

State of New Jersey
Department of Children and Families
Proposal Cover Sheet

Please complete this form in its entirety

Incorporated Name of Applicant: Somerset Home for Temporarily Displaced Children

Public

Enter X as appropriate

Private-for-Profit

Private-Non-Profit x

Federal ID No.: [REDACTED]

Charitable Registration No.: [REDACTED]

DUNS #: 15-428-8476

Applicant Mailing Address: 49 Brahma Avenue. P.O. Box 6871-0871

Contact Person: David Walker, executive director

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Title of RFP: Brahma House's Street Smart Street Outreach Program

County to be Served: Essex, Union, Middlesex, Bergen, Hudson

Location of Service(s) to be provided (if known): see above

Total dollar amount requested: 450,000

Funding Period: From July 2013 to August 2015

Brief description of services by program name and type of service to be provided: **Street Smart will provide street outreach and support services to runaway and homeless youth with the goal of having them leave the streets.**

Authorization

Chief Executive Officer: David Walker

Signature: _____

David Walker

Date: June 19, 2013

CEO Email: dwalker@somersethome.org

SOMERSET HOME FOR TEMPORARIV DISPLACED CHILDREN
Street S.M.A.R.T. Street Outreach Program
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1. History, Mission and Background

Somerset Home for Temporarily Displaced Children (SHTDC) was incorporated in 1970 as a 501(c)(3) non-profit corporation. The proposed program is an expansion of SHTDC's existing youth outreach program called "Street Smart." Street Smart began in 1998 and currently assists youth throughout Somerset, Essex, Middlesex and Union Counties. Through our continuum of services, SHTDC assists children from the entire Northern Region (Bergen, Essex, Hudson, Middlesex and Union counties). Our mission is to provide abused, neglected and homeless youth with housing, a stable environment, and supportive services that guide them in becoming contributing members of society. In 1973, our Brahma House program opened its doors. Brahma House was the first privately run shelter in the state. Since then, over 7,000 runaway, homeless, abused or neglected youth have come to seek shelter, food, clothing, and support services. SHTDC currently provides the following seven programs for runaway and homeless youth and their families:

Brahma House (est. 1973). An emergency shelter and group home for 16 boys and girls, 13 to 18 years old, who are abused, neglected, abandoned, or runaways.

Pathways (est. 1986). An independent-living skills program designed to provide education and guidance to the residents of SHTDC's programs as well as to 15- to 21-year-olds referred from other agencies in the community. **Passages** (est. 1988). A 10-bed transitional-living program for abused, neglected and homeless young men and women, ages 16 to 21. **Street Smart** (est. 1998). A street outreach program that helps

youth ages 13 to 21 who are living on the street or in other unsafe places and have nowhere else to turn. **My Place** (est. 2005). A supervised transitional-living program for five abused, neglected or homeless young males, ages 18 to 21. **Whitney House** (est. 2006). A supervised transitional-living program for five abused, neglected or homeless young females, ages 18 to 21. **Bridge House** (est. 2010). A permanent, supportive-housing program for five young adults 18 years of age and over who have aged-out of foster care. An expansion to 10 units is planned for 2014. SHTDC has worked in collaboration with the Department of Children and Families (DCF) and other state and/or federal government entities for more than four decades. Working with the state as a primary provider of residential and support services for homeless and runaway youth, we have accomplished the development of a continuum of care to serve an expanding number of RHY through our residential and non-residential programs. We also operate a successful, state-funded Youth Advisory Board (YAB) whose members developed a marketing video used on the DCF website. SHTDC has an extensive history of collaboration with the federal government beginning 1988 when we received support for Brahma House. In addition, we have also received federal support for street outreach since 1998. Other federally funded accomplishments include drug abuse prevention (1993-1997) and transitional living programs (1993 – 1996, 2001 – 2003 and 2013 – 2018).

Background with RHY, Case Management and Supportive Services

We have a rich history of providing vital support services to help vulnerable youth overcome traumatic situations and thrive. Our outreach program emulates the

case management model used in our residential service. All of our residential programs employ case managers who provide crisis intervention, assess each youth's needs, provide referrals and help ensure the highest quality and most effective services possible in order to transition a youth to a more permanent living situation. Acting as case managers, street outreach workers develop stabilization plans with clients and support their clients and families in meeting set goals. The Brahma House Program Director (Marshall Christie), works with Brahma's Senior Case Manager (Carlotta Spence) to supervise the street outreach workers (see qualifications on page 9 and resumes in appendix). Support services are provided either in-house or through linkages with other service providers. Through four decades of experience, SHTDC has developed an extensive network of collaborative partners throughout New Jersey. As part of the street outreach expansion, new linkages will be developed with community-based agencies to provide support services such as healthcare, counseling, education, language services, faith-based support and employment. SHTDC will collaborate with National Safe Place (nationalsafeplace.org) which creates a network of locations — schools, fire stations, libraries, grocery and convenience stores, public transit, YMCAs and other places identified where RHY congregate — that display the yellow and black diamond-shaped Safe Place sign. These locations extend the doors of the outreach program throughout their communities allowing youth to easily access immediate help wherever they are. When a youth in need accesses a Safe Place, outreach workers are called and will respond within two hours

to the crisis. Safe Place also creates community awareness and will be used to bring human trafficking and other RHY issues to the attention of the public.

Linkages and MOUs

SHTDC maintains formal service agreements and works cooperatively with a vast number of community service organizations. Several letters of support and service agreements are attached. Included among SHTDC affiliates are New Jersey Alliance for Children, Youth and Families, National Runaway Safeline (including listings on the website), law enforcement, the juvenile officers association, faith-based groups and the Human Services Advisory Council and on the Comprehensive Emergency Assistance System (Homeless Planning – CEAS) committee.

Cultural Competency and Diversity

SHTDC's discrimination policies mirror those of the state's Law Against Discrimination (N.J.S.A. 10:51 et seq.). Our long-standing cultural competency plan ensures policies, materials, recruitment, and hiring practices are culturally sensitive and relevant. Our demographics reflect cultural diversity and competency: Black/African-American 62%; Caucasian 30%; Hispanic/Latino 5%; Asian 2%; and two or more races 2%. Our staff includes individuals who are self-identified as lesbian, gay, bisexual, transgender, questioning or intersex (LGBTQI). According to the National Alliance to End Homelessness, one in five homeless youth self-identify as LGBTQI. Youth who are LGBTQI are twice as likely to become homeless as youth in the general population. LGBTQI youth are at higher risk for a multitude of physical, emotional, and social health problems. They experience higher-than-average rates of depression, suicide attempts,

substance abuse, sexually transmitted diseases, and family rejection. Serving LGBTQI youth with sensitivity and care is a priority at SHTDC. We work with the youth to help redress any challenges they experience. Moreover, our outreach workers and case managers work with families to increase their support for their LGBTQI child when this has been identified as a barrier to the youth going home or having an ongoing relationship with family. Our current staff composition also includes individuals who are English/Spanish bilingual. Program descriptions and information are available in Spanish. DCF homeless youth outreach funds will be used to augment our street outreach program and ensure we retain at least one Spanish-speaking worker at all times.

Governance Structure

SHTDC is a 501(c)(3) organization and is governed by a board of trustees. The board supervises the executive director who has oversight responsibility for the activities of the organization. A finance director is supervised by the executive director and is responsible for managing financial systems. Our financial reports are maintained in accordance with generally accepted accounting principles. There is an annual A-133 independent audit. As has been true throughout SHTDC's history, our independent auditor expressed an unqualified opinion (the best possible result) in the most recent report. SHTDC has contracted with the state for over 30 years. We are fully capable of entering into a third party direct state services contract with the Department of Children and Families. See organization chart attached.

Capability to Provide Services and Funding Sources

SHTDC is accredited by the Council on Accreditation (COA). COA attests an organization meets the highest national standards and delivers the best quality services. Moreover, our programs are licensed by DCF's Office of Licensing. Agency goals and objectives are aligned with those of DCF and are focused on ensuring service delivery is directed toward safeguarding the most vulnerable children and youth. A chart in the appendix shows some of our programs, including our state and federal support funding for: street outreach, independent living, emergency shelter for youth ages 13 through 21, nutrition and YAB. The impact of SHTDC's outreach program has been quite significant. For example, in 2012 Street Smart helped improve the living situation for 40 of 61 clients (66%); improved family functioning for 8 of 11 clients (73%); improved employment status for 6 of 16 clients (38%). Street Smart is a street-based outreach program with drop-in components. Outcome for all current programs can be found in the annual report located in the appendix.

2. Needs Justification

SHTDC is located in a suburban setting with ready access to Northern Region urban locations and staffed by individuals with experience reaching out to urban and suburban youth of diverse cultures. The Northern Region (Bergen, Essex, Hudson, Middlesex and Union counties) is very diverse with respect to race, culture and socio-economic indicators. Within the region, there is great wealth as well as extreme poverty. Bergen County is perceived as a place of wealth. However, according to the Institute for Children, Poverty and Homelessness, the poverty level in Bergen County

has risen by nearly 75 percent in 20 years to 6.8 percent. By contrast, homelessness and poverty have been persistent problems in Essex County. To combat these challenges, the county has developed a Ten Year Plan to End Homelessness in Newark and Essex County (2010 – 2020). Union County's homeless population leapt by 25 percent in 2011. It is estimated 30 to 40 percent of the residents of Essex and Union have incomes below 200 percent of the poverty line. Poverty and economic stress are leading causes for family dysfunction and a primary reason for a youth to become homeless. Union County ranks ninth in the state for the highest child poverty rate at 13.9 percent and in Plainfield, the child poverty rate is 23.3 percent. In Middlesex County, it is estimated 50 percent of residents have incomes below 200 percent of the poverty line (p. 59 Poverty Benchmarks 2011). High fair market rents in these counties also contribute to high homeless rates and great family stress. On average fair market, rents in these counties require an income of at least \$42,800 for an individual to comfortably afford a one-bedroom apartment. In the 2012 Point in Time Count on January 25, 2012, there were 870 homeless men, women and children counted in Hudson County, according to the U.S. Department of Housing and Urban Development (HUD). As in every other county, the real count is estimated to be up to four times higher (2012 PITC). In Hudson County, officials and agencies serving the homeless formed the Hudson County Alliance to End Homelessness, yet hundreds are without homes. Because of its numerous rail lines and highways, Hudson County became a significant transportation link. Jersey City in Hudson County is the second largest city in the state and has one of the highest concentrations of low – moderate

income persons in the state. The city is expected to continue its growth in the future due to redevelopment, revitalization, and immigration. A person would have to work 76 hours a week to afford a one-bedroom apartment at 30 percent of his/her total income in this county (Keys to Ending Homelessness in Hudson County: Hudson County's Ten Year Plan to End Chronic Homelessness pp 3-4). In Hudson County 23 percent of youth live in poverty, 46 percent of households spend more than 30 percent on housing costs and the unemployment rate is 9.6 percent (Kids Count). As many as 2.8 million children run away each year in the U.S. Within 48 hours of hitting the streets, one-third of these children are lured or recruited into the underground world of prostitution and pornography (*The National Center for Missing and Exploited Children*). In New Jersey, there are increased efforts to combat the exploitation of children and "human trafficking." Under U.S. law, any person under 18 involved in the commercial sex industry is considered a human trafficking victim. The U.S. State Department estimates that 600,000-800,000 people are trafficked in the U. S. each year. New Jersey is a prime location for human trafficking because it is a major national and international transportation and shipping corridor. Governor Christie recently signed legislation that tightens New Jersey's human trafficking laws ahead of the 2014 Super Bowl, an event that typically produces increased human trafficking activity. More than 175 cases of human trafficking were reported in New Jersey between September 2005 and March 2012, according to the N.J. Division of Criminal Justice. However, as an indication of under reporting, crisis hotlines sponsored by the Polaris Project (an anti-trafficking organization with offices in New Jersey) received

nearly 800 calls about suspected human trafficking cases in New Jersey between 2007 and 2012. Victims of human trafficking often do not seek help immediately, due to lack of trust, self-blame, or being directly trained by traffickers to distrust authorities. Victims of sex trafficking can be found working for massage parlors, brothels, strip clubs, escort services and on the street. Victims of labor trafficking can be found in many types of domestic and non-domestic situations, working as nannies and maids, in sweatshops, janitorial jobs, restaurants, hair and nail salons, in street sales and on construction sites and farms. Gaps in service availability exist in all of the Northern Region counties. For example, Hudson County has homeless shelters, but they accommodate individual men and women or women with children but not runaway and homeless youth. The closest resource for RHY is Covenant House in Newark with which our outreach staff have a close working relationship.

