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**CONTRACT BETWEEN
COUNTY OF GLOUCESTER
AND
PROFESSIONAL TRAINERS ADVANCING HUMANITY INITIATIVE, INC.**

THIS CONTRACT is made effective the 1 day of January, 2023, by and between the **COUNTY OF GLOUCESTER**, a body politic and corporate, with offices in Woodbury, New Jersey, hereinafter referred to as "**County**", and **PROFESSIONAL TRAINERS ADVANCING HUMANITY INITIATIVE, INC.**, with offices at 441 Carson Avenue, Deptford, New Jersey 08096, hereinafter referred to as "**Contractor**".

RECITALS

WHEREAS, there is a need to provide to the youth and families within the County, more specifically within the Woodbury Public School District, registered as chronically absent and/or truant a program with incentives and resources; and

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

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

TERMS OF AGREEMENT

1. **TERM.** The term of this Contract from January 1, 2023 to December 31, 2023.
2. **COMPENSATION.** The County agrees to compensate the Contractor in an amount not to exceed \$17,400.00, pursuant to Contractor's proposal, attached hereto as Attachment A.

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

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

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

3. **DUTIES OF CONTRACTOR.** The specific duties of the Contractor shall be as set forth in Attachment A, which is incorporated in its entirety and made a part of this Contract. 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 any specifications.

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/or in the request for proposals, if any, as the case may be.

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

The Contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, veteran status or military service. The Contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, veteran status or military service. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The Contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, veteran status or military service.

The Contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the Contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The Contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

5. **LICENSING AND PERMITTING.** If the Contractor or any of its agents is required to maintain a license, or to maintain in force and effect any permits issued by any governmental or quasi-governmental entity in order to perform the services which are the subject of this Contract,

then prior to the effective date of this Contract, and as a condition precedent to its taking effect, Contractor shall provide to County a copy of its current license and permits required to operate in the State of New Jersey, which license and permits shall be in good standing and shall not be subject to any current action to revoke or suspend, and shall remain so throughout the term of this Contract.

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

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

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

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

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

D. The County may terminate this Contract for public convenience at any time by a notice in writing from the County to the Contractor.

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

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

7. **PROPERTY OF THE COUNTY.** All materials developed, prepared, completed, or acquired by Contractor during the performance of the services specified by this Contract, including, but not limited to, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports, shall become the property of the County,

except as may otherwise be stipulated in a written statement by the County.

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

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

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

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

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

12. **PREVENTION OF PERFORMANCE BY COUNTY.** In the event that the County is

prevented from performing this Contract by circumstances beyond its control, then any obligations owing by the County to the Contractor shall be suspended without liability for the period during which the County is so prevented.

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

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

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

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

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

18. **GOVERNING LAW, JURISDICTION AND VENUE.** This agreement and all questions relating to its validity, interpretation, performance or enforcement shall be governed by and construed in accordance with the laws of the State of New Jersey. The parties each irrevocably agree that any dispute arising under, relating to, or in connection with, directly or indirectly, this agreement or related to any matter which is the subject of or incidental to this agreement (whether or not such claim is based upon breach of contract or tort) shall be subject to the exclusive jurisdiction and venue of the state and/or federal courts located in Gloucester County, New Jersey or the United States District Court, District of New Jersey, Camden, New Jersey. This provision is intended to be a "mandatory" forum selection clause and governed by and interpreted consistent with New Jersey law and each waives any objection based on forum non conveniens.

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 Contractor further covenants that in the performance of this Contract, no person having any such interest shall be employed.

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


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

23. **CONTRACT PARTS.** This contract shall consist of this document and the Contractor's proposal, attached hereto as Attachment A. If there is a conflict between this Contract or the Attachment A documents, then this Contract shall control.

IN WITNESS WHEREOF, pursuant to N.J.S.A. 40A:11-3, and authorized by Resolution, the County has caused this instrument to be signed by its Chief Financial Officer, and attested by its Purchasing Agent, and Contractor has caused this instrument to be signed and attested by its properly authorized representatives.

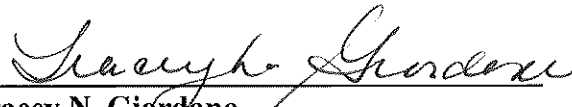
THIS CONTRACT is dated this 30th day of January, 2023.

