

WARREN COUNTY DEPARTMENT OF HUMAN SERVICES

DIVISION OF ADMINISTRATION • DIVISION OF AGING AND DISABILITY SERVICES
DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES

1 Shotwell Drive
Belvidere, New Jersey 07823

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Email: sbuskirk@co.warren.nj.us

Shawn J. Buskirk
Director
County Adjuster



July 11, 2019

TO: Municipal Clerks
From: Stephanie Nienstedt, Municipal Alliance Coordinator SN
Re: FY 2020 Municipal Alliance County Contract

Enclosed please find the Freeholder signed FY 2020 (July 1, 2019 – June 30, 2020) contract between the County of Warren and your Municipal Alliance program. The Contract reflects both the award of the funds and corresponding levels of service. A resolution is also enclosed.

Please review the contract materials carefully before signing. **The original contract must be signed, attested, and returned to the Division at the above address by August 14, 2019.**
Keep a copy for your files.

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

SN:alp
Enclosed
c: (without encl)
Shawn Buskirk, Director
Municipal Alliance Coordinators

**THE BOARD OF CHOSEN FREEHOLDERS
OF THE COUNTY OF WARREN**

Wayne Dumont, Jr. Administration Building
165 County Route 519 South
Belvidere, NJ 07823

RESOLUTION 375-19

On motion by **Mr. Gardner**, seconded by **Mr. Kern**, the following resolution adopted by the Board of Chosen Freeholders of the County of Warren at a meeting held June 26, 2019.

RESOLUTION AWARDING CONTRACTS TO VARIOUS WARREN COUNTY MUNICIPAL ALLIANCE PROGRAMS FOR PROVISION OF SERVICES FOR THE PERIOD JULY 1, 2019 THROUGH JUNE 30, 2020 IN THE AMOUNT OF \$111,866; FUNDING AVAILABLE THROUGH THE FY 2020 MUNICIPAL ALLIANCE GRANT THROUGH THE GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE; SUBJECT TO THE AVAILABILITY OF FUNDS

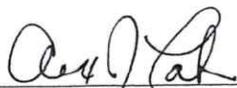
BE IT RESOLVED that the contracts for provision of substance abuse programs are hereby awarded, subject to funding availability, to various Warren County Alliances for the period July 1, 2019 through June 30, 2020 in the total amount of \$111,866; funds are available from the FY 2020 Municipal Alliance Grant through the Governor's Council on Alcoholism and Drug Abuse.

BE IT FURTHER RESOLVED that the Director of the Board of Chosen Freeholders is authorized to execute agreements for the FY 2020 Municipal Alliance Grant between the County of Warren and the following alliance programs:

North Warren Regional	9,081
Great Meadows Regional	9,622
Hackettstown	8,033
Hope Twp.	3,042
Knowlton	3,763
Mansfield/Washington Borough/Franklin Twp.	17,327
Oxford	3,698
Phillipsburg	12,240
Regional	7,494
South Warren Regional	21,102
Washington Township	6,580
White Twp.	5,292
Countywide Program	4,592

RECORDED VOTE: Mr. Kern yes Mr. Gardner yes, Mr. Sarnoski yes

I hereby certify the above to be a true copy of a resolution adopted by the Board of Chosen Freeholders of the County of Warren on the date above mentioned.



Alex J. Lazorisak

_____, Clerk

CONTRACT: South Warren Regional Municipal Alliance
PROGRAM: Education/Prevention
FUNDING SOURCE: Governor's Council of Alcoholism and Drug Abuse

SCHEDULE A

All fiscal and programmatic quarterly reports are due on the 10th working day after the quarter ends.