3. Program Approach

Street Smart objectives are aligned with DCF objectives and are committed to "facilitating healing and recovery, and promoting the social and emotional well-being of children, youth, and families who have experienced maltreatment, exposure to violence, and/or trauma." The logic model chart contained in the appendix demonstrates the relationship between services, activities and positive outcomes for youth, families and communities. It also includes resources used, measurable outcomes, indicators and measurement. Methods outreach workers will use: assess youth for immediate basic needs, sexual exploitation, abuse, and/or human trafficking, housing needs, education and employment status, healthcare needs,

financial and life-skills needs, legal (criminal/immigration) status, trauma, and crisis intervention needs; engage youth by building trusting relationships and offer youth information about resources available to help them exit the streets if they choose; meet the immediate needs of youth contacted through consistent efforts in targeted neighborhoods; use case management to offer opportunities to youth to access educational and employment services, life-skills training, transportation and other resources to assist them to leave the streets. The goal of the program is to help youth learn skills that will provide them with greater self-determination. Our current location is readily accessible to Union and Middlesex counties. With DCF's support, a satellite office will be established that is more readily accessible to youth in Essex, Bergen and Hudson counties. Outreach workers help youth build individual strengths and encourage them to leave the streets. Street Smart helps youth set goals and make sound decisions. Building trust is the outreach worker's first and most difficult task. Workers gain trust by not making promises they cannot fulfill, maintaining consistent contact and providing services without pressuring youth to leave the streets before they are ready. Providing accurate/meaningful information and treating each youth as an individual is critically important. Youth are engaged using a harm-reduction and trauma-informed approach reflected in The Sanctuary Model. The Sanctuary Model's objective is to provide "a cohesive context within which healing from psychological and social traumatic experience can be addressed" (sanctuaryweb.com). Trauma symptoms are often mistaken for depression, attention deficit problems, oppositional defiant disorder (ODD), conduct disorder, reactive

attachment and other disorders (van der Kolk, B. & Pynoos, R., 2009 a). Most homeless youth present with these symptoms. Street Smart's goal is to engage youth in a fashion that allows them to "rework" their traumatic experiences and memories and help youth see themselves as survivors. Eventually, they begin to see others as helpful and supportive, rather than threatening and unsafe, and life as promising rather than continually painful. Street outreach workers start with the expectation that all youth coming to them for help have suffered trauma. The Child Trauma Academy's trauma training courses through the RHY training and technical assistance center (RHYTTAC) are used as part of Street Smart's training plan. This is a series of four courses: Bonding and Attachment in Maltreated Children; Surviving Childhood: An Introduction to the Impact of Trauma; The Amazing Human Brain and Human Development; and The Cost of Caring: Secondary Traumatic Stress and the Impact of Working with High-Risk Children and Families. In-house training and role-playing bolster the trauma academy learning and give staff a chance to reinforce and practice what they have learned. All encounters street outreach workers have with youth are centered on stress reduction, building self-esteem, and giving youth a sense of well-being and connectedness to others. Youth are referred to other community-based services for drug/alcohol treatment, long-term counseling, medical and mental health care, other crisis counseling or short-term counseling, psychiatric evaluation, pregnancy, HIV/AIDS testing, immigration issues and other services not provided by SHTDC. Staff follow up to see if the service was useful or if other services are needed and to continually evaluate the youth's needs. Outreach workers are provided with

several layers of training, from agency policy and procedures to specific training that is necessary to be a street outreach worker. The 12-hour training includes healthy youth development philosophy and a vehicle (van) driving test. Staff are trained and supervised by the program director. They also participate in regional training on topics such as working effectively with youth who have been sexually abused, are sexually exploited, are victims of domestic violence, and/or are substance abusers. Another 12 hours of street outreach specific training covers topics such as: sexual abuse issues, street life/culture, importance of being sincere and reliable, attitudes toward clients, outreach program policies (including purpose, techniques, and limitations of crisis intervention counseling, etc.), personal safety techniques, boundary issues, job description and responsibilities, coordination with other services available in the community, community resources, confidentiality, cultural competency, sexual orientation sensitivity and the importance of paperwork/record keeping and outreach program philosophy. Additional, education includes HIV risk-reduction behavior, first aid including CPR training, understanding street youth and vernacular, drug abuse prevention and education, conflict resolution, mediation skills, and blood-borne pathogens. Ongoing training is mandatory for all staff and consists of 12 hours of training specified by the state office of licensing. The internet, National Runaway Safeline, and published manuals are invaluable resources. Workers attend meetings around the state in order to keep current on service offerings and develop relationships with other service providers, which in turn helps youth minimize roadblocks to accessing services. The program's outcomes (improved living

situation; improved employment status; improved family functioning; decreased crisis behavior; and improved education status) will be accomplished by providing:

- transportation to a shelter or other appropriate setting to get youth off the street and into a safe place;
- survival supplies such as food, clothing, and blankets while on the streets;
- education and job readiness assessment;
- advocacy and information regarding support services (including shelter and housing assistance);
- educational and prevention materials about HIV/AIDS, substance abuse, rape, pre-natal health care, and safe sex practices;
- crisis counseling on the street (including referral and transportation to longer-term counseling services) in order to offer support and gain rapport;
- access to health-related services including mental/behavioral health services.

Client Eligibility and Service Levels

A client is eligible for services if s/he is a runaway, homeless and at-risk youth under the age of 21 in the targeted counties of Bergen, Essex, Hudson, Middlesex and Union. This will equate to 3,500 unduplicated contacts with at-risk and/or homeless youth annually. When not on the street, outreach workers are available by cell phone and respond to a crisis within 2 hours, 24 hours day, every day of the year. A "contact" is defined as 15 minutes spent working directly with an at-risk or homeless youth providing services such as crisis counseling, assessment, goal setting, case management, transportation, and any street outreach activity described in this proposal. An active client is a youth who accepts some type of outreach services

other than just informational or educational materials. Any person who poses a threat of physical harm to a member of the outreach team will not be considered for continued services. Outreach clients have the option to access services at any time and for as long as they require with no pressure from the outreach workers. The street outreach staff use the Casey Life Skill Assessment (CLSA), which measures life skills acquisition at various age levels. This is used for youth who are considered active clients and who begin to have more regular contact with the street outreach workers. For youth who are not considered active clients a contact sheet is completed until such time as a youth begins to accept help. Street outreach uses the self-report format of the CLSA. Street outreach workers assist youth in improving their employment, one of the most important outcomes for the outreach program. While client data is used for measurement and service planning, all personal information is confidential and secured. Partnering with National Safe Place is one method of increasing community awareness of human trafficking. SHTDC will collaborate with other local organizations and use its own communications channels (flyers, newsletter, website, etc.) to increase awareness. Supervision is ongoing and includes two-way communication to achieve the goals of both the agency and the staff. Supervision focuses on competence, guidance, and success of the staff, the program and the youth they serve. Street Smart's expansion will be supervised by David Walker (executive director), Marshall Christie (Brahma House program director) and Carlotta Spence (senior case manager). A former outreach worker, Marshall has over two decades of experience working with homeless, abused and

neglected youth. He holds a bachelor's degree in social work from Thomas Edison State College in New Jersey. Carlotta is a CSW and has worked with youth for more than a decade. Carlotta and Marshall will provide direct supervision for the street outreach workers. David is a retired attorney and holds a MSW degree. Developing programs for at-risk youth and teens has been an integral part of his professional experience. As CEO of Morristown Neighborhood House, he initiated gang prevention, youth counseling and community outreach programs and conducted aggressive outreach to undocumented Hispanic immigrants. David has served as executive director of a therapeutic foster care program in Essex County and as executive director of an HIV/AIDS services organization in Palm Beach County, FL. He helped lead youth programs and HIV/AIDS services in Bedford-Stuyvesant, Brooklyn, N.Y. He is a graduate of Stanford University and Georgetown University Law Center and received his MSW from Columbia University.

Engagement

Outreach staff will actively search for homeless and at-risk youth seven days a week with flexible daytime and nighttime hours. Workers engage youth by explaining clearly who they are, where they work, and what they do. Learning the names of youth, their support networks and just talking with them without interrogating are important first steps to establishing trust. Workers frequent areas where street youth are known to congregate such as schools, fast food restaurants, libraries, parks, downtown areas, and vacant buildings and maintain a schedule of visiting the same location at the same time and on the same day each week. This consistency allows

street youth to rely on the workers and gives them ample opportunity to access services in a non-threatening way. SHTDC will conduct "community mapping" to further determine likely hangout places for RHY, engage with the police and visit libraries and businesses around the targeted towns in these counties. Posters in strategic areas where youth gather, printed materials describing services, and linkages with other youth-serving agencies are other methods used to get the word out. SHTDC is listed as a resource with all local and state service directories, on the web and the National Runaway Safeline. SHTDC street outreach workers use vans that are well-equipped with food, clothing, educational materials, resource books and giveaway items imprinted with the outreach contact information.

Sensitivity - See page 10.

Urgent Needs Assessment

Street Smart workers are highly trained in crisis intervention, especially de-escalation techniques. They are available to respond to a youth's crisis 24 hours a day, 365 days a year. They carry cell phones, and extra resources will be developed in each county to support urgent needs. If a youth needs medical attention or some other service, s/he is taken by the worker, who waits with him/her until services are received and transports him/her back to the desired location. Outreach workers' first priority is to respond to a youth's basic needs of food, clothing and shelter. They provide meals and clothing to any youth in need even if they do not accept a stay in the shelter. Emergency shelter is provided at SHTDC's Brahma House program and

partner agencies throughout the Northern Region.

Support and Referral Services

Workers help youth obtain services from community-based organizations in the target counties. Service hours are dependent on what service is needed and when. Outreach workers stay with clients and ensure services are received. Street Smart workers conduct an assessment for each youth that includes determining homeless status, age, suicidal or homicidal ideation, mental/physical health care needs (including pregnancy), substance use/abuse (including nicotine), last meal/shower, and readiness to accept help. Once the worker and the youth identify needs, a plan is set forth. The plan may include prevention activities such as safe sex education and intervention activities such as taking the youth to a shelter.

Transportation

Street Smart workers have vans that are well-equipped with food, clothing, educational materials, resource books and giveaway items imprinted with the outreach contact information. Our workers, who have valid state driver's licenses, provide transportation for clients to whatever service is needed.

Communication Network

Outreach workers use cell phones to accept referrals from various resources 24 hours a day, every day of the year. Brahma House serves as a 24-hour hotline for immediate access to services, and SHTDC will work with DCF to ensure existing protocols for transporting youth to crisis shelters meet DCF standards. In addition, SHTDC's disaster preparedness plan details the use of alternate means of communication in case of natural or manmade disasters.