ATTEST:



Kimberly Larter,
Qualified Purchasing Agent

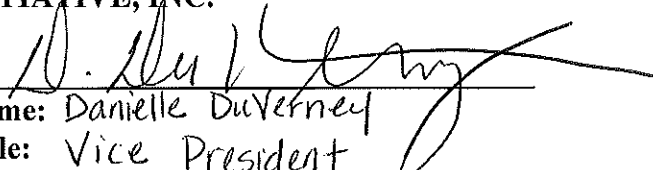
COUNTY OF GLOUCESTER



Tracey N. Giordano,
Treasurer/CFO

ATTEST:

PROFESSIONAL TRAINERS
ADVANCING HUMANITY
INITIATIVE, INC.

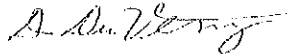


Name: Danielle DuVerney
Title: Vice President

ATTACHMENT A

COUNTY OF GLOUCESTER 2022

YOUTH SERVICES COMMISSION, DIVISION OF HUMAN & SPECIAL SERVICES

Service Category Applying For	Prevention Programming		
Incorporate Name of Applicant	Professional Trainers Advancing Humanity Initiative Inc.		
Type:	<input type="checkbox"/> Public School	<input type="checkbox"/> Local government	<input checked="" type="checkbox"/> Non-Profit
Federal I.D. Number:	47-4088580		
Address of Applicant:	441 Carson Ave Deptford, NJ 08096		
Address of Service(s):	232 S Broad Street Woodbury, NJ 08096		
Contact Person and Phone #:	Danielle DuVerney (201)815-4599		
Total Dollar Amount Requested:	17,400		
Total Number of Unduplicated	20		
Email address of contact person (required): ptahinitiative@gmail.com			
Brief Description of Proposed Services: programming.			
Our program will provide support youth/families, through incentive and resources, within the Woodbury Public School district who are registered as chronically absent/truant.			
Authorized Voucher Signature: Name/Title	Danielle DuVerney/ Vice President		
Signature:			

PROGRAM DESCRIPTION –NARRATIVE SECTION

Please complete the Program Description Section by answering each of the elements listed. There is a "table" under each section. Add additional sheets as needed. Be sure to keep the number of the elements in the sequence outlined below as the score sheet is organized by this information.

I PROJECT/PROGRAM DESCRIPTION:

A.) Agency Overview

1. Briefly describe the philosophy/mission of the agency.

Our program specializes in development of students and young adults into responsible and respectable leaders, entrepreneurs, athletes, and role models. We accomplish these goals by utilizing the knowledge and skills taught through our programs to revitalize and modify our participant's daily lives. P.T.A.H Initiative Inc. encourages our students to become successful in future endeavors within their communities the Sports and Entertainment industry and society.

B) Specific Project/Program

Describe the service component for requested funds.

Our agency is requesting funding to assist youth/families, through resources and incentives, that are either involved in truancy court or registered as chronically absent, within the Woodbury public school district. Assistance will come through assessment to identify the issues involving the current student's attendance status. This information will come from both the family and the referral source to us as the provider. Assistance will also come through case management to make necessary resource referrals to additional community and social service as well as through client assistance to assist with eliminating roadblocks and incentivizing attendance compliance. Referrals will be made by the district Student Resource Officer, School Administration/Truancy Court and any progress or lack thereof will be reported back to the referral source and youth service administrator. Agency will work with youth/family for a time not to exceed 3 month using weekly meetings/contacts to ensure progress. Progress of lack thereof will be spelled out in weekly notes/case summary. A discharge report will be written at the conclusion of the case as to whether the case was success or not and the reasoning or challenges that still remain.

C) Rationale/Mission of Project/Program

Describe the need that is being addressed, the methods/ modalities to implement the program design and how it meets the need(s) oh youth in Gloucester County.

The mission behind this programming is to combat recent NJ Department of Education data that suggest the Woodbury school district, in 2021-22, had several active truancy cases and an average of almost 30 % of students registered as chronically absent, specifically in the junior and senior high school. School attendance is very important to school success. Truancy could also be a precursor to current or future juvenile justice involvement. We are looking to address the family/youth roadblocks to school attendance compliance through relationship building, community resource support, client assistance and youth incentives.

D) Goals, Objectives, and Program Evaluation

Using the Attachment C Program Profile form, outline the purpose of the project/program design and identify quantifiable goals, objectives, and outcomes and evaluation methods.