The PROVIDER agrees to the following LOS:

1. Alliance Coordination

Program Funding: DEDR \$2,825.00 Cash match \$747.00 In-kind \$1,180.00

2. Family/Community Information Sessions

Program will provide support and information to community through printed materials, signage, regular/weekly attendance at community events and will consistently brand message that the community does not tolerate underage drinking. Examples of activities include participation at Back to School Nights and Parent Teacher Conferences; Lopatcong Pool weekly during summer; National Night Out; billboards during May and June featuring Parents Who Host, Lose the Most Campaign and "Be My Parent, Not My Bartender" and regular advertisements in local print media. In FY 19 we will visit attend a local council meeting in each municipality to inform them of the work we are doing locally, and as appropriate we will ask for local Proclamations. We will promote environmental change by also consistently ensuring that all public events such as National Night Out in our community remain alcohol free.

When: July 2019 – June 2020

Where: Local Schools, Community Centers, Senior Centers, Community -at-large

How: A comprehensive substance abuse prevention programs that includes activities and regular community engagement through use of proven prevention strategies. We will provide consistent substance abuse prevention information throughout the community.

Program Funding: DEDR \$6,138.00 Cash match \$2,454.00 In-kind \$6,333.00

3. Lopatcong Success 360

This program places high emphasis on good decision making, in the domain of the school setting. This school based support program will assist students in gaining confidence as they move towards entering the regional high school. We will continue to introduce information such as SAMHSA's Talk, They Hear You Campaign as part of a parent component in the school.

When: September 2019 – June 2020

Where: Lopatcong Elementary School

How: Students in grades 6-8 will participate in regular skill-based activities which will assist students to make a successful transition to a large regional high school. Parents will be provided information at parent-focused events such as Back to School Night and Parent-Teacher Conferences.

Program Funding: DEDR \$2,000.00 Cash match \$1,000.00 In-kind \$2,250.00

4. Youth Alternative X4

The program involves youth leadership from all four municipalities, open to students in grades 8-12. Students will attend regular programs which are designed to provide alternatives to use of alcohol, and delay first use. As of FY18, the program requires that a parent/guardian each youth attending the program attend a parent orientation session on how to talk to your child about making healthy choices about alcohol and other illegal drugs.

When: July 2019 – June 2020

Where: St. Mary's Church, Local Municipal Buildings, Senior Centers

How: The strategic youth peer-led program will lead to increased self-confidence, new skills, and improved decision-making skills using proven prevention based programs such as the Above the Influence Program.

Program Funding: DEDR \$4,450.00 Cash match \$700.00 In-kind \$3,525.00

5. Healthy Me, Substance Free

Provide continued community-based activities centered on healthy options and healthy ways to live that do not include consumption of alcohol to entire community, including summer Recreation Programs, Moms Clubs and local Senior groups.

When: Monthly activities, 2-3 hour sessions, July 2019 – June 2020

Where: Local community centers, municipal buildings, recreation programs

How: Through regular programs increase in health awareness and wellness will lead to better decision making skills regarding underage and problem drinking.

Program Funding: DEDR \$5,689.00 Cash match \$1,430.00 In-kind \$2,539.00

2019-2020 APPROPRIATION SUMMARY

AGENCY: South Warren Regional Municipal Alliance

Amount	Program	Funding Source	Schedule	Monitoring Committee
\$2,825.00	Alliance Coordination	Governor's Council	A	CASS
\$6,138.00	Family/Community Information Sessions	Governor's Council	A	CASS
\$2,000.00	Lopatcong Success 360	Governor's Council	A	CASS
\$4,450.00	Youth Alternative X4	Governor's Council	A	CASS
\$5,689.00	Healthy Me, Substance Free	Governor's Council	A	CASS

Total Appropriation: \$ 21,102.00

+ _____ Supplemental funding (date: _____)

Total: \$ 21,102.00

+ _____ Supplemental funding (date: _____)

Total: \$ 21,102.00

WHEREAS it has been the policy of the COUNTY to attempt to secure a comprehensive non-discriminative system of human services for all resident of Warren County, in accordance with all federal, state and local laws; and

WHEREAS it is incumbent upon the COUNTY to properly account for all expenditures of COUNTY tax funds and/or grant monies made on behalf of the citizens of the COUNTY; and

