

**CONTRACT BETWEEN  
COUNTY OF GLOUCESTER  
AND  
UNITED ADVOCACY GROUP, INC.**

**THIS CONTRACT** is made effective the 22 day of March, 2022, by and between the **COUNTY OF GLOUCESTER**, a body politic and corporate, with offices in Woodbury, New Jersey, hereinafter referred to as "**County**", and **UNITED ADVOCACY GROUP, INC.**, with offices at 40 E. Commerce Street, P.O. Box 9, Bridgeton, New Jersey 08302, hereinafter referred to as "**Contractor**".

**RECITALS**

**WHEREAS**, the Gloucester County Juvenile Justice System Improvement Committee recommends moving forward with the Family Assistance Home Supervision Program as an alternative to detention; and

**WHEREAS**, the Contractor is a non-profit corporation and represents that it is qualified to perform said services 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 is for the period of one year, from January 1, 2022 to December 31, 2022.
2. **COMPENSATION.** The County agrees to compensate the Contractor in an amount not to exceed \$15,595.00, 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 for the provision of a home supervision program as an alternative to detention, as well as support services for County youth while awaiting disposition, as set forth in this Contract and the specifications annexed hereto as Attachment A and made a part of this Contract.

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 Vendor, except as otherwise agreed in writing by both parties. Any

attempted assignment or subcontract without such written consent shall be void with respect to the County and no obligation on the County's part to the assignee shall arise, unless the County shall elect to accept and to consent to such assignment or subcontract.

**9. INDEMNIFICATION.** The 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.

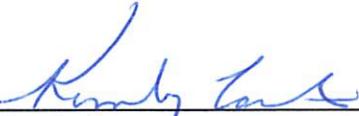
22. **BINDING EFFECT.** This Contract shall be binding on the undersigned and their successors and assigns.

23. **CONTRACT PARTS.** This contract shall consist of this document and 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 22 day of March, 2022.

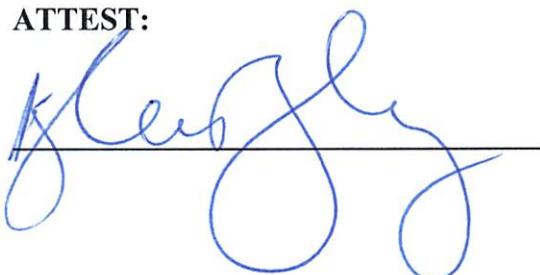
ATTEST:

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

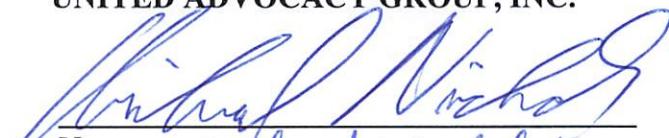
COUNTY OF GLOUCESTER

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

ATTEST:

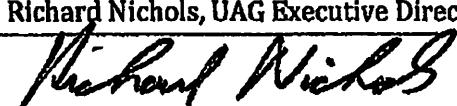


UNITED ADVOCACY GROUP, INC.

  
\_\_\_\_\_  
Name: Richard Nichols  
Title: Executive Director

**ATTACHMENT A**

**COUNTY OF GLOUCESTER 2022**  
**YOUTH SERVICES COMMISSION, DIVISION OF HUMAN & SPECIAL SERVICES**

Service Category Applying <i>Non</i>		Pre-Disposition		
Incorporate Name of Applicant		United Advocacy Group		
Type:		<input type="checkbox"/> Public School	<input type="checkbox"/> Local government	<input checked="" type="checkbox"/> Non-Profit
Federal I.D. Number:		47-1257147		
Address of Applicant:		Po Box 9		
		Bridgeton, NJ 08302		
Address of Service(s):		Gloucester County, NJ		
Contact Person and Phone #:		Riccina Cabezas 856-431-3050		
Total Dollar Amount Requested:		\$15,595		
Total Number of Unduplicated		12		
Email address of contact person (required): riccina@unitedadvocacygroup.org				
Brief Description of Proposed Services: programming. Youth under the supervision of Gloucester County Family Court who are awaiting disposition and in need of assistance remaining and understanding compliant with the Court order.				
Authorized Voucher Signature: Name/Title		Richard Nichols, UAG Executive Director		
Signature:				

