

**CONTRACT BETWEEN  
COUNTY OF GLOUCESTER  
AND  
BOYS AND GIRLS CLUB OF GLOUCESTER COUNTY, INC.**

**THIS CONTRACT** is made effective the 21<sup>st</sup> day of **June, 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 **BOYS AND GIRLS CLUB OF GLOUCESTER COUNTY, INC.**, with a mailing address of 123 High Street, E., P.O. Box 742, Glassboro, New Jersey 08028, hereinafter referred to as "Contractor".

**RECITALS**

**WHEREAS**, the County of Gloucester seeks to provide scholarship funding for qualified at-risk County youth to attend a nine-week learning and recreational program hosted by the Boys and Girls Club of Gloucester County, Inc.; and

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

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

**TERMS OF AGREEMENT**

1. **TERM.** This Contract shall be effective from June 21, 2022 to August 19, 2022.
2. **COMPENSATION.** Contract shall be estimated units of service in an amount not to exceed \$14,000.00. It is agreed and understood that this is an open-ended contract, thereby requiring the County to use the Contractor's services only on an as-needed basis. There is no obligation on the part of the County to make any purchase whatsoever.

The 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 and include a detailed description of all services. 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 the 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.

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

**4. FURTHER OBLIGATIONS OF THE PARTIES.** During the performance of this Contract, the 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 County specifications, which are specifically referred to and incorporated herein by reference.

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

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

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

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

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

7. **PROPERTY OF THE COUNTY.** All materials developed, prepared, completed, or acquired by the 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 the 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.** The 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. The Contractor shall, simultaneously with the execution of this Contract, deliver certifications of said insurance to County, naming County as an additional insured.

If the Contractor is a member of a profession that is subject to suit for professional malpractice, then the 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. The 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. The 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 the Contractor either refuse or neglect to perform the service that the 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.** The 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 the 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 the Contractor is an independent contractor and is not an agent of the County.

20. **CONFLICT OF INTEREST.** The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services pursuant to this Contract. The Company further covenants that in the performance of this Contract, no person having any such interest shall be employed.

21. **CONFIDENTIALITY.** The 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 and Attachment A, 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 21<sup>st</sup> day of June, 2022.

**ATTEST:**

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


**COUNTY OF GLOUCESTER**

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

**ATTEST:**

  
\_\_\_\_\_


**BOYS AND GIRLS CLUB OF  
GLOUCESTER COUNTY, INC.**

  
\_\_\_\_\_  
Name: Theresa Root  
Title: Director Finance and Administration

## **ATTACHMENT A**

**COUNTY OF GLOUCESTER 2022**

**YOUTH SERVICES COMMISSION, DIVISION OF HUMAN & DISABILITY SERVICES**

Service Category Applying For	Partnership/Prevention Programming		
Incorporate Name of Applicant	Boys and Girls Club Of Gloucester County Inc.		
Type:	<input type="checkbox"/> Public School	<input type="checkbox"/> Local government	<input checked="" type="checkbox"/> Non-Profit
Federal I.D. Number:	54-2075655		
Address of Applicant:	123 High Street, E. PO Box 742, Glassboro, NJ 08028		
Address of Service(s):	801 Ellis Street, Glassboro & 916 Penn Line Road, Paulsboro		
Contact Person and Phone #:	Gerald Hodges (856-952-5423)		
Total Dollar Amount Requested:	\$14,000		
Total Number of Unduplicated	20		
Email address of contact person (required): Gerald Hodges <a href="mailto:ghodges@gcbgc.org">ghodges@gcbgc.org</a>			
Brief Description of Proposed Services: Scholarship funding for youth/families, with a need, that will attend the Boys and Girls Club of Gloucester County's summer programming.			
Authorized Voucher Signature: Name/Title	Theresa Root, Director of Finance and Administration		
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.

To inspire and enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

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

Describe the service component for requested funds.