WHEREAS the COUNTY desires that the PROVIDER provide services and the PROVIDER has agreed to provide services in accordance with the terms and conditions contained in the Contract;

THEREFORE the COUNTY and the PROVIDER agree as follows:

I. Definitions:

- A. "ADVISORY BOARD" shall mean Warren County; Local Advisory committee on Alcoholism and Drug Abuse (LACADA) and/or County Alliance Steering Subcommittee (CASS).
- B. "Contract Year: shall mean the calendar year commencing July 1st and ending June 30th as stipulated on the cover page of this Contract.
- C. Budget Request shall mean the fiscal and programmatic funding information submitted by the PROVIDER to the DEPARTMENT and/or COUNTY in the required format.
- D. "APPROPRIATION" shall mean the total amount of county tax dollars and/or grant monies approved and allocated by the COUNTY for use by the PROVIDER in the Contract Year for the purposes spelled out in this Contract.
- E. "Approved Budget" shall mean the adjusted PROVIDER expenditure and income figures for the Contract Year approved by the PROVIDER Board once fiscal appropriations for the Contract Year have been granted by other funding sources.
- F. "LOS" shall mean programmatic levels of service to be provided by the PROVIDER as detailed in the Budget Request, any Schedule(s) and/or any addendum(s) of this contract.

II. Obligations:

- A. As detailed in the Appropriation Summary Sheet attached to this Contact, the County agrees to appropriate funds to the Provider for the LOS outlined in schedule(s) of this Contract.
- B. The Provider certifies that a source other than the County tax dollar and/or grant monies is not available for the full support of the services for which a County subsidy is sought in the Budget Request.
- C. In the appropriation of COUNTY tax funds and/or grant monies for the services and programs described in the Budget Request the COUNTY will, whenever possible, match federal and state funds with a COUNTY appropriation by specifying the use of COUTNY funds as a match against available federal or state grants as indicated on the Appropriation Summary Sheet attached to this Contract.
- D. The PROVIDER will provide the agreed upon LOS for COUNTY residents as described in the Contract Schedule(s).
- E. The PROVIDER understands that the LOS to be provided in this Contract may be adjusted by the COUNTY to the appropriation that is adopted by the COUNTY.
- F. The PROVIDER services shall be made available at such times as required.
- G. The PROVIDER understands that the COUNTY appropriation for the Contract Year may be adjusted by the County should any of the following occur:
 - 1. Modification of the COUNTY General Budget for the Contract Year by the NJ Division of Local Government;
 - 2. Receipt of grant funds by the PROVIDER during the Contract Year which will be reflected in amended Contract Schedule(s);
 - 3. Non-receipt of grant funds by the PROVIDER for which COUNTY Appropriation was to be used as match; or
 - 4. Loss of anticipated revenue to the COUNTY during the Contract Year which was to be utilized to offset PROVIDER appropriations.
- H. The COUNTY shall promptly pay for the contracted LOS on a quarterly reimbursement rate upon receipt of report(s) as detailed in the attached Contract Schedule(s) and as may be required by the DEPARTMENT.
- I. The PROVIDER shall submit expenditure reports in such forms may be required by the DEPARTMENT; and that, at a minimum, this will include submission of a quarterly report including both fiscal and programmatic information By the 10th WORKDAY AFTER THE QUARTER ENDS and in a format required by the DEPARTMENT for the LOS detailed in the Contract.

