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**CONTRACT BETWEEN**  
**SUCCESS 1<sup>ST</sup>, INC.**  
**AND**  
**COUNTY OF GLOUCESTER**

**THIS CONTRACT** is made effective the 22 day of April, 2024, by and between the **COUNTY OF GLOUCESTER**, a body politic and corporate, with offices in Woodbury, New Jersey, hereinafter referred to as "**County**", and **SUCCESS 1<sup>ST</sup>, INC.**, with offices at 25 N. Broad Street, Woodbury, New Jersey 08096, hereinafter referred to as "**Contractor**".

**RECITALS**

**WHEREAS**, there is a need to offer art-based initiatives to blend creativity with critical thinking to ignite personal growth, stress relief, and academic achievement in youth; 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, 2024 to December 31, 2024.
2. **COMPENSATION**. The County agrees to compensate the Contractor in an amount not to exceed \$8,000.00, 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 17 day of April, 2024.

ATTEST:

  
\_\_\_\_\_  
Kimberly Larter,  
Qualified Purchasing Agent

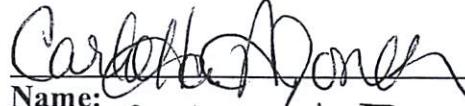
COUNTY OF GLOUCESTER

  
\_\_\_\_\_  
Tracey N. Giordano,  
Treasurer/CFO

ATTEST:

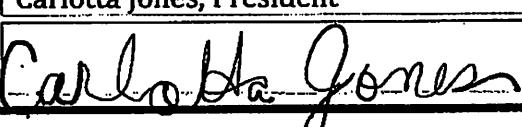
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SUCCESS 1<sup>ST</sup>, INC.

  
\_\_\_\_\_  
Name: Carlotta A. Jones  
Title: President

**ATTACHMENT A**

**COUNTY OF GLOUCESTER 2024**  
**YOUTH SERVICES COMMISSION, DIVISION OF HUMAN & SPECIAL SERVICES**

Service Category Applying		Prevention Programming		
Incorporate Name of Applicant		Success 2st, Inc		
Type:		<input type="checkbox"/> Public School	<input type="checkbox"/> Local government	<input checked="" type="checkbox"/> Non-Profit
Federal I.D. Number:		46-0601658		
Address of Applicant:		PO Box 284 Mantua, NJ 08051		
Address of Service(s):		25 N Broad, Woodbury, NJ 08096		
Contact Person and Phone #:		Carlotta Jones. 856-371-9678		
Total Dollar Amount Requested:		\$8,000		
Total Number of Unduplicated		200		
<b>Email address of contact person (required):</b> <u>carlotta@success1st.org</u>				
<b>Brief Description of Proposed Services:</b> <p>The Success 1st "Creative Expression" arts-based initiatives blend creativity with critical thinking to ignite personal growth, stress relief, and academic achievement. Notably, research by the Office of Juvenile Justice and Delinquency Prevention underscores the advantages of arts programming for at-risk and justice-involved youths. Success 1st believes that the arts offer an effective outlet for young individuals to navigate their emotions, explore ideas, and express their feelings. We have an exciting program, offering a diverse range of workshops encompassing poetry, fashion, makeup artistry, and fine arts. The culmination of these efforts will be a showcase featuring a rich tapestry of artistic expressions.</p>				
Authorized Voucher Signature: Name/Title		Carlotta Jones, 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.**

Success 1st, Inc., is an all-volunteer, New Jersey-based 501(c)(3) organization that facilitates peer-led programs for youth. Active in the community since 2012, Success 1st programs provide pre-teens and teens opportunities to build skills and explore their interests, talent, and creativity so they develop a healthy decision-making process for personal success and encourages hundreds of adolescents annually to lead safe, smart, and successful lives.

Three areas of focus:

- **Personal Responsibility** – Emphasis on sound decision making, self-regulation, and goal setting.
- **Leadership & Civic Engagement** – Community service, creative expression, and leadership training.
- **Communication (Interpersonal & Intergenerational)** – Critical skills. key to healthy relationships.

#### **B) Specific Project/Program**

Describe the service component for requested funds.

##### **Creative Expression Program (Components)**

###### **1. "School Day Artistic Session"**

- A 45-minute interactive artistic program tailored for youth.
- Conducted during the school day at schools in Gloucester County
- Incorporates dedicated time for creative activities and Q & A sessions with the artists.
- Some schools will be offered an additional opportunity of a (40-45 minute) performance for their entire student body that will feature two or more performers.