Timeline for Implementation

Prospective workers will be interviewed, screened, hired, trained and on the street within 60 days of receiving funding approval. Within 30 days all subcontracts will be developed and within 60 days there will be a drop-in center established in an area central to Essex, Bergen, and Hudson county. Within one month of services beginning program evaluation will begin and will be ongoing. Community awareness efforts will start with education about human trafficking using printed materials in English and Spanish, distributing information to businesses and schools, participating in events in each county and partnering with groups such as the N.J. Coalition Against Human Trafficking and Polaris to support their efforts and events. Outreach workers and SHTDC will use social media such as Facebook, Twitter and the agency's website to publicize events, rally support and educate the public about the issues and how the community can help. Events will be developed for January, designated by President Obama as Human Trafficking Awareness Month. Information on how to contact outreach workers for assistance will be widely disseminated.

4. Data Collection and Statistical Reporting

Client data such as family history, housing and medical history, childhood trauma and other demographics is collected by street outreach workers. It is their responsibility to keep records and files and follow the rules of confidentiality. The program director is responsible for ensuring statistics regarding the outcomes achieved by each youth and services received, are documented and collected.

Outputs are compiled using a log detailing contact with a youth, such as geographic location, number and nature of services and referrals provided, materials, meals and supplies distributed, etc. A file is opened on any youth who accepts some type of service from street outreach other than just a one-time conversation or acceptance of educational materials. Street outreach workers input data into RHYMIS - The Runaway and Homeless Youth Management Information System, which was designed to provide comprehensive information on youth served, issues that affect them and services provided for RHY programs funded by the Family and Youth Services Bureau (FYSB). FYSB mandates certain data is regularly collected and submitted semiannually by its grantees, and street outreach workers electronically submit this information. The most basic indicator of program success is youth who are actually engaging in its services. More formally, the effectiveness of the street outreach program is measured according to performance and quality improvement methods and best practice standards set forth by FYSB, using the framework developed by COA, an agency under which all SHTDC programs, including the street outreach program, are accredited. Other measures of program progress are described in the logic chart under indicators. The agency has a comprehensive internal process of control called Performance and Quality Improvement (PQI). Another method of program evaluation is asking youth to complete a satisfaction survey (usually three times – twice during service provision and once after the case is closed). The survey results are incorporated into the agency-wide PQI process with the goal of ensuring clients feel they are getting a good service.

5. Budget Narrative (for Budget see Appendix)

Personnel costs are \$136,000 plus a \$12,150 cash match. Staff are: *Case Manager*, .25 FTE, cash match \$12,150; and *Street Outreach Workers*, 4 FTE, grant salary of \$34,000 each. Fringe benefits are 22 percent and equal \$29,920 (+ \$2,673 cash match) which includes: FICA; Unemployment Insurance; Disability Insurance; Health, Dental, Life, Long Term Disability Insurance; Workers Compensation and Pension Plan. Office supplies, educational and marketing materials. Rent and utilities for satellite office/drop-in center. Food, clothing, toiletries, educational materials, etc. Auto/liability insurance, on-going training for staff and youth (\$2,000 each). G&A is zero. See start up costs budget and justification below:

Initial staff costs: Physicals, mvr check, degree verification, training	\$4,500
Vehicle lease: Vehicle leases and associated costs	10,000
Office furniture and supplies: Chairs, desks, meeting table, stationary	10,500
Communication: Cell/office phones, laptops for housing/job searches	4,000
Office equipment: Copier, printer, fax machine, file cabinet	3,000
Security deposit: 2 months security for satellite office	4,000
Direct Assistance: Toiletries, food, clothing, backpacks, etc.	5,000
Marketing materials: Advertising, brochures, business cards	5,000
Educational materials: Pamphlets, videos for staff and youth	<u>4,000</u>
Total Start-up Costs	\$50,000

6. Leveraging

Other sources of funding totaling \$21,473 will be leveraged from three sources as outlined in the budget.

**Somerset Home for Temporarily Displaced Children
Brahma House's Street S.M.A.R.T. Street Outreach Program
Appendix**

- 1. Staff Resumes**
- 2. Job Descriptions**
- 3. Organizational Chart**
- 4. Staffing patterns for outreach workers**
- 5. Board List**
- 6. Code of Ethics/Conflict of Interest Policy**
- 7. Statement of Assurances**
- 8. Certification Regarding Debarment**
- 9. Budget Form**
- 10. IRS Letter of Determination**
- 11. Licenses**
- 12. MOU**
- 13. Letters of Support**
- 14. Somerset Home 990**
- 15. Somerset Home Audit**
- 16. Program Implementation Schedule**
- 17. Revenue Chart**
- 18. Logic Model**
- 19. Somerset Home Annual Report**

DAVID WALKER, Esq., M.S.W.



PROFESSIONAL SUMMARY

Results-oriented executive experienced in start-up initiatives and reorganization. Extensive track record in; securing government contracts, winning foundation grants, cultivating individual donors and hosting special events. Developed award winning programs for at-risk youth and supportive housing for women.

EDUCATION

M.S.W., 1993, Columbia University School of Social Work
J.D., 1989, Georgetown University Law Center - Admitted to New York State Bar (retired)
B.A., 1985, Stanford University (Double major - Psychology and African & Afro-American Studies, graduated with honors and distinction)

EXPERIENCE

Morristown Neighborhood House Association, Inc., Morristown, New Jersey

Chief Executive Officer (July 2002 - present)

Responsible for ensuring fiscal, programmatic and managerial integrity of Morris County's oldest settlement house. Agency's programs include: Gang prevention and youth development/counseling services, an extensive recreational program, Kids Café nutrition program, before and after school child care, NAEYC accredited preschools, English as a second language instruction, employment programs and community outreach/education services. Increased agency operating budget by approximately \$1 million and subsequently led retrenchment efforts following the recession.

Tri-City Peoples Corporation, Newark, New Jersey

Executive Director (March 2001 - July 2002)

Led the reorganization of one of Newark's oldest community based organizations. Programs include: a behavioral health clinic, foster care service, childcare center, youth enrichment services and a health clinic. Agency's total operating budget exceeds \$7 million with approximately one hundred employees.

Hope House of The Palm Beaches, Inc., West Palm Beach, Florida

Executive Director (July 1996 - February 2001)

Directed all aspects of county's largest nonprofit agency whose primary mission is to provide housing and counseling services to people living with HIV/AIDS. Responsible for fiscal management, new program development, establishing fiscal controls plus providing overall direction for the agency's programs. More than doubled the agency's operating budget, increased net assets plus dramatically expanded the agency's programs by adding new services for children and families.

National Black leadership Commission on AIDS, New York, N.Y.

Vice President (September 1995 - July 1996)

Responsible for establishing a replication strategy and creating the infrastructure for expansion. Prepared position papers (including a paper on Medicaid managed care) plus provided presentations for small and large groups.

The Miracle Makers, Inc., Brooklyn, N.Y.

General Counsel (June 1994 - August 1995)

Deputy General Counsel (June 1993 - June 1994)

Social Work Intern (September 1992 - June 1993)

Began as graduate student intern, subsequently promoted to Deputy General Counsel and ultimately General Counsel for a Bedford-Stuyvesant based multi-service organization. Agency's operating budget exceeded \$30 million with programs in Bedford-Stuyvesant, Brownsville, Williamsburg and East New York Brooklyn as well as Queens, New York. Supervised several departments including; counseling services, legal services, human resources, foster care services, programs for people with disabilities, services for People living with HIV/AIDS and community housing programs. Attracted over \$3 million in new funds.

New York City Council, New York, New York

Attorney (June 1989- August 1992)

Counsel to the General Welfare Committee and Committee on Veterans Affairs. Conducted legislative analysis, drafted legislation plus advised elected officials regarding human rights and human services issues. Drafted legislation that comprehensively strengthened the City's human rights law and a domestic partnership bill. Initiated the reinstatement of a citywide commission on foster care.

AWARDS & PUBLICATIONS

Walker, D.; One Cause for Alarm: Special Education for Black & Latino Males; Federation of Protestant Welfare Agencies, 1992

Walker, D. and Fields, Walter, L. JR.; Public Advocacy Handbook to the New York City Council, New York Urban League, 1992

Graduate and Professional Opportunity Program Fellowship, Georgetown University Law Center

National Achievement Scholarship Program for Outstanding Negro Students

Morris County Prosecutor's Office Black History Month Honoree 2011

BOARDS, MEMBERSHIPS & ASSOCIATIONS

Morris County Human Relations Commission

Morris County Human Services Advisory Council, Past Chair

Morris County Chamber of Commerce

Morristown Rotary Club

Headquarters Development CDC, Board Member

Carlotta Spence



CAREER OBJECTIVE: To secure a position with an organization that will allow me to utilize my advanced skills to serve the needs of youth and families to assist and support their empowerment.

EDUCATION: Master of Social Work (MSW) degree, Rutgers University, Graduate School of Social Work, New Brunswick, NJ - Direct Practice (Graduated: May 2004)

Certificate in Spiritual Maintenance: Inner Visions Worldwide Institute/Baltimore, MD (Graduated: June 2004)

Bachelor of Arts-(BA) -Major: Social Work, Livingston College (Division of Rutgers University), Piscataway, NJ. Direct Practice (Graduated: May 1995)

ACCOMPLISHMENTS:

- Successfully advocate for children in court system, community agencies (i.e. Catholic Charities, Value Options, UMBH) and counsel individuals and families
- Developed and implemented meditation therapy for Adult Partial Care Unit during my graduate school internship at Catholic Charities.
- Train agency staff on developing a culture of care, understanding child development and building relationships with residents.
- 30% reduction in sales force accident rate with company vehicles at Ortho Biotech Pharmaceutical – Division of Johnson & Johnson Corp. I received team leadership awards from 2000 - 2003).

JOB EXPERIENCE:

Brahma House (Group Home) - (Division of Somerset Home for Displaced Teenagers)
Bridgewater, NJ 08807

Senior Case Manager (July 2005 – Present)

- Perform intake/discharge, approval/denial of prospective clients
- Participate in weekly treatment team meetings with my colleagues
- Develop and implement treatment plans with client and their family

- Participate in Child Placement Review Board meetings, Family Crisis Intervention Unit therapy sessions and advocate for clients in court, as needed
- Supervise youth counselors
- Partner with different agencies to provide permanent placement for residents
- Train new staff and provide ongoing training as needed
- Share on-call responsibilities with management team
- Maintain statistical information on all youth including outreach/aftercare services provided and assist in preparation of year end statistics
- Develop partnerships with youth service providers, educators, community organizers and substance abuse treatment facilities to provide clients with appropriate services
- Perform crisis intervention counseling with clients and his/her family
- Oversee facilitation of Conflict Resolution and Positive Feedback groups
- Ensure client participation in Pathways Living Program (develop resume, seek employment, open bank account, etc.) for youth 15-17 years of age

Caring Family Community Services/Manalapan, NJ In-Home Therapist (Part-Time) - (October 2006 - November 2007)

- Provide individual and family therapy, counseling, clinical consultation and evaluations
- Develop and implement treatment plans for clients
- Attend professional training courses
- Provide crisis intervention therapy
- Prepare client re-authorization and discharge summary forms
- Maintain statistical information on all clients

**Division of Youth & Family Services (DYFS)/New Jersey Department of Human Services
Somerville, NJ 08876**

Family Specialist I (January 2005 – July 2005)

- Investigate alleged child abuse or neglect referrals
- Prepare and maintain client case histories, reports, findings and recommendations
- Periodic visits to client's home to obtain social, economic and personal data for the formulation of a plan of action
- Advocate for clients
- Partner with different agencies to provide permanent placement for clients
- Organize assigned work and develop effective work methods
- Ability to analyze, comprehend, interpret and apply basic laws, rules and regulations to specific situations
- Work effectively in team environment with associates, families, individuals and groups

EARTH HOUSE, East Millstone, NJ 08332 (Acute Care Residential Facility)

Counselor (June 2004 – January 2005)

- Provide therapy to individuals and families
- Document and update daily/weekly client progress notes

- Develop and participate in treatment plan with professional team
- Monitor client intake of medication
- Train clients in independent life skills in a residential setting

CATHOLIC CHARITIES, East Brunswick, NJ (Adult Partial Care Unit/Clinic)

Social Work Intern (September 2003 - May 2004)

- Co-facilitator of Adult Partial Care support group
- Provide therapy to individuals and families
- Participate in weekly treatment team meetings
- Present cases before a professional team
- Develop treatment plans and coordinated discharge plans
- Conduct intake evaluations
- Attend professional training courses
- Provide crisis intervention therapy to individuals

ORTHO BIOTECH PRODUCTS COMPANY (Div. Of JOHNSON & JOHNSON CORPORATION), Bridgewater, NJ. 08807

Senior Fleet Safety Administrator (May 1998 - August 2003)

- Analyze, initiate and develop reports to monitor vehicle accidents on field sales employees (i.e., bench marking, trending) and provide management updates.
- Partner with Johnson & Johnson Corporate Fleet, J&J SAFE Fleet Task Force and Ortho Biotech SAFE Fleet Team to identify, classify and communicate accident information to management for Ortho Biotech company fleet vehicles (850 vehicles).
- Team Leader of the Ortho Biotech SAFE Fleet Team - facilitated team to focus on defining goals and action planning.
- Supervise the activities of SAFE Fleet Coordinator
- Create and implement safety newsletter on intranet for sales force
- Coordinate with Johnson & Johnson Corporate Fleet and GE Capital Fleet Services (leasing company) the acquisition of company vehicles for Ortho Biotech sales force.
- Facilitate SAFE Fleet presentations for new sales representatives and field management at Ortho Biotech Sales Training School.