- J. In the event the PROVIDER fails to submit a quarterly report or, submits an inaccurate and/or inadequate report as determined by the DEPARTMENT, the COUNTY shall withhold the quarterly reimbursement pending submission and acceptance by the DEPARTMENT of an adequate quarterly report.
- K. The PROVIDER shall submit to the DEPARTMENT minutes of regularly scheduled meeting of its Board of Directors except as they relate to privileged or confidential matters.
- L. The PROVIDER shall submit a Final Report for the Contract Year to the DEPARTMENT by July 31st of the following calendar year. The Final Report shall include information on actual dollars spent and received during the contact period, from all funding sources, relating to those programs funded by the COUNTY.
- M. The PROVIDER may be required to submit additional periodic fiscal and programmatic reports to the DEPARTMENT and the appropriate ADVISORY BOARD at such times and in such manner as may be prescribed.
- N. The PROVIDER shall follow proper and accepted standards of accounting and shall make its books and financial records available for inspection by the COUNTY the DEPARTMENT, or such other officials as may be designated by the COUNTY.
- O. The PROVIDER shall furnish the DEPARTMENT with the most recent copy of a certified annual audit and a statement of support, revenue and expenses and changes in fund balance upon its availability and/or upon DEPARTMENT request.
- P. The expenditure of the appropriation and the provision of the LOS shall be monitored by the DEPARTMENT in conjunction with the appropriate ADVISORY BOARD as indicated on the Appropriation Summary Sheet attached to this Contract.
- Q. The PROVIDER shall be subject to a site review by persons chosen by the DEPARTMENT as to the services described in the Contract Schedule(s) identifying LOS for which COUNTY tax dollars and/or grant funds are paid; except that the site visit may be waived at the DEPARTMENT'S discretion in cases where the PROVIDER is subject to a site review by other appropriate state or federal funding sources. The PROVIDER shall also be subject to unannounced site visits at any and at all times by the DEPARTMENT or its agents for the purpose of monitoring compliance with this agreement and determining the conditions under which the PROVIDER is performing services. The DEPARTMENT or its agents shall have the right to admission to all parts of the PROVIDER'S building or facility, and the books, records and accounts of the PROVIDER shall be open to inspection.
- R. Modifications:
 - 1. LOS
 - a. Proposed modifications must be submitted, in writing, to the DEPARTMENT and shall not be implemented by the PROVIDER without the approval of the DEPARTMENT and/or appropriate ADVISORY BOARD;
 - b. Proposed modifications to LOS related to state/federal fund (i.e. match and/or grants) may also need the approval of the relevant state /federal agency;
 - c. Modifications may be submitted, in accordance with above at any time until the end of the Fiscal Year.
 - 2. BUDGET- Modifications to the Budget Request for County-funded line items must be submitted to the DEPARTMENT, in writing, and shall not be implemented by the PROVIDER without DEPARTMENT approval.
- S. The COUNTY covenants, represents and warrants that;
 - 1. the person or persons signing on behalf of the COUNTY are duly authorized to do so;
 - 2. the Contract is entered into pursuant to a valid resolution of the COUNTY
 - 3. the COUNTY is in compliance with all applicable federal, state and local laws, especially, but with limitation statutes, ordinances, rules & regulations governing any and all federal and state funding of the Contract; and the COUNTY will use all reasonable means to correct the non-compliance.
 - 4. if representation in Paragraph R. (1) or above should be at any time thereafter become incorrect the COUNTY will use all reasonable means to correct the non-compliance.
- T. The Provider covenants, represents and warrants that:
 - 1. PROVIDER is duly organized, validly organized, and in good standing under the laws of New Jersey; PROVIDER Board has reviewed and approved this Contract and that the person or persons signing on behalf of the PROVIDER are duly authorized to do so;
 - 2. PROVIDER now complies with all applicable federal, State and local laws and policies in its business and activities.

