to you. Victim/Witness counselors can take a victim to the courtroom or grand jury hearing to explain exactly what will happen. Victim/Witness staff will also accompany you to meetings with detectives, the case assistant prosecutor and to court proceedings. Specific assistants are assigned to each case so that you will be contacted by someone familiar with your case.

### Victims of Crime

Compensation Office (VCCO)  
[www.nj.gov/oag/victims](http://www.nj.gov/oag/victims)

Crime victims may be able to get cash assistance from the New Jersey Victims of Crime Compensation Office (VCCO). Assistance is available to victims for lost wages, medical expenses and counseling expenses. In cases where the victim died, the VCCO also provides help in paying for funeral expenses. If you wish to file for VCCO assistance, you can do so by indicating this on the Victim Information Impact Statement form or through any Victim/Witness staff member. VCCO has a list of mental health counselors who will accept payment directly from VCCO.

### Directions to Justice Complex

The Victim/Witness Unit of the Gloucester County Prosecutor's Office is located at the Justice Complex, Hunter and Euclid Streets in Woodbury, NJ.

**From South:** Take Route 295 north to Exit 21 (Woodbury Exit). Proceed east on Delaware Street into the City of Woodbury. At the Broad Street intersection traffic light, proceed straight through the light and then turn left onto Euclid Street, the first street on the left. On Euclid Street, proceed straight one block and the Criminal Justice Complex and the Prosecutor's Office will be directly ahead of you.

**From North:** Take Route 295 south to Exit 24-A (Rt. 45/Woodbury Exit). Take Route 45 south into the City of Woodbury. After passing Underwood Hospital at the Red Bank Avenue intersection, proceed up the hill and turn left onto Hunter Street (the first street on the left hand side across from the Charlie Brown's Restaurant). Proceed one block on Hunter Street and the Criminal Justice Complex and the Prosecutor's Office will be on your left at the first intersection (Euclid Street).

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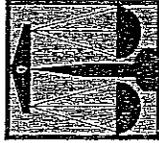
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**Parking is available in the parking garage located on the corners of Broad and Hunter Streets. Parking is also available at the city lot on Railroad Avenue, two blocks from the Justice Complex. There is limited parking on the street which has a two hour maximum strictly enforced.**



## Gloucester County Prosecutor's Office



### WHAT YOU CAN DO

- Court dates are often set with short notice. It is wise to advise the Prosecutor's Office and the court where you can be reached.
- Tell the Prosecutor's Office the names and addresses of any witnesses.
- Give the prosecutor or investigating police officer who investigated the case copies of any letters or taped phone messages from the defendant.
- Provide the Prosecutor's Office with any photos of your injuries or property damage you have. Also, let the Prosecutor's Office know anywhere you went for medical treatment for your injuries.

### Domestic Violence Unit

Gloucester County Prosecutor's Office  
(856) 384-5500  
Victim/Witness Counselors  
Municipal Court  
Rosemarie Seider Paquin  
(856) 384-5516  
Family Court  
(856) 384-5579  
DV/SAFE, Gloucester County  
(856) 881-3335  
STATEWIDE HOT LINE  
1-800-572-7233  
NJ Coalition for Battered Women  
609-384-8107

Your Rights In Municipal Court  
Gloucester County Prosecutor  
Sean Dalton

### WHERE WILL CHARGES BE HEARD?

#### DECISION

If the defendant is found guilty, the court will impose a sentence. In Municipal Court cases this is usually done right after the trial is complete.

#### NOT GUILTY FINDINGS

If the judge finds the defendant not guilty, it doesn't mean the judge didn't believe you or that the defendant didn't commit the crime. It simply means there was not enough evidence to find, beyond a reasonable doubt, the defendant was guilty of the charges.

#### CRIMES

Indictable offenses include crimes with weapons and aggravated assault. These charges are heard in the New Jersey Superior Court Criminal Division in Woodbury.

#### DISORDERLY PERSONS

These charges are heard in municipal court, usually in the municipality where the offense occurred. Examples of disorderly persons charges are Simple Assault and Harassment. An indictable charge may also be reduced, when legally appropriate, by the Prosecutor to a disorderly offense called an Administrative Remand.

#### VIOLATION OF RESTRAINING ORDERS

These offenses are heard in the Family Court in Woodbury.

Gloucester County Prosecutor's Office  
(856) 384-5500

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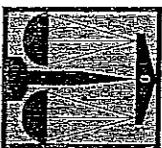
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Gloucester County  
Prosecutor's  
Office



### Domestic Violence Unit

Gloucester County Prosecutor's Office  
(856) 384-5500  
Victim/Witness Counselors  
Municipal Court  
Rosemarie Seider Paquin  
(856) 384-5516  
Family Court  
(856) 384-5579  
DVI/SAFE Gloucester County  
(856) 881-3335  
STATEWIDE HOTLINE  
1-800-572-7233  
NJ Coalition for Battered Women  
609-584-8107

Your Rights In Municipal Court  
Gloucester County Prosecutor  
Sean Dalton

Gloucester County Prosecutor's Office  
(856) 384-5500



Gloucester County  
Prosecutor's Office  
P.O. Box 623  
Woodbury, NJ 08096

JUVENILE UNIT

**Sean F. Dalton**  
**Gloucester County Prosecutor**  
(856)384-5500  
[gcprosecutor@co.gloucester.nj.us](mailto:gcprosecutor@co.gloucester.nj.us)

The Gloucester County Prosecutor's Office is committed to providing our citizens with the most competent and professional investigation and prosecution of criminal offenders by using all available resources. It is our goal to enforce the laws without prejudice and in a timely manner, while treating victims of crimes with the respect and compassion they deserve.

Enclosed is some information related to the importance of communication with regard to what you can expect from the Gloucester County Prosecutors Office and what we can expect from you as a victim/witness.

What information should our office be providing to you:

- You will know the date and time of each hearing.
- You will have the opportunity to speak to a victim/witness counselor at any time during working hours.
- You will have the opportunity to speak to the Assistant Prosecutor handling the case.
- You will have the knowledge and preparation to go forward with the case, either plea or trial.

What information our office needs from you:

- We need to know your current address and current phone numbers.
- We need to know when you will be out of town so we can schedule court hearings around you.
- Please provide your current working phone numbers in the space provided.
- We would like to know your input about the case.
- We appreciate you providing any documentation pertaining to injuries in advance from medical bills.

Please provide your name, address and current working phone numbers in the space below and return this portion to us as soon as possible, or send the information via email to: [gcprosecutor@co.gloucester.nj.us](mailto:gcprosecutor@co.gloucester.nj.us)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

Email: \_\_\_\_\_

**PROSECUTOR'S OFFICE STAFF**

**JUVENILE UNIT**

Margaret Cipparrone, Assistant Prosecutor  
(856) 384-5648  
\*

Michelle Jeneby, Assistant Prosecutor  
(856) 384-5523  
\*

Donna Adair  
Victim/Witness Advocate  
(856) 384-5508  
\*

Cathy Gruber  
Clerk Typist  
(856) 384-5578

**GLOUCESTER COUNTY SERVICES**

Family Court/Domestic Violence  
Court Scheduling/Docket Information  
(856) 686-7501  
\*

DYFS  
Division of Youth & Family Services  
(856) 853-5525 (Local Office)  
1-800-792-8610 (Emergency)  
\*

SODAT  
Substance Abuse Counseling  
(856) 845-6363  
[www.sodat.org](http://www.sodat.org)  
\*

Robins Nest  
Children's Services  
(856) 881-8689  
[www.robinsnestinc.org](http://www.robinsnestinc.org)  
\*

Together  
Center for Family Services  
Youth Shelter  
(856) 881-6100  
[www.centerffs.org](http://www.centerffs.org)

**Juvenile Unit**

**Mission Statement**

The mission of the Juvenile Justice Unit is to represent the State's position in Family Court, when individuals under the age of eighteen are charged with acts of juvenile delinquency. Additional responsibilities involve the prescreening of all juvenile complaints and appearances at detention hearings.

**Directions to Justice Complex**

The Juvenile Unit of the Gloucester County Prosecutor's Office is located at the Justice Complex, Hunter and Euclid Streets in Woodbury, NJ.

**From South:** Take Route 295 north to Exit 21 (Woodbury Exit). Proceed east on Delaware Street into the City of Woodbury. At the Broad Street intersection traffic light, proceed straight through the light and then turn left onto Euclid Street, the first street on the left. On Euclid Street, proceed straight one block and the Criminal Justice Complex and the Prosecutor's Office will be directly ahead of you.

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**PARKING**

Parking is available in the parking garage located on the corners of Broad and Hunter Streets. Parking is also available at the city lot on Railroad Avenue, two blocks from the Justice Complex. There is limited parking on the street which has a two hour maximum strictly enforced.

Applicant: County of Gloucester

Grant No: V-08-11

## Budget Detail Form

COST ELEMENT		Subgrant Funds	Match	Project Total
Name/Position	% of time on Project			
<b>A. Personnel</b>				
<b>1. Salaries and Wages (list each positions)</b>				
V/W Advocate	Adair, Donna	\$20,970	\$0	\$20,970
V/W Advocate	Carter, Barbara	\$11,280	\$0	\$11,280
V/W Advocate	Gallagher, Kris	\$21,173	\$0	\$21,173
V/W Advocate	Robinson, Lillian	\$21,173	\$0	\$21,173
V/W Advocate	Seider, Rosemarie	\$21,471	\$0	\$21,471
V/W Advocate	Vacant	\$9,053	\$0	\$9,053
Clerk Typist	Quinn, M.	\$15,728	\$0	\$15,728
Clerk Typist	Fitzgerald, Stephanie	\$12,651	\$0	\$12,026
Clerk Typist (P/T)	Ginter, Evelyn	\$15,583	\$0	\$15,583
<b>SUB-TOTAL SALARIES AND WAGES</b>		\$149,082	\$0	\$149,082



Applicant: County of Gloucester

Grant No: V-08-11

Budget Detail Form

COST ELEMENT				Subgrant Funds	Match	Project Total
B. Purchase of Services Name of Provider	Contracted Services Provided/ Seminar Registration/ Costs for professional services	Unit Cost/ Hourly Rate	Units/ Project Hours			
N/A				\$0	\$0	\$0
<b>TOTAL PURCHASE OF SERVICES</b>				\$0	\$0	\$0

C. Travel, Transportation, Subsistence (show food costs related to travel only)				Subgrant Funds	Match	Project Total
Purpose / Location	Item (# of Miles)	Computation (\$ .31 per Mile)				
N/A				\$0	\$0	\$0
<b>TOTAL TRAVEL, TRANSPORTATION, SUBSISTENCE</b>				\$0	\$0	\$0

Applicant: County of Gloucester		Grant No: V-08-11		
Budget Detail Form				
COST ELEMENT				
D. Consumable Supplies, Postage, Printing (list each item & show unit cost & calculations)	Subgrant Funds	Match	Project Total	
Window Envelopes	\$460	\$0	\$460	
Postage	\$8,000	\$0	\$8,000	
Carbonless NCR Paper	\$922	\$0	\$922	
Copy paper	\$186	\$0	\$186	
Postage Machine Supplies	\$215	\$0	\$215	
Business Cards	\$303	\$0	\$303	
Pre-printed Victim Educational Brochures (\$2,116 x \$1.25 each \$2,645, \$200 est. S&H and setup)	\$2,845	\$0	\$2,845	
In-house color copies of our Victim Witness brochures for the GCPO (3,000 @ .0699)	\$210	\$0	\$210	
Promotional Items with GCPO V/W contact information (\$1 ea x 2,000 + setup fees \$200)	\$2,200	\$0	\$2,200	
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$15,341</b>	<b>\$0</b>	<b>\$15,341</b>	

E. Facilities, Office Space, Utilities (calculate Monthly Project Cost & show cost allocation method)	Subgrant Funds	Match	Project Total
Rent (in budget narrative, indicate square footage and cost per square foot)			
Telephone (land line)			
Pager (specify number of pagers and service costs)			
Utilities (in budget narrative, specify utility)			
Other (specify)			
Other (specify)			
<b>TOTAL FACILITIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



**Victims of Crime Act (VOCA) Grant Program**  
**V-08-11**  
**BUDGET NARRATIVE**

A. Personnel

Salaries & Wages

Donna Adair is a Victim Witness Advocate with an annual salary of \$54,500. We are requesting grant to pay \$20,970, which represents 38% of her annual salary. Donna is assigned to the Juvenile Unit and contacts victims of juvenile crime. Donna helps victims understand the juvenile criminal process and provides accompaniment to juvenile court when necessary.

Barbara Carter is a Victim Witness Advocate with an annual salary of \$70,048. We are requesting the grant to pay \$11,280, which represents 16% of her annual salary. Barb provides letter and/or phone contact to victims on defendant incarceration status pre and post sentencing. She also provides victim and family relocation and directly contacts service agencies on behalf of victims.

Kristeen Gallagher is a Victim Witness Advocate with an annual salary of \$63,745. We are requesting the grant to pay \$21,173, which represents 33% of her annual salary. Kris is assigned to the Sexual Assault Unit. Kris assists the victims of sexual assault, makes sure they understand their rights, and helps them obtain additional assistance when needed. Kris accompanies these victims to court when necessary.

Lillian Robinson is a Victim Witness Advocate with an annual salary of \$63,259. We are requesting the grant to pay \$21,173, which represents 33% of her annual salary. Lillian is assigned to the Domestic Violence Unit. Lillian assists victims of domestic violence at Family Court Proceedings to ensure they understand their rights. She accompanies them to these proceedings when necessary.

Rosemarie Seider is a Victim Witness Advocate with an annual salary of \$60,339. We are requesting the grant to pay \$21,471, which represents 36% of her annual salary. Rosemarie is assigned to the Municipal Domestic Violence Unit. Rosemarie assists victims of domestic violence where the charges against the defendant are heard in municipal court. She assists the victims with understanding the proceedings and their rights, and accompanies them to court.

The vacant Victim Witness Advocate position will have an annual starting salary of \$48,661 per the current CWA contract. We are currently waiting for Civil Service to hold a test for this position.. We are requesting the grant to pay \$9,053, which represents 19% of this salary. This position is assigned to the Trial Unit and assists victims at superior court proceedings. The person will help victims understand their rights during these proceedings and provide accompaniment to superior court when necessary. Theses duties are currently being handled by Barbara Carter, Mary Pyffer and other co-workers.

Stephanie Fitzgerald is a Clerk Typist with an annual salary of \$29,621. We are requesting the grant to pay \$12,651, which represents 42% of her annual salary. Stephanie performs data entry on the VATS and Promis Gavel Systems. She also mails out victim notification letters to victims of superior court proceedings.

Evelyn Ginter is a Clerk Typist with an annual salary of \$20,255. We are requesting the grant to pay \$15,583, which represents 76% of her annual salary. Evelyn performs data entry on the VATS system. She enters Municipal Domestic Violence victim information into the VATS database. Evelyn also prepares the grant quarterly reports.

Maureen Quinn is a Clerk Typist with an annual salary of \$33,175. We are requesting the grant to pay \$15,728, which represents 47% of her annual salary. Maureen is assigned to the Juvenile Unit. Maureen performs data entry on Promis Gavel and mails out victim notification letters to victims of juvenile court proceedings.