**PAUL ROBESON MIDDLE SCHOOL/New Brunswick, NJ 08901
(Community Program sponsored by Johnson & Johnson Corporation)**

Teacher: (Part -Time) (January 1999 - June 2003)

- Develop and implement strategies for agreed upon subjects areas
- Evaluate program activities and implement program adjustments
- Counsel students on career development or personal/ family problems

COMPUTER SOFTWARE SKILLS:

- Microsoft Excel

- Microsoft Word & Windows
- Microsoft Power Point
- Microsoft Office Publisher

REFERENCES: Provided upon request

CERTIFICATIONS: Certified School Social Worker (SSW)
Certified in Needs & Assessment through UMDNJ
Certified in Spiritual Maintenance
Certified as Residential Child & Youth Care Professional Trainer

AFFILIATIONS: National Association of Social Workers

C. MARSHALL CHRISTIE



SUMMARY of QUALIFICATIONS: _____

A highly motivated, self-starting child welfare professional with exceptional organization and communication skills. Recognized as a consistently productive team leader and member who will train, mentor and motivate others to similarly high levels of work. A solid problem solver who will take on additional responsibilities and master new skills, and will always add to the team's effectiveness and to bottom line results.

PROFESSIONAL EXPERIENCE: _____

1989–Present

SOMERSET HOME FOR TEMPORARILY DISPLACED CHILDREN
Bridgewater, New Jersey

2006–Present

Program director/Interim Operations Director (9/12-present)

Responsible for day-to-day operations of the Brahma House Program, with a total capacity of 16 (ages 13-18).

Hire, train, oversee scheduling, directly supervise and evaluate a staff of 8 including a Residential Services Coordinator, a Senior Case Manager, two Clinicians, an Education Coordinator, two Outreach Workers and a maintenance staff member. Oversee cleanliness and safety throughout the facility. Ensure compliance to, and currency with licensing and accreditation standards.

Ensure the safety and well-being of all children served including necessary medical care, education, nutrition and support services (counseling, therapy, psychiatric and psychological services, etc.), adherence to all state, federal and accreditation guidelines.

Support the development of the annual budget and oversee administration on an ongoing basis. Participate in sourcing and purchasing a very broad range of products, supplies and services.

As an advocate for Brahma House and the children supported by it, function as the liaison with key members of the community and other social services and government agencies. Also work as liaison to the Board of Trustees.

Participate in efforts to improve funding to aid with the functioning and development of Somerset Home (in general) and the Brahma House program (when possible).

As *Interim Operations Director*, oversee all agency programs encompassing 65± employees, program development, coordination with other agencies and services, transitional living and supporting housing services. Also function in a public outreach capacity developing material to support and extend the program and its capabilities, both professionally and financially.

- An integral part of the team in the transition of Brahma House from a shelter (only) to a dual license facility which includes a group home.
- Improved the staff turnover rate by creating a positive and productive culture and work environment (which also helps greatly with quality service delivery to the children).
- Recognized for excellent handling of crisis management events.

2005–2006

Assistant Program Director

Supported the efforts of the Program Director. Directly responsible for developing the team which interfaced with residents.

- Began with Residential Services Coordinator responsibilities and earned additional levels of responsibility and authority because of recognized very broad range of capabilities.

Résumé of C. MARSHALL CHRISTIE

- Commended for consistently excellent problem solving skills and for recognizing, defining and resolving a very broad range of issues.
- Promoted quickly to **Program Director** as a result of superior performance abilities and evaluations, and demonstrated wide-ranging and productive abilities.

2004–2005

Senior Case Manager (some responsibilities concurrent with below)

Provided critical assistance to the **Program Director** with supervising Case Managers, while still working in a hands-on capacity.

1997–2005

Case Manager

Provided timely and highly competent case management for at-risk youths and their families/caregivers.

1996–1997

Drug Abuse Prevention Program Outreach Worker

Provided group and family counseling, and completed substance abuse assessments and referrals.

1995–1996

Basic Center Outreach Worker

Provided outreach services to homeless and at-risk youths and young adults.

1993–1995

House Supervisor

Prepared meals for all residents, ensuring strict adherence to the New Jersey Department of Agriculture nutritional standards.

1992–1993

Senior Youth Counselor

Supervised a team of Youth Counselors and coordinated daily activities for at-risk adolescents.

1989–1992

Youth Counselor/Shift Coordinator

Responsible for supervision of up to 16 at-risk adolescents. Functioned as a role model and provided comprehensive life-skill education.

EDUCATION: _____

Thomas Edison State College, Trenton, New Jersey
Bachelor of Arts in Psychology, 2007.

Training the Trainer Certification (blood-borne pathogens), 2005.

Union County College, Cranford, New Jersey
Associate of Arts in Liberal Arts, 1990.

COMPUTER SKILLS: _____

MS Office Suite, Internet research

REFERENCES: _____

References will be furnished upon request.

Natalee Brockington

Education

Rutgers, The State University of New Jersey
The Edward J. Bloustein School of Planning and Public Policy

- Bachelor of Science in Public Health

Livingston College

- Minor in Organizational Leadership

Work Experience

Somerset Home for Temporarily Displaced Children

Bridgewater, New Jersey
June 2009 - Present

Outreach Counselor

- Provide case management and client support for at risk youth
- Conduct and facilitate a weekly STD/HIV prevention group
- Provide housing, food, and employment resources to homeless young adults
- Produce reports which summarize programs outcomes
- Conduct presentations on program information to police and local schools

Recreation Coordinator/Youth Counselor

February 2008 – June 2009

- Supervise daily living of residents
- Counsel residents on good decision making
- Transport residents to and from appointments
- Organize recreational activities

Rehabilitative Adolescent Program

Hamilton, New Jersey
August 2007 - May 2008

Behavioral Assistant

- Counseled families and youth for emotional stability
- Assist youth with coping mechanisms
- Teach youth life skills and individual living skills
- Locate age appropriate activities for youth at risk of teen violence

Rutgers University

Piscataway, New Jersey
September 2004 - October 2008

Office Assistant

- Fax information for academic and financial counselors
- Make appointments for students to meet with their counselors
- Assist counselors in filing academic and financial papers
- Assist with EOF Livingston College Annual Report

Livingston College Orientation Leader

Summer 06

- Mentored incoming first year students at Livingston Campus
- Facilitated group activities for Freshman Orientation
- Assisted students with dormitory living as a Residential Assistant

Internship


Somerset Home for Temporarily Displaced Children

Spring 2008 – Fall 2008

Grant Writing

- Wrote an art education grant for the Brahma House Transitional Learning Center
- Grant was approved for \$10,000 in funding

Taveesha B. Ruff



Education

B.A. American Studies and Public Health
Rutgers University New Brunswick, NJ
May 2009

Experience

2007 – present

Somerset Home for Temporarily Displaced Children Bridgewater, NJ
Street Outreach Worker
Work with runaway and homeless youth to provide support and services.

2004 – 2007

Arts High School Debate Team Newark, NJ
Work with other coaches to facilitate participation in organized speech
and debate amongst students in urban areas.

Supervisory and Project Staff Resumes

EXECUTIVE DIRECTOR

The executive director is responsible to Somerset Home's Board of Trustees for providing strategic and executive leadership to the organization in alignment with the agency's mission, guiding principles, strategies, by-laws, policies and procedures. The executive director develops and maintains relationships with other social service and government agencies at the local, state and federal levels. He/she is responsible for the general health and welfare of the organization and its employees and the delivery of quality services to the youth served. In general he/she provides executive leadership and function for the organization to perform as a social services agency.

Qualifications:

Master's degree in Social Work, Human Services or related field required; LSW, LCSW or other applicable state-certified or licensed professional certification a plus. Proven executive experience required. Minimum 7 years of relevant professional experience with at least 5 years in a senior management position preferably with a social service agency. The executive director performs supervisory, financial and administrative responsibilities as well as formulates and promotes the strategic vision to move the agency forward in accomplishing its mission.

Supervision: The personnel committee of the board of trustees will supervise and evaluate the executive director's performance at 3 months, 6 months and 12 months and on an annual basis thereafter.

Status: Exempt.

Essential Duties and Responsibilities:

Board and Committees

Attend and serve as a non-voting member of the Board of Trustees and ex-officio on all committees.

Provide counsel to the Board through personal and staff action to include social, legal and other areas enabling the Board to make decisions related to their governance function.

Work closely with the Executive Committee, meeting with them on a regular basis.

Implement the agency's Strategic Plan.

Finance and Executive Administration

Responsible for the overall administration of the agency within Board-approved budgetary constraints.

Accountable for all staff members and directly supervise and evaluate senior management staff.

Accountable for supervision of the agency's fiscal affairs.

Assure that personnel affairs are conducted in accordance with personnel policies and governmental labor laws.

Provide for the development, implementation, continuation and evaluation of service programs, ensuring that the agency achieves and maintains compliance with provisions of all standards for programs as well as local, state and federal codes as necessary.

Assure the proper management of all offices, property, and equipment.

Ensure a process for evaluating and reducing the agency's potential for loss and liability.

Establish and maintain appropriate organizational structure, ensuring necessary departmentalization and delegation of staff responsibilities.

Recruit, retain, motivate, and mentor a skilled leadership team that utilizes effective management, planning, quality assurance and staff development methods to meet current and future needs of the agency.

Maintain accreditation with independent accrediting bodies

Assure that a volunteer staff is maintained in appropriate areas of agency work.

Professional

Lead and inspire in accordance with the agency's mission and guiding principles.

Act as a role model in all aspects of organizational behavior.

Advocate for the needs of the agency's youth served and target population.

Represent the agency in the youth services community in a manner that promotes a commitment to children's welfare as integral to the mission of the agency.

Keep informed on current social welfare needs and available resources.

Participate in relevant professional associations; attend educational programs designed to enrich professional competency and promote staff participation in relevant professional activities.

Foster appropriate relational responsibilities and be proactive in supporting appropriate legislation with and for governmental and other social service agencies at the local, state, and federal levels, especially those with which the agency is in collaboration, including, but not limited to, state and federal agencies such as NJ Department of Children & Families and USHUD.

Development

Assure the development of public relations, publications and fund-raising programs of the agency.

Focus on resource development in the public, private, government and foundation sectors including individual donor, alliances and partnerships, organizations, communities and corporations.