1. What are the goals and outcomes of this program and how will they be measured?

Our overall goal is to ensure youth, that are currently truant and/or registered as chronically absence in the Woodbury public school district, get the necessary resources and motivation to return back to school. This program will look at both youth and family needs to ensure every opportunity for successful attendance compliance. Success will be measured by the attendance records of students referred over a selected period of time as well as ensure each youth/family receive all necessary referrals to address any challenges that is preventing school attendance compliance.

F. JUSTIFICATION

1. Why is this program important to the community?

This program is important to the community because it will begin to address the root causes of why youth are not motivated to attend school, family/youth challenges that could be the cause of the youth's poor attendance and also bring these challenges to light for the district, and other key stakeholder, so that supports, and resources can be established. This program will also address the need for youth to not have an overabundance of unsupervised free time, because they are in school, making them less likely to be involved in juvenile delinquency. Lastly, students who attend school regularly, tend to have more success academically. Student academic success could lead to more opportunity for youth to have additional success in accomplishing more long-terms positive goals.

II. PROJECT/PROGRAM ADMINISTRATION / STAFFING

- A) Detail the supervision lines of this project/program in relationship to overall agency operation.

The program is administered by an operations manager, and a youth/family coach. Both will ensure that all goals and objectives are adhered to. Both will also practice good record keeping and ensure backup documentation is submitted timely.

B) Provide job descriptions of staff indicating their qualifications.

Operations Manager will provide support to the program by ensuring all necessary assessment materials are completed timely (72 hours), necessary resources and SRO/agency approved incentives are giving to the family/youth. All records of purchases for client assistance/youth incentives are submitted to YSC Administrator as back up documentation.

The Family Coaches will work with the youth/family directly to provide community resources, incentive, encouragement, and motivation to regain school compliance. The family coach will also keep in contact with district SRO, court, school administration (whoever was the referral source) to ensure they are both on the same page in regard to challenges, progress and setbacks learned through interaction with the youth/family. They will also need be on the same page with regard to youth incentives. The YSC Administrator will set up weekly or bi-weekly check-in to go over the cases in an effort to also provide resources for the agency to support both youth and families.

C) Is your staff required to undergo a criminal background check prior to employment?

Yes

III. PROJECT DURATION:

A) Identify program funding period.

January 1, 2023, through December 31, 2023

IV. TARGET POPULATION/ELIGIBILITY:

A) Describe who will be served (including age, gender, etc.) Discuss limitations (if any) of program to accept referrals-is this a "no eject, no reject" program?

This program practices a no eject policy, except in the case where participant is causing verbal and/or physical harm to staff members participating with the family. We are a no reject program as we are willing to accept any youth/family, that is referred and willing to make reasonable accommodations to work with us to achieve success. Referrals could be any youth/family 1st through 12 grade within the Woodbury Public School district. If there is a case that we feel need to be rejected the referral source and YSC Administrator will be notified of our concerns prior to discharge.

B) List eligibility criteria.

Youth referred will be registered as chronically absent and/or actively in truancy court. Students will attend school within the Woodbury public school district. We prefer that the youth and family are willing to receive the service, however, we understand there may be resistant. Therefore, we will work with any family/youth referred, for the allotted time, until the case is discharged for noncompliance, a safety

hazard presented, or we have reached the 3-month deadline compliance. The allotted time is up to 3 months with weekly contacts.

C) Describe geographic service area for this project/program.

We service youth and their families that attend the Woodbury public school district in Gloucester County.

V. ADMISSION CRITERIA:

A) Describe referral/enrollment process and include client's initial financial obligation, if any (e.g., deposit needed for evaluation, then returned at time of appointment).

We accept student referrals from the Woodbury school SRO and/or Administration/Tuancy Court. Youth/family will be referred, and agency will complete an initial contact and assessment. Agency will rely on the referral source to provide initial accurate background information to the best of their capabilities with the understanding that this will increase success. Agency will continue to work with family to provide resources, provide motivation and eliminate roadblocks that are causing truancy/chronic absenteeism. Youth/families may also receive client assistant, relevant to increase the likelihood of school attendance compliance and youth incentives for attendance compliance. There is no financial obligation for youth/family to participate in the program.

B) Attach reports/forms/documents needed for referral/admission - if an evaluation instrument is used as part of the intake process, please specify, and include rationale for its use. (e.g., industry standard, best practice, etc.)

Attached

VI. HOURS OF SERVICE/PROGRAM ACCESSIBILITY:

A) Specify location of program and hours of service provision.