Salaries for these personnel have been partially funded on a temporary emergent basis by the County. Continuation of partial funding by the County is undetermined. Salaries are budgeted for July 1, 2012 to June 30, 2013. The salary figures are based on the CWA contract in effect from January 1, 2007 to December 31, 2011. The CWA is currently under contract negotiations.

#### Fringe Benefits

Fringe Benefits are being used as matching funds in this grant. The current fringe benefit rate for Gloucester County CWA employees is 53.83%. Matching fringe benefits are being charged to five of the Victim Advocate positions. The 2012 Gloucester County Fringe Benefits memo is included with this application.

#### D. Consumable Supplies, Postage, Printing

Window Envelopes - Printing (\$460) – window envelopes with Victim/Witness return address printed on them to mail out above-noted letters generated by the Gloucester County Prosecutor's Office. (20,000 x \$.023ea)

Postage (\$8,000) – approximately 1700 notification letters generated by Promis Gavel are sent out per month regarding adult offenders. This does not include letters to victims/witnesses regarding juvenile offenders or additional letters sent out by staff. (1,700 x \$.44 x 12months = \$8,976). Of this amount we are only requesting \$8,000 from this grant.

Paper (\$922) – 2 part paper for the printing of the adult and juvenile notification letters. (\$38.40/box x 2 per month x 12 months \$922); copy paper for miscellaneous documents printed by personnel and file copies of victim related documents (\$186) –6 boxes @ \$31.

Postage Machine supplies; ink for postage 3 @ \$63; postage tape 1 @ \$26

Business Cards for six Victim Advocates (500 - \$50.50) x 6 \$303

Pre-printed Victim Educational Brochures from Channing Bete or similar company – 2,116 brochures x \$1.25 (personalized with contact and funding information) + \$200 est. S&H and setup fees.

In-house color copies of our Victim Witness brochures for the GCPO which contain contact information for Gloucester County Victim Witness staff and Gloucester County and surrounding County agencies that provide services to victims of crime. 3,000 brochures @ \$.0699 each.

Promotional Items with GCPO Victim Witness contact information (\$1 max each x 2,000 + est. setup fees). Chip clips, note pads, etc. giveaway items and community events to provide contact information for our Victim Witness Unit.

#### F. Equipment

Filing cabinet – 4 drawer lateral similar to those already in our office to store victim contact information files, brochures and pamphlets.

Fax Machine – to replace current fax machine previously purchased with VOCA funds as it has not been working properly due to age and use.

Laptop Computers – to purchase two laptop computers to be utilized in courtrooms by Victim Witness staff to look up contact information on witnesses when they have not appeared for court, work on other victim information while in court. Courtrooms are no longer in extremely close proximity to our office to be able to quickly return to the office to retrieve this information. The courthouse is equipped with wireless internet so that staff will be able to remotely access the databases needed.

Laser printer – to replace current laser printer previously purchased with VOCA funds as it reaching the end of its useful life due to age and usage.

#### G. Victim Aid

To pay for meals for victims/family for court appearance \$15 lunch maximum (based on current CWA contract for meal reimbursement for employees) x 15 victims. To pay for emergency food vouchers for victims at \$25 each x 50 vouchers = \$300.



BOARD OF  
CHOSEN FREEHOLDERS  
COUNTY OF GLOUCESTER  
STATE OF NEW JERSEY  
FREEHOLDER DIRECTOR  
Robert M. Dammingier

TO: ALL DEPARTMENTS  
FROM: GARY M. SCHWARZ  
COUNTY TREASURER *GMS*  
DATE: APRIL 9, 2012  
RE: 2012 FRINGE BENEFITS

The 2012 General Fringe Benefit percentage is 53.83%. The breakdown by individual category is as follows:

Pension	13.21*
Group Insurance	32.75
NJ Employment Security	.22
FICA/Medicare	<u>7.65</u>
	53.83

\*For employees covered by Police and Firemen Pension, substitute 22.52% for the above 13.21%.

The Workmen's Compensation rate must be added for each particular position.

Also, please note that these figures are averages for the County at large. If a grant specified that fringes need to be identified by individual, this percentage would not apply.



COUNTY TREASURER'S  
OFFICE

TREASURER  
Gary M. Schwarz

Phone: 856.853.3353

BUDGET OFFICES

Phone: 856.853.3322  
Fax: 856.251.6778

P.O. Box 337  
Woodbury, NJ 08096

[www.co.gloucester.nj.us](http://www.co.gloucester.nj.us)

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:

Victims of Crime Act (VOCA) Grant Program

at an estimated total project cost of \$ 212,060.

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:**

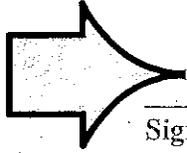
1. Project Narrative,
2. Project Budget Detail form,
3. Budget Narrative,
4. Certification of Equal Employment Opportunity Plan,
5. General Conditions & Assurances,
6. Grant Agreement Certification,
7. Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free 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

\_\_\_\_\_  
Freeholder Director

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

\_\_\_\_\_  
Robert M. Damminger

Printed Name

\_\_\_\_\_  
Date

Grant # V-08-11

[Rev'd VOCA 11/2011]

**CERTIFICATION FORM**

Recipient Name and Address: County of Gloucester, 2 South Broad Street, Woodbury NJ 08096  
Grant Title: Victims of Crime Act (VOCA) Grant Grant Number: V-08-11 Award Amount: \$212,060  
Contact Person Name and Title: Robert DiLella, Clerk of the Board Phone Number: (856) 853-3271

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 7<sup>th</sup> 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
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**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 Freeholder Director [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: Clerk of the Board [organization], at 2 South Broad Street, 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.

Print or type Name and Title	Signature	Date
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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.

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](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](http://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 V-08-11 (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](http://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.

[Rev'd VOCA 11/2011]

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](mailto: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](http://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]

**CERTIFICATION**

I certify that the project proposed in this application meet all the requirements of the Victims of Crime Act (VOCA) Grant Program, that all the information presented is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with the provisions of the VOCA Grant Program and all other applicable federal and state laws, regulations, and guidelines.

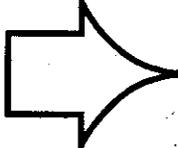
County of Gloucester

**Subgrantee**

**Grant #** V-08-11

Freeholder Director

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

  
Signature of Authorized Official

Robert M. Damming

**Printed Name of Authorized Official**

Date

*[Rev'd VOCA 11/2011]*

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

GRANT AGREEMENT CERTIFICATION

Robert M. Damming, being eighteen years of age or older, hereby certifies:

Name

1. I am Freeholder Director of the \_\_\_\_\_  
Title Name of Agency

County of Gloucester, hereafter referred to as the "Subgrantee." I am  
receiving grant funds

submitting this certification in conjunction with the provision of grant funds in the amount of  
\$212,060 to the Subgrantee by the Division of Criminal Justice under the  
dollar amount of funds

Victims of Crime Act (VOCA) Grant Program. In making this certification, I understand that the  
Division of Criminal Justice will rely upon the statements made herein in processing this  
application and with making provision of the grant funds.

2. I have reviewed the contents of the application which has been submitted by the  
Subgrantee for such funding and hereby certify that the factual statements and data set forth in  
the application and attachments are true to the best of my knowledge and belief.

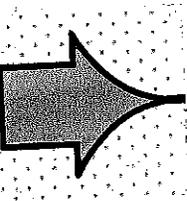
3. I also hereby certify that I am responsible for authorizing expenditures and  
disbursements of grant funds; that I will be responsible for undertaking the programs and  
activities described in the application; that I have reviewed and am familiar with all statutory and  
regulatory requirements pertaining to the use of the funds being provided to undertake such  
programs and activities; and that I have sought and obtained legal advice from the Subgrantee's  
legal counsel as I have considered appropriate or necessary in this regard.

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.



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**Signature**

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Robert M. Damming  
**Printed Name**

---

Freeholder Director

**Title**

---

**Date**

---

**Grant #** V-08-11

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.

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**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, Woodbury NJ 08096

2. Application Number and/or Project Name:

V-08-11

3. Grantee IRS/Vendor Number 216000660

4. Type/Print Name and Title of Authorized Representative

Robert M. Damminger, Freeholder Director

5. Signature

6. Date

OJP FORM 4061/6 (3-91) REPLACES OJP FORMS 4061/2, 4061/3 AND 4061/4 WHICH ARE OBSOLETE. OFFICE OF JUSTICE PROGRAMS BJA NIJ OJJDP BJS OVC

**RESOLUTION AUTHORIZING GRANT APPLICATION AND EXECUTION OF ALL DOCUMENTS RELATIVE TO VICTIMS OF CRIME ACT (VOCA) GRANT IN THE AMOUNT OF \$169,648.00 WITH MATCHING FUNDS BY THE COUNTY OF \$42,412.00, FOR A TOTAL AMOUNT OF \$212,060.00, FOR THE PERIOD COMMENCING JULY 1, 2012 AND TERMINATING JUNE 30, 2013**

**WHEREAS**, the Gloucester County Prosecutor's Office desires to submit a grant application to the State Office of Victim Witness Advocacy, New Jersey Division of Criminal Justice, for the Victims of Crime Act (VOCA) Grant, for the period commencing July 1, 2012 and terminating June 30, 2013; and

**WHEREAS**, the Board of Chosen Freeholder 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 Freeholders 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, 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 \$169,648.00, with a match by the County of \$42,412.00, for a total of \$212,060.00, for the period commencing July 1, 2012 and terminating June 30, 2013.

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

1. The Freeholder Director is hereby authorized to execute any and all documents relative to the grant application filing of the Victims of Crime Act (VOCA) Grant, in the amount of \$169,648.00, with a match by the County of \$42,412.00, for a total of \$212,060.00, for the period commencing July 1, 2012 and terminating June 30, 2013.
2. 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 necessary additional assurances as may be required.

**ADOPTED** at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester, held on July 25, 2012 at Woodbury, New Jersey.



**COUNTY OF GLOUCESTER**

**ROBERT M. DAMMINGER,  
FREEHOLDER DIRECTOR**

**ATTEST:**

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

# Federal Financial Accountability and Transparency Act Information Form

## To be completed by Subrecipient:

1. Agency Name: County of Gloucester

2. City: Woodbury 3. State: NJ 4. Zip + 4: 08096-4604  
([www.usps.com/zip4/](http://www.usps.com/zip4/))

5. Congressional District (Agency main office) (2 digits) (01 - 13): 01 6. County: Gloucester  
(<http://www.govtrack.us/congress/findyourreps.xpd>)

7. DUNS number (<http://www.dnb.com/us/>) (9 digits): 957362247

8. Location of Primary Place of Performance of Project (if different than above). Enter the **ONE** location and corresponding congressional district where the majority of work is completed. (State wide is not acceptable):

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip + 4: \_\_\_\_\_

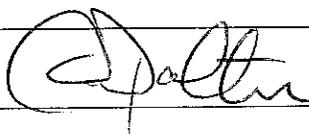
Congressional District (2 digits) (01 - 13): \_\_\_\_\_ County: \_\_\_\_\_

9. Central Contractor Registration Completed (<http://www.ccr.gov/>): Yes:  No: \_\_\_\_\_

If No, please explain: \_\_\_\_\_

10. 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. (<http://www.cgsh.com/cgsh/SECdeterminationofNamedExecutiveOfficers.pdf>)

Officer Name	Total Compensation
#1 _____	_____
#2 _____	_____
#3 _____	_____
#4 _____	_____
#5 _____	_____

11. Signature of Agency Representative:  \_\_\_\_\_

## 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: \_\_\_\_\_

F3

**RESOLUTION AUTHORIZING THE EXECUTION OF ALL DOCUMENTS RELATIVE TO THE GRANT APPLICATION FOR THE BYRNE CRIMINAL JUSTICE INNOVATION PROGRAM GRANT (BJA), BJA-2012-3294, INCLUDING THE APPLICABLE SHARED SERVICES AGREEMENT WITH THE CITY OF WOODBURY, IN THE AMOUNT OF \$225,000.00, FROM OCTOBER 1, 2012 TO SEPTEMBER 1, 2015**

**WHEREAS**, the Gloucester County Prosecutor desires to submit a grant application to the New Jersey Bureau of Justice Assistance, Division of Criminal Justice for the Byrne Criminal Justice Innovation Program Grant (BJA-2012-3294), in the amount of \$225,000.00, from October 1, 2012 to September 1, 2015; and

**WHEREAS**, the grant funds will benefit the County and the local Police Departments of the City of Woodbury in their service to County residents and effort to target criminal activity; and

**WHEREAS**, the Shared Services Agreement between the County of Gloucester and the City of Woodbury shall set forth the terms and conditions as to distribution of the grants funds, the requirements therein, and the services to be performed; 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 Freeholders of the County of Gloucester understands and agrees that any grant received as a result of this application will be subject to the grant conditions and other policies, regulations and rules issued by the State of New Jersey, Bureau of Justice Assistance, Division of Criminal Justice for the administration of grant projects.

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

1. That the Freeholder Director and Clerk of the Board are hereby authorized to execute any and all documents relative to the grant application for the Byrne Criminal Justice Innovation Program Grant (BJA), BJA-2012-3294 in the amount of \$225,000.00, from October 1, 2012 to September 30, 2015.
2. That the Freeholder Director and other appropriate County official(s) are hereby authorized to execute a Shared Services Agreement between the County of Gloucester and the City of Woodbury as to said grant funds.
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 provide any necessary additional assurances as may be required.

**ADOPTED** at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester held on Wednesday, July 25, 2012, at Woodbury, New Jersey.



**COUNTY OF GLOUCESTER**

**ATTEST:**

**ROBERT N. DILELLA, CLERK**

**ROBERT M. DAMMINGER, DIRECTOR**

**SHARED SERVICES AGREEMENT  
BY AND BETWEEN THE COUNTY OF GLOUCESTER,  
AND THE CITY OF WOODBURY**

**THIS SHARED SERVICES AGREEMENT** ("Shared Services Agreement"), is entered into this 31<sup>st</sup> day of May 2012, by and between the County of Gloucester, a body politic and corporate of the State of New Jersey ("County") and the City of Woodbury, municipal corporations of the State of New Jersey ("Municipality or Municipalities").

**RECITALS**

1. The County of Gloucester ("County") is a body politic and corporate of the State of New Jersey with main offices located at 2 South Broad Street, Woodbury, NJ 08096.
2. The City of Woodbury ("Municipality") is a municipal corporation of the State of New Jersey with offices located at City Hall, 33 Delaware Street, Woodbury, New Jersey 08096.
3. An Agreement is necessary pursuant to the terms of the Byrne Criminal Justice Innovation Program Grant requirements.
4. The County and Municipality have formed the Woodbury Supplemental Patrols to target criminal activities.
5. The County and Municipality will coordinate their resources in furtherance of the goals of the Grant.
6. The Prosecutor's Office of the County of Gloucester as the chief law enforcement agency of the County will administer the expenditures of the grant funds consistent with the goals contained herein.