Perform other duties and assume other responsibilities as assigned by the Board of Trustees.

Competencies

Demonstrated ability to communicate effectively, both orally and in writing.

Possesses knowledge and ability to do fund-raising and develop community connections and partnerships.

Demonstrated leadership ability, decision-making competence, self-confidence, adaptability and ability to exercise sound supervisory principles.

Ability to engage and develop staff for advancement within or outside of the agency

Supports a flexible "learning organization" equipped for adaptive change.

Possesses a high degree of business acumen, including the proven ability to develop, initiate and implement long-term strategies.

Understands, implements and maintains compliant financial management systems and controls.

Experienced practitioner in the delivery of direct services.

Possesses a passion and commitment to the welfare of youth and their families and the accomplishment of the agency's mission.

Demonstrated knowledge of, experience with, and competence in dealing with the local, state and federal agencies associated with child welfare.

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The executive director will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are

incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently.

BRAHMA HOUSE DIRECTOR

- Qualifications:** Master of social work, psychology or related discipline, or bachelors degree in social work, psychology or related discipline, five years experience working with adolescents and three years supervisory experience preferred. Valid driver's license and a minimum of three years driving experience.
- Supervision:** Executive director. An evaluation will be given at 3 months, at 12 months, and annually thereafter.
- Status:** Exempt.
- Responsibilities:** Coordinate activities among clinical, case management and educational staff, ensuring information passes smoothly and that each treatment plan includes input from the education coordinator, therapist and case manager before implementation. Approve all treatment plans before implementation.
- Participate in management team meetings and complete required reports on time.
- Ensure a high standard of facility, grounds and vehicle maintenance.
- Recruit, hire, train, and deploy staff, interns, and volunteers assigning staff to perform functions as needed i.e. intake, special projects, routine tasks, medication dispensing, supervision, vans, etc.
- Ensure the evaluation of all program staff, interns and volunteers by the appropriate supervisor.

Ensure Brahma House program is in compliance with licensing, accreditation, grants and contracts requirements, and all Somerset Home policies.

Ensure representation of agency at public forums.

Ensure all elements of the fire protection, sprinkler and burglar alarm systems are functional and meet local fire safety and state licensing standards.

Ensure all program policy manuals are kept current.

Facilitate program development activities in order to provide the most comprehensive and highest quality programming to youth.

Ensure all inspections – fire and health are conducted annually.

Ensure state licensing inspections are conducted bi-annually.

Ensure completion and submission of all statistical data collection monthly and annually including program statistics, AIFS, RHYMIS, etc.

Ensure the completion and submission of quarterly reports to Somerset County Human Services and the United States Department of Health and Human Services as applicable.

Act as program liaison to the board of trustees and conduct quarterly meetings with the program and facilities subcommittee.

Ensure facility is maintained to provide safe environment for staff and residents.

Ensure the coordination of services with the other Somerset Home programs.

Ensure the program remains within the established annual budget.

Ensure billing is completed by the first week of each month.

Assist executive director and associate executive director with special event fund raising (i.e. Run for Runaways, etc.) and with the development of proposals as needed.

Serve as member of Somerset Home's management team.

Facilitate Continuous Quality Improvement subcommittee as assigned.

Participate in the "on-call" rotation system.

Work effectively and efficiently with all interns and volunteers

Be sensitive to cultural differences of clients and respond appropriately

BRAHMA HOUSE SENIOR CASE MANAGER

- Qualifications:** Masters degree in social work, psychology or related discipline preferred, plus two years experience working with youth. Computer literate. Valid drivers license and a minimum of three years driving experience.
- Supervision:** Program director. An evaluation will be given at 3 months, at 12 months, and annually thereafter.
- Status:** Non-Exempt.
- Responsibilities:** Sign in and out before and after each shift.
- Read log prior to each shift, back to when you last worked. Record in log after each shift as needed.
- Complete intakes, and ensure all forms are completed.
- Ensure completion of Adolescent Information Forms (AIF) and RHYMIS.
- Supervise street outreach workers and provide feedback to program director.
- Share on-call responsibilities.

Adhere to dress code.

Complete 12 hours of staff training per year.

Implement recreational activities.

Check medication logs daily and administer medication as needed. When prescription runs out, re-fill it. Ensure proper dispensing of medications to residents.

Assist in coordinating all transportation to resident's scheduled appointments.

Follow the guidelines as outlined in Rules for Child Care Workers and all program manual policies and procedures.

Develop treatment plans with each client and ensure plan is signed by client and his/her family.

Attend Child Placement Review Board hearings, FCIU sessions, and court as needed.

Train new staff and provide ongoing training as needed.

Perform crisis intervention counseling and support services to residents as needed.

Keep files up to date with treatment information.

Perform intake/discharge, approval/denial of prospective clients.

Ensure completion of psychosocial/substance abuse assessment by Somerset Home social worker on all youth under your supervision.

Ensure the completion of the Ansell-Casey life skills assessment by all residents under your supervision.

Coordinate with Pathways independent living skills counselors to ensure Pathways services to Brahma House residents ages 15 to 18.

Assist residents in finding employment when applicable.

Assist residents in opening savings accounts when applicable.

Assist youth in transition from Brahma House stay to next placement.

Provide support to all childcare staff to ensure each resident is receiving the best care.

Coordinate services with all youth counselor staff.

Be available to supervise residents when needed.

Keep informed about services available to youth in New Jersey and nationwide in order to be able to research, develop and implement new treatment modalities for at-risk youth.

Safely transport residents in agency vehicle as needed and according to vehicle policy.

Work effectively and efficiently with interns and volunteers.

Be sensitive to cultural differences of clients and respond appropriately.

BRAHMA HOUSE STREET OUTREACH WORKER

- Qualifications:** Bachelor's degree in social work, psychology or related discipline plus one years experience working with adolescents. Bilingual (Spanish) preferred. Valid driver's license and a minimum of three years driving experience.
- Supervision:** Program director. An evaluation will be given at 3 months, at 12 months and annually thereafter.
- Status:** Non-Exempt.
- Responsibilities:**
- Fulfill the grant requirements (number of youth to be served, services to be provided, presentations and community outreach activities etc.)
 - Respond to referrals within two hours.
 - Make regular presentations to schools, civic groups, churches, youth groups/center, etc.
 - Work with school officials to develop, implement, and provide better services for youth in "high-risk" situations.
 - Represent agency at corporate events, etc.
 - Support the agency's fund development activities as needed.
 - Make referrals to other agencies that can best meet the needs of youth.
 - Coordinate services with Somerset Home and all other agency case managers/staff involved in the client's case.
 - Ensure brochures, posters and educational materials are kept current and appealing to youth and families.
 - Be available to supervise the residents when needed.

Perform street outreach at targeted areas where youth are known to congregate.

Complete and Adolescent Information Form (AIF) on each client.

Complete and submit RHYMIS data bi-annually.

Canvass key informants to identify needs of youth in the community.

Encourage participation in Pathways Independent Living program for youth needing those skills.

Develop ongoing activities with youth that will ensure their success upon departure from Brahma House.

Assist in advocating for residents on independent living status in the community.

Assist youth in transition from Brahma House stay to next placement, whether it is home or alternative arrangements.

Provide counseling when family system begins to have difficulty.

Use resources available to meet youth' needs once leaving Brahma House.

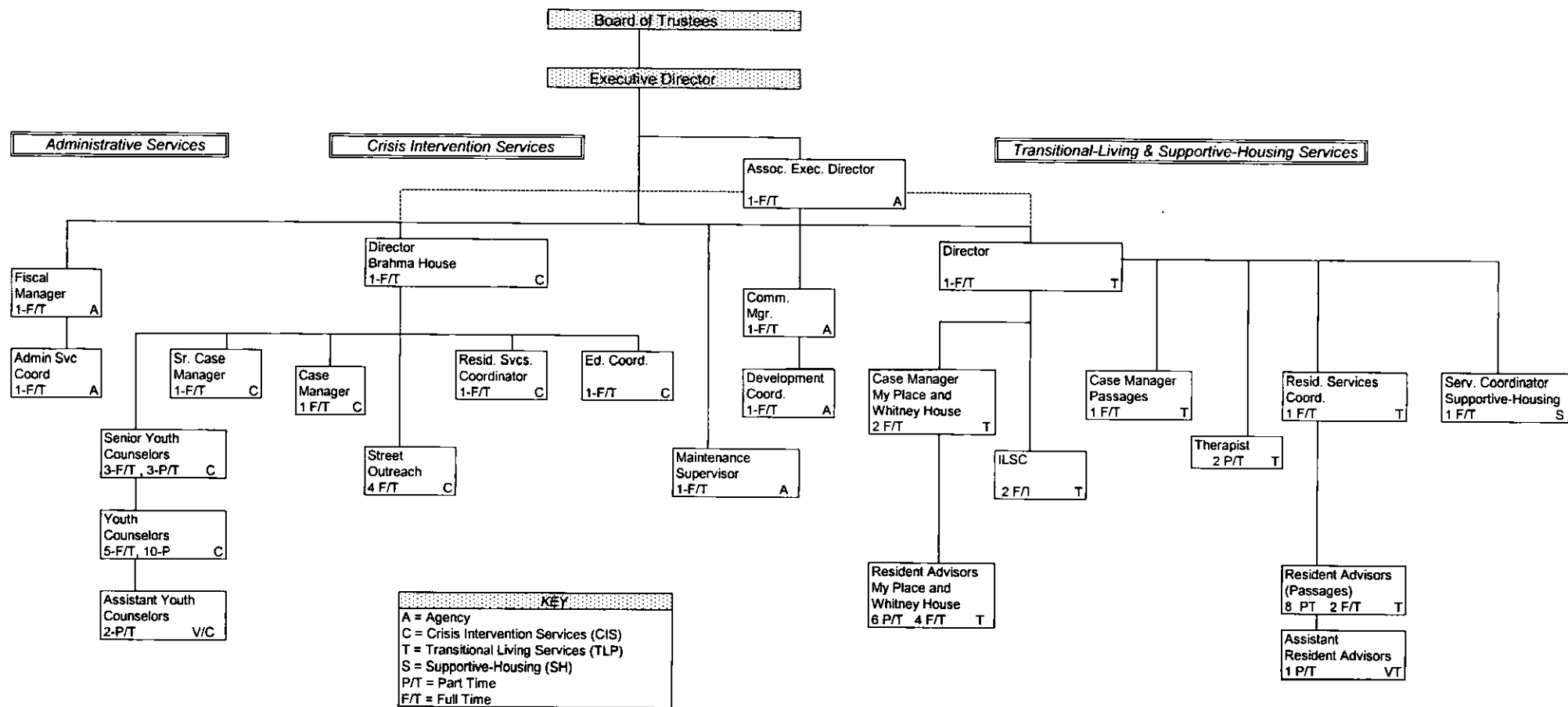
Keep informed about services available to youth in New Jersey and nationwide.

Participate in the on-call rotation.

Facilitate weekly Street Smart HIV/AIDS Prevention group for program participants.

Be sensitive to cultural differences of clients and respond appropriately.

Somerset Home for Temporarily Displaced Children's Organizational Chart



Outreach Worker Staffing Pattern

The staffing pattern will ensure coverage 24/7 using the four outreach workers who work in teams. Round the clock coverage is accomplished with staff being on call to cover the hours between 2 am and 10 am. Most activities RHY may be engaged in during these hours could put a worker at risk. Being on call, workers respond immediately via phone and between thirty minutes and two hours if needed be to provide in person support.

Shift work will be Sunday to Thursday 10 am to 6 pm and 6 pm to 2 am for one team and Wednesday to Saturday for the other team.