Program Location: Agency headquarter is at 232 South Broad Street Woodbury, NJ 08096, however, agency will also be available to travel to referred youth and families home and court if necessary.

Hours of service: Services will be scheduled at the convenience of the agency/youth and family based on an agreed upon reasonable schedule. It will be the youth and families responsible to ensure they are making themselves available based on referral needs.

B) Describe how applicant would accommodate persons with disabilities.

Our facility is not currently equipped to accommodate individuals with physical disabilities. However, agency will also be available to travel to meet with youth/family.

C) List program service days'/holiday schedule on attached Calendar of Service Days chart.

Program service will be scheduled between youth and families during the weekday. Agency will try their best to work with the youth and family scheduling needs, within reason.

VII. LEVEL OF SERVICE:

A) What is the definition of Unit of Service?

It will be determined that one youth/family referred and receiving a completed intake will be considered as unit of service. The agency will provide weekly contacts for a time of up to 3 months.

B) Indicate the number of unduplicated juveniles/families to be served.

LOS will be 20 youth/families

C) Specify the Unit of Service Cost.

\$633 per unit of service based on the definition of a unit of service (\$12,660 /20=\$633)

VIII. DATA COLLECTION

A) Describe client record keeping system to provide backup documentation for billing and service justification.

Client information is kept on a storage file on computer and backed up by handwritten registration forms and information filed at the Center location. Information is locked away and only authorized personal can access it. Billing and Service information is managed by the accounting firm Sentarus group and backed up by records and receipts kept at the Center location.

B) Specify staff responsible for the plan.

Staff responsible for this plan are Danielle DuVerney and Paul Bowen

**GLOUCESTER COUNTY * YOUTH SERVICES COMMISSION
DEPARTMENT OF HUMAN SERVICES
CALENDAR OF SERVICE DAYS**

Site Location: 232 South Broad Street Woodbury, NJ 08096

Service Time: Truancy Prevention

SUNDAY _____ MONDAY _____x_____ TUESDAY _____x_____

WEDNESDAY _____x_____ THURSDAY _____x_____ FRIDAY _____x_____

SATURDAY _____

Emergency Provisions:

Holiday Schedule -

Occasion

Dates

Programming will be offered every day of the week with the exception of Saturday and Sundays.

Attach Resumes for Staff

Gloucester County Youth Services Commission

I. BUDGET EXPENSE SUMMARY

AGENCY NAME: Professional Trainers Advancing Humanity Initiative Inc. **TIME-FRAME** 2/12/22-4/09/22

BUDGET CATEGORY	STATE / COMMUNITY PARTNERSHIP GRANT (SCPG)
A. Personnel	\$12,660
B. Client Assistances	\$1,250
C. Youth Incentive	\$1,250
D. Supplies	\$500
E. GEN. & ADM. (G&A) Cost Allocation	\$1,740
F. Funding Request	\$17,400

II. BUDGET JUSTIFICATION

(Explain Categories A through D)

A) Personnel/Supplies

Personnel funding will be used for salary to complete the assessment and provide case management to youth/families with the goal of eliminate roadblock though encouragement, client assistance, community resources referral and incentives to ensure youth can regain attendance compliance. (\$12,660)

B) Client Assistance

A portion of funding may be used for client assistance. Any purchase must be approved by YSC administrator and not exceed \$75. Request for additional funding request may be made, that either exceed \$75 or a second request for a family that already received funding but these request must be approved by the YSC through the YSC Administrator. All records of purchased will submitted as back up documentation with billing. (\$1,250)

C) Youth Incentives

A portion of funding may be used for incentivizing youth compliance, with regards to attendance measures. School SRO and agency can provide incentives, but all incentive must be given by agency. Incentives should not exceed \$25 per incentive and 75\$ per youth during service period. All records of purchased will submitted, to YSC Administrator as back up documentation with billing. (\$1,250)

D) Supplies/Materials

A portion of funding may be used for necessary technology for client record keeping/storage and necessary supplies such as printing/copying forms etc. (\$500)

E) General Admin

A portion of funding may be used for facility/general administrative cost. (\$1,740)

VIII. ADDITIONAL BUDGET QUESTIONS

1. Describe the agency's ability to manage the fiscal aspects of the program/project and ensure YSC Administrator receives proper backup/supporting documentation for all reimbursement requests.

We have been an established non-profit for over 5 years and have worked with several agencies and non-profits. Program administration will ensure that the YSC Administrator has all necessary reimbursement billing and supporting documentation to satisfy the grant.