**NOW, THEREFORE**, the County and Municipality desire to enter into this Agreement for the purpose of describing the nature of the services to be provided and the relationship in this context of the parties, consistent with the terms and provisions of N.J.S.A. 40A:65-1 et seq., which specifically authorizes local government units, including counties and municipalities, to enter into shared services agreements. Accordingly, County and Municipality hereby agree as follows.

## AGREEMENT

### A. SCOPE OF AUTHORITY:

1. **Nature and Extent of Services.** The Prosecutor's Office of the County along with the Police Department of the City of Woodbury will form Woodbury Supplemental Patrols. The law enforcement agency and members thereof are permitted to enforce the laws of the State of New Jersey and sub-divisions created hereunder in the one (1) participating Municipality.

2. **Description of Law Enforcement Services.** The Woodbury Supplemental Patrols created hereunder will operate within the municipal boundaries of the City of Woodbury. The Woodbury Supplemental Patrols will allocate resources on a pre-determined date and time to patrol and target areas where criminal activities may take place. The Woodbury Supplemental Patrols, through the County, will also reinstate the Community Policing Unit necessary for the performance of the duties of the Woodbury Supplemental Patrols. When Woodbury Police Department wishes to purchase equipment from these grant funds they must submit requests in writing to the Prosecutor's Office for items to be purchased through the Gloucester County Purchasing Department. The City of Woodbury and the Woodbury Police Department shall not purchase equipment and request reimbursement with grant funds.

### B. REPORTING REQUIREMENTS:

1. **County Authority.** All parties hereto acknowledge the County, through the Prosecutor's Office, shall be responsible for the administrating of grant funds. The County will also be responsible for the coordination of services provided by the participating Municipality and how they will be implemented.

2. **Monthly Reports.** The Municipalities further acknowledge that the County through the Prosecutor's Office is obligated to report to the Grant Program Liaison the services provided and certify the same. Therefore, Woodbury Police department shall provide to the County a Certification of Hours eligible for reimbursement on a form to be provided by the Gloucester County Prosecutor's Office, which shall include the following information:

- a. Name of participating officer;
- b. Date services provided;
- c. Number of hours worked;
- d. Hourly rate; and
- e. Certification signed by supervising authority certifying the information provided.

### C. PAYMENT FROM COUNTY TO MUNICIPALITIES:

The County acknowledges receipt of grant funds totaling \$225,000.00. The County shall distribute said funds in accordance with the grant requirements as contained in this Agreement. The County will be reimbursed for grant administration services performed

consistent with the terms of the grant application. Said reimbursement shall not exceed 10% of the grant funds. The County shall have no further obligations to the Municipality other than contained herein.

**D. LIMITATION OF DELEGATION; INDEMNIFICATION; INSURANCE.**

Neither County nor Municipality intends by this Agreement to create any agency relationship or delegate any authority other than that which may be specifically required by the Shared Services Agreement Act for the limited purposes set forth herein. Notwithstanding any such agency relationship which may be created by the Shared Services Agreement Act, each Municipality employee participating on the Woodbury Supplemental Patrols shall remain an employee of the police department for their respective town for liability purposes.

The Municipality represents that it maintains General Liability and all other necessary and appropriate insurances related to the work to be performed and/or the equipment involved.

**E. DURATION OF AGREEMENT:**

This Agreement will be effective for the period of three (3) years from the date of the commencement of the grant. Each party may take appropriate action to terminate the Agreement prior to its expiration date in the event of the breach of the terms and provisions of the Agreement by any other party. This Agreement shall not automatically renew upon the expiration date. Rather, this Agreement should only be renewed by a specific, dually authorized, written action of the parties, as of the expiration date of the Agreement, to renew the Agreement for a further period.

**F. MISCELLANEOUS PROVISION:**

1. **Entire Agreement.** This Agreement sets forth all the promises, covenants, agreements, conditions and undertakings between the parties hereto with respect to the subject matter hereof, and supersedes all prior or contemporaneous agreements and undertakings, inducements, or conditions, express or implied, oral or written between the parties hereto.

2. **Severability and Modification.** In the event that any portion of this Agreement shall be made inoperative by Judicial Law or Administrative Law rulings, the remainder of this Agreement shall remain in full force and effect.

3. **Amendment.** This Agreement may not be amended or modified for any reason without the express prior written consent of the parties hereto.

4. **Execution.** This Agreement shall be executed by a duly authorized representative of each of the respective government entities participating in this Task Force Program.

**G. EFFECTIVE DATE.** This Agreement shall be effective as of this \_\_\_\_\_ day of \_\_\_\_\_, 2012, which date shall be considered the commencement date of this Agreement, and which effective date shall be so designated in authorizing resolutions to be adopted by the parties to this Shared Services Agreement.

**ATTEST:**

**COUNTY OF GLOUCESTER**

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

\_\_\_\_\_  
**ROBERT M. DAMMINGER,  
FREEHOLDER DIRECTOR**

\_\_\_\_\_  
**SEAN F. DALTON,  
Gloucester County Prosecutor**

**ATTEST:**

**CITY OF WOODBURY**

\_\_\_\_\_  
**HARRY R. RISKIE  
Title: Mayor**

\_\_\_\_\_  
**REED MERINUK  
Title: Chief**

F3



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](mailto:lcerny@co.gloucester.nj.us)

[www.gloucestercountynj.gov](http://www.gloucestercountynj.gov)

TO: Shannon Fuerneisen

DEPARTMENT: Prosecutor's Office

GRANT TITLE: Byrne Criminal Justice Innovation Program

DATE: July 12, 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: July 25, 2012

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

## GRANT REQUEST FORM

INCLUDE THE GRANT APPLICATION AND COMPLETED PROPOSAL. IF THE GRANT PROVIDES FOR OUTSIDE CONTRACTING, INCLUDE AN EXPLANATION OF YOUR SELECTION PROCEDURES FOR SUB-GRANTEES. ALSO INCLUDE BUDGET WITH COUNTY ACCOUNT NUMBERS.

DATE: June 21, 2012

1. TYPE OF GRANT  
X NEW GRANT  
\_\_\_\_\_  
RENEWAL/CONTINUATION-PREVIOUS YR. BUDGET NUMBER \_\_\_\_\_

2. GRANT TITLE: Byrne Criminal Justice Innovation Program

3. GRANT TERM: FROM: October 1, 2012 TO: September 30, 2015

4. COUNTY DEPARTMENT: Gloucester County Prosecutor's Office

5. DEPT. CONTACT PERSON & PHONE NUMBER: Shannon Fuernaisen,  
Community Justice Coordinator 856-384-5511

6. NAME OF FUNDING AGENCY: Bureau of Justice Assistance

7. BRIEF DESCRIPTION OF GRANT PROGRAM (TO BE USED FOR CLERK OF BOARD): A Bureau of Justice Assistance Grant (BJA) has been applied for by the City of Woodbury in the amount of \$225,000. Funds will be used to pay officer overtime for supplemental patrols in the targeted six block radius of the City of Woodbury consisting of the corner of Broad and Cooper Streets to the Corner of Broad and West Streets and the surrounding residential areas. The Woodbury Police Department also wishes to reopen the Community Policing Center by renting available space within the six block radius. Funds will cover rent as well as utilities for the 36 month grant period.

8. PERSONNEL-EMPLOYEE NAME & AMOUNT OF SALARY FUNDED THROUGH PROPOSED GRANT PROGRAM (INDICATE A NEW HIRE WITH AN ASTERISK "\*"):

NAME	AMOUNT	NAME	AMOUNT
<u>Administrative Costs</u>			<u>\$18,000</u>

9. TOTAL SALARY CHARGED TO GRANT: \$ 0

10. INDIRECT COST (IC) RATE: 0 %

11. IC CHARGED TO GRANT \$ 0

12. FRINGE BENEFIT RATE CHARGED TO GRANT: 0 %

BYRNE CRIMINAL JUSTICE INNOVATION PROGRAM  
BJA-2012-3294  
C-2/LINE ITEM NARRATIVE

**PERSONNEL**

**101-01 Salaries and Wages** \$18,000

To reimburse the Gloucester County Prosecutor's Office for administrative fees for overseeing this grant. The grant terms and conditions all for a 8% administrative fee, which is \$18,000.

**OTHER**

**207 Overtime reimbursement** \$135,000

Funds will be used to pay officer overtime for supplemental patrols for crime suppression operations in the targeted six block radius of the City of Woodbury consisting of the corner of Broad and Cooper Streets to the Corner of Broad and West Streets and the surrounding residential areas and/or allow for proactive policing, and/or for operations to address acute issues that may arise throughout the grant period.

**714 Utilities** \$18,000

Funds will be used to cover utility expenses for the reopening and running of the Community Policing Center. Utilities include but are not limited to electric, gas, water, trash, and sewer for the 36 month grant period.

**810 Building Rental** \$54,000

Funds will be used to secure a new location to reopen the Community Policing Center and pay rent for said location for the 36 month grant period.

BYRNE CRIMINAL JUSTICE INNOVATION PROGRAM  
BJA-2012-3294  
BUDGET NARRATIVE

101-01	Salaries/Wages	\$18,000
207	Overtime Reimbursement	\$135,000
714	Utilities	\$18,000
810	Building Rental	\$54,000

**Byrne Criminal Justice Innovation Program**

**BJA-2012-3294**

**Grant Application**

**Attachment 1**

**Program Abstract**

**Byrne Criminal Justice Innovation Program**  
**BJA-2012-3294**

**Applicant Name:** The Gloucester County Prosecutor's Office

**Project Implementation by:** The City of Woodbury Police Department

**Project Title:** "Hot Spots and Community Policing"

**Category:** One (1) Planning and Implementation, Competition ID: BJA-2012-3296

**Program Abstract:**

1. The targeted area for this project is the corner of Cooper and Broad Streets to the corner of West and Broad Streets in Woodbury, New Jersey. This is a six (6) block radius in downtown City of Woodbury.
2. Cross-Sector Partnerships include:  
The Gloucester County Prosecutor's Office  
City of Woodbury Police Department  
City of Woodbury  
Main Street Merchants and Professional Association, Inc.  
Woodbury City Public School District  
Gloucester County Department of Economic Development  
The Concerned Black Men of Gloucester County  
Cardinal Real Estate Services  
Andre Bay, Professor, Gloucester County College
3. The Gloucester County Prosecutor's Office will be the fiscal agent for this project.
4. The most recent Uniform Crime Reports compiled by the New Jersey State Police categorized the City of Woodbury as an urban center with an overwhelming population of over ten thousand in a 2.13 square mile area. Woodbury is the county seat where most governmental offices and business are located. The six (6) block "hot spot" specified in the grant application is a central hub of public transportation as well as local businesses, churches, a public school, residences and home to many volunteer organizations underscore the need for residents and business owners alike to feel safe. The City of Woodbury Police Department had been running quality of life programming through their community policing unit until 2009. Budget cuts in the city forced the Police department to close down the community policing satellite office made available to the public and volunteer organizations as well as to disband the community policing unit itself. With the unit not in function and man power at an all time low the police department started seeing a rise in calls for service to this particular area. Incidents including everything from disorderly persons offenses to gun charges. With a lack of police presence in the area during the evening hours, there has been an increase in loitering which has lead to more offenses and creates an unsafe haven for local businesses to stay open at night. Included in the problem statement within the this grant applications are statistics regarding the problems and calls for service in this area as well as further addressing Woodbury's need for an increase in police presence and the reinstating of the community policing unit.
5. Goals: The goal of this project is to reinstate the community policing unit for the City of Woodbury Police Department, thereby creating a safe haven to host community events for children in the area. The Community Policing office will be home to the meetings, community volunteer groups and activities of the community policing unit hoping to

make a difference in their community through education, community service and involvement of the youth, parents of the community, local volunteer groups, and the high school. The second goal of the project is to implement more patrol on the street during evening hours, making the downtown area a safe place for merchants and residents alike. The increase in police presence during the evening hours will decrease the calls for service in this particular area.

6. The Woodbury Police Department will increase patrol in the downtown area during evening hours. There will also be a partnership with the Gloucester County Prosecutor's Office, local volunteer groups, faith based organizations, and the high school to implement community based activities for the youth in the area. The Woodbury Police Department will also keep open the Community Policing center allowing local groups to hold their meetings and run activities in the center.
7. The project has a projected start date of October 1, 2012 and will run for a period of no less than 36 months.
8. Total amount being requested is \$225,000.00.

**Attachment 2**

**Program Narrative**

## Attachment 2

### Byrne Criminal Justice Innovation Program

BJA-2012-3294

#### Problem Statement:

Gloucester County is a jurisdiction primarily suburban and rural in character. The County is located on the Delaware River across from the City of Philadelphia and neighbor to another urban center, Camden County. As such, areas of the County are considered suburbs of the City. These areas, which include communities established along the County's older major highways, as well as along the Delaware River, include smaller, older, urban centers. The estimated population of the County is approximately 286,000 persons who reside in 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. Within the boundaries of Gloucester County lays the City of Woodbury, which is also the County Seat. Woodbury is home to the Gloucester County Prosecutor's Office, Gloucester County Sheriff's Department, and all civil and criminal courts for the county. According to the 2010 Uniform Crime Report (UCR) compiled by the New Jersey State Police the City of Woodbury is labeled as an urban center and has a population of over ten thousand in a 2.13 square mile area.

The target "hot spot" in Woodbury is a six (6) block radius from the corner of Broad and Cooper Streets to the corner of Broad and West Streets. The residential part of Woodbury lies on the streets adjacent to Broad Street. However, Broad Street itself is home to the local high school, several businesses, restaurants and churches. Aside from the large residential population of the city, it is also a hub for public transportation. There are three (3) bus stops in Woodbury

on Broad Street. All of which are located in close proximity to this six block radius. In recent statistics from the 2010 UCR the violent and non-violent crime has almost doubled since 2009. In 2009 violent crime was at 2.0 per 1,000 people and is now recorded at 4.1 per 1,000. Non-violent crime follows the same trend coming in at 29.5 in 2009 and 46.7 for the current UCR. The Woodbury Police Department has also been tracking incidents located specifically in the targeted hot spot using the New World Data Collection System. In the past year this hot spot has seen over 190 incidents for various disorderly persons offenses and crimes of various degrees. At a minimum, five (5) of these offenses involved weapons.

In late 2009, the Gloucester County Economic Development Department conducted an extensive study of the retail and business climate within the City of Woodbury. Respondents to the survey overwhelmingly felt that safety and security were key factors in the restoration of the downtown area. Respondents indicated that additional police officers patrolling the area, as well as some lighting and structural changes being done by the merchants associations and the City of Woodbury, would make the area appear safer and more welcoming. The Woodbury Police Department also feels this would help to alleviate calls for service in that area.