**Somerset Home for Temporarily Displaced Children
Board of Trustees (updated 1/16/2013)**

Trustee Name	Address	Home Phone	Bus. Phone	Trustee Since	Term
1. Claire Calandra President				2008	2012-2013
2. Madeline Berlin Vice President				2006	2012-2013
3. Mark L. Salandra Treasurer				2011	2012-2013
4. Nikkia Miller-Blakes Assistant Treasurer				2010	2012-2013
5. Marsha Montgomery Secretary				2000	2012-2013
6. Lisa Warren				1985	
7. Raymond Fantuzzi				1986	
8. Dennis Flynn				2000	
9. Melissa Pearce				2007	
10. Cindy Chomiak				2009	
11. Carol Suchit-Hudson				2011	
12. Stephanie A. Durant				2011	
13. Terrence DeFranco				2012	

Code of Ethics Policy

INTRODUCTION

Somerset Home has been and continues to be committed to conducting business with competence and integrity and in accordance with all federal, state and local laws. This Code of Ethics and Business Conduct ("code") applies to all board members, officers, and employees/interns of Somerset Home.

The purpose of the code is to provide our employees/interns, officers and board members, as well as those with whom we do business and the general public, with a formal statement of Somerset Home' commitment to the standards and rules of ethical business conduct.

This code cannot cover all possible circumstances or anticipate every situation. Consequently, if you encounter a situation not specifically addressed in the code, you should apply the overall spirit, intent, philosophy and concepts of the code, which is intended to reflect the highest ethical standards. If, after doing so, a question still exists in your mind, the particular circumstances should be discussed with your supervisor, the executive director or the president.

To report a suspected violation

Every employee/intern, volunteer, or board member has the obligation to report any suspected violation of the Somerset Home code of ethics. Reports may be made to your supervisor, any member of management within your reporting structure, the executive director or to the president of Somerset Home. Your report may be verbal or written.

I. POLICIES AND PROCEDURES

1. Ethics

The code consists of written standards designed to prevent wrongdoing and to promote:

- Honest and ethical conduct, including the ethical handling of both actual and apparent conflicts of interest between personal and professional relationships;
- Full, fair, accurate, timely and understandable disclosure in the reports and documents that Somerset Home files with, or submits to, regulatory agencies by Somerset Home;
- Compliance with the applicable governmental laws, rules and regulations;

- The prompt internal reporting to a person or persons identified in this code of violations of this code; and
- Accountability for adherence to this code.

All employees/interns, volunteers and board members are expected to comply with the letter and spirit of all applicable federal, state and local laws, rules and regulations to which the Somerset Home' business activities are subject. You should be aware that violations of law could result in criminal prosecution of individuals and/or Somerset Home and, upon conviction, lead to fines or even imprisonment. Any employee/intern, volunteer or board member found to be involved in the theft or misuse of Somerset Home funds or property will be prosecuted to the full extent of law.

2. Conflicts of Interest

You should avoid situations where your personal interests, or the interests of close relatives, could conflict, or reasonably appear to conflict, with Somerset Home' interests. A close relative includes a person connected with another by blood or affinity for instance a, spouse, parent, children (biological, adopted, or foster), brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparent, grandchild, aunt, uncle, cousin, nephew, or niece.

An example of conflict of interest is an opportunity for personal gain apart from the normal compensation provided through employment. In that regard, here are some guidelines:

a. Personal Financial Gain

You should avoid any outside financial interests that might influence Somerset Home' decisions or actions. Such interests might include a personal or family interest in an enterprise that has a business relationship (other than as a purchaser of Somerset Home' products or services) with Somerset Home.

If you are unsure about whether a situation involving you, a member of your immediate family or a close relative constitutes a conflict of interest, discuss the situation with the executive director for guidance.

b. Nepotism

Employment of relatives of current employees will be permitted only when neither employee will supervise the other. Any exceptions to this should be requested by the employee's program director or supervisor and must have the written approval of the executive director or board president.

The following situations shall be brought to the attention of the board of trustees, executive director or appropriate manager when they exist:

1. A member of the board of trustees is related to another member of the board of trustees;
2. A member of the board of trustees is also a staff member/intern/volunteer;
3. A staff member in a supervisory capacity is related to another staff member/intern/volunteer s/he supervises;
4. A member of the board of trustees or a staff member/intern/volunteer receives payment from the Somerset Home for any subcontracts, goods or services, such as a consultant, laundry, maintenance, construction or remodeling;
5. A member of the board of trustees or a staff member/intern/volunteer is a member of a governing body of a contributor to the Somerset Home;
6. A member of the board or staff member/intern/volunteer accepted favors, gifts, gratuities, or took part in any activities or transactions that related to, affected, or influenced decisions made for, regarding, or on behalf of Somerset Home;
7. A board member or staff member/intern/volunteer used donor information or relationships inappropriately or in ways that might damage donor confidentiality and/or relationships with Somerset Home;
8. A board member or staff member/intern/volunteer participated in an arrangement or transaction which might give the appearance of a conflict of interest; or
9. Favoritism in supervision or promotion is suspected.

c. Outside Activities

You should avoid outside employment or activities that would have a negative impact on the performance of your job, or conflict with your obligations to Somerset Home, or in any way negatively affect Somerset Home's reputation in the community. Consult the executive director for guidance.

There are situations where speaking or appearance fees may be offered to employees or officers. The specific circumstances of the event will determine whether it is appropriate for the employee or officer to retain the honorarium or to submit it to the Somerset Home. An employee or officer should seek counsel from the executive director in advance of accepting an offer to speak when a fee is to be paid.

d. Use of Somerset Home Funds and Assets

All Somerset Home assets are to be used solely for the benefit of Somerset Home and its clients. Every employee/intern, volunteer and board member is responsible for ensuring Somerset Home's assets are used only for valid purposes. No employee, officer or board member may knowingly submit or assist others in submission of fraudulent claims or cause fraudulent payments to be issued to themselves or other parties through any Somerset Home systems or processes.

Further, anyone who has knowledge of such fraudulent activities has the duty and obligation to inform Somerset Home's executive director immediately.

e. Annual Disclosures

As a term and condition of employment, upon employment and annual thereafter, each employee/intern, volunteer and board member of Somerset Home is obligated to read and sign the code of ethics and business conduct and disclose any conflict of interest at that time. In addition employees/interns, volunteers and board members also obligated to promptly notify the executive director of any changes to their disclosures throughout the year.

The annual disclosure will take place each January.

2. Confidentiality and Information

Our work includes routine access to personal and medical information about our clients. The inappropriate or unauthorized disclosure of such information could cause harm to Somerset Home, its customers or providers and may subject an employee/intern, volunteer or board member to immediate dismissal. In some cases, such disclosure would be a violation of federal (e.g., Health Insurance Portability and Accountability Act of 1996 - "HIPPA") or state law, possibly subjecting the employee or officer and the Somerset Home to civil and/or criminal liability.

It is very important you safeguard client's medical information, and other confidential information at all times, during and subject to your employment or association with the Somerset Home.

Suppliers and Customers

Somerset Home obtains and keeps business because of the quality and value of its services, and the respect and confidence we instill in our clients. Conducting business with suppliers and customers can pose ethical or even legal problems for employees and officers. The following guidelines are intended to help you make the appropriate ethical decision in potentially difficult situations:

a. "Kickbacks" and Rebates

Providing payments in the form of kickbacks or rebates to obtain business is against Somerset Home policy. Kickbacks or rebates can take many forms and are not limited to cash payments or credits.

In general, if you or your family stands to gain personally through a Somerset Home transaction with a vendor, it is prohibited. Such practices are not only unethical but are, in many cases, illegal.

b. Gifts, Gratuities or Entertainment

You may not accept or solicit gifts of money under any circumstances, nor may you solicit non-monetary gifts (valued at \$100 or more) gratuities, or any other personal benefit or favor of any kind from Somerset Home current or prospective vendors, suppliers, providers or customers.

c. Payments to Government Employees

No payment of money, gifts, services, entertainment or anything of value may be offered or made available in any amount, directly or indirectly, to any governmental official or employee as an inducement to modify or compromise the performance of his/her responsibilities.

3. Financial Accountability

Somerset Home maintains a system of internal controls over financial reporting designed to provide reasonable assurance regarding the reliability of financial reporting and the preparation of financial statements for external purposes in accordance with generally accepted accounting principals ("GAAP") and includes those policies and procedures that:

- 1) Pertain to the maintenance of records that in reasonable detail accurately and fairly reflect the transactions and dispositions of the assets of Somerset Home;
- 2) Provide reasonable assurance transactions are recorded as necessary to permit preparation of financial statements in accordance with generally accepted accounting principles, and that receipts and expenditures of Somerset Home are being made only in accordance with authorizations of management and the board of trustees of Somerset Home; and
- 3) Provide reasonable assurance regarding prevention or timely detection of unauthorized acquisition, use or disposition of Somerset Home assets that could have a material effect on the financial statements.

a. Accuracy of Books and Records

No unauthorized or unrecorded funds or assets may be created or maintained for any purpose. In addition, the making of false entries in Somerset Home books is strictly prohibited. Employees/interns, volunteers and board members may not engage in any transactions or activities that require or contemplate the making of false or fictitious entries.

Federal and state laws require Somerset Home to ensure its books and records accurately reflect the true nature of the transactions represented. It is against Somerset Home policy, and illegal, for any employee or officer to intentionally, either by entry of false information or through deliberate omission, cause Somerset Home books and records to be inaccurate.

b. Retention of Records

Disposal or destruction of the Somerset Home records and files is not discretionary. Legal and regulatory practices require the retention of certain records for various periods of time. In addition, when litigation or government investigation or audit is pending, relevant records may not be destroyed until the matter is closed. Destruction of records to avoid disclosure in a legal proceeding may constitute a criminal offense.

5. Working Environment

Somerset Home is committed to providing a safe and healthy work place, free from unlawful discrimination and harassment, for its employees and officers. We are equally committed to minimizing the environment impact of our operations.

a. Health, Safety and Environmental Protection

Everyone employee and officer has a responsibility to abide by safe operating procedures and to guard our own and our co-workers' health and the health and safety of visitors to our premises. You are encouraged to report to your supervisor any conditions that you perceive to be unsafe, unhealthy or hazardous to the environment.

b. Personnel Policies

Every employee/intern, volunteer and board member has the right to an environment free of unlawful discrimination or harassment. This includes, but is not limited to, freedom from sexual and other unlawful harassment in the workplace. Somerset Home has developed detailed personnel policies in the employee manual, copies of which are available from your supervisor.

Federal, state and local laws, rules and regulations require Somerset Home provide equal employment opportunity to every applicant and employee who is qualified to perform the requirements of the job. It is Somerset Home policy to do this, regardless of the individual's actual or perceived race, color, religion, sex, national origin, age, physical or mental disability, marital status, sexual orientation, age, or citizenship or status as a Vietnam era veteran or disabled veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

Somerset Home is also committed to providing reasonable accommodations for qualified individuals with a disability. Equal employment opportunities are provided in all aspects

of the employment relationship, including recruitment, hiring, work assignment, promotion, transfer, termination, wage, salary and benefits administration and selection for training.

These commitments can only be met if all employees treat each other with courtesy and fairness and have respect for the dignity of others.

c. Standards for Appropriate Electronic Communications

Somerset Home offices are equipped with a range of electronic communication systems supporting the conduct of business. When using any of these means of communication, employees and officers must at all times maintain standards appropriate to the workplace. Somerset Home policy in this regard sets forth those standards and applies to all of our electronic communications systems, including electronic, computer network and telephone communications systems, voice mail, e-mail, and use of the Internet, and to all business property. As a general rule, any workplace communications, whether oral, written, electronic, or via telephone, which could be viewed as insulting, disruptive, threatening or offensive will not be tolerated.

d. Substance Abuse

Somerset Home will not tolerate the use of illegal drugs or the abuse of legal drugs or alcohol by its employees and officers. To protect the health and welfare of all employees and officers, and to demonstrate our compliance with the federal Drug-Free Workplace Act of 1988, Somerset Home has adopted the Drug Free Workplace Policy, which is included in the employee manual.