**\*2022 Gloucester County YSC Innovations Description of Service**  
**Untied Advocacy Group**

**Innovation Proposal Summary Information**

Innovation Proposal #	<u>3</u>	of	<u>3</u>
Project Title for this Innovation Proposal	<u>Family Assistance Home Supervision Program (FAHSP)</u>		
Approved Amount for this Innovation Proposal	<u>\$ 15,595</u>		

**I. Purpose of Service**

The Gloucester County Innovations sub-committee determined that there are advantages to providing appropriate support to encourage youth to successfully complete their court ordered detention alternative program while awaiting disposition. The advantages include providing a level of supervision for youth on JHED (Juvenile Home Electronic Device) and HD (Home Detention) allowing youth to remain in their home and including support for both youth and family. This service will aid with reducing the number of admissions to detention due to alternative and/or court order non-compliance. The subcommittee believes this can be achieved by:

1. Providing youth with the appropriate level of alternative supervision needed to remain in compliance with the conditions of their detention alternative program while remaining in the home on JHED or HD.
2. Through increased family/youth support, assist with roadblocks that may get in the path of all court request and detention alternative requirements.
3. Through youth and family support, allowing youth who may be on a higher level of supervision the opportunity to "step-down" to lower levels of supervision while awaiting disposition.
4. Provide the service described above with the following goals/outcomes:
  - a. Youth and family will maintain or improve to a healthy relationship
  - b. Maintaining appropriate youth welfare/supervision
  - c. Connection to community resources
  - d. Maintaining court ordered and detention alternative compliance while awaiting disposition

**II. Process/Implementation Measures**

*Described below are the various measures that should be used as tools/parameters to address the purpose of service measures.*

**Process/Output/Implementation Measures**

- Minimum of 1 case manager

- Minimum of 3 youth/families placed on the HSP alternative program at any given time when the service is deemed appropriate by the Gloucester County Family Court Judge
- Minimum 12 youth/families served annually
- At a minimum, the case manager will have two monthly face to face contacts, with additional weekly phone contacts in order to assist the youth and family with ensuring the youth is maintaining compliance with the conditions of the detention alternative program, court ordered goals and other goals mentioned in the purpose of service.

### **III. Agency Tracking Measures**

- Number of youth served monthly, quarterly and annually
- Summary notes of all service face to face, phone and resource contacts with the youth and family or on the youth/families behalf
- Number of direct service hours provided through contacts Monthly/Quarterly
- Case notes pertaining to progress in a format agreed upon by oversight committee and providing agency
- Intake /Discharge reporting for all referred cases serviced
- Quarterly and annual outcome measures determined by the oversight committee and your agency
- Travel logs for any grant reimbursement for travel/transportation specifically for the case manager(s) servicing the youth and family

### **IV. Contract Requirements**

- Monthly contact, activity logs and service notes must be submitted to Gloucester Family Court and the Administrator of the Gloucester County Youth Services Commission on a minimum monthly basis. Reporting can be requested, at any given time, by Gloucester County Family Court for purposes that benefit the youth case.
- Attend meetings pertaining to oversight and/or explanation of services as scheduled
- Providing agency will be prepared for a monitoring, onsite, at least once annually. It will be the responsibility of the agency to be prepared for this a monitoring at any time during the contract terms.
- Provider will participate in keeping and maintaining data on the Juvenile Automated Management System (JAMS), including intakes, completion/discharges, referrals, and outcomes progress, staffing and quarterly challenges. JAMS information can be shared upon request.

### **V. Expected Impact/Outcome Measure**

*Briefly stated below are anticipated impact of the proposed service and this information will be used to measure the effectiveness of programming. Also described is the method of measuring the outcome.*

- The number of youth admitted to detention for non-compliance on a detention alternative will decrease. This will be measured by the number of admissions to detention for non- compliance violations on a quarterly and annual basis.
- The number of youth referred to a lower level of supervision from (JHED) will increase. We will measure this by the number of youth "stepped-downed" from JHED to a lower level of supervision.
- The number of youth successfully completing a detention alternative will increase. We will track this through the discharge status for each youth services

\*All outcomes will be shared and discussed with the Gloucester County Council on Juvenile Justice Systems Improvement and Youth Service Commission as oversight/advisory committees.