The Woodbury Police Department has continuously undertaken efforts to address some of the quality of life issues in the City of Woodbury initially by information gathering, planning, and outreach through a community policing unit. A large part of the initial stage was opening and maintaining good communication with this community by understanding common concerns, specifically their grave concerns about the visible drug activity and juvenile delinquency in this neighborhood. Through the Community Policing Unit, the Woodbury Police Department was able to deploy more patrols on the streets during peak hours, as well as start a community policing center where young people could enjoy an array of fun and educational programming

with the police officers. Due to budget cuts across the realm of law enforcement and education, many character-building and civic activities are no longer available to area students. These dormant activities once helped inspire today's youth to become involved in the positive development of the community. With a lack of police presence in the area during the evening hours there has been an increase in loitering which has lead to more offenses and creates an unsafe haven for local businesses to keep later hours. The Woodbury Police Department will have a cross-sector relationship with the Gloucester County Prosecutor's Office, Woodbury Jr./Sr. High School, local faith based organizations, Main Street Inc. (; the local merchants group); and youth advocate volunteer groups in the community.

**Project Design and Implementation:**

The projected goal of this project is to reinstate the community policing unit and to deter criminal activity; which includes the investigation of crimes against property and people (robbery, theft, aggravated assaults, narcotics investigations, homicides, and sexual assaults). An increased police presence and the purchase of updated equipment will greatly enhance law enforcement with the investigation process.

Through the reinstatement of the Community Policing Unit, the Woodbury Police Department will be able to maintain a police presence in the hot spot area during evening hours. This will offer a safer environment for the Main Street Business Owners to conduct later hours as well as enhance the activities for the youth of the community with the aid of the community policing center, local volunteer groups, and the Woodbury High School.

The Community Policing Unit plans to work in cooperation with the Main Street Merchants Association to keep their doors open longer and bring in more business. This cooperative will create a night life and discourage loitering of large groups, making the City of

Woodbury an undesirable location to commit drug or weapon related offenses due to the increase of police presence. The Unit would also like to work in conjunction with local volunteer organizations for the betterment of the youth in this area. There are several local groups who have submitted letters of their intent to support and assist in programming for area teens and children including the Woodbury High School, The Concerned Black Men of Gloucester County Youth Advocate Group, and local faith based organizations.

**Capabilities and Competencies:**

The Woodbury Police Department has specially trained police officers who were previously assigned to the community policing unit. The community policing officers of the Woodbury Police Department receive additional specialized training above and beyond the standardized New Jersey police training commission standards required to become a certified police officer. The specialized community policing training includes training to provide quality, timely and proactive police services to residents and business owners within our community. The Woodbury Police Department currently has 27 sworn full time law enforcement officers. Of the 27 full time officers, 16 of those officers have been specially trained and have been previously assigned as community policing officers.

The Woodbury Police Department has fully adopted a community policing philosophy and deploys problem solving and pro active community policing methods on a daily basis. The Woodbury Police Department will continue to train the remainder of the sworn law enforcement officers in community policing methods. The community policing officers would be utilized to enhance our current community policing efforts with the assistance of any funding granted from the Byrne Criminal Justice Innovation Program Competitive Grant.

**Evaluation, Sustainment, Data Collection Plan:**

The success of reinstating this unit will be measured through the calls for service as calculated by the New World computer system used by the county wide communications department. The New World system is a records management system which is utilized for records management and computer aided dispatch. The Woodbury Police Department utilizes New World to track daily calls for service as well as our Uniform Crime Reporting system. The specified area will be analyzed separately from that of the rest of the City of Woodbury. Documentation of calls for service will be taken and statistically monitored to prove a decrease in calls for service. Evaluations of the calls for service will be done quarterly. Evaluations of the local Merchants Association, the Main Street Business Group, and local residents of that area will be conducted yearly but the evaluation committee lead by Professor Andre Bay of the Gloucester County College. These surveys will be completed yearly for the entire length of the program. Volunteer groups, The Concerned Black Men of Gloucester County and local faith based groups will be required to keep records of attendance of any community programming associated with this project.

**Attachment 3**

**Budget and Budget Narrative**

# Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Position 1, community policing officer overtime costs	\$70.00 per hour varying hours for 36 month period	\$135,000.00
Position 2		
Position 3		
Position 4		
Position 5		
Position 6		
<b>SUB-TOTAL</b>		<b>\$135,000.00</b>

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project.

Name/Position	Computation	Cost
Fringe benefit 1,		
Fringe benefit 2		
Fringe benefit 3		
Fringe benefit 4		
Fringe benefit 5		
<b>SUB-TOTAL</b>		<b>\$0.00</b>
<b>Total Personnel &amp; Fringe Benefits</b>		<b>\$135,000.00</b>

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
Travel entry 1,				
Travel entry 2				
Travel entry 3				
Travel entry 4				
Travel entry 5				
Travel entry 6				
Travel entry 7				
<b>TOTAL</b>				\$0.00

**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
Equipment entry 1,		
equipment entry 2		
equipment entry 3		
equipment entry 4		
equipment entry 5		
<b>TOTAL</b>		\$0.00

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Supply Item 1,		
supply item 2		
supply item 3		
supply item 4		
supply item 5		
supply item 6		
supply item 7		
supply item 8		
supply item 9		
<b>TOTAL</b>		\$0.00

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
<b>TOTAL</b>		\$0.00

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
Supply item 1,			
<i>Subtotal</i>			\$0.00

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
Consultant expense entry 1,			
Consultant expense entry 1,			
<i>Subtotal</i>			\$0.00

**Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost	
maximum of four lines, additional information should be attached on a separate sheet(s)		
maximum of four lines		
<i>Subtotal</i>		\$0.00
<b>TOTAL</b>		\$0.00

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
Rental space to establish a community policing center in the targeted "hot zone" of enforcement within the City of Woodbury, NJ	\$1500.00 per month plus utilities for 36 months	\$72,000.00
Administrative fees associated with administering the grant c/o Gloucester County Prosecutor's office	\$6000.00 per year for 36 months	\$18,000.00
<b>TOTAL</b>		<b>\$90,000.00</b>

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
one line per entry		
one line per entry		
<b>TOTAL</b>		<b>\$0.00</b>

**Budget Summary-** When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	\$135,000.00
B. Fringe Benefits	\$0.00
C. Travel	\$0.00
D. Equipment	\$0.00
E. Supplies	\$0.00
F. Construction	\$0.00
G. Consultants/Contracts	\$0.00
H. Other	\$90,000.00
<b>Total Direct Costs</b>	<b>\$225,000.00</b>
I. Indirect Costs	\$0.00
<b>TOTAL PROJECT COSTS</b>	<b>\$225,000.00</b>
Federal Request	\$225,000.00
Non-Federal Amount	_____

Attachment 3

**Byrne Criminal Justice Innovation Program**

**BJA-2012-3294**

**Budget Narrative:**

The Woodbury Police Department in conjunction with the Gloucester County Prosecutor's Office is seeking \$225,000.00 via the Byrne Criminal Justice Innovation Program Grant. The funding would be utilized to enhance community policing activities within a targeted "hot spot" in the City of Woodbury, NJ. The budget request is broken down into the following categories: Community Policing Officer overtime costs, the acquisition of space and the costs associated with renting space and or utilities for a community policing center and administrative costs associated with establishing the programs involved.

Since approximately 1994, the City of Woodbury Police Department has adopted and worked under a community policing philosophy throughout various parts of the City. At one point during the late 1990's, a community policing center was established and staffed with specially trained community policing officers in the targeted "hot spot" area of the City of Woodbury. The community policing officers were assigned to patrol the designated neighborhood via vehicle, foot patrols, and bicycle patrols. The high-visibility community policing patrols, coupled with participation in numerous civic and city-sponsored activities, greatly reduced the crime rate and eliminated numerous problems that had deteriorated the quality of life in the targeted neighborhoods. The community policing officers greatly enhanced the cooperation amongst the neighborhood residents, town watch groups, and other civic groups

within Woodbury City; all helping to greatly reduce crime in the neighborhood and greatly improve the overall quality of life in the neighborhood.

In recent years, due to budgetary restraints, shrinking revenue, and skyrocketing costs, the City of Woodbury was forced to close the Community Policing Office, which was being leased from a local business owner at a cost of \$1,000.00 per month. The City has also lost one sworn police officer position through attrition since an officer who retired in 2011 and was not replaced due to city-wide budget restraints. Additionally, two sworn police officers are set to retire in August and September of 2012, which will further deplete police staffing.

Depleted staffing levels and the closure of the Community Policing Office has forced the Woodbury Police Department to reassign the officers who were once assigned to the Community Policing Office. The acquisition of federal funding would allow the Woodbury Police Department to reestablish that office in the targeted "hot Spot" neighborhood, which, as described in the problem statement, has seen dramatic increases in reported criminal activity over the past several months. These increases are due in part to a lack of a police presence in the neighborhood.

As stated above, the funding would be utilized to enhance the community policing philosophy of the Woodbury Police Department. The requested funding is based on salary overtime costs associated with establishing quality of life directed patrols in order to increase the police presence and address criminal activity. The funding would also fund the re establishment of a community policing center and associated costs with operating such a center. The following costs were provided by the Chief Financial Officer of the City of Woodbury, NJ along with a

local real estate agent who assisted in the estimation of costs associated with acquiring office space:

- Community Policing salary/overtime estimates: \$135,000.00 (36 months)
  - Rental/utilities of Community Policing Office space : \$72,000.00 (36 months)
  - Administrative fees: \$18,000.00 (36 months)
- Total cost - \$225,000.00 (36 months)

**Attachment 4**  
Project Timeline  
&  
Position Descriptions

Attachment 4

Byrne Criminal Justice Innovation Program

BJA-2012-3294

**Project Timeline and Position Descriptions:**

If awarded funding through the Byrne Criminal Justice Innovation Program Competitive Grant, the Woodbury Police Department would look to implement enhanced community policing and criminal law enforcement tactics within the targeted "hot spot" neighborhoods beginning on October 1<sup>st</sup>, 2012 and continuing thereafter for a period of no less than 36 months. The Woodbury Police Department would utilize funding to partially pay Community Policing Officers' overtime to provide enhanced police patrols in the targeted "hot spot" neighborhoods.

The Woodbury Police Department Community Policing Officers are specially trained to provide quality, timely and proactive police services to the members of our community by exchanging ideas, plans and experiences between the law abiding citizens and the Woodbury Police Department. The Woodbury Police Department Community Policing Officers are assigned to specific geographic areas of the City to carry out and perform the above described duties. This funding would allow the Woodbury Police Department to place additional community policing officers in the targeted neighborhoods to increase police presence, to reconnect with the community, and allow proactive policing efforts to be re-established in the downtown Broad Street business district and surrounding neighborhoods. The assigned police officers would concentrate on community policing patrols, quality of life issues and to enhance the safety and security of the Downtown Woodbury business district and surrounding neighborhoods. The initial funding request of \$225,000.00 would further be utilized to re-establish a Community Policing Office that was previously present in the neighborhood, but was unfortunately removed due to budgetary restraints faced by the Woodbury Police Department.

The Community Policing Office would provide for more daily interaction and re-establish community activities, such as town watch meetings and community movie nights for area children. The Woodbury Police Department has strong existing ties with the Woodbury Mayor and Council, Woodbury Public School District, Woodbury Business and Merchants Association, Woodbury Main Street Incorporated, the Concerned Black Men of Gloucester County, and the Gloucester County Prosecutor's Office. If awarded this funding these groups could further work in cooperation with the Woodbury Police Department in the areas of idea sharing and problem solving to enhance the community.

Initial steps have been taken to increase lighting of the downtown business district and surrounding targeted neighborhoods at night to increase safety and security. The community stakeholders are also investigating the future acquisition and installation of a network security camera system in the targeted neighborhoods as an additional tool to increase safety and security of the area. The goals of this project are to reduce and/or eliminate crimes and quality of life issues within the targeted "hot spot" areas, as well as to further assist the City of Woodbury and the County of Gloucester with ongoing redevelopment of the Downtown Woodbury business district. The mission statement of the Woodbury Police Department is to consistently seek and find ways to affirmatively promote preserve and deliver a feeling of security, safety and quality of services to members of our community. Any funding awarded would go a long way in assisting the Woodbury Police Department to carry out our mission statement, especially in our targeted business district and neighborhood. Attached are the resumes of the Lieutenant in charge of the Community Policing Unit and Professor leading the survey committee.

**Project Timeline:**

October 2012 – Implementation, Woodbury Police Department proceed to enhance evening patrols

November 2012 – Woodbury Police Department prepares to re-open community center office

December 2012 – Woodbury Police Department meets with cross-sector partners to plan community events to take place at the center in the coming year

January 2013 – Community Events start at the Community Center

February 2013 – October 2015 keeping up with enhanced evening patrols and community events at the center

December 2012, 2013, 2014, March 2013, 2014, 2015, June 2013, 2014, 2015, September 2013, 2014, 2015 – Dates for Quarterly Reports

Annually – October, Surveys of the Merchants Association and the residents of the area will be administered by the Survey Committee at the Gloucester and analyzed by the volunteer survey committee.

October 2015 – final reports completed

Stephen E. Cope, Jr.  
429 Queen Street  
Woodbury, New Jersey 08096  
(856) 853-4953

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## WORK HISTORY

**06/1988-12/1990 Police Cadet**, City of Woodbury Police Department  
*Dispatcher responsibilities, emergency call taking, clerical duties, and traffic control.*

**01/1991-06/2000 Patrolman**, City of Woodbury Police Department  
*Patrol duties included, but were not limited to traffic and criminal code enforcement, community policing, and crime prevention.*

**11/1998-6/2000 Field Training Officer**, City of Woodbury Police Department  
*Accountable for the field training of newly hired patrol officers, including daily, weekly and monthly evaluations of said officers.*

**03/2000-11/2003 Deputy Emergency Management Coordinator**, City of Woodbury, New Jersey  
*Responsible for assisting the local Emergency Management Coordinator with formulating and updating the local emergency operations plan.*

**06/2000-1/2003 Detective**, City of Woodbury Police Department  
*Investigation of crimes, handling of evidence, and processing of prisoners.*

**01/2003-10/2005 Sergeant**, City of Woodbury Police Department  
*Responsible for supervision of a uniformed patrol squad.*

**10/2005-06/2009 Patrol Lieutenant**, City of Woodbury Police Department, *Responsible for supervision of all uniformed patrol functions of the Woodbury Police Department.*

**6/2009-Present Detective Lieutenant**, City of Woodbury Police Department, *Responsible for the supervision of three Detectives, One School Resource Officer, Two Community Policing Officers and One uniformed K9 Officer.*

**11/2003-Present Emergency Management Coordinator**, City of Woodbury New Jersey, *Responsible for overseeing all aspects of Emergency Management*

## EDUCATION

High School Diploma, Gateway Regional High School, June 1988  
16 semester credits, Camden County College

68 semester credits, Frederick Community College Emergency Management Program  
NJ Police Training Commission Certificate, Camden County Police Academy, May 1991

#### **LICENSES & CERTIFICATES**

40 hours Criminal Investigations Class, Gloucester Co., March 1995  
NJ Narcotic Enforcement Officers Assoc. Training Conf., June 1995  
16 hour Intro. To Practical Crime Scene Techniques, October 1995  
24 hour Interviewing and Interrogation Techniques, April 1996  
24 hours Sex Crimes Investigation, April 1997  
80 hours Drug Investigation, Drug Enforcement Agency, Sept. 1997  
40 hours Defensive Tactics Instructors Course, FBI, January 1998  
Woodbury Police Dept. Field Training Officers course, November 1998  
40 hours Method of Instruction Course, Gloucester Co., February 1999  
Workshop in Emergency Management, NJ State Police, March 2000  
40 hours Analytical Investigative Techniques I, September 2000  
Weapons of Mass Destruction Evidence Collection, December 2001  
80 Hours Police Supervision, September 2003  
Manadnock Police PR-24 Baton Instructor, September 2004  
Incident Management Training ICS 700, November 2005  
DHS State & Local Government Coordination Course May, 2005  
Incident Management Training to ICS 400 Level, June 2007  
FBI Leeds Executive Management Training, June 2009  
N.J. Alcohol Beverage Control Enforcement Training April, 2010  
Public Safety Accreditation Training, November 2010  
Completed over 50 FEMA Independent Study Courses  
Numerous other Police Training Courses completed.