###### **2. "Hybrid Hangout"**

- Encompass mindfulness, relaxation, creative expression, and guest speakers for career exploration, life skills, and more.
- Hosted at Woodbury Jr/Sr High School and simultaneously broadcast to the wider community via Zoom on the 2nd and 4th Wednesdays from September to May.

**3. "Open Mic and Youth Poetry Contest"**

- Building on the success of our previous event in partnership with PTAH Youth Initiative, our aim is to host two contests by August 2024, at least one in collaboration with another agency.
- A family-friendly event welcoming poets, musicians, storytellers, and performing artists of all kinds to take the stage.
- Featuring a contest portion for youth from 6th to 12th grade with winners earning trophies and prizes, including cash prizes of up to \$100.

**4. "Creative Expression Workshops - 2024"**

- Diversifying our workshop offerings from a single focus on spoken word/poetry, the 2024 edition introduces multiple course options spanning several weeks.
- Workshop categories include Poetry, Visual Art/Fine Art, Makeup Artistry, and Fashion, providing young individuals with ample avenues for creative exploration.

**Art Walk (Vendors display) / Fashion show & Production - "Shades of Love"**

- Art Walk A new addition in 2024, we will offer vendor space for a fee 1 hour before the production. Creations from the Fine Arts Workshop will be on display.
- Features various forms of artistic expression and will include a fashion show which will feature creations from the Fashion Workshop. Guest artists and performers are booked from the greater Philadelphia Region, NY, NJ, DE to perform or share their artistic work.

**Youth participants will receive all required supplies, education and encouragement from these artists who will share their talent during the Success 1st Creative Expression Weekend**

- Creative Expression Art Workshops: Fridays in April of 2023 at the RCSJ - Sewell Campus
- Fashion workshop series Fridays in April at Sew Sassy Studio in Mullica Hill, NJ

"Shades of Love" Production Saturday April 20<sup>th</sup> at Woodbury High School.

**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) of youth in Gloucester County.

Adolescents face complex dietary, academic, cultural, physical, environmental, and social issues that may inhibit their health and success. Examples may include but are not limited to, a destructive or violent response to pressure, disappointment or challenge, and apathy regarding school and/or future opportunities. The negative impacts of the noted challenges can be minimized when young people use a good decision-making process, experience positive peer pressure, and have healthy (non-violent/non-destructive) options for expressing their thoughts and feelings. Many vulnerable young people have not developed a personal compass by which to live, make decisions and achieve their dreams. The goal of Success 1st, Inc. is to help young people to develop that compass.

While Success 1<sup>st</sup> is open to all youth, we make intentional effort to connect with youth in low-income, underserved, and disadvantaged situations.

**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?

**Creative Expression Program Goals**

Free Workshops and poetry contestants: The intended learners are primarily Gloucester County youth grades 6 and higher and to:

- Provide youth with a non-violent/non-destructive option for responding to the challenges.
- Provide a platform for artistic expression.
- Identify potential talent who may present at other Success 1st events.

We anticipate that:

- At least 50% of the participants will be from low to moderate income households.
- 75% of attendees will be minorities.
- 10% are likely to indicate a special need.

Artistic Showcase: Will be marketed to the Gloucester County and the greater Philadelphia region.

- At least 50% of the participants will be of low to moderate income.
- 75% African American
- 25% Other Ethnic Groups

Surveys:

- 85% of participants will participant in our survey.
- Averaged rating of no less than 4 out of 5 for workshops and showcase
- 90% will indicate will return and/or recommend.

Within 1 weeks' time following the conclusion of the Creative Expression showcase, all involved in planning & supporting the program will be asked to share observations and evaluate the program using a "Stop, Keep, Add" method. We will continue to leverage relationships to maintain and where possible enhance the program for the 2025 edition.

**General Goals:**

Considering the benefits of existing youth focused programs mentioned, Success 1st expects that for youth who attend at least 50% of Success 1st meetings:

80% will indicate at least 1 form of creative expression as a means of stress relief or dealing with challenges by the conclusion of the academic season in June.

75% will be more likely to talk through a problem than be triggered to act out in a disruptive or dangerous manner.

80% will maintain or improve attendance.