## **VI. Methods for Maintaining/Collecting Data Regarding Process**

- The Gloucester County YSC Administrator and Staff will be responsible for oversight of Innovations funds, monitoring of program services, and initiating any contract/program modifications.
- The provider will be registered in the JAMS system and will complete intakes, completions and narrative quarterly reports by the requested deadline.
- The provider will be prepared to discuss program updates at meetings pertaining to the program service.

## **VII. Maintenance/Collection of Data Needed to Report on Outcomes**

The providing agency will develop a spreadsheet that will track admissions and discharges by the following:

- Name,
- Race/ethnicity
- Gender
- Age
- Demographic Information on all referrals received by the Courts.
- Referral date
- Admission date
- Discharge date,
- Overall length of stay in the program
- The discharge status for each youth (i.e. successful, neutral, negative discharge)

\*All outcomes will be shared and discussed with the Gloucester County Council on Juvenile Justice Systems Improvement, Youth Service and NJ Juvenile Justice Commissions.

## **VIII. Estimated Budget Narrative for the Home Supervision Program**

The proposed funding will be used to implement an in-home supervision program, designed to reduce the number of detention placements, maintain public safety and increase pre-disposition options by providing supervision, structure and support to the youth and family with youth are awaiting disposition. The services will provide in-home monitoring and counselling/support services to youth referred from Gloucester County Family Court.

**(1) Salaries & Mileage:** Based on committee discussions and cost estimates for program components, the breakdown of services provided will be outlined as follows:

Program Case Manager: Salary for 1 individual to manage the minimum of 12 cases who will provide support to youth/families in order to aid in completion of program goals.  
**Estimated HSP Case Manager Salary Costs: \$11,495**

**(2) Other Program Costs:** Other program costs not to exceed \$4,100 will be allocated for the use of mileage reimbursement at 0.31 per mile (NJ State Rate), and agency fees, with a prioritization on mileage reimbursement.

**Total cost of other program cost \$4,100**

**\*\*Total funding for the Home Supervision Program \$15,595\*\***

*[End Service Specification]*

### **PROGRAM DESCRIPTION -NARRATIVE SECTION**

Please complete the Program Description Section by answering each of the elements listed. While answering the questions please keep in mind the Description of Service Requested and the Budget Narrative for service. There is a "table" under each section. Please be specific. Add additional sheets as needed. The answers to these questions will be reviewed by the key members of the CJSI to ensure responses are compatible to the service being requested.

#### **I PROJECT/PROGRAM DESCRIPTION:**

##### **A.) Agency Overview**

1. Briefly describe the philosophy/mission of the agency. Include information on its incorporation date and status.

UAGs mission is to empower individuals to achieve their goals on the path to self-sufficiency. By supporting various initiatives and collaborating across agencies we bridge gaps in services by increasing social capital for youth and families. One program of UAG is the Family Strengthening Network, which focuses on Whole Family engagement through Action Planning and community partnerships.

July 3<sup>rd</sup> 2014 501C3 Active

2. Describe the agency's experience working with juveniles involved or at risk of involvement in Family Court and/or programs to prevent delinquency and promote compliance.

*UAG utilizes 1-to-1 Advocacy across initiatives to improve outcomes in the areas of child wellbeing, healthy relationships and financial fitness. Families are connected to a Family Advocate who facilitates meetings, workshops and community referrals to provide support as they work on a Family Action Plan. UAG also implemented the Family Advocate Supervised Program in 2017 in coordination with Vicinage 15 (see attached brochure)*

3. Describe staff's level of knowledge and understanding of juvenile delinquency and familiarity with the processing of juvenile delinquency cases in Family Court.