The Boys and Girls of Gloucester County has requested funding to support their annual summer programming that will run from June 27<sup>th</sup> until August 19<sup>th</sup> in 2022. Program registration will require youth/families to establish a financial need to qualify for the scholarships funding and youth can attend both the Glassboro and Paulsboro location for service. The program will service youth age 5-18, but separate youth by age as appropriate. Programming will take place daily from 7am-6pm and will include a variety of activities, learning and recreation, to ensure youth can begin to get back to a sense of normalcy as they prepare to attend school fulltime in the fall months of 2022. Programming will consist of summer brain games, STEM learning, leadership training, safety/awareness, gender specific social emotional support, healthy habits, art and recreation. Youth/families who are eligible for scholarship funding must agree to attend the program at least 4 times a week and 8 hours daily during the nine-week session.

#### **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 in the Gloucester County Comprehensive Youth Services Plan 2020-2021 (the Plan is available off the Gloucester County web site).

There are 3 aspects of our summer programming that provide youth an enormous amount of benefit. One of the greatest benefits is socializing and meeting new people. <sup>[SEP]</sup>During summer break, kids often find it difficult to form or maintain friendships with peers their own age. Besides their siblings or close relatives, most kids would say that they mainly interact with adults when they are not in school. The recent pandemic has added additional challenges. Not only do kids develop important life skills through socializing such as sharing, setting boundaries, and problem-solving, they also are learning how to develop strong, healthy relationships through interacting with their peers. A summer camp program provides a safe environment for children to develop social skills and decision-making skills. A fun environment like summer camp is a fantastic way to encourage this in your own children, from early childhood into adolescence.

The second strong benefit of summer programming is recreation. Most summer programs, because of the warm summer weather, spend a great deal of time outdoors. Not only will the youth get out

of the house and have some fun, but they can get plenty of exercise, learn new games and gain new experiences.

Lastly, most summer camps, including ours, focus on a theme, or incorporate aspects of learning, exploring, character building, and personal growth. This is also important as youth work their way through life as young adults because these characteristics will allow them to excel. Youth will also benefit from learning about themselves, and the world outside of the traditional classroom environment can do wonders for their growth and development.

#### **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?

The overall goal is to enhance and implement social and emotional learning to 100 % of our members so that by the time they return to the upcoming school year they are better prepared to be more successful academically. In regards to the aspects in section C above we have a goal of 100% of participants being supported by this grant attending at least 4 days a week with the outcome of developing increased socialization. This will be measured by simple pre/post survey questions. The recreational goal listed above will be both quantifiable through participation in various activities as well as outcome based in terms of youth member questionnaire listing new games they have learned and experiences they have gained. The third and final goal related to "learning about themselves" will be measured through a qualitative evaluative instrument, in other words documented through an open ended question.

#### **F. JUSTIFICATION**

1. Why is this program important to the community?

This program is important to the communities we serve because more than 65% of the families in these communities are at, or below the poverty level, and this program is meant to enhance the social and emotional skills to foster and encourage self-worth, good character and leadership skills of children who are primarily part of that 65%. The opportunity to receive this grant will make a difference in the lives of children this summer, providing them with quality life experiences and allowing their parents or guardians the peace of mind of knowing their child is in a safe location throughout the day. Many of these children could not attend without this support.

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

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

The overall project is headed up by Gerald Hodges, Sr. who is our Director of Program Operations. He supervises the two Club Directors, Mr. Antoine Saab, Center Director of the Glassboro Director



and Ms. Michelle LaRue, Center Director of the Paulsboro Club. They, in turn supervise a team led by the their respective Center Supervisors.

B) Provide job descriptions and resumes of staff indicating their qualifications.

**Director of Program Operations, Gerald Hodges, Sr.**

**Job Description**

The Director of Program Operations is responsible for all programming organization-wide. Responsibilities include budgeting, goal setting, planning, procurement, program assessment and supervision of the Center Directors of both Clubs.

**Resume**

Gerald D Hodges, Sr.