# ANDRE L. BAY

---

730 Rattling Run Road, Mickleton, NJ 08056 • (856)-241-8665 • andrebay@comcast.net

## HIGHLIGHTS OF QUALIFICATIONS AND SKILLS

- Twenty seven years experience in Law Enforcement
- Extensive service as expert witness on Forensics in Superior and Local Courts
- Twenty one years in training, instruction, teaching, and public speaking
- Commitment to lifelong learning evidenced through pursuit of formal degrees as well as attendance of over 100 additional programs, seminars, and college accredited courses

## LAW ENFORCEMENT EXPERIENCE

### *Gloucester County Prosecutor's Office, New Jersey*

Chief of County Detectives, 2009 - 2010 (Retired)

Deputy Chief, 2007-2009

- Manage, supervise, and lead The Gloucester County Prosecutor's Office

### *Crime Scene Investigation Unit*

Lieutenant, 2004-2007; Sergeant, 1999-2004; Detective, 1994-1999

- Process scenes of homicides, suicides, sexual assaults, burglaries, and thefts
- Obtain, examine, and compare latent fingerprints
- Photograph, videotape, sketch, and collect evidence at crime scenes
- Serve as expert witness in Superior and Local Courts

### *Gloucester County Sheriff's Department, New Jersey*

#### *Identification Unit (Crime Scene Investigation Forensics)*

Officer, 1983 - 1994

- Fingerprinted and photographed subjects and suspects
- Classified, identified, and maintained records on fingerprints from crime investigations
- Supported external agencies in transferring fingerprints and photos for investigations
- Assigned to Warrants and Special Investigations Unit, Environmental Enforcement Office
- Served as Corrections Officer

## *Task Forces and Strategic Teams*

- NJ Crime Scene Investigation Response Task Force established in response to 9/11/01
- Gloucester County S.W.A.T. Team Incident Command Coordinator, 2004 - 2009
- Gloucester County S.W.A.T. Team Tactical Team, 1989 - 1993

## TEACHING, TRAINING, INSTRUCTION, AND PUBLIC SPEAKING EXPERIENCE

- Gloucester County College and Salem County College, Adjunct Instructor 2006-Present
- Gloucester County Police Academy, Instructor for intensive "hands on" Crime Scene Processing Workshops for Detectives, 1994 - 2010
- Gloucester County Prosecutor's Office Speakers Bureau, Invited Guest Speaker
- Glassboro State College, Invited Guest Lecturer

ANDRE L. BAY • page 2 of 2 • (856)-241-8665 • andrebay@comcast.net

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## PROGRAMS, SEMINARS, AND COLLEGE-ACCREDITED COURSES

- List of over 100 programs, seminars, and college accredited courses attended on topics including forensics, supervision, leadership, and terrorism available upon request

## LEADERSHIP AND SUPERVISION COURSES

- Police Supervision, Gloucester County College, NJ, 1999
- West Point Command and Leadership Program, Egg Harbor Twp., NJ, 2003
- Organizational Communication and Conflict Resolution, Fairleigh Dickinson University, 2006

#### ADVANCED FORENSIC EDUCATION COURSES

- NJSP Crime Scene Investigations Course, Sea Girt, NJ (Test Certified Fingerprint Examiner), 1988
- F.B.I. Investigative School, Gloucester County College, NJ, 1993
- Light Source, Light Theory and Fluorescence Photography, Union County, NJ, 1996
- Footwear Impressions: From Crime Scene to Court, NJ Association of Forensic Scientists, Edison, NJ, 1996
- NJSP Homicide Investigation Course, Sea Girt, NJ, 1996
- Administrative Advanced Latent Fingerprint Procedures, Plymouth, Massachusetts, 1998
- Crime Scene Processing Workshop, University of North Florida, Jacksonville, Florida, 1998
- US Dept. of Homeland Security WMD Crime Scene Management, Atlantic City, NJ, 2005
- Forensic Sciences Annual Education Conference and Training Seminar, International Association for Identification, 1997-2008

#### PUBLICATIONS

- *Additional Use for Mikrosil Casting Material*, published in the Journal of Forensic Identification, Vol. 48, No. 2, March/April 1998
- Authored articles in the Alumni Badge, a Gloucester County Police Academy publication
- Contributing columnist in the weekly Gloucester County Intelligence Bulletin

#### PROFESSIONAL ORGANIZATIONS

- New Jersey Identification Association, Board Certified Member
- International Association for Identification, CSI Board Certified, March 7<sup>th</sup>, 2006
- New Jersey State Division, International Association for Identification

#### AWARDS AND HONORS

- President's Medallion for Excellence in Law Enforcement, Gloucester County College, Sewell, NJ, 1982
- Firearms Excellence Award, Camden County Police Academy, Camden, NJ, 1987
- Physical Training Excellence Award, Camden County Police Academy, Camden, NJ, 1987
- Distinguished Service Award, Gloucester County Police Awards Committee, 1994
- Gloucester County S.W.A.T. Team Unit Citation Award, Gloucester County Police Awards Committee, 2008

#### DEGREES AWARDED

- Fairleigh Dickinson University, Master of Administrative Science Degree, May 2007
- Fairleigh Dickinson University, B.A. Public Administration, December 2005
- Gloucester County College, A.A.S., Law Enforcement, May 1982

**Attachment 5**

Letters of Support

WOODBURY CITY PUBLIC SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT  
25 NORTH BROAD STREET  
WOODBURY, NEW JERSEY 08096  
(856) 853-0123, EXTENSION 230

Joseph Jones, III  
SUPERINTENDENT

June 1, 2012

Lieutenant Stephen Cope  
Woodbury Police Department  
200 North Broad Street  
Woodbury, New Jersey 08096

Dear Lieutenant Cope:

On behalf of the Woodbury City Public School District, I am pleased to support your application to the United States Department of Justice for the Byrne Criminal Justice Innovation Grant.

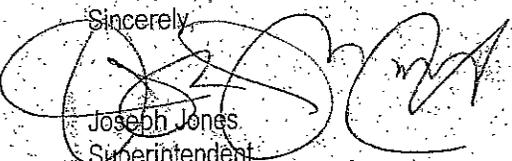
The Woodbury City Public School District looks forward to partnering with the City of Woodbury to plan, implement, and enhance community efforts and resources in support of Woodbury's goal to be a safe and healthy community. Our residents deserve nothing less.

Funding granted for a community policing center would serve our school community in important ways. Money received for a community policing center would allow the school district and the community to participate and work together on after school programs and activities directed toward the children in the community.

The current Woodbury Public School Strategic Plan outlines several action plans to address good citizenship and the social-emotional well-being of our students. In addition, our Service Learning graduation requirement and Option II program are two successful aspects of the Strategic Plan that would be greatly benefited from a resource such as an enhanced community policing center in Woodbury if funded. The initiatives of the grant would reinforce these current activities of the school.

We look forward to working with the Woodbury Police as a successful grantee of the United States Department of Justice for the Byrne Criminal Justice Innovation Grant.

Sincerely,

  
Joseph Jones  
Superintendent

JJ/sh

EXCELLENCE THROUGH TRADITION AND INNOVATION

Letter of Support  
Gloucester County Prosecutors Office  
Woodbury Police Department

Community Policing Grant

As a Main Street Community, we are very much in support of the Woodbury Police Departments efforts toward a Community Policing Grant. The impact of such a grant on our residents, stakeholders, downtown merchants, prospective merchants and visitors would be immense.

Since 1997, our non profit organization has worked toward bettering the relationship between residents, merchants, and the community at large through facade improvements, expanding business resources, holding events and promotions downtown, and advocacy with local government. We have partnered with the Woodbury Police Department on many occasions and throughout Main Street Woodbury's tenure. Main Street Woodbury is prepared to provide considerable resources in volunteers, training, and implementation; and has many successful programs as models available to us.

We envision a Community Policing Program that would incorporate infrastructure improvements, such as better lighting, beautification for the area as well as possibly a Video Camera Grant Program for merchants and property owners feeding to a central hub. These items are extremely important as they contribute to the acceptance by the population of the programs, and insure support for all initiatives. Main Street Woodbury would enthusiastically support trained and organized services providing directions, assistance, authoritative presence, and smiles to visitors to our Downtown Area, and know that with the cooperation of other stakeholder organizations and the Police Department, we can accomplish our goals for a safer, more welcoming, and revitalized area.

Our organization is driven by local volunteers from the entire community, and the subject of improving the safety in our downtown is at the forefront of our strategic planning for the next several years.

Larry Geiger  
Executive Director  
Main Street Woodbury Inc.  
Woodbury, NJ  
[www.mainstreetwoodbury.org](http://www.mainstreetwoodbury.org)



May 31, 2012

Lt. Stephen Cope  
City of Woodbury Police Department  
200 N. Broad Street  
Woodbury, NJ 08096

BOARD OF  
CHOSEN FREEHOLDERS

FREEHOLDER DIRECTOR  
Robert M. Damminger

FREEHOLDER LIAISON  
Heather Simmons

Dear Lt. Cope,

The Gloucester County Department of Economic Development is in full support of your application for the Byrne Criminal Justice Innovation Program for the City of Woodbury. We strongly feel that the program you have outlined in your application will greatly benefit the businesses, residents and visitors to the City.

As you may know, in late 2009 the County conducted an extensive study of the retail and business climate within the City of Woodbury. Respondents to the survey overwhelmingly felt that safety and security were key factors in the restoration of the downtown. This perception thwarts redevelopment of the downtown and the opening of new businesses, further worsening the problem.

Many of the City businesses close in the early evening hours and pedestrian traffic decreases dramatically after dark. Respondents indicated that more police officers patrolling the area, as well as changes to downtown lighting and design standards what would make the area appear safe and more welcoming, encouraging shoppers to visit at later hours and for a longer time. This grant will go a long way to improving the economic vitality of the downtown business district.

We fully support your grant application and look forward to participating with you in this vitally important opportunity.

Regards,

Lisa Morina  
Director

cc: Robert M. Damminger, Freeholder Director  
Heather Simmons, Freeholder Liaison  
Chad M. Bruner, County Administrator  
Gerald White, Deputy County Administrator  
Sean F. Dalton, Gloucester County Prosecutor



DEPARTMENT  
OF  
ECONOMIC  
DEVELOPMENT

DIRECTOR  
Lisa Morina

115 Budd Blvd.  
West Deptford, NJ 08096

Phone: 856.384.6930  
Fax: 856.384.6938

lmorina@co.gloucester.nj.us

www.gloucestercountynj.gov

# Concerned Black Men of Gloucester County

199 Linden Street

Wenonah, NJ 08090

(856) 415-1789

GoTooGuy@comcast.net

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June 1, 2012

The Concerned Black Men of Gloucester County (CBMGC) is please to submit this letter in support of the BCJI cross-sector partnership. We look forward to your partnership in our effort to support the social, emotional, academic, and psychological development of out youth.

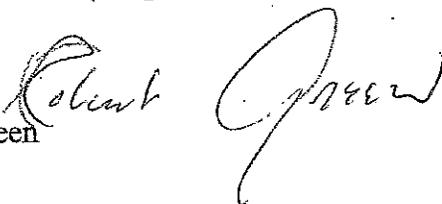
The following activities are being considered for the next 12 months. Depending on funding. Some are scheduled and others are not. The estimated cost is \$8,000.00

- Research and seek information that will impact, the old as well as the young people in the community; this is an ongoing activity.
- Hold community meeting to disseminate that information. As necessary
- Purchase school supplies for needy children in the community; these supplies will be distributed at the end of summer cookout.
- Take the children to a baseball game. On June 19, 2012
- Take the children to visit the Philadelphia Airport, Air Traffic Control Center on July 18, 2012.
- Continue our mentoring program at the Woodbury Junior High School during the fall and winter and at the Woodbury Child Development Center during the summer.
- Provide fresh cool water at the organized summer basketball league games.
- Find and provide tutors for students as needed.
- Pay local chapter dues in January 2013.
- Attend the National Organization weekend Conference in March 2013.

On behalf of the CBMGC, I thank you for allowing the Concerned Black men of Gloucester County to partner with the Police Department in support of said grant.

Sincerely,

Robert Green  
President



*Woodbury Merchant & Professional Association, Inc.*

*P.O. Box 443*

*Woodbury, New Jersey 08096*

*856-845-4240*



May 31, 2012

City of Woodbury Police Department  
200 N. Broad Street  
Woodbury, NJ 08096

Attn: Lt. Stephen Cope

Re: Byrne Criminal Justice Innovation Program Grant Application

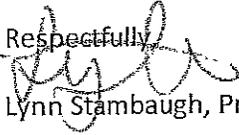
Dear Lt. Cope:

On behalf of the Woodbury Merchants and Professionals Association and our members, I strongly support your application for the Byrne Criminal Justice Innovation Program Grant. One of the commitments of our organization is to assist Woodbury not only with the acquisition of new businesses into the community, but also with the retention of existing businesses. In the past, despite many times having limited resources, The Woodbury Police Department has served our organization, its members and the downtown business district significantly. Your Department has had to deal with challenges that are not seen by any of the other surrounding local community police departments. This includes serving a community that is the home to both a major hospital facility and to The County Seat.

Our Woodbury business owners now find themselves at a very important cross roads and The Woodbury Police Department is an important part of a positive future move forward. Over the next few years, there are many proposed plans for The City that would affect the Community and the downtown area greatly. These include traffic calming, the demolition and reconstruction of two major buildings, the merging of the existing hospital with another major health facility, and a proposed light rail line route through the City. The resources that would be provided by the Woodbury Police Department through the Innovation Program Grant would significantly assist our efforts in both the acquisition and retention process through this City growth period. It would address the most major concern that our existing and potential businesses have expressed in the past and with the anticipated major moves forward...that is concerns with safety, and the need for an improved quality of life enforcement.

The Organization looks forward to continuing to work with you and your Department into the future.

Respectfully,

  
Lynn Stambaugh, President

# City of Woodbury Police Department



Reed A. Merinuk  
Chief of Police

Timothy J. Sheehan  
Captain

Stephen E. Cope  
Lieutenant

John J. Atkinson  
Lieutenant

May 31, 2012

Office of the County Prosecutor  
P.O. Box 623  
Woodbury, NJ 08096

Attention: Prosecutor S. Dalton

Prosecutor Dalton:

The Woodbury Police Department would like to make you aware of our full support and commitment for the grant application pertaining to the Byrne Criminal Justice Innovation Program FY 2012 Competitive Grant.