80% will maintain or improve in reading and/or writing.

## **F. JUSTIFICATION**

### **1. Why is this program important to the community?**

The Success 1st Creative Expression Program helps youths take advantage of the therapeutic benefits of the arts. The program helps youth to deal effectively with the many facets of life through creative expression, in particular poetry and other forms of expressive art. Education, training, and a contest. At the same time, youth participants are provided a platform plus a nurturing and supportive environment for their talent and interest to grow.

*Program Relevancy: The relevance of the Creative Expression Program is underscored by the Office of Juvenile Justice and Delinquency Prevention (OJJDP [www.ojjdp.gov](http://www.ojjdp.gov)), which emphasizes the benefits of arts programming for at-risk and justice-involved youths.*

## **II. PROJECT/PROGRAM ADMINISTRATION / STAFFING**

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

Success 1st, Inc., is an all-volunteer, New Jersey-based 501(c)(3) organization that facilitates peer-led programs for youth. Supervising board members are:

Carlotta Jones, Board President

Alana Swinton, Board Vice President

Carla Clements, Board VP of Education

### **B) Provide job descriptions of staff indicating their qualifications.**

Carlotta Jones, President, Success 1st, Inc. Carlotta has over 25 years of experience hiring, supervising staff, and more than a decade of youth program development and support.

Alana Swinton – Board Vice President, Success 1<sup>st</sup> Inc. Alana has over a decade of non-profit experience coordinating volunteers, working with contractors, and overseeing programs.

Carla Clements, PhD – VP of Education. Carla has more than two decades of experience as an educator in addition to experience in program management and medicine.

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

We are 100% volunteer run, however, yes for board members and volunteers overseeing youth programming.

## **III. PROJECT DURATION:**

A) Identify program funding period.

Jan 01, 2024, Through Dec 31, 2024

**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?

Success 1st program embraces Gloucester County youth participants from all walks of life, with a specific focus on actively reaching out to young people facing low-income, underrepresented, and disadvantaged circumstances. Recognizing that finances may be a constraint for some young people who want to take part in the program, we address this by assuring that supplies are provided for youth workshop participants. In line with this commitment, we reserve spaces for agencies, groups, and organizations dedicated to offering supportive housing and specialized services for juveniles or youth transitioning out of the foster care system. This approach aligns with our mission to provide vital support to those who need it most.

B) List eligibility criteria.

Success 1st programs are open to all youth and young adults ages 12 – 21 years of age.

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

Programs are held in Gloucester County and primarily serves residents of the 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).

N/A

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.)

N/A

**VI. HOURS OF SERVICE/PROGRAM ACCESSIBILITY:**

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

- Hangouts for Youth on Wednesdays 4:15pm – 5:15pm Woodbury Jr/Sr High School
- School Day Arts Program – One event at various Gloucester County Schools 1pm – 3pm
- Creative Expression Art Workshops: Fridays in March - April of 2023 6pm – 9pm RCSJ Sewell
- Fashion workshop series Fridays in April – Time TBD at Sew Sassy Studio in Mullica Hill, NJ
- Expression Session Pop-Ups Film Workshop / community Open Mic PTAH Center - Woodbury
- “Shades of Love” Production Saturday April 20<sup>th</sup> at Woodbury Jr/Sr High School

**B) Describe how applicant would accommodate persons with disabilities.**

Venues used will meet ADA compliance requirements. Success 1st will provide additional ADA accommodations including a sign language interpreter. The registration form will poll for ADA needs allowing time to make additional accommodations for the workshop learners and the audience.

The "Shades of Love" Production and Fashion show will provide Open Access Sign Language Interpretation.

Based on previous experienced, special needs attendees are expected to be lower than 10% of whole.

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

Wednesdays 4:00 – 5:15

Fridays 6pm – 9pm

**VII. LEVEL OF SERVICE:**

**A) What is the definition of Unit of Service?**

The number of individuals receiving instruction in attendance during a Success 1<sup>st</sup> Event, Workshop or production.

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

200 unduplicated youths 21 years of age or younger.