**Work Experience:**

- Boys & Girls Clubs of Gloucester County, Director of Programs 2017 - Present
- Boys & Girls Clubs of Gloucester County, Unit Director 2007 – 2017
- Custom Building Products, Logan, NJ 1995 - 2007
- Mt. Carmel UAMW Church, Preacher 1998 – 2002

**Other Relevant Experience:**

- Paulsboro Board of Education, Member 2006 – Present
- o Negotiating Committee, Paulsboro Education Association
- o Negotiating Committee, Paulsboro Administrative Association
- o Health Benefits Committee
- Paulsboro High School Basketball, Assistant Coach 2006 – Present
- Paulsboro Summer Basketball League, Commissioner 2006 – Present
- o Provided children with positive team-building activities during the summer months
- Paulsboro Recreation Committee, Member 2006 - Present
- Paulsboro Basketball Inc., Founder/President/Coach 2001 - Present
- Paulsboro Recreation Commission Sports, Coach 1997 - Present
- Swedesboro-Woolwich Youth Basketball League, Coach 1999 – 2000
- Paulsboro Community Development Center, Mentor 2007 - Served Children with incarcerated Parents

**Center Director of Glassboro Club, Antoine Saab**

**Job Description**

The Center Director of the Glassboro Club is responsible for all the Club's programs, services, and staff. They are responsible for the hiring and supervision of all employees as well as the outreach and community engagement of the Club. All projects and programming emanating from their Club they are ultimately responsible for.

**Resume**

**Boys and Girls Club of Glassboro NJ Unit Director** – Glassboro, NJ 9/2019 - Present

- Responsible for the programmatic and operational execution of the B&GC of Glassboro center.
- Directs and manages overall daily operations of center
- Supervise and train staff/volunteers (direct and indirect reports).
- Handle personnel issues.

- Maintain facility and equipment
- Develop and manage a budget
- Engage and support a Unit Advisory Council, establish community relations and manage membership administration.

**Xanitos Project Manager** – Mt. Laurel, NJ 3/2016 – 9/2019

- Directs and administers the environmental service program to maintain the hospital in a sanitary, attractive and orderly condition.
- Prepares budgets, work reports, and other administrative guides.
- Develop and implement action plans for improvement in compliance with Xanitos Operating Standards.
- Communicate Company work rules and ensure employees are compliant with Xanitos policies and procedures.
- Comply with established infection control and universal precaution practices, and coordinated routine/terminal isolation procedures with nursing services, as well as follow fire safety policies and procedures.
- Responsible for training and supervising all personnel.
- Establish safe work environment for customers and staff.
- Interact with outside vendors

**MasTec Field Technician Supervisor** – Mt. Laurel, NJ 11/2016 – 9/2017

- Supervised and trained new and current technicians to be proficient in installing security monitoring systems for *AT&T Digital Life*.
- Ensured installations were completed within the proper amount of time and within budget.
- Insure the highest level of customer satisfaction based on the performance of installation department.
- Submitted accurate and timely documentation i.e. billing reports, data entry information and time sheets.
- Attended classroom and field trainings as required
- Documented and resolved service complaints in accordance with company policies for discovery and resolution.
- Instituted process improvements to streamline communication clogs and redundant activities.

**Center Director of Paulsboro Club, Michelle LaRue**

**Job Description**

The Center Director of the Paulsboro Club is responsible for all the Club's programs, services, and staff. They are responsible for the hiring and supervision of all employees as well as the outreach and community engagement of the Club. All projects and programming emanating from their Club they are ultimately responsible for.

**Resume**

**Boys & Girls Clubs of Gloucester County** Glassboro, NJ

Center Director February 2020 – present

Responsible for the programmatic and operational execution of the assigned Center facility. Directs and manages overall daily operations of a Center under the control of the organization with the primary concern for comprehensive, outcome-driven programs and service delivery. Supervise and train staff/volunteers (direct and indirect reports), handle personnel issues, maintain facility and equipment, develop and manage a budget, engage and support a Unit Advisory Council, establish community relations and manage membership administration.

**Famcare, Inc.** Bridgeton, NJ

Director of Education January 1998 to April 2019

Developed, implemented, managed and evaluated all education programs. Grant writing to secure program funding and expanded the community programs offered by the education department. Supervise and coach social workers and health educators and solicit their input to resolve complex problems. Created quality assurance plans to enhance efficiency and productivity of program procedures and deliverables. Facilitated community education classes including topics of community health, disease prevention, identity, stigma and parenting skills training.