As the local law enforcement agency applying for this grant, we fully intend to make a complete commitment by supplying crime and arrest data as needed to complete ongoing crime analysis as outlined in the grant application.

My agency looks forward to working with the Gloucester County Prosecutor's office on this endeavor.

Sincerely,

Reed A. Merinuk  
Chief of Police

RAM/mh



200 North Broad Street • Woodbury, New Jersey 08096 • 856-845-0065





# CARDINAL

## Real Estate Services

---

June 3, 2012

City of Woodbury Police Department  
200 N. Broad Street  
Woodbury, NJ 08096

Attn: Lt. Stephen Cope

Dear Lt. Cope:

Pursuant to your request, I have determined a fair market rental value for the neighborhood area in which you are looking to locate your community outreach center. I am pleased that you and the department are considering reopening such a facility within the City limits. The affect that such a facility has on a community cannot be overstated. Not only does it give the area and its surrounding neighborhood a perception of increased safety, but the services provided by the facility in the form of community outreach are also important. These services have included in the past such events as movie nights, and teen after school programs. These contributions by the police department enhance the neighborhood and location which ultimately positively affect property values.

After my analysis of the current market information within the Woodbury downtown section, I would estimate that your cost for a space equaling 1500-2000 square feet of area would be approximately \$1500-\$2000 per month plus the cost of utilities.

If I can be of any further assistance, please do not hesitate to contact me.

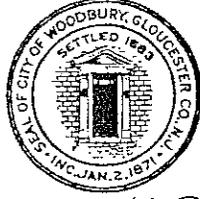
Respectfully,

Cardinal Real Estate Services, Inc

A handwritten signature in cursive script that reads "William Stevenson".

William Stevenson  
Sales Associate for the Firm

33 DELAWARE STREET  
WOODBURY, NJ 08096



OFFICE (856) 845-1300  
FAX (856) 845-1309

*City of Woodbury*  
GLOUCESTER CO.  
WOODBURY, N. J.

May 31, 2012

Office of Justice Programs  
Bureau of Justice Assistance  
U.S. Department of Justice  
810 Seventh Street NW  
Washington, D.C. 20531

Re: Byrne Criminal Justice Innovation Program Grant Application

To Whom It May Concern:

Please find attached a copy of Resolution #12-107, which authorizes and supports the joint application for a Byrne Criminal Justice Innovation Program Grant by the City of Woodbury's Police Department and the County of Gloucester's Office of the Prosecutor. The resolution passed unanimously on May 29, 2012.

The objective of the joint grant application is to obtain funding for improved community policing efforts for the South Broad Street business district and surrounding neighborhoods. This objective directly corresponds to the goals outlined in the City of Woodbury's Master Plan (adopted December 2006) and the City of Woodbury's Redevelopment Plan (adopted July 2010). A copy of both documents can be found on the city's website [www.woodbury.nj.us](http://www.woodbury.nj.us).

Improved community policing efforts in and around the South Broad Street business district will directly impact future economic development throughout the City. The City has already invested over \$100,000 in the creation of the Redevelopment Plan, which provides the framework to revitalize the City's struggling downtown business district. While a modicum of economic success has been achieved in the last few months, the City must constantly battle the real, and sometimes perceived, notion of an unsafe environment for pedestrians and patrons of businesses along South Broad Street. Without safe, pedestrian-friendly streets, businesses will choose not to locate in the target area and the Redevelopment Plan will never be fully realized.

In conjunction with the Redevelopment Plan, the City is currently developing a Neighborhood Conservation Plan, which will propose strategies to preserve the adjacent neighborhoods which may be affected by redevelopment. Many of the residential properties in the South Broad Street neighborhood

are rental units, which tend to have a high number of quality of life issues. The Woodbury Police Department does an excellent job in responding to neighborhood complaints. However, crime prevention efforts are limited, due to funding restraints. Community focus groups, who are participating in the formation of the conservation plan, have stressed the desire for safe, crime-free neighborhoods. An award of a community policing grant would go a long way in making our neighborhoods safer.

Your careful consideration of this grant application is greatly appreciated.

Respectfully,

A handwritten signature in cursive script that reads "Heather S. Tierney". The signature is written in black ink and is positioned to the right of the typed name.

Heather S. Tierney  
Council President  
City of Woodbury

**RESOLUTION #12-107**

**RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN THE CITY OF WOODBURY POLICE DEPARTMENT AND THE GLOUCESTER COUNTY PROSECUTOR'S OFFICE AND IN SUPPORT OF THEIR APPLICATION FOR A BYRNE CRIMINAL JUSTICE INNOVATION PROGRAM GRANT**

**WHEREAS**, the City of Woodbury Police Department and the Gloucester County Prosecutor's Office desire to enter into a Shared Services Agreement for the purposes of applying for and utilizing a Byrne Criminal Justice Innovation Program Grant; and

**WHEREAS**, said Shared Services Agreements are authorized pursuant to N.J.S.A. 40A:65-1 et seq. and pursuant to the terms of the Byrne Criminal Justice Innovation Program FY2012 Competitive Grant Announcement; and

**WHEREAS**, the City of Woodbury Police Department and the County of Gloucester are seeking to form a partnership to enhance community policing activities, so as to enhance community policing patrols to target criminal activities; and

**WHEREAS**, the City of Woodbury Police Department and the County of Gloucester are seeking to coordinate their efforts to apply for the Byrne Criminal Justice Innovation Program Grant to further enhance community policing efforts in the South Broad Street Business District and surrounding neighborhoods; and

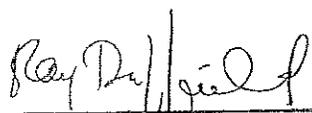
**WHEREAS**, the Mayor and City Council of the City of Woodbury wish to give their full support to the City of Woodbury Police Department and the County of Gloucester in pursuit of the Byrne Criminal Justice Innovation Program Grant.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Woodbury, the Mayor concurring, that the City of Woodbury Police Department is hereby authorized to enter into a shared services agreement with the County of Gloucester for the purpose of applying for and administering an application for the Byrne Criminal Justice Innovation Program Grant for the year 2012 and to take all such actions in furtherance of same; and

**IT IS FURTHER RESOLVED THAT**, the Mayor and Council of the City of Woodbury fully supports the efforts of the City of Woodbury and the County of Gloucester in their pursuit of the Byrne Criminal Justice Innovation Program Grant.

**ADOPTED** at the regular meeting of the Mayor and City Council of the City of Woodbury held May 29, 2012.

  
**HEATHER S. TIERNEY**  
President of Council

**ATTEST:**   
**ROY A. DUFFIELD**  
City Clerk

**SHARED SERVICES AGREEMENT  
BY AND BETWEEN THE COUNTY OF GLOUCESTER,  
AND THE CITY OF WOODBURY**

**THIS SHARED SERVICES AGREEMENT** ("Shared Services Agreement"), is entered into this 31st day of May 2012, by and between the County of Gloucester, a body politic and corporate of the State of New Jersey ("County") and the City of Woodbury, municipal corporations of the State of New Jersey ("Municipality or Municipalities").

**RECITALS**

1. The County of Gloucester ("County") is a body politic and corporate of the State of New Jersey with main offices located at 2 South Broad Street, Woodbury, NJ 08096;
2. The City of Woodbury ("Municipality or Municipalities") is a municipal corporation of the State of New Jersey with offices located at City Hall, 33 Delaware St. Woodbury, NJ 08096
3. An Agreement is necessary pursuant to the terms of the Edward Byrne Memorial Justice Assistant Grant (JAG) Program requirements.
4. The County and Municipality have formed the Woodbury Supplemental Patrols to target criminal activities.
5. The County and Municipality will coordinate their resources in furtherance of the goals of the Grant.
6. The Prosecutor's Office of the County of Gloucester as the chief law enforcement agency of the County will administer the expenditures of the grant funds consistent with the goals contained herein.

**NOW, THEREFORE**, the County and Municipality desire to enter into this Agreement for the purpose of describing the nature of the services to be provided and the relationship in this context of the parties, consistent with the terms and provisions of N.J.S.A. 40A:65-1 et seq., which specifically authorizes local government units, including counties and municipalities, to enter into shared services agreements. Accordingly, County and Municipality hereby agree as follows.

## AGREEMENT

### A. SCOPE OF AUTHORITY:

1. **Nature and Extent of Services.** The Prosecutor's Office of the County along with the Police Department of the City of Woodbury will form Woodbury Supplemental Patrols. The law enforcement agency and members thereof are permitted to enforce the laws of the State of New Jersey and sub-divisions created hereunder in the one (1) participating Municipality.

2. **Description of Law Enforcement Services.** The Woodbury Supplemental Patrols created hereunder will operate within the municipal boundaries of the City of Woodbury. The Woodbury Supplemental Patrols will allocate resources on a pre-determined date and time to patrol and target areas where criminal activities may take place. The Woodbury Supplemental Patrols, through the County, will also reinstate the Community Policing Unit necessary for the performance of the duties of the Woodbury Supplemental Patrols. When Woodbury Police Department wishes to purchase equipment from these grant funds they must submit requests in writing to the Prosecutor's Office for items to be purchased through the Gloucester County Purchasing Department. The City of Woodbury and the Woodbury Police Department shall not purchase equipment and request reimbursement with grant funds.

### B. REPORTING REQUIREMENTS:

1. **County Authority.** All parties hereto acknowledge the County, through the Prosecutor's Office, shall be responsible for the administrating of grant funds. The County will also be responsible for the coordination of services provided by the participating Municipality and how they will be implemented.

2. **Monthly Reports.** The Municipalities further acknowledge that the County through the Prosecutor's Office is obligated to report to the Grant Program Liaison the services provided and certify the same. Therefore, Woodbury Police department shall provide to the County a Certification of Hours eligible for reimbursement on a form to be provided by the Gloucester County Prosecutor's Office, which shall include the following information:

- a. Name of participating officer;
- b. Date services provided;
- c. Number of hours worked;
- d. Hourly rate; and
- e. Certification signed by supervising authority certifying the information provided.

### C. PAYMENT FROM COUNTY TO MUNICIPALITIES:

The County acknowledges receipt of grant funds totaling \$225,000.00. The County shall distribute said funds in accordance with the grant requirements as contained in this Agreement. The County will be reimbursed for grant administration services performed

consistent with the terms of the grant application. Said reimbursement shall not exceed 10% of the grant funds. The County shall have no further obligations to the Municipality other than contained herein.

**D. LIMITATION OF DELEGATION; INDEMNIFICATION; INSURANCE.**

Neither County nor Municipality intends by this Agreement to create any agency relationship or delegate any authority other than that which may be specifically required by the Shared Services Agreement Act for the limited purposes set forth herein. Notwithstanding any such agency relationship which may be created by the Shared Services Agreement Act, each Municipality employee participating on the Woodbury Supplemental Patrols shall remain an employee of the police department for their respective town for liability purposes.

The Municipality represents that it maintains General Liability and all other necessary and appropriate insurances related to the work to be performed and/or the equipment involved.

**E. DURATION OF AGREEMENT:**

This Agreement will be effective for the period of three (3) years from the date of the commencement of the grant. Each party may take appropriate action to terminate the Agreement prior to its expiration date in the event of the breach of the terms and provisions of the Agreement by any other party. This Agreement shall not automatically renew upon the expiration date. Rather, this Agreement should only be renewed by a specific, dually authorized, written action of the parties, as of the expiration date of the Agreement, to renew the Agreement for a further period.

**F. MISCELLANEOUS PROVISION:**

1. **Entire Agreement.** This Agreement sets forth all the promises, covenants, agreements, conditions and undertakings between the parties hereto with respect to the subject matter hereof, and supersedes all prior or contemporaneous agreements and undertakings, inducements, or conditions, express or implied, oral or written between the parties hereto.

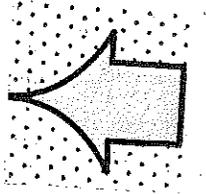
2. **Severability and Modification.** In the event that any portion of this Agreement shall be made inoperative by Judicial Law or Administrative Law rulings, the remainder of this Agreement shall remain in full force and effect.

3. **Amendment.** This Agreement may not be amended or modified for any reason without the express prior written consent of the parties hereto.

4. **Execution.** This Agreement shall be executed by a duly authorized representative of each of the respective government entities participating in this Task Force Program.

ATTEST:

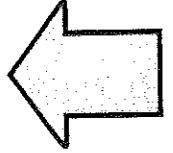
COUNTY OF GLOUCESTER



HERE

\_\_\_\_\_  
ROBERT N. DILELLA,  
CLERK OF THE BOARD

\_\_\_\_\_  
ROBERT M. DAMMINGER,  
FREEHOLDER DIRECTOR



\_\_\_\_\_  
SEAN F. DALTON,  
Gloucester County Prosecutor

ATTEST:

CITY OF WOODBURY

\_\_\_\_\_  
HARRY R. RISKIE  
Title: Mayor

\_\_\_\_\_  
REED MERINUK  
Title: Chief



[Home](#) > [Apply for Grants](#) > Confirmation

## Confirmation

Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.

Please do not hit the back button on your browser.

If your application is successfully validated and subsequently retrieved by the grantor agency from the Grants.gov system, you will receive an additional email. This email may be delivered several days or weeks from the date of submission, depending on when the grantor agency retrieves it.

You may also monitor the processing status of your submission within the Grants.gov system by clicking on the "Track My Application" link listed at the end of this form.

Note: Once the grantor agency has retrieved your application from Grants.gov, you will need to contact them directly for any subsequent status updates. Grants.gov does not participate in making any award decisions.

**IMPORTANT NOTICE:** If you do not receive a receipt confirmation and either a validation confirmation or a rejection email message within 48 hours, please contact us. The Grants.gov Contact Center can be reached by email at [support@grants.gov](mailto:support@grants.gov), or by telephone at 1-800-518-4726. Always include your Grants.gov tracking number in all correspondence. The tracking numbers issued by Grants.gov look like GRANTXXXXXXXXX.

Contact Center hours of operation are Monday-Friday from 7:00 A.M. to 9:00 P.M. Eastern Time.

The following application tracking information was generated by the system:

<b>Grants.gov Tracking Number :</b>	GRANT11153852
<b>Applicant DUNS:</b>	95-736-2247
<b>Submitter's Name:</b>	Billie-Jo Scott
<b>CFDA Number:</b>	16.817
<b>CFDA Description:</b>	Byrne Criminal Justice Innovation Program
<b>Funding Opportunity Number :</b>	BJA-2012-3294
<b>Funding Opportunity Description :</b>	BJA FY 12 Byrne Criminal Justice Innovation Program
<b>Agency Name :</b>	Bureau of Justice Assistance
<b>Application Name of this Submission :</b>	Gloucester County Prosecutor's Office
<b>Date/Time of Receipt :</b>	2012.06.07 2:54 PM, EDT

TRACK MY APPLICATION – To check the status of this application, please click the link below:

[https://apply07.grants.gov/apply/checkSingleApp\[Status.faces?tracking\\_num=GRANT11153852](https://apply07.grants.gov/apply/checkSingleApp[Status.faces?tracking_num=GRANT11153852)

It is suggested you Save and/or Print this response for your records.