II. REPORTING VIOLATIONS AND INVESTIGATIONS

A. Reporting

You have the obligation to report promptly any suspected violation of this code either orally or in writing to:

- Your supervisor, or any member of management within your reporting structure
- The executive director;
- The board president;

All members of management that receive reports of suspected violations of this code or any reports of potential non-compliance must immediately inform Somerset Home' executive director.

B. Non-Retaliation/Whistleblower

No employee or officer making a good faith report of a suspected violation of the code will be subject to retaliation or reprisals. Any employee who engages in retribution, retaliation or harassment against a reporting employee will be subject to disciplinary action up to and including termination of employment. All instances of retaliation, retribution or harassment against reporting employees should be brought to the attention of Somerset Home executive director who will investigate and determine the appropriate discipline, if any.

C. Enforcement and Discipline

It is the policy of Somerset Home to administer corrective action in an equitable and consistent manner. Violations of the code generally will lead to corrective actions varying from oral warnings up to and including termination of employment. Employees can also be subject to disciplinary action for failure to report non-compliance or violations of the code. Additionally, any employee who intentionally provides false information may be subject to disciplinary action up to and including termination of employment. The appropriate disciplinary action depends upon a number of factors including the nature of the violation, the ramifications of the violation to Somerset Home and its clients, whether the violation was willful or unintentional and so on.

D. Investigations

All allegations of code violations will be promptly and thoroughly investigated by Somerset Home executive director or board president or their designees. Thorough investigative files will be maintained on each allegation received.

On occasion, you may be asked to assist in the course of an investigation of a suspected violation of the code. In such instances, you will be expected to cooperate fully with in-house and/or representatives of governmental regulatory agencies. When conducting investigations, the executive director and/or his/her designee require unfettered access to information in order to fully research all reported matters.

III. QUESTIONS

Somerset Home is committed to creating an environment that encourages and allows every employee and officer to seek and receive prompt guidance before engaging in conduct that may violate the code or any federal, state or local law, rule or regulation. Please call the executive director with any questions you may have pertaining to the code.

V. MODIFICATIONS

Somerset Home intends to honor this policy and the procedures set forth but reserves the right to change them at any time, at its sole discretion.

**State of New Jersey
Department of Children and Families
Statement of Assurance**

As the duly authorized Chief Executive Officer/Administrator, I am aware that submission to the Department of Children and Families of the accompanying application constitutes the creation of a public document and as such maybe made available upon request at the completion of the RFP process. This may include the application, budget, and list of applicants (bidders list). In addition, I certify that the applicant:


- Has legal authority to apply for the funds made available under the requirements of the RFP, and has the institutional, managerial and financial capacity (including funds sufficient to pay the non Federal/State share of project costs, as appropriate) to ensure proper planning, management and completion of the project described in this application.
- Will give the New Jersey Department of Children and Families, or its authorized representatives, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with Generally Accepted Accounting Principles (GAAP). Will give proper notice to the independent auditor that DCF will rely upon the fiscal year end audit report to demonstrate compliance with the terms of the contract.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. This means that the applicant did not have any involvement in the preparation of the RFP, including development of specifications, requirements, statement of works, or the evaluation of the RFP applications/bids.
- Will comply with all federal and State statutes and regulations relating to non-discrimination. These include but are not limited to: 1.) Title VI of the Civil Rights Act of 1964 (P.L. 88-352; 34 CFR Part 100) which prohibits discrimination on the basis of race, color or national origin; 2.) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination on the basis of handicaps and the Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et. seq.; 3.) Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et. seq.; 45 CFR part 90), which prohibits discrimination on the basis of age; 4.) P.L. 2975, Chapter 127, of the State of New Jersey (N.J.S.A. 10:5-31 et. seq.) and associated executive orders pertaining to affirmative action and non-discrimination on public contracts; 5.) Federal Equal Employment Opportunities Act; and 6.) Affirmative Action Requirements of PL 1975 c. 127 (N.J.A.C. 17:27).

- Will comply with all applicable federal and State laws and regulations.
- Will comply with .the Davis-Bacon Act, 40 U.S.C. 276a-276a-5 (29 CFR 5.5) and the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.27 et. seq. and all regulations pertaining thereto.
- Is in compliance, for all contracts in excess of \$100,000, with the Byrd Anti-Lobbying amendment, incorporated at Title 31 U.S.C. 1352. This certification extends to all lower tier subcontracts as well.
- Has included a statement of explanation regarding any and all involvement in any litigation, criminal or civil.
- Has signed the certification in compliance with federal Executive Orders 12549 and 12689 and State Chapter 51 and is not presently debarred, proposed for debarment, declared ineligible, or voluntarily excluded. Will have on file signed certifications for all subcontracted funds.
- Understands that this provider agency is an independent, private employer with all the rights and obligations of such, and is not a political subdivision of the Department of Children and Families
- Understands that unresolved monies owed the Department and/or the State of New Jersey may preclude the receipt of this award.

Somerset Home for Temporarily Displaced Children

Name of Applicant Organization

Signature



Date June 19, 2013

David Walker, executive director

Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion Lower Tier Covered Transactions

**READ THE ATTACHED INSTRUCTIONS BEFORE SIGNING THIS CERTIFICATION.
THE INSTRUCTIONS ARE AN INTEGRAL PART OF THE CERTIFICATION.**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by an Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

David Walker, executive Director
Name and Title of Authorized Representative

David Walker 6/17/13
Signature Date

This certification is required by the regulations implementing Executive order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of facts upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by

which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Exhibit 1: Budget Spreadsheet

BUDGET CATEGORIES 12-Month Budget	TOTAL COSTS	DCF Funding request	Other Cash or In-Kind Funding Sources*
A. Personnel - Salary (hours/week)	\$148,150	\$136,000	**See below
Fringe (% rate) 22%	32,593	29,920	
B. Consultants & Professional Fees	0	0	
C. Materials & Supplies	9,730	9,080	
D. Facility Costs	24,000	15,000	
E. Specific Assistance to Clients	6,000	6,000	
F. Other	4,000	4,000	
G. Gen. & Adm. (G&A) Cost Allocation	0	0	
H. Total Operating Costs	224,473	200,000	
I. Equipment (start up-see next page)	50,000	50,000	
J. Total Cost	274,473	200,000	
K. Revenue (deduct)*	(24,473)	n/a	n/a
L. Funding Request	\$250,000	n/a	n/a

The budget request shall indicate the Agency's total proposed budget for delivery of the service(s) reduced by the other sources of funding (Line K). If applicable, indicate the sources of leveraged funding and the dollar amounts for each below:

** Other Sources of Funding for this Program: (Specify These)	Foundations and Corporations	Special Event	Individuals
Other Funding Amounts:	\$5,000	\$10,000	\$9,473

Certificate No. 7340



**State of New Jersey
Department of Children and Families**

**CHILDREN'S SHELTER FACILITIES AND HOMES
CERTIFICATE OF APPROVAL**

This is to certify that: **Somerset Home for Temporarily Displaced Children**

Brahma House

49 Brahma Ave

Bridgewater, NJ 08807

Approved capacity: **4**

Type of program: **JFCS Shelter Facility**

Date issued: **10/31/2011**

Date of expiration: **10/31/2013**

is in substantial compliance with the provisions of the Manual of Standards for Children's Shelter Facilities and Homes, the official regulations adopted pursuant to N.J.S.A. 30:1-14 and 15, N.J.S.A. 30:4C-4 or N.J.S.A. 2A 4A - 37 as appropriate. Additional information is on file with the Department of Children and Families (DCF), Office of Licensing, P.O. Box 717, Trenton, NJ 08625-0717.

A handwritten signature in cursive script that reads "Allison Blake".

Allison Blake, Commissioner, DCF

This certificate shall be posted in a conspicuous place on the premises. For further information call: (877) 667-9845.

Certificate No. 2490



**State of New Jersey
Department of Children and Families**

**CHILDREN'S GROUP HOME
CERTIFICATE OF APPROVAL**

This is to certify that: **Somerset Home for Temporarily Displaced Children
Brahma House
49 Brahma Avenue
Bridgewater, NJ 08807**

Type of home: **Group Home**
Approved capacity: **12**
Date issued: **10/31/2011**

Date of expiration: **10/31/2013**

is in substantial compliance with the provisions of the Manual of Requirements for Children's Group Homes, the official regulations adopted pursuant to N.J.S.A. 30:1-14 and 15, N.J.S.A. 30:4C-4 or N.J.S.A. 2A:4A - 37 as appropriate. Additional information is on file with the Department of Children and Families (DCF), Office of Licensing, P.O. Box 717, Trenton, NJ 08625-0717.

A handwritten signature in cursive script that reads "Allison Blake".

Allison Blake, Commissioner, DCF

This certificate shall be posted in a conspicuous place on the premises. For further information call: (877) 667-9845

**Affiliation Agreement between
Planned Parenthood of Greater Northern New Jersey, Inc.
and
Somerset Home for Temporarily Displaced Children**


In an effort to strengthen services to runaway, homeless and other youth at risk in Somerset County, this letter will define areas of cooperation and activity between Planned Parenthood of Greater Northern New Jersey, Inc. and Somerset Home for Temporarily Displaced Children. In consideration of the mutual understandings set forth in this agreement, the parties agree to the following:

Planned Parenthood of Greater Northern New Jersey agrees to:

1. Provide comprehensive reproductive and complementary health care services in settings which preserve and protect the essential privacy and rights of each resident
2. Provide educational programs which enhance understanding of individual and societal implications of human sexuality.

In exchange, **Somerset Home for Temporarily Displaced Children** agrees to:

1. Refer residents of Somerset Home for Services at Planned Parenthood
2. To follow through with Planned Parenthood clinician recommendations for residents
3. To provide Planned Parenthood with resident's medical insurance card at each visit



Jeffrey Fetzko, ACSW, LSW, CFRE
Executive Director
Somerset Home for Temporarily Displaced Children

Date

7/2/09



Jeff Brand
President/CEO
Planned Parenthood of Greater Northern New Jersey, Inc.

Date

6/1/09

Expiration Date: January 2013

Memorandum of Understanding

Between Somerset Home for Temporarily Displaced Children and Richard Hall Community Mental Health Center

This Memorandum of Understanding shall serve to clarify this collaboration and to improve and expand services by Richard Hall Community Mental Health Center and The Somerset Home for Temporarily Displaced Children. This MOU is effective from January 1, 2013 to December 31, 2015.

The Goals of this collaboration include the following:


- To provide the youth served at the Somerset Home for Temporarily Displaced Children with adequate and quality mental health care.
- To make services provided by Richard Hall CMHC readily available to youth served by the Somerset Home.
- To assure The Somerset Home will comply with services and/or recommendations provided by Richard Hall CMHC.

In order to achieve these goals, Richard Hall CMHC is committed to the following:

- To provide mental health services to youth served at the Somerset Home.
- To provide youth with psychiatric evaluations *As available. 11/15/12*
- To provide youth with medication monitoring, as determined by a licensed psychiatrist or psychiatric nurse practitioner.
- To provide youth with individual and/or group therapy, as deemed necessary by a licensed counselor.

The Somerset Home for Temporarily Displaced Children is committed to the following:

- To provide up to date insurance information.
- To complete releases of information between Richard Hall CMHC and Somerset Home
- To have youth attend scheduled appointments.
- To cancel and/or reschedule appointments within 24 hours of original appointment.
- To have staff and youth comply with psychiatrist and therapist recommendations.
- To comply with medications prescribed by the psychiatrist.