3. The PROVIDER shall maintain and make available upon request by the DEPARTMENT the following:
 - a. Personnel Policy Manual;
 - b. Client Confidentiality/HIPPA, if applicable
 - c. Job Description for each staff position funded through this competitive contract;
 - d. Grievance Procedure for employees;
 - e. Grievance Procedure for clients.
- U. The PROVIDER shall indemnify the COUNTY and hold it harmless from any and all loss, claim, cost or damage including reasonable counsel fees, resulting from any:
 1. Breach of Contract by the PROVIDER;
 2. Professional error or omission by the PROVIDER;
 3. General public liability claim arising in connection with the business or activities of the PROVIDER which pertain to this Contract. The PROVIDER shall, as a condition precedent to any payment hereunder, furnish proof of all necessary and pertinent insurance coverage in form and substance satisfactory to the COUNTY, including without limitation professional liability coverage, where applicable, of at least \$1,000,000 per occurrence/2,000,000 general aggregate, including coverage by any sub-contractor providing services under the conditions of this Contract. Other limits may be acceptable upon approval of the County and its Risk Manager.
- V. Any breach of performance of any covenant, representation, warranty, indemnity or condition of this Contract shall constitute a default. In the event of default, the DEPARTMENT may demand compliance via a corrective action plan. In the event the PROVIDER does not comply with the plan, the COUNTY may seek compliance within 15 days and in the event said default is not resolved within the 15-day period, the COUNTY may deem the contract null and void and then terminate it. State/federal agencies shall be involved in this process as appropriate.
- W. The COUNTY or PROVIDER may terminate this Contract upon 30 days advance written notice to the other party. The Notice of Termination shall state the reason for the action and the effective date of the termination.
- X. In the event of Contract default and/or termination, the COUNTY may prorate to the termination date, withhold or withdraw funds to the PROVIDER and/or replacing property owned by the COUNTY.
- Y. This Contract is governed by New Jersey law, and supersedes any and all prior written or oral understanding between the parties. It may only be modified by the COUNTY upon the written request of the PROVIDER to the DEPARTMENT and upon the recommendation of the DEPARTMENT to the COUNTY. If any provision of this Contract becomes invalid, the rest of the Contract shall remain in effect.
- Z. If either party wishes to negotiate an extension of this Contract, written notice shall be provided to the other party at least 45 days prior to the termination date of the Contract.
- AA. This Contract is awarded for one (1) year.

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DIVISION OF ADMINISTRATION • DIVISION OF AGING AND DISABILITY SERVICES
DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES

1 Shotwell Drive
Belvidere, New Jersey 07823

Shawn Buskirk, Director

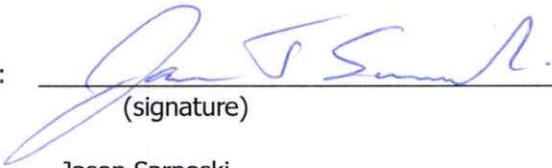


Telephone: (908) 475-6331

FAX: (908) 475-6206

Email: HumanServices@co.warren.nj.us

This is a contract between the County of Warren, hereafter referred to as the COUNTY, through the Warren County Department of Human Services, hereafter referred to as the DEPARTMENT, and the PROVIDER as indicated below. The terms of this contract have been read and understood by the persons whose signatures appear below. The parties agree to comply with the terms and conditions of this Contract.

BY: 
(signature)
Jason Sarnoski
(type name)

TITLE: Freeholder Director

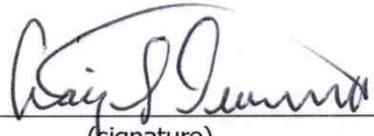
ATTESTED: 
(signature)
Alex Lazorisak
(type name)

TITLE: County Administrator

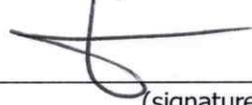
COUNTY: Warren

ADDRESS: Wayne Dumont, Jr. Administration Bldg.
165 County Route 519 S., Belvidere, NJ 07823

DATE: June 26, 2019

BY: 
(signature)
Craig S. Dunwell
(type name)

TITLE: Mayor

ATTESTED: 
(signature)
DONNA L. MESSINA
(type name)

TITLE: Municipal Clerk

PROVIDER: South Warren Municipal Alliance
Alpha Municipal Building
ADDRESS: 1001 East Blvd.

Alpha, NJ 07820

DATE: 7/24/19

Contract Effective Date: July 1, 2019

Contract Expiration Date: June 30, 2020