

CITY OF VINELAND

RESOLUTION NO. 2019- 432

A RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE SOUTHERN NEW JERSEY PERINATAL COOPERATIVE (SNJPC) AND CITY OF VINELAND TO IMPLEMENT THE SEXUAL RISK AVOIDANCE EDUCATION PROGRAM.

WHEREAS, Southern NJ Perinatal Cooperative (SNJPC) will receive funding of a grant from the New Jersey Department of Health (NJDOH) to implement the Sexual Risk Avoidance Education Program to teens 10-19 years old in middle schools, high schools and community service organizations across southern New Jersey; and

WHEREAS, the main purpose of the grant is to delay initiation of sexual activity among teens 10-19, ultimately resulting in a decrease of unintended pregnancy and sexually transmitted disease in amongst older teens in Cumberland County, and specifically Vineland and Millville; and

WHEREAS, SNJPC agrees to pay the City of Vineland, for the grant period of October 1, 2019 through September 30, 2020, the amount of \$50,000.00 to be utilized to complete the Teen Outreach Program model, which includes a youth development curriculum for teens 10-19, to be provided in 20-26 sessions adapted to middle/high school youth serving community organizations in Bridgeton, Vineland and surrounding areas with a high incidence of unplanned teen pregnancy; said curriculum will also include a community service component;

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Vineland that the Health Director or his designee are hereby authorized and directed to execute the Agreement and such other documents as required between the Southern New Jersey Perinatal Cooperative and the City of Vineland to Implement the Sexual Risk Avoidance Education Program.

Adopted:

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
City Clerk

# Memorandum

To: Robert Dickenson, Business Administrator  
From: Macleod Carré, Health Director  
Date: October 7, 2019  
Re: Subcontract with Southern NJ Perinatal Cooperative and the Vineland Health Department for the Sexual Risk Avoidance Education (SRAE) Project

Attached please find an Agreement between the Southern NJ Perinatal Cooperative and the Vineland Health Department to provide the services needed to administer the Sexual Risk Avoidance Education. The Southern NJ Perinatal Cooperative will provide grant funding to the Vineland Health Department for the grant period October 1, 2019 through September 30, 2020 in the amount of \$50,000.

The City of Vineland Health Department agrees to:

1. By September 30, 2020, conduct at least 4 Teen Outreach Program clubs in least one middle school in Vineland, Bridgeton and surrounding area through multi-session group level interventions using TOP curriculum
2. By September 30, 2020, participate in SRAE county campaigns promoting protective factors known to influence a teen's decision to initiate sexual activity.
3. Ensure the TOP curriculum includes the following:
  - a. Secure a safe and suitable space for program activities that will accommodate a maximum of 25 students and have room for break out activities.
  - b. Assure that TOP groups can meet weekly, at a designated time, for at least 40 minutes over a minimum of the required 25 weeks or whatever is deemed appropriate.
  - c. Provide incentives for youth to maintain their participation in the series.
  - d. Distribute program materials.
4. Review and update as needed, youth resource directory for each municipality.

October 9, 2019

5. With input from the local school-based youth services and teen outreach community, document efforts to include representation of teens from the LGBTQ community.

6. Participate in designated planning efforts, curriculum review and development, training, promotional and piloting activities related to implementation of the SRAE TOP, for middle schools project.

I kindly request a resolution be executed to enable my department to accept the grant funding in order to reimburse our department for expenses incurred to develop the worksite wellness program.

Thank you.

C: Emma Lopez, Assistant Health Officer  
Susan Baldosaro, Director of Finance  
Laura Gilroy, Accountant

**SUBCONTRACT BETWEEN  
SOUTHERN NEW JERSEY PERINATAL COOPERATIVE  
AND  
CITY OF VINELAND DEPARTMENT OF HEALTH**

This Agreement, effective October 1, 2019, between Southern New Jersey Perinatal Cooperative ("SNJPC"), located at 2500 McClellan Ave, Suite 250, Pennsauken, NJ 08109, and City of Vineland Department of Health, located at 640 E. Wood Street, PO Box 1508, Vineland, NJ 08362 ("Vendor"), establishes a formal agreement between two parties and the responsibilities of both parties to one another with regard to implementing the approved Teen Outreach Program (TOP) model to teens in Bridgeton and Vineland middle schools and/or community organizations. This Agreement will continue until the Agreement has been modified or terminated as set forth herein.

**I. Introduction**

The Southern New Jersey Perinatal Cooperative will receive its first year of funding from the New Jersey Department of Health (NJDOH) to implement Sexual Risk Avoidance Education (SRAE) Programming to teens 10-19 years old in middle schools, high schools and community service organizations across southern New Jersey. The main purpose of this grant is to delay initiation of sexual activity among teens 10-19, ultimately resulting in a decrease of unintended pregnancy and sexually transmitted disease in amongst older teens in Cumberland County, and specifically Vineland and Millville. The methodology to achieve the objectives is the evidence-based Teen Outreach Program (TOP) model, which includes a youth development curriculum for teens 10-19, to be provided in 20-26 sessions adapted to middle/high school youth serving community organizations in Bridgeton, Vineland and surrounding areas with a high incidence of unplanned teen pregnancy. The curriculum also includes a community service component. TOP is one of the eligible EBI's that focuses on youth development as a strategy to prevent teen pregnancy.