Opportunity Title:	BJA FY 12 Byrne Criminal Justice Innovation Program
Offering Agency:	Bureau of Justice Assistance
CFDA Number:	16.817
CFDA Description:	Byrne Criminal Justice Innovation Program
Opportunity Number:	BJA-2012-3294
Competition ID:	BJA-2012-3296
Opportunity Open Date:	04/09/2012
Opportunity Close Date:	06/07/2012
Agency Contact:	For assistance with any other requirements of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via email to JIC@telesishq.com or by live web chat. The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday and 8:30 a.m. to

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

\* Application Filing Name: Gloucester County Prosecutor's Office

### Mandatory Documents

Move Form to Complete

Move Form to Delete

### Mandatory Documents for Submission

Application for Federal Assistance (SF-424)

Budget Narrative Attachment Form

Disclosure of Lobbying Activities (SF-LLL)

Other Attachments Form

Project Narrative Attachment Form

~~Assurances for Non-Construction Programs (SF-42)~~

### Optional Documents

Faith Based EEO Survey

Move Form to Submission List

Move Form to Delete

### Optional Documents for Submission

## Instructions

- 1** Enter a name for the application in the Application Filing Name field.

  - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
  - You can save your application at any time by clicking the "Save" button at the top of your screen.
  - The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.
- 2** Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.

  - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.
  - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".
  - To open and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
  - All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.
- 3** Click the "Save & Submit" button to submit your application to Grants.gov.

  - Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
  - Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
  - The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
  - You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

Application for Federal Assistance SF-424

Version 02

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
--	--	--

* 3. Date Received: Completed by Grants.gov upon submission.	4. Applicant Identifier: _____
---	-----------------------------------

5a. Federal Entity Identifier: _____	* 5b. Federal Award Identifier: _____
---	--

State Use Only:

6. Date Received by State: _____	7. State Application Identifier: _____
----------------------------------	--

8. APPLICANT INFORMATION:

\* a. Legal Name: Gloucester County Prosecutor's Office

* b. Employer/Taxpayer Identification Number (EIN/TIN): 216000660	* c. Organizational DUNS: 957362247
--	--

d. Address:

* Street1:	P.O. Box 623
Street2:	_____
* City:	Woodbury
County:	_____
* State:	NJ: New Jersey
Province:	_____
* Country:	USA: UNITED STATES
* Zip / Postal Code:	08096

e. Organizational Unit:

Department Name: _____	Division Name: _____
---------------------------	-------------------------

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	_____	* First Name:	Shannon
Middle Name:	_____		
* Last Name:	Fuerneisen		
Suffix:	_____		

Title: Community Justice Coordinator

Organizational Affiliation:  
Gloucester County Prosecutor's Office

* Telephone Number: 856-384-5511	Fax Number: _____
----------------------------------	-------------------

\* Email: sfuerneisen@co.gloucester.nj.us

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

\* 10. Name of Federal Agency:

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.817

CFDA Title:

Byrne Criminal Justice Innovation Program

\* 12. Funding Opportunity Number:

BJA-2012-3294

\* Title:

BJA FY 12 Byrne Criminal Justice Innovation Program

13. Competition Identification Number:

BJA-2012-3296

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

\* 15. Descriptive Title of Applicant's Project:

"Hot Spots and Community Policing"

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

\* a. Start Date:

\* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="225,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="225,000.00"/>

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

Yes  No

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

**\* Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

### ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. 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.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) 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; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) 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.
11. 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 (P.L. 91-190) and Executive Order (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.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) 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, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

<p>* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> <p>Completed on submission to Grants.gov</p>	<p>* TITLE</p> <p>Freeholder Director</p>
<p>* APPLICANT ORGANIZATION</p> <p>Gloucester County Prosecutor's Office</p>	<p>* DATE SUBMITTED</p> <p>Completed on submission to Grants.gov</p>

## Budget Narrative File(s)

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\* Mandatory Budget Narrative Filename:

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To add more Budget Narrative attachments, please use the attachment buttons below.

# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB  
0348-0046

<b>1. * Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. * Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. * Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: <input type="text" value="County of Gloucester"/> * Street 1: <input type="text" value="1 N. Broad Street"/> Street 2: <input type="text"/> * City: <input type="text" value="Woodbury"/> State: <input type="text" value="NJ: New Jersey"/> Zip: <input type="text" value="08096"/> Congressional District, if known: <input type="text"/>		
<b>5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:</b> <div style="border: 1px solid black; height: 40px;"></div>		
<b>6. * Federal Department/Agency:</b> <input type="text" value="Division of Criminal Justice"/>	<b>7. * Federal Program Name/Description:</b> <input type="text" value="Byrne Criminal Justice Innovation Program"/> CFDA Number, if applicable: <input type="text" value="16.817"/>	
<b>8. Federal Action Number, if known:</b> <input type="text"/>	<b>9. Award Amount, if known:</b> \$ <input type="text"/>	
<b>10. a. Name and Address of Lobbying Registrant:</b> Prefix: <input type="text"/> * First Name: <input type="text" value="Robert"/> Middle Name: <input type="text"/> * Last Name: <input type="text" value="Damminger"/> Suffix: <input type="text"/> * Street 1: <input type="text" value="1 N. Broad Street"/> Street 2: <input type="text"/> * City: <input type="text" value="Woodbury"/> State: <input type="text" value="NJ: New Jersey"/> Zip: <input type="text" value="08096"/>		
<b>b. Individual Performing Services (including address if different from No. 10a)</b> Prefix: <input type="text"/> * First Name: <input type="text" value="Sean"/> Middle Name: <input type="text"/> * Last Name: <input type="text" value="Dalton"/> Suffix: <input type="text"/> * Street 1: <input type="text" value="70 Hunter Street"/> Street 2: <input type="text"/> * City: <input type="text" value="Woodbury"/> State: <input type="text" value="NJ: New Jersey"/> Zip: <input type="text" value="08096"/>		
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
* Signature: <input type="text" value="Completed on submission to Grants.gov"/> * Name: Prefix: <input type="text"/> * First Name: <input type="text" value="Robert"/> Middle Name: <input type="text"/> * Last Name: <input type="text" value="Damminger"/> Suffix: <input type="text"/> Title: <input type="text" value="Freeholder Director"/> Telephone No.: <input type="text" value="856-853-3395"/> Date: <input type="text" value="Completed on submission to Grants.gov"/>		
<b>Federal Use Only</b>		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

## Other Attachment File(s)

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\* Mandatory Other Attachment Filename:

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To add more "Other Attachment" attachments, please use the attachment buttons below.

## Project Narrative File(s)

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\* Mandatory Project Narrative File Filename:

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To add more Project Narrative File attachments, please use the attachment buttons below.

GI

**RESOLUTION ESTABLISHING A PUBLIC HEARING DATE OF SEPTEMBER 5, 2012 REGARDING POSSIBLE ACQUISITION BY THE COUNTY OF BLOCK 2105, LOTS 24 AND 24.01 IN THE BOROUGH OF CLAYTON, AND BLOCK 12801, LOT 9 IN THE TOWNSHIP OF MONROE, WITH OPEN SPACE PRESERVATION TRUST FUNDS**

**WHEREAS**, through a County Public Question in November, 1993, the voters of Gloucester County (hereinafter the "County") approved the establishment of an Open Space Trust Fund to be used in part for the preservation of open space and farmland in the County; and

**WHEREAS**, the County Board of Chosen Freeholders adopted The Open Space Preservation Trust Fund Tax in April, 1997; and

**WHEREAS**, the County Farmland Preservation, Open Space Protection and Recreational Needs Study was adopted by the County in May, 1997; and

**WHEREAS**, in part, N.J.S.A. 40:12-15.3b requires that a county shall not expend more than \$100,000 for any proposed open space project unless the governing body of the county first conducts a public hearing; and

**WHEREAS**, the County is now contemplating acquiring parcels from the **Estate of Mary Taylor**, which are known as **Block 2105, Lots 24 and 24.01**, on the Official Tax Map of the **Borough of Clayton**, and **Block 12801, Lot 9**, on the Official Tax Map of the **Township of Monroe**; and a parcel from **Leroy C. Williams**, which is known as **Block 2105, Lot 24.02**, on the Official Tax Map of the **Borough of Clayton** (hereinafter collectively the "Property"), with the use of Open Space Preservation Trust Funds (hereinafter "Open Space Funds").

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Chosen Freeholders of the County of Gloucester, that a public hearing regarding the possible acquisition by the County of the Property utilizing County Open Space Funds for recreation and conservation purposes, as required by law, be, and the same hereby is, scheduled for September 5th, 2012, to be held at 7:30 PM in the Ceremonial Courtroom, Old Gloucester County Courthouse, 1 North Broad Street, Woodbury, New Jersey; and

**BE IT FURTHER RESOLVED**, that the Clerk of the Board of Chosen Freeholders is hereby directed and authorized to publish a notice of the said public hearing in a daily or weekly newspaper of general circulation in the County; and

**BE IT FURTHER RESOLVED**, that copies of the said notice shall be posted in the Offices of the Clerk of the Board of Chosen Freeholders, the County Clerk, and the Office of Land Preservation, at least ten (10) days prior to the hearing; and

**BE IT FURTHER RESOLVED**, that copies of the said notice shall be mailed to the Clerk of Clayton Borough, and the Clerk of Monroe Township, upon adoption of this Resolution; and

**BE IT FURTHER RESOLVED**, that the public be, and the same hereby are, invited to submit written comments pertaining to the subject of the said public hearing described herein to the Board of Chosen Freeholders on or before September 3rd; and

**BE IT FURTHER RESOLVED**, that any such written comments, or requests for additional information, should be directed to Ken Atkinson, Director, Office of Land Preservation, 1200 North Delsea Drive, Clayton, NJ 08312; Phone number: (856) 307-6451.

**ADOPTED** at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester held on Wednesday, July 25, 2012, at Woodbury, Gloucester County, New Jersey.



**COUNTY OF GLOUCESTER**

**ROBERT M. DAMMINGER, DIRECTOR**

**ATTEST:**

**ROBERT N. DILELLA, CLERK**

GA

**RESOLUTION PRELIMINARILY APPROVING ACQUISITION BY THE COUNTY OF DEVELOPMENT EASEMENTS IN THE FARM PROPERTY OF BEZR HOMES LLC / NAR FARMS LLC, KNOWN AS BLOCK 1102, LOTS 1, 2.01, 2.05, 3, 3.02, 5, 7, IN THE TOWNSHIP OF EAST GREENWICH THROUGH THE COUNTY'S PLANNING INCENTIVE GRANT (PIG) APPLICATION FOR THE FARMLAND PRESERVATION PROGRAM**

**WHEREAS**, the Gloucester County Agriculture Development Board (hereinafter the "Board") was previously established by the Board of Chosen Freeholders of the County of Gloucester (hereinafter the "County") under and pursuant to the Agriculture Retention and Development Act, N.J.S.A. 4:1C-11, et seq., (hereinafter the "Act"), and the regulations promulgated thereunder at N.J.A.C. 2:76-5 et seq., (hereinafter the "Regulations"); and

**WHEREAS**, **BEZR Homes LLC / NAR Farms LLC**, having presented themselves as the owner of the land and premises located in the **Township of East Greenwich** (hereinafter the "Township") known as **Block 1102, Lots 1, 2.01, 2.05, 3, 3.02, 5, 7, on the Official Tax Map of the Township (hereinafter collectively the "Property")**; and made application to the County seeking to have the County purchase development easements in the Property; and

**WHEREAS**, the County has been informed that the Property is eligible to receive a grant in the amount of \$999,500.00 through the USDA-Federal Farm and Ranchlands Protection Program (hereinafter "FRPP") towards the final acquisition costs, which are estimated to be approximately \$3,192,000.00; and

**WHEREAS**, if FRPP funds are being utilized for acquisition of the said development easements, the County is required to grant preliminary approval for the purchase of the development easement rights in the Property, which is specified as follows:

Name:	BEZR Homes LLC / NAR Farms LLC
Block/Lot:	Block 1102 / Lots 1, 2.01, 2.05, 3, 3.02, 5, 7
Municipality:	Township of East Greenwich
Approx. Acres:	114
Exception area(s):	1 / 1 acre non-severable exception
Ag. Labor Unit(s):	0
Single Family Residence(s):	0
Existing Non-Ag. Uses:	None; and

**WHEREAS**, it is understood that the County will in the future execute a resolution granting final approval for the acquisition of the development easement rights in the Property, once all required engineering and surveying work has been completed, and specific acquisition costs have been determined for the Property based upon its final surveyed acres.

**NOW, THEREFORE, BE IT RESOLVED**, by the Gloucester County Board of Chosen Freeholders that preliminary approval is hereby granted to acquire the development easement rights in the farm property of **BEZR Homes LLC / NAR Farms LLC**, known as **Block 1102, Lots 1, 2.01, 2.05, 3, 3.02, 5, 7**, in the Township of East Greenwich, through Gloucester County's Planning Incentive Grant (PIG) Application for the Farmland Preservation Program; subject however to final approval by further resolution of the Freeholder Board, and the certification of availability of funds by the County for the County's portion of the acquisition costs.

**ADOPTED** at the regular meeting of the Gloucester County Board of Chosen Freeholders held on Wednesday, July 25, 2012 at Woodbury, New Jersey.



**COUNTY OF GLOUCESTER**

**ROBERT M. DAMMINGER, DIRECTOR**

**ATTEST:**

**ROBERT N. DILELLA, CLERK**

G3

**RESOLUTION AUTHORIZING THE SIGNING OF AN AGREEMENT OF SALE, AND ALL OTHER NECESSARY DOCUMENTS, FOR THE PURCHASE OF BLOCK 6, LOT 1, AND BLOCK 4, LOT 1, IN THE BOROUGH OF SWEDESBORO, KNOWN AS SWEDESBORO AUCTION, INC. FOR \$340,000.00 AS OPEN SPACE UTILIZING OPEN SPACE PRESERVATION TRUST FUNDS**

**WHEREAS**, the County of Gloucester (hereinafter the "County"), a body politic and corporate of the State of New Jersey, and the Borough of Swedesboro (hereinafter the "Borough"), a body politic and corporate in the State of New Jersey, have determined that it would be in the best interests of the County and the Borough to purchase the land known as Block 6, Lot 1, and Block 4, Lot 1, in the Borough (hereinafter collectively the "Property") using Open Space Preservation Funds; and

**WHEREAS**, Swedesboro Auction, Inc. (hereinafter "Swedes Auction"), who holds title to the Property, which is approximately 3.13 acres, and located in the Borough, previously made application to the County seeking to have the County and Borough purchase same, and preserve it permanently as open space; and

**WHEREAS**, Swedes Auction has indicated a willingness to execute a conditional Agreement of Sale to convey the Property to the County and the Borough, so that it may be preserved as such; and

**WHEREAS**, The County would be providing funds in the amount of \$255,000.00 (75%) for the said purchase, and the Borough would be providing funds in the amount of \$85,000.00 (25%) for the said purchase, for a total purchase price of \$340,000.00; and

**WHEREAS**, a Certificate of Availability of Funds has been issued by the Purchasing Agent of the County certifying that sufficient funds for this purchase have been appropriated, as follows:

CAF # 12-064232 in the amount of \$255,000.00 which amount shall be charged against budget line item T-03-08-509-372-20548.