Ray Fantuzzi, Interim Executive Officer
Somerset Home for Temporarily Displaced Children

Date 11/20/12


Michael Frost, ACSW, LCSW, Executive Director
Richard Hall Community Mental Health Center

Date 11/15/12

Memorandum of Understanding

Between Somerset Home for Temporarily Displaced Children and Somerset Treatment Services

This Memorandum of Understanding shall serve to clarify this collaboration and to improve and expand services by Somerset Treatment Services and The Somerset Home for Temporarily Displaced Children. This MOU is effective from January 1, 2013 to December 31, 2015.

The Goals of this collaboration include the following:

- To provide the youth served at the Somerset Home for Temporarily Displaced Children with adequate and quality substance abuse care.
- To make services provided by Somerset Treatment Services readily available to youth served by the Somerset Home.
- To assure The Somerset Home will comply with services and/or recommendations provided by Somerset Treatment Services.

In order to achieve these goals, Somerset Treatment Services is committed to the following:

- To provide substance abuse services to youth served at the Somerset Home.
- To provide youth with substance abuse services
- To provide youth with individual and/or group counseling, as deemed necessary by a substance abuse counselor.

The Somerset Home for Temporarily Displaced Children is committed to the following:

- To provide up to date insurance information.
- To complete releases of information between Somerset Treatment Services and Somerset Home
- To have youth attend scheduled appointments.
- To cancel and/or reschedule appointments within 24 hours of original appointment.
- To have staff and youth comply with recommendations made by Somerset Treatment Services.

Raymond Fantuzzi, Interim Executive Officer
Somerset Home for Temporarily Displaced Children

Date _____

Barbara Schlicting, Executive Director
Somerset Treatment Services

Date _____

**Affiliation Agreement between
Women's Health & Counseling Center
and
Somerset Home for Temporarily Displaced Children**

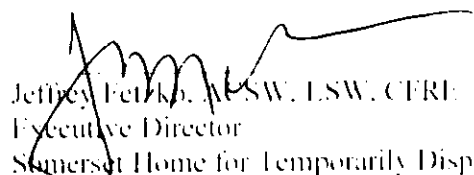
In an effort to strengthen services to runaway, homeless and other youth at risk in New Jersey, this letter will define areas of cooperation and activity between Women's Health & Counseling Center and Somerset Home for Temporarily Displaced Children. In consideration of the mutual understandings set forth in this agreement, the parties agree to the following:

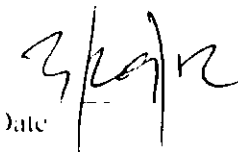
Women's Health & Counseling Center agrees to:

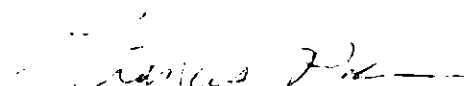
1. Provide comprehensive reproductive and health care services in settings which preserve and protect the essential privacy and rights of each resident
2. Provide educational programs which enhance understanding of individual and societal implications of human sexuality

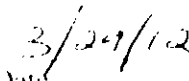
In exchange, **Somerset Home for Temporarily Displaced Children** agrees to:

1. Refer residents of Somerset Home for Services at Women's Health & Counseling Center
2. To ensure Women's Health & Counseling Center's clinical recommendations for residents are met
3. To provide Women's Health & Counseling Center with resident's proper medical insurance documentation at each visit

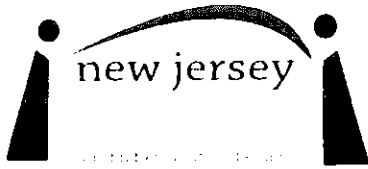

Jeffrey Fettko, MSW, LSW, CFRE
Executive Director
Somerset Home for Temporarily Displaced Children


Date


Frances Palm
Executive Director
Women's Health & Counseling Center


Date

Expiration Date: April 30, 2014



ACYF Operations Center
c/o Luc Consulting Group
ATT: Basic Center Program Funding
8405 Colesville Road, Suite 600
Silver Spring, MD 20910

Executive Board Officers

PRESIDENT

VICE PRESIDENT

TREASURER

SECRETARY

CHIEF OF STAFF

NJACYF Staff

EXECUTIVE DIRECTOR

To Whom It May Concern:

I write at this time with regard to Somerset Home for Temporarily Displaced Children's application to continue to provide street outreach services to runaway and homeless youth.

Somerset Home for Temporarily Displaced Children has been an active member of the New Jersey Alliance for Children, Youth and Families (NJACYF) for many years. NJACYF is an advocacy organization representing human services agencies throughout New Jersey. Our members provide out-of-home and community-based services to youth in need of behavioral health services; youth who have experienced physical, emotional or sexual abuse; homeless youth; pregnant and parenting teens; youth in need of independent living skills and housing; youth living with developmental disabilities and other treatment and support services to give youth the safety and stability that they need.

NJACYF is extremely aware of the need for the continuation of funding and services for runaway and homeless youth, both locally and throughout New Jersey.

Sincerely,

A handwritten signature in cursive script, appearing to read "Megann Anderson Fischer".

Megann Anderson Fischer, J.D.
Executive Director

New Jersey Alliance for Children, Youth and Families

Dear David Walker,

When I was homeless I was introduced to the Street Outreach program. Natalie and Tayeesha helped me a lot by guiding me to reopen my DYFS case. They helped me obtain residency in the Passages TLP program. They were very friendly and outgoing and even took me out to eat when they were working with me. I don't know where I would be without their services that led me to Passages TLP and eventually to My Place where I intend to transition to Bridge House or Independent Living. I would support them receiving a grant because I feel like their program is an asset to youth that are homeless or in danger of being homeless throughout the state of New Jersey.

Damen

To Whom it May Concern,

Being homeless is not something you forget. I was an eighteen year old senior in high school when my mother decided that she was tired of my defiance and told me to go stay somewhere else. My first night was horrible I slept outside on someone's deck in 42 degree weather. Needless to say I did not get much sleep but I did have a lot of thinking time. The next day I went into school and told my counselor my situation. My counselor (Mrs. Sare) contacted Natalee Brockington and Tayeesha Ruff. These two humorous and knowledgeable ladies came, picked me up, and spoke to me about my situation and the options that I had. At the time the Agape house was accepting males so they took me there. They also took me to a food bank and got me food, towels, and other necessities. I couldn't even begin to express my gratefulness and still cannot. It was a weekend so they left me to my own devices with instructions to call them immediately if I needed anything. The following week they took me to a place called "My Place" in Bridgewater where I interviewed for a spot to stay with the three boys who already lived there. They also took me to Social Services to apply for healthcare and foodstamps, both of which I received. The following week I was accepted and lived for about a year at "My Place" where I finished high school (I had failed the previous year.) I left "My Place" and about 6 months later I was homeless again! I called Natalee who had not stopped checking up on me and seeing how I was doing and she told me about something called home sharing. Once again these two awesome ladies picked me up and took me to a home sharing appointment where I found someplace to live. After about another six months I moved to Jersey City and got an apartment with one of my best friends and that is where I live now. I currently have a job as a server and I love the stability. Without Natalee and Tayeesha's help I'm really not sure where I would be today. The Outreach program helped me to get on my feet and become responsible and for that I am forever grateful.

Jelan

Street Smart Program Implementation Time Line

Activities	July	August	September	October
Grant Awarded	X			
Interview, Screen, Hire, Train Staff	X	X		
Services Begin		X		
Lease Van	X			
Subcontract With Community-Based Services in Each County		X	X	X
Program Evaluation		X		

Revenues	Brahma	Pathways	Passages	My Place	Whitney	Bridge	Total
DCF	\$465,000	\$138,538	\$879,200	\$359,795	\$315,893	\$77,121	\$2,235,547
Nutrition	10,500	0	10,800	6,853	6,200	0	34,353
Boards of Education	60,000	0	0	0	0	0	60,000
Foundations/Corporations							
Operating	71,000	7,000	0	0	0	0	78,000
Somerset County	150,000	0	0	0	0	0	150,000
CDBG operating	12,769	0	0	0	0	0	12,769
HUD CoC	0	0	0	0	0	40,551	40,551
Rent	0	0	0	0	0	11,500	11,500
Workplace Giving	11,800	0	0	0	0	0	11,800
SRECS	1,700	0	0	0	0	0	1,700
USHHS	278,000	0	0	0	0	0	278,000
Contributions	25,405	36,545	0	0	0	0	61,950
Interest Income	5,800	0	0	0	0	0	5,800
Special Event Fundraising	54,700	0	0	0	0	0	54,700
Total Revenue	\$1,146,674	\$182,083	\$890,000	\$366,648	\$322,093	\$129,172	\$3,036,670

STREET S.M.A.R.T. LOGIC MODEL

Program Name: Street S.M.A.R.T.	Program Vision: Help RHY leave the streets.
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Population Served: Street S.M.A.R.T. is targeted to homeless youth or at risk youth who are in danger of being homeless and are no longer welcome in the family home; others have run away from abusive situations (including human trafficking) and need a place to live, counseling, a job and health care. Youth can be up to 21 years of age.

**Services/Outputs	Resources	Outcomes	Indicators	Measurement
<p>Immediate basic needs/contact/street based education and support (3,500 unduplicated contacts)</p> <p>Assessment of sexual exploitation, abuse, and/or human trafficking - 500 youth</p> <p>Education needs assessment - 500 youth</p> <p>Healthcare needs assessment - 500 youth</p> <p>Financial and legal (criminal/immigration) status - 500 youth</p> <p>Trauma and crisis intervention needs assessment - 500 youth</p> <p>Access to emergency shelter for 225 youth (housing needs assessment)</p> <p>Survival aid - 500 youth</p> <p>Transportation - 225 youth</p> <p>Referral to treatment and counseling services - 500 youth</p> <p>Independent-living skills education - 225 youth</p> <p>Treatment planning and case management - 225 youth</p>	<p>Three trained outreach workers</p> <p>Van for transportation</p> <p>Cell phone for immediate access</p> <p>Food, blankets, clothing, supplies</p> <p>Immediate access to shelter</p> <p>Access to vital services</p>	<p>Improved living circumstances – accept shelter, other type of safe living situation</p> <p>Improved employment status</p> <p>Improved family functioning</p> <p>Decreased crisis behavior (criminal activity, suicide ideation, violence, etc.)</p> <p>Improved education status</p>	<p>Participants accept shelter or obtain safe and affordable housing</p> <p>Participants comparatively shop for food, services, and household goods to stay within budget</p> <p>Participants engage with ILS educators to learn skills and interpersonal skill building</p> <p>Participants access job preparation services</p> <p>Participants engage with outreach workers to develop a viable plan</p> <p>Clients take advantage of outreach services</p>	<p>Safe exit report</p> <p>Street outreach statistical report</p> <p>Casey Life Skills Assessment</p> <p>Job attainment report</p> <p>Case manager assessment</p> <p>Therapist assessment and evaluation</p>

Employment counseling - 225 youth				
Information/ referral to support services - 500 youth				
Follow-up & aftercare - 225 youth				

****Logic Model Service Assumptions:** Youth who are homeless comprise a population exposed to high rates of trauma, both on the streets and prior to becoming homeless (Gaetz, 2004; Kidd, 2003; Whitbeck & Hoyt, 1999). Many become homeless due to prematurely exiting or being forcibly removed from their homes, often in response to abuse by their primary caregivers. It has also been argued that the experience of being homeless is a form of psychological trauma (Goodman, Saxe, & Harvey, 1991), as life on the street is characterized by extremely impoverished conditions, constant threats to survival in terms of daily struggles to meet basic needs (Ayerst, 1999), repeated victimization, and decreased life expectancy (Gaetz, 2004; Tyler, Hoyt, Whitbeck, & Cauce, 2001; Whitbeck & Hoyt, 1999). Consequently, homeless adolescents comprise a population particularly vulnerable to the detrimental effects of trauma exposure, including developing PTSD (Stewart et al., 2004). Street outreach staff provide services to street youth where they are and encourage them to leave the street. Street outreach workers provide services in a non-judgmental, trauma-informed way and give support the street youth want and need.