**Devereux Foundation** Bridgeton, NJ

Residential Counselor Jun 1995-April 1998

Responsible for the care and social integration of autistic children. Developed and implemented Individual Support Plans for yearly goals. Facilitated proper medical care of clients. Maintained a functional home environment for residents. Assumed leadership responsibilities as assigned.

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

Yes, CHRI Fingerprinting and CARI Background checks are done on all employees

**III. PROJECT DURATION:**

A) Identify program funding period.

June 27<sup>th</sup> -August 19<sup>th</sup> 2022

**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?

Youth and families that have established a financial need and are looking to attend youth summer programming at the Boys and Girls Club of Gloucester County, NJ.

B) List eligibility criteria.

Aged 4 through 18, free or reduced lunch status, agrees to attend at least 4 days a week.

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

Youth receiving scholarship funding will reside in Gloucester County, NJ.

**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).

Client will have to submit an application along with household income verification.

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.)

Registration form, scholarship application, and YSC contract will be sent with this contract email.



## VI. HOURS OF SERVICE/PROGRAM ACCESSIBILITY:

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

Glassboro Center:  
801 Ellis St  
Glassboro, NJ 08028

Paulsboro Center:  
916 Penn Line Rd  
Paulsboro, NJ 08066

The program will run from 7am-6pm on scheduled days from June 27<sup>th</sup> -August 19<sup>th</sup> 2022.

B) Describe how applicant would accommodate persons with disabilities.

We would provide all accommodations as required by law and make any necessary modifications within the capabilities of our facilities and staff.

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

**Is there a calendar you can copy and paste of your training in service days as well as holiday schedule?** Trainings will be done with staff prior to the session.

Both centers will be closed in observing the July 4<sup>th</sup> 2022 Independence Day Holiday.

## VII. LEVEL OF SERVICE:

A) What is the definition of Unit of Service?

The level of service will be a minimum of 20 youth.  
1 youth=1 unit of service

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

20

C) Specify the Unit of Service Cost.

1 unit =\$700.00

20 units = \$14,000

## VIII. DATA COLLECTION

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

Member Tracking System (software) that tracks all members attendance in all program areas

B) Specify staff responsible for the plan.

Center Access Coordinators

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

**Site Location:** Boys and Girls Club of Gloucester County (Glassboro & Paulsboro)

**Service Time:** 7am-6pm Daily

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

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

SATURDAY \_\_\_\_\_

**Emergency Provisions:**

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

Occasion

Dates

Independence Day

Monday, July 4, 2022

**Attach Resumes for Staff. (These were embedded in resume question)**

**Gloucester County Youth Services Commission**

**I. BUDGET EXPENSE SUMMARY**

**AGENCY NAME:** Boys and Girls Club of Gloucester County **TIME-FRAME** 6/27/22-8/19/22

BUDGET CATEGORY	STATE / COMMUNITY PARTNERSHIP GRANT (SCPG)
PERSONNEL	
A. Salary	\$14,000
B. Materials / Supplies	
C. Other	
D. GEN. & ADM. (G&A) Cost Allocation	
E. Total Operating Costs	\$14,000
F. Funding Request	\$14,000

## **II. BUDGET JUSTIFICATION**

**(Explain Categories A through D)**

**A) Personnel**

3 Youth Development Professional III's @ \$15/hr @ 40hrs per week = \$1,800 per week x 8 wks = \$14,400. We are open for 9 weeks in Paulsboro and 8 weeks in Glassboro. The YSC grant will pay up to \$14,000 of the cost.

**B) Material / Supplies**

**C) Other**

**D) General & Administrative**

## **VIII. ADDITIONAL BUDGET QUESTIONS**

1. Describe the agency's ability to manage the fiscal aspects of the program / project.

The Boys & Girls Clubs of Gloucester County's Director of Program Operations, Gerald Hodges, Sr. will oversee the budget and any related purchasing. We also have a Director of Finance and Administration, Theresa Root, who will manage and track allocation of funding for this project.