**C) Specify the Unit of Service Cost.**

\$40

**VIII. DATA COLLECTION**

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

The records will include:

- Registration list from Eventbrite or other ticketing program
- Student count provided by the school, organization, or agency where programming is held

**B) Specify staff responsible for the plan.**

Carlotta Jones - Board President  
Alana Swinton - Board Vice President  
Dr. Carla Clements - VP of Programing  
Dr. Lakia Scott - VP of Strategy

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

**Site Location:**

**Service Time:**

SUNDAY \_\_\_\_\_ MONDAY \_\_\_\_\_ TUESDAY \_\_\_\_\_

WEDNESDAY X THURSDAY \_\_\_\_\_ FRIDAY \_\_\_\_\_

SATURDAY \_\_\_\_\_

**Emergency Provisions:**

**Holiday Schedule – N/A**

Occasion Dates

**Attach Resumes for Staff**

<b>Carlotta Jones President</b>	<b>President</b>	<p>CARLOTTA JONES, President, Success 1st, Inc. Board President, and a founding member of the board of trustees. A life-long learner with a commitment to community service, Carlotta considers it a privilege to support Sharnice's vision for helping young people be safe, smart, and successful.</p> <p>Carlotta holds a BA in Community and Family Service from Lamar University, Beaumont, TX. Carlotta has over 25 years of experience in front line leadership including, department leadership, program management. Areas of leadership expertise include collections, sales, and customer service. Recognized as a results oriented leader, strong communicator, and skilled motivator, who is focused on solutions that address current and emerging issues. Carlotta has supported the success of numerous organizations through team and department management. Carlotta is a manager supporting performance enhancement focused on Customer Care at Pepco Holdings Inc, an Exelon Company. Areas of responsibility include customer satisfaction, customer service, cross-department collaboration, and first contact resolution.</p>
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<b>Carla Clements, PhD Education</b>	Trustee (Education)	<p><b>CARLA CLEMENTS, PhD, RN, MSN, CRNP &amp; Researcher, educator, and founding member of Success 1st board of Trustees and is passionate about making sure people have access to the health care they need to thrive. Dr. Clements is an Entrepreneur, Nurse Scientist, Health Activist and Nurse Practitioner based out of Philadelphia, Pennsylvania and her medical specialization is Nurse Practitioner - Acute Care. Dr Clements practices in Philadelphia, Pennsylvania and has extensive clinical and administrative experience in various areas including Staff Development, Labor and Delivery, Cardiology, Geriatrics and Emergency Medicine. Prior to pursuing her PhD, Ms. Clements was the Director of Medical Center Education at the Philadelphia VA Medical Center.</b></p> <p><b>At work, Dr. Clements is responsible for connecting vulnerable veterans with telehealth services to help them manage chronic health conditions. Outside of work, Dr. Clements is an advocate for the community. She has presented several community and patient educational sessions on heart health, hypertension in the African American community, and sun protection for people of color. Most recently, she presented a documentary screening and panel discussion, "Listen to Black Mammas," on the maternal mortality crisis in New Jersey.</b></p>
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<b>Alana Swinton</b>	<b>Vice President (Community Outreach)</b>	<p>ALANA SWINTON is a Research Assistant at The Chemours Company, and serves transitioned from youth volunteer to board Secretary to Vice President of the Success 1st board of Trustees in November of 2022. Alana began volunteering with Success 1st and taking on various roles of leadership including planning and delivering programs whiles in high school. While attending Rowan University, Alana continued serving as Youth Council Leader. After graduating from College, Alana joined the Success 1st Board of Trustees serving as Committee Outreach Chair.</p> <p>At Chemours, Alana applies her degree in Chemistry as Research Assistant, Alana has 2+ years of experience biophysical chemistry research. In this role, Alana also analyzes experimental data using analysis programs such as OriginLab and Microsoft Excel. Alana collaborates with a team to process quantitative experimental data into qualitative data. Additional skills include Customer Service in a high functioning environment.</p>

<b>Lakia Scott, PhD</b>	<p><b>Secretary (Strategy)</b></p> <p>"<b>LAKIA M. SCOTT, Ph.D.</b> as of July 2023, Lakia is the Assistant Provost of Faculty Development and Diversity at Yale University. Immediately prior, Lakia served as an Associate Professor and Graduate Program Coordinator in the Department of Curriculum &amp; Instruction at Baylor University. Currently, Dr. Scott teaches sociocultural foundations courses at the undergraduate and graduate level.</p> <p>Dr. Scott has amassed over 15 years of combined experiences at the elementary, secondary, undergraduate, and graduate teaching levels. Dr. Scott is a recognized scholar in the field of Urban Education, where she has a host of research publications, co-authored and co-edited books, book chapters, and educational evaluation reports. Dr. Scott is a two-time HBCU alumnus, hailing from Texas Southern University (BA in Journalism, 2005) and Prairie View A&amp;M University (MSEd in Curriculum and Instruction, 2009). She received her PhD in Curriculum and Instruction from the University of North Carolina at Charlotte (2014). Dr. Scott is also well-known for her work in recapturing the historical and contemporary significance of Historically Black Colleges and Universities (HBCUs) through a host of book publications.</p>
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## Gloucester County Youth Services Commission