*Our team of Family Advocates is trained and equipped to assist families through various phases of court compliance including but not limited to: securing legal services, advocating in Family Court/Mediation, navigating government/social service systems alongside families, holding both families and those systems accountable for task completion. FAs assist youth and families to comply with DCPP, Visitation and Support Orders. Connecting families to appropriate community resources as they identify and remove barriers, completing steps in the Family Action Plan. FAs develop rapport with case managers and supervisors across agencies to help youth and families achieve their goals, including remaining court compliant and decreasing the need for court involvement in lower level cases, where advocacy is more necessary and efficient than continued court supervision. These plans are individualized and holistic, using both formal and informal community supports to encourage long-term self sufficiency of the Whole Family.*

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

Describe the service component for requested funds.

*1 Family Advocate/1 Family Advocate Supervisor  
Up to 12 families served annually  
Completion of all necessary intake paperwork  
Minimum of 2 in-person Family Meetings per month per referred family, with weekly phone/email/text contact to include in-home youth supervision, resource research and referral, and community service navigation/advocacy to identify needs and increase access to appropriate services to ensure compliance  
All activity recorded in case files/UAG database, with submission to GC Family Court as requested  
Participation in JAMS  
Attendance at meetings for reporting and monitoring purposes  
Families not compliant after 4 failed attempts at scheduling will be referred back to GC Family Court.*

## **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 need(s) identified.

*The need for youth on JHED and HD to receive appropriate alternate in-home supervision while simultaneously providing support, accountability and community resources for that youth to remain compliant, with the ultimate goal of 'stepping' down. This is accomplished through regular bi-monthly meetings, and weekly contact. Youth and families work on an individualized Action Plan using the SMART goal model. The Family Advocate is responsible for engaging with the Whole Family to identify needs and barriers that may prevent youth compliance. Advocacy and help with navigating formal systems, while being connected to informal supports provide a link to increase positive community engagement while improving healthy relationships within the family unit. The support between caregivers and increased access to appropriate services will reduce the need for court supervision/youth detentions.*

## **D) Cultural issues in the program design**

Describe your agencies capability to meet the cultural needs of clients to be served.

**Our team operates in 3 counties, with a diverse population in multiple ethnic community sites. We work with underserved, marginalized families, many of which have court contact.**

## **E) Goals, Objectives and Program Evaluation**

Using information from the description of services requested, outline the purpose of the project/program design and identify quantifiable goals, objectives, outcomes and an internal evaluation methods.

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

*The purpose of the Innovations Home Supervision Program is to improve outcomes for Youth through alternate supervision and increased family engagement.*

1. *To provide in home supervision*
2. *To assist youth in remaining compliant while awaiting disposition*

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

1. *To reduce the number of youth admitted to detention due to non-compliance violations -measured quarterly and annually*
2. *To increase number of youth referred for lower-level supervision -measured quarterly and annually*

3. What are the long-term goals and outcomes of this program and how will they be measured?

1. *To identify and remove barriers preventing access to appropriate services -measured by yearly report on successful navigation/use of referrals*
2. *To maintain/improve healthy relationships between youth and families and their community -measured yearly by youth and families engagement in positive community activities*

## II. PROJECT/PROGRAM ADMINISTRATION / STAFFING

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

UAGs mission is to empower individuals to achieve their goals on the path to self-sufficiency. One program of UAG is the Family Strengthening Network, which focuses on Whole Family engagement. All Family Advocates meet with their Supervisor monthly to review case files and determine next steps. All Innovations case files will be regularly evaluated to ensure progress toward outcomes.

B) Include organizational chart (with personnel and positions completed)

Rich Nichols-Executive Director  
Riccina Cabezas-Project Coordinator  
Rachael Bill-Advocate Supervisor  
Family Advocate

C) Identify dedicated staff and their respective functions to implement this program. Identify staff supervision, reporting structure and who is responsible for each program component.

Rich Nichols-Executive Director: Strategic Planning; Budget; Community Networking  
Riccina Cabezas-Project Coordinator: Direct Services; Case Management and Oversight;  
Reporting  
Rachael Bill-Advocate Supervisor: Training and Supervision  
Family Advocate: Direct Services to Clients and Case Management

D) Provide job descriptions and resumes of staff, working under the potential grant funding indicating their qualifications to complete the requested goals.