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

1. The conditional Agreement of Sale attached hereto, and made a part hereof, between The County, The Borough, and Swedes Auction in regard to the purchase of the Property is hereby approved; and the execution of same by the Freeholder Director or his designee, and the Clerk of the Board, be, and the same hereby is, authorized and directed.
2. The Freeholder Director or his designee, the Clerk of the Board, County Counsel and Assistant County Counsel, be, and the same hereby are, authorized to execute any and all other documents necessary to complete this transaction, including any documents required for closing.
3. The County Counsel, and any Assistant County Counsel, be, and the same hereby are, authorized to sign all documents necessary to complete closing of this transaction.

**ADOPTED** at a regular meeting of the Gloucester County Board of Chosen Freeholders held on July 25, 2012 at Woodbury, New Jersey.



**COUNTY OF GLOUCESTER**

**ROBERT M. DAMMINGER, DIRECTOR**

**ATTEST:**

**ROBERT N. DILELLA, CLERK**

G3

Prepared By:

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AUGUST E. KNESTAUT  
Assistant County Counsel  
County of Gloucester

**AGREEMENT OF SALE FOR REAL ESTATE**

**SWEDESBORO AUCTION, INC.**

**(SELLER)**

**TO**

**COUNTY OF GLOUCESTER**

**AND**

**BOROUGH OF SWEDESBORO**

**(BUYER)**

**TABLE OF CONTENTS**

1. Parties	1
2. Agreement to Buy Property	1
3. Payment	1
4. Adjustments at Closing	2
5. Physical Condition of the Property	2
6. Quality of Title	2
7. Other Contingencies	3
8. Closing	3
9. Possession	3
10. Broker's Commission	3
11. Default	3
12. Costs and Liens at Closing	4
13. Miscellaneous Provisions	4

**IN CONSIDERATION OF** the mutual promises, covenants and conditions contained in this Agreement, the parties hereby agree as follows:

- 1. Parties.** The parties to this Agreement, and their addresses, are as follows:

**SELLER: Swedesboro Auction, Inc.**  
101 Leahy Ave.  
Swedesboro NJ 08085

(hereinafter referred to as "Seller"); **and,**

**BUYER: County of Gloucester, a body politic and corporate of the State of New Jersey,**  
2 South Broad Street  
Woodbury, NJ 08096, **and**

**Borough of Swedesboro, a municipal corporation of the State of New Jersey,**  
1500 Kings Highway  
Swedesboro, NJ 08085,

(hereinafter collectively referred to as "Buyer").

- 2. Agreement to Buy Property.** The Seller hereby agrees to bargain and sell to Buyer, and the Buyer hereby agrees to purchase from the Seller, the following property:

All of Seller's right, title and interest in and to the land, and any buildings and other improvements thereon, described as follows:

**Tax Map Reference:** Block 6, Lot 1 and Block 4, Lot 1, Borough of Swedesboro  
**Street Address:** Anderson and Leahy Ave.  
**Municipality:** Borough of Swedesboro  
**County:** Gloucester  
**State:** New Jersey,

(hereinafter referred to as the "Property").

- 3. Payment.** The Buyer agrees to pay Seller the purchase price of Three Hundred Forty Thousand Dollars and Zero Cents (\$340,000.00) for the Property, as follows:

By government check, subject to any adjustments as set forth herein, as follows:

(a) Buyer, **County of Gloucester**, will pay Two Hundred Fifty Five Thousand Dollars and Zero Cents (\$255,000.00); and

(b) Buyer, **Borough of Swedesboro**, will pay Eighty Five Thousand Dollars and Zero Cents (\$85,000.00).

The **Borough of Swedesboro** covenants and agrees to sign over to, and shall sign over to, the **County of Gloucester**, any and all reimbursement checks it may receive from the New Jersey Green Acres Program (hereinafter "Green Acres") that the Borough of Swedesboro may receive to assist with the purchase being undertaken under this Agreement. This covenant and agreement shall survive closing, and shall not merge into any deed.

**4. Adjustments at Closing.** The Buyer and Seller agree to adjust the following expenses, as of the date of closing: Taxes, water, sewer, rent, utilities, and any other municipal liens and charges.

**5. Physical Condition of Property.**

**A. Risk of Damage.** The property is being sold in "as is" condition. The Seller agrees to deliver the Property at closing in its present condition, except for reasonable wear and tear.

**B. Environmental.** The Buyer shall obtain a Phase I environmental audit of the Property, and provide a copy of the report to Seller within ninety (90) days of the full execution of this Agreement. If such audit and report reveal environmental conditions that would cost more than \$10,000.00 to further investigate and/or remediate, and Seller is unwilling to pay such costs, Buyer may elect to terminate this Agreement, or proceed with a Phase II investigation with the understanding that Buyer may then terminate this Agreement within ninety (90) days after Buyer's receipt of the Phase II environmental audit of the Property, if the Phase II audit reveals contamination that would cost more than \$10,000.00 to remediate. Buyer may elect to take the Property "as is". The parties agree to cooperate with each other to insure that this date will be met, or agree to a reasonable extension.

**C. Inspections.** The Seller agrees to permit the Buyer's appraisers, engineers, inspectors, and surveyors ("Buyer's Representatives") to inspect the Property at any reasonable time before closing. Buyer shall indemnify, defend and hold Seller harmless for any liability, claims or damages of any kind suffered as a result of inspections by Buyer or Buyer's Representatives on the Property.

**6. Quality of Title.**

**A. Type of Deed.** Seller agrees to transfer title to the Property by a Bargain and Sale Deed. It is understood by the Seller that the lands being conveyed herein are being purchased with Green Acres restrictions, and the Buyer herein agrees to accept these lands with the Green Acres restrictions against disposal, or diversion to a use for other than recreation and conservation purposes. Seller shall also provide a customary Affidavit of Title.

**B. Quality and Insurability of Title.**

(1) The title to be transferred shall be marketable title, and insurable at regular rates by a reputable title insurance company authorized and licensed to do business in the State of New Jersey. Title shall be subject to all existing utility easements and restrictions of record, if any. A violation of any restriction shall not be a reason for the Buyer refusing to complete settlement, as long as the title company insures the Buyer against actual loss at regular rates.

- (2) Seller states to the best of Seller's knowledge, and without investigation, that there are no restrictions in any conveyance or plans or instruments of record which will prohibit the use of the Property as recreational/open space playing fields. Buyer shall be responsible to investigate and satisfy itself that there are no restrictions that would conflict with its intentions to use the Property for recreational/open space playing fields. Buyer shall within sixty (60) days of the full execution of this Agreement, investigate if any restrictions so exist that would restrict Buyer from using the Property for recreational/open space playing fields, and if any such restrictions exist, to cancel this Agreement.
- (3) Seller states to the best of Seller's knowledge that any buildings or other improvements on the Property are within its boundary lines. Seller also states to the best of its knowledge that no improvements on adjoining properties extend across the boundary lines of this Property. This shall not apply to any fences or hedgerow which may coincide with the boundary lines.
- (4) In the event that Seller is unable to transfer the quality of title required, and if Buyer is unwilling to accept Seller's title without a reduction of the purchase price, then Buyer or Seller may cancel this Agreement.

**7. Other Contingencies.** None

- 8. Closing.** The closing under this Agreement shall be held at a reputable title company of the Buyer's choosing within one hundred and fifty (150) days after Buyer's receipt of the Phase I environmental audit, unless a Phase II environmental audit is required, and ordered by the Buyer, as set forth herein. If a Phase II environmental audit is received, then closing shall be held within one hundred fifty (150) days of the Buyer's receipt of same. The parties agree to use best efforts to ensure that these dates will be met, or agree to a reasonable extension. Time is of the essence.
- 9. Possession.** At closing, Buyer will be given possession of the Property. The Property shall be sold free of any leases, licenses, tenancies or other contracts or agreements providing rights of possession; and possession of the Property shall be delivered at closing free and clear of all tenancies and other occupancies.
- 10. Broker's Commission.** Buyer represents that it did not engage any real estate broker or brokerage organization to represent its interests with respect to the within contemplated sale. Seller represents that it did not engage or authorize any real estate broker to display, show or offer the premises to the Buyer. The parties agree to save, hold harmless, indemnify and defend each other from and against any claims made by any real estate broker for commissions or for damages resulting from a failure to pay real estate commission, where such claim is based in whole or in part on facts which are contrary to the representation herein made by the party against whom such indemnification is sought. The provisions of this Section 10 shall survive closing, and delivery of the Deed.

**11. Default.**

**A. Seller's Default.** It shall be a default by Seller, if Seller:

- (1) Fails to transfer the Property to Buyer at closing in accordance with the terms of this Agreement;

- (2) Fails to comply with the requirements of this Agreement;
- (3) Fails to deliver title of the quality described in this Agreement; or,
- (4) Fails to cooperate under this Agreement with Buyer in good faith.

If Seller defaults, Buyer may avail itself of all rights and remedies that Buyer may have at law or in equity, including, but not limited to, specific performance; and Seller shall be responsible to Buyer for all litigation expenses and court costs, including reasonable attorneys fees.

**B. Buyer's Default.** It shall be a default by Buyer, if Buyer:

- (1) Fails to close on the Property as required by the terms of this Agreement;
- (2) Fails to comply with the written requirements of this Agreement; or,
- (3) Fails to cooperate under this Agreement with Seller in good faith.

If Buyer defaults, Seller may avail itself of all rights and remedies Seller may have at law or in equity, including, but not limited to, specific performance.

**C. Cancellation.** This Agreement is intended to be legally binding as to all parties. However, if a provision of this Agreement gives a party or parties the right to cancel the Agreement under certain conditions, the party canceling must give written notice of cancellation to the other party within any time limits specified. Upon such cancellation, Seller and Buyer shall be released from all further liability to each other. If a cancellation period expires, the party shall have no right to cancel after the expired cancellation period.

**D. Cure of Default.** The parties mutually agree to confer in good faith and attempt to cure any defects or defaults in order to facilitate the sale and purchase of the Property. This shall require either party to promptly notify the other in writing of any problems discovered, and to grant reasonable extensions of time to the other party to correct the problem.

**12. Costs and Liens at Closing.** At closing, Seller shall pay for the following settlement costs: Deed preparation, lien payoffs, discharges and cancellations, unpaid taxes or utility costs, Seller's attorney's fees, and Seller's real estate brokerage fees if any.

Buyer shall pay for the following settlement costs at the time of closing in addition to the balance of the purchase price: Survey costs, hazard insurance, title report and insurance, title company settlement fee, appraisal fees, advance escrow for taxes, interest, insurance and recording fees for deed.

### **13. Miscellaneous Provisions.**

**A. Notices.** All notices or cancellations given under this Agreement shall be in writing. They may be given by:

- (1) personal delivery to the other party, or to the attorney for the other party, or
- (2) certified mail, return receipt requested; or delivery by a nationally recognized express delivery service, addressed to the other party at the address written at the beginning of this Agreement, or to the attorney for the other party. Notices given by certified mail, or express delivery, shall be effective when mailed.

- B. Assignment.** The Buyer may not transfer the Buyer's rights under this Agreement to another without the written consent of the Seller. The Seller shall not unreasonably withhold this consent, provided assignee is financially responsible.
- C. Recording of Agreement.** This Agreement shall not be recorded.
- D. Complete Agreement.** This Agreement is the entire agreement between the parties. This Agreement replaces and cancels any previous agreements or negotiations between the parties. This Agreement can only be changed by an agreement in writing signed by all parties. Seller has not made any other agreement to sell the Property to anyone else.
- E. Headings.** The headings of the sections herein are for convenience only, and shall not affect the meaning or interpretation of the contents of this Agreement.
- F. Parties Liable.** This Agreement shall be binding upon all parties who sign it, and all who succeed to their rights and responsibilities.
- G. Merger.** At closing, all of the promises and obligations contained in this Agreement shall be merged into and replaced by the settlement papers and the transfer of title. The only exception to this shall be material violations, material misrepresentations, material concealments and material undisclosed violations of this Agreement.
- H. Governing Law.** This Agreement shall be governed by, and construed in accordance with, the laws of the State of New Jersey.
- I. Counterparts.** This Agreement may be signed in one or more copies. All such signed copies shall be considered an original Agreement, including copies transmitted by telecopy, electronic mail, or FAX, any one of which shall constitute an original of this Agreement. When facsimile copies have been executed by all parties, they shall have the same effect as if the signatures of each copy were upon the same document and copies of such documents shall be deemed valid as originals. The parties agree that all such signatures may be transferred to a single document upon the request of any party.
- J.** The Seller's obligation to perform its obligations, including but not limited to closing of title in accordance with this Agreement is contingent upon the purchase price being sufficient to pay all of the Seller's obligations related to the Property, including but not limited to broker's commissions, Seller's portion of pro-rated taxes and assessments, and satisfaction of any outstanding claims or liens upon the Property.

**THIS AGREEMENT** is signed, sealed and agreed to by the undersigned on this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

Witnessed or Attested By:

\_\_\_\_\_

**(SELLER)**

**SWEDESBORO AUCTION, INC.**

BY: \_\_\_\_\_

**Michael Maccarone, President,  
Board of Directors  
Swedesboro Auction, Inc.**

Witnessed or Attested By:

\_\_\_\_\_  
**Robert N. DiLella, Clerk**

**(BUYER)**

**COUNTY OF GLOUCESTER**

BY: \_\_\_\_\_

**Robert M. Damminger, Freeholder Director**

Witnessed or Attested By:

\_\_\_\_\_

**BOROUGH OF SWEDESBORO**

BY: \_\_\_\_\_

**Thomas Fromm, Mayor**

63

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

Certificate of Availability of Funds

TREASURER'S NO. 12-06432

DATE July 11, 2012

T-03-08-509-372-20548  
BUDGET NUMBER - CURRENT YR \_\_\_\_\_ B \_\_\_\_\_ DEPARTMENT Land Preservation

AMOUNT OF CERTIFICATION \$255,000.00 COUNTY COUNSEL Gus Knestaut

DESCRIPTION: Resolution authorizing the Freeholder Director or his designee to execute an Agreement of Sale and all other documents related to the purchase of Block 6, Lot 1 and Block 4, Lot 1 in the Borough of Swedesboro, known as Swedesboro Auction, Inc. with Open Space Preservation Trust Funds for a total price of \$340,000.00 (CAF Amount is \$255,000.00 (75%); The Borough of Swedesboro will provide \$85,000.00 (25%) of the total cost at settlement).

VENDOR: West Jersey Title Agency

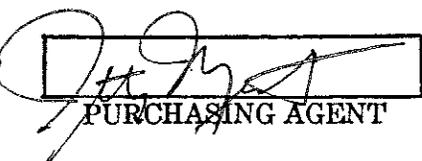
ADDRESS: 15 South Main Street

Woodstown, NJ 08098



DEPARTMENT HEAD APPROVAL

APPROVED

  
PURCHASING AGENT

RETURNED TO DEPARTMENT  
 NOT APPROVED

DATE PROCESSED 7-12-12