### I. BUDGET EXPENSE SUMMARY

AGENCY NAME: Success 1<sup>st</sup>, Inc TIME-FRAME 1/1/24-12/31/24

<b>BUDGET CATEGORY</b>	<b>STATE / COMMUNITY PARTNERSHIP GRANT (SCPG)</b>
PERSONNEL / Programming / Talent	\$6,000
A. Salary	
B. Materials / Supplies	\$1,200
C. Client Assistance / Sign Language Interpreters	\$ 800
D. GEN. & ADM. (G&A) Cost Allocation	
E. Total Operating Costs	
F. Funding Request	\$8,000

### II. BUDGET JUSTIFICATION

**(Explain Categories A through D)**

#### **A) Personnel (Workshop Leaders, Talent, Performers)**

Current and expanding pool of talent includes the following artists who are familiar with Success 1<sup>st</sup> programmatic goals and have expressed willingness to take part in the weekend workshops and showcase, Expression Session, Hybrid Hangouts, and/or School Day Sessions.

- Christine Gallagher, MA, LPMT, MT-BC, LPC [She/her], a classically trained harpist, pianist, and vocalist, and *Board-Certified Music Therapist*.
- Kuf Knotz: Named Philadelphia Magazine Best Rapper of 2022. Kuf Knotz blends hip-hop poetry with deep grooves of soul and beats with the spirit of Lo-Fi & 90's era vibes with a focus on unity, positivity, and creativity.
- Marcus "Christopher Marc" Davis "The Avant Garde of Arts" is a Creative Visionary Director and Event planner as well as a performer who believes that fashion serves as a catalyst for creativity and self-expression, igniting the spark of innovation in design, photography, styling, and more.
- Eric "Myster-E" Shandroff is a Poet, Performing Artist, Spoken Word Emcee, Artist Educator who conducted the 2023 Creative Expression Poetry Workshop and served as Emcee for the Success 1<sup>st</sup> Artists Showcase "Art in Motion" at Woodbury High School in 2023.
- Alisha Laws, LCSW- All In Therapy, LLC *Founder-Seasoned Artist-Clinical Supervisor-Mental W(h)ealth Advocate*. Ms. Laws has worked in the field of Social Work and human service for over a decade

and has an interest in serving youth/young adults, low socio-economic, at-risk and minority populations who may experience obstacles maneuvering the world.

- **Diamadi Devereaux – Model & SAG Actor** studied business while working as a showroom model in Atlanta. Then after graduating I traded prom dresses for wedding dresses, and I also feature as an automotive product specialist and narrator. It was a great blessing to travel the country while mastering presentation skills and stage presence.
- **DJ Fire / Isaac Sanyaolu, Woodbury High School** Student works part-time as a Disc Jockey.

**To Be Confirmed or Determined:**

Makeup Artists  
Models  
Musicians / Singers / Dancers  
Poets/Spoken Word Artists  
Photographer  
Videographer

**B) Materials/ Supplies**

T-Shirts / Gear  
Makeup workshop – Personal Makeup kits  
Fashion Workshop – Clothing budget  
Art Sessions – Journals / Writing Instruments  
Fashion show Props / Stage Supplies

**C) Client Assistance**

Sign Language Interpreters - Gloucester County Special Service School District / CRESS/Deaf & Hard of Hearing Services

**D) Gen. Administration**

**E) Other**

**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 request.

Success 1<sup>st</sup> Inc. has never experienced a deficit in our entire history. We attribute this to diligence in fiscal responsibility through careful budgeting, taking advantage of non-profit pricing, and cost-reductions due to in-kind donations.

Invoices and/or copies of receipts for all expenses are filed and will be supplied to the YSC Administrator at the time reimbursement is requested.