See attached

E) Describe policy for staff training and development in addition to evaluation of staff performance.

Completion of Orientation and Training at hire. Monthly Professional Development meetings and Monthly Supervision. Quarterly employee reviews.

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

Yes.

### III. TARGET POPULATION/ELIGIBILITY:

A) Discuss limitations (if any) of the program to accept referrals. Also, specify whether this will be a "no eject, no reject" program?

*Referrals for clients with pending sexual assault charges will be considered on a case by case basis for the safety of the youth, family and Family Advocate. An adult will be required to be present in the home during Home Supervision.*

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

Gloucester County

**V. ADMISSION CRITERIA:**

A) Describe referral/intake process, using time parameters, and discuss any client initial financial obligation, if any (e.g. deposit needed for evaluation, then returned at time of appointment).

*Referral received from GC Family Court.*

*48 hours for 1<sup>st</sup> contact with youth and family by Family Advocate*

*1<sup>st</sup> Visit scheduled within 10 days.*

*Completion of all UAG intake paperwork, and all necessary Court paperwork (supplied by Family Court)*

*-Any youth/family not able to schedule after 4 contact attempts will be referred back to Court.*

*-Any youth/family missing 2 scheduled appointments without excuse will be referred back to Court.*

B) Describe maintenance of a waiting list, if necessary, and who will be responsible for this task.

*Family Advocate Supervisor: Riccina Cabezas*

C) Describe method for prioritization of intake requests and who will be responsible for this task.

*Intakes will be completed in order of date of referral and in keeping with UAG intake timeline once contact is established by Assigned Family Advocate*

D) What is the anticipated length of time from referral to acceptance/ admission or denial?

*Up to 10 days*

E) Attach all reporting forms for reporting, referrals, admission, denial, discharge and all other additional reporting documents used during service - if an evaluation instrument is used as part of the intake process, please specify, and include rationale for its use.

*Please see attached intake paperwork*

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

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

*As needed and agreeable by all parties. No in-home visits may begin after 7pm.*

B) Explain accessibility for target population, including availability of transportation.

*Family Advocate will travel to referred clients and will be allowed to contact sites to coordinate visits, relieving the burden on youth/families to access transportation.*

D) Identify any barriers to access of service and how you could work to address them.

*Lack of cooperation from youth/families and/or resistance to scheduling. Family Advocate will attempt to accommodate comfort level and be flexible with days/times.*

E) Describe agencies policy on accommodating persons with disabilities.

*Persons with documented disabilities will be accommodated on a site-by-site basis by the FA.*

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

*Flexible*

## VII. LEVEL OF SERVICE:

A) What is the definition of Unit of Service?

*A Unit of Service is 2 meetings per month, weekly phone/email/text contact; at least 2 community referrals every 6 months; creation and implementation of a Family Action Plan*

B) What is the expected Level of Service (LOS) for each unit based on the funding amount?

*The expected Level of Service is that 1 FA can serve up to 12 families annually according to UAG policy and program guidelines.*

C) What is the direct LOS (hours of service to the client)?

*1<sup>st</sup> 30 days: 10-12 hours per month  
Next 60 days: 8-10 hours per month  
After 60 days: depending on Action Plan: 5-8 hours per month*

D) What is the indirect LOS (hours of activity for and in regard to the client)?

*1<sup>st</sup> 30 days: 6-10 hours/month  
Next 60 days: 5 hours/month  
After 60 days: 1.5-2.5 hours/month*

E) Indicate the number of unduplicated juveniles/families to be served based on the funding allotted.

12

F) Specify the total Unit of Service Cost.

15000

G) Will a sliding scale for services be used in serving clients, and if so, who will decide this and how will this be determined?

n/a

### **VIII. DATA COLLECTION**

A) Describe client record keeping system and the agency staff that would be responsible.

B) Describe client data to be recorded, the use of the data by the applicant, the means of maintaining confidentiality of client records and the retention schedule of service documents.

*See attached*

C) Describe how your agency will address the mandatory requirements of the Juvenile Automated Management System (JAMS) and Identify the staff responsible for online reporting including intake/discharge, quarterly narrative and FISCAL reporting.

*To be registered in JAMS with help of GC YSC Admin*

### **IX. CLIENT SERVICE PLANNING:**

A) Describe how a plan will be developed to meet needs of youth from time of admission to discharge.

*Utilizing existing UAG Family Advocacy Policy and Procedures*

B) What are the timeframes for evaluating the status of a service/treatment plan?

**Monthly**

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

Rich Nichols  
Riccina Cabezas  
Rachael Bill

E) **Describe applicants established linkages with community resources that include juvenile justice, family court, children's mental health services, adolescent substance abuse treatment, child protection, schools and law enforcement in Gloucester County.**

CASA of CGS  
First Star Foster Academy  
Family Advocate Supervised Visitation Program Vicinage XV  
Inspira Step Ahead Program  
CIACC  
HSAC  
Community Treatment Solutions  
Center for Family Services  
DCPP  
DDD  
Performcare/CGS

F) **Provide detailed information on any services requested under the consultant line item in the budget section.**

**X. DISCHARGE PLANNING/PROGRAM COMPLETION:**

A) **Describe the procedure for discharge/program completion.**

*Youth and family will be encouraged to continue working with a Family Advocate long-term for continued support. Length of time required shall be set by the Family Court according to the presiding Orders.*

B) **Specify the criteria for a positive discharge/program completion and follow-up to referral sources.**

*Youth found compliant while awaiting disposition may be referred for 'step-down' services. Youth remaining in the home and completing their JHED/HD shall be considered positive discharges and will be in completion of the Home Supervision Program. Youth and their families will be allowed to continue voluntary engagement with FA for followup and referral sources.*

C) **Specify the criteria for a negative and/or neutral program discharge and follow-up to referral sources.**

***Negative discharge will include any person displaying intoxication, aggression, sexual harassment or non-contact without excuse after 4 attempts. Those cases will be referred back for immediate consideration and termination from the Home Supervision Program.***

D) Identify the staff responsible for discharge planning, process and summary.

***Riccina Cabezas  
Rich Nichols  
-discharge request and grounds via email***

**XI. AFTERCARE / TRANSITIONAL SERVICES / TRACKING / FOLLOW UP:**

A) Describe the project's role in aftercare planning/transitional services to assist youth and/or families when the youth is discharged.

***Upon discharge, youth and families will be encouraged to continue participation in UAG programming to receive appropriate community resources and referrals with the goal of increased support and self-sufficiency***

B) Describe the system and identify the staff responsible for tracking/collection of follow -up data and timeframes.

**n/a**

C) Will follow-up data be used in program evaluation? If, yes, how will this information be used?

**n/a**

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

Service will be provided as follows: (fill in times)

Site Location \_\_\_\_\_ Gloucester county Location (In home) \_\_\_\_\_

SUNDAY \_\_\_\_\_ MONDAY \_\_\_\_\_ x \_\_\_\_\_ TUESDAY \_\_\_\_\_ x \_\_\_\_\_  
WEDNESDAY \_\_\_\_\_ x \_\_\_\_\_ THURSDAY \_\_\_\_\_ x \_\_\_\_\_ FRIDAY \_\_\_\_\_ x \_\_\_\_\_  
SATURDAY \_\_\_\_\_

**Emergency Provisions:**

**Holiday Schedule** - Service will not be provided on the following:

<u>Occasion</u>	<u>Dates</u>
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**PROGRAM IMPLEMENTATION TIMELINE**

The Program/Project Implementation Timeline is an outline of the known tasks, which must be completed by the dates indicated in order to remain in programmatic compliance with the contract.

Month 1 January:
Month 2 February:
Month 3 March: 1 <sup>st</sup> referrals received
Month 4 April:
Month 5 May:
Month 6 June:
Month 7 July: Quarterly Report Due
Month 8 August:
Month 9 September:
Month 10 October: Quarterly Report Due
Month 11 November:
Month 12 December:

\*\* Funds may not be "carried over" into the next year without express written permission from the County of Gloucester. .

**Attach Resumes if available**  
**Names of those resumes attached:**