**II. Obligations of the SNJPC**

- A. Subject to Sections 11.C, 111.D and 111.E below, SNJPC agrees to pay Vendor for the services listed in Exhibit A attached hereto and made a part hereof.
- B. Payments to Vendor under this Agreement for the period of October 1, 2019 through September 30, 2020 are not to exceed \$50,000.00 for approved program and administrative expenses related to the delivery of SRAE - TOP as referenced in Exhibit B.
- C. SNJPC agrees to disburse payments within 10 business days from receipt of an undisputed quarterly invoice and quarterly narrative report. No funds will be dispensed if Vendor has, not submitted either item, or Quarterly Reporting Data, for the applicable period. Only items previously approved in writing by SNJPC and listed on Exhibit B will be processed for payment.



### III. Obligations of the Vendor - Vineland City Department of Health (VCDH)

- A. Vendor shall utilize staff appropriate for the functions identified in Exhibit A of this Agreement. The SNJPC Project Director and Director of Finance should be kept informed of staff vacancies and the status of hiring.
- B. Vendor shall ensure that all employees working on the 2020 DOH-SRAE-TOP grant will have signed a confidentiality agreement approved by SNJPC. Vendor agrees to safeguard and keep all data regarding clients confidential and not to disclose such data (regardless of its form) to any person or entity other than SNJPC and DOH, in accordance with terms established in the client consent document.
- C. VCDH agrees to actively participate in trainings, meetings and conference calls related to the TOP program planning and implementation activities. Emma Lopez will serve as the agency representative who is able to discuss VCDH funded services, which will be submitted to SNJPC with the signing of this subcontract.
- D. VCDH shall submit quarterly program progress reports to SNJPC as required, along with their quarterly invoices. These quarterly program progress reports shall include: program planning and development activities, program location, group type, numbers of participants, pre and post surveys, follow up data, and any other data deemed necessary by SNJPC and on behalf of NJDOH, for the operation of the grant. Quarterly invoices are due to the SNJPC within 5 working days after the close of the quarter, or earlier if deemed so necessary by the PREP Project Director or Director of Finance, due to NJDOH reporting requirements. If reports are not submitted, funds will not be processed for payment. SNJPC will provide VCDH with the specifications required to be included in the above-mentioned reports.
- E. VCDH shall participate in data collection and evaluation activities as required by NJDOH and the designated evaluation team/system. VCDH Inc. shall ensure that their TOP Coordinator has the in-house information systems support to utilize software provided by SNJPC to collect client information and to document client tracking and educational activities. Failure to perform data requirements in a timely manner may result in the termination of this subcontract.
- F. VCDH hereby designates Emma Lopez as the employee responsible for financial management and compliance with the provisions of this Agreement.
- G. VCDH Inc. agrees to submit all presentations and materials for publication that are developed for SRAE-TOP activities and with SRAE funds for review and prior approval by the SRAE Project Director. Presentations, publications, audiovisuals or other materials that result from activities of this project must indicate or show support by SNJPC and NJDOH in standard format/logos provided by SNJPC. Verbal reports shall also acknowledge this support.

- H. The term of this Agreement shall commence on the date set forth above and shall remain in effect until September 30, 2020 or until such time that this Agreement may be modified or terminated, or the funds obligated to support this Agreement have been expended. This Agreement may be renewed by the parties, if further funding becomes available and the Vendor has met all requirements listed in this Agreement, including without limitation those listed in Exhibit A.
- I. Anything herein to the contrary notwithstanding, this Agreement may terminated for any reason by either party upon thirty (30) days written notice or immediately if either party for any reason is unable to carry out the duties as stated herein or if grant funding is altered. SNJPC may terminate this Agreement immediately if Vendor fails to comply with any of the provisions of this agreement. Any notice of termination under this provision shall specify the termination date.

#### **VI. Compliance with Law**

- A. Vendor agrees to comply with all Federal, State, and Municipal laws, rules and regulations applicable to the activities, which Vendor is engaged in the performance of this Agreement. Failure to comply with such laws, rules or regulations shall be grounds for termination of this Agreement.VI.

#### **VII. Indemnification**

- A. Vendor shall solely be responsible for and shall indemnify, keep, save, and hold SNJPC, NJDOH and its officers, directors, employees and agents harmless from all claims, loss, costs, liability, obligation, lien, encumbrance, expense or damage, whether direct or contingent, in any way related to the delivery of the 2020 SRAE-NJDOH program services by Vendor, including without limitation, any claims for injury to persons, including mental or physical injuries, disabilities and death, or property. The foregoing indemnification shall include, without limitation, all costs and expenses including, fines, penalties, court costs and attorney's fees. This provision shall survive termination of this agreement. SNJPC shall notify Vendor of any such claim against SNJPC covered by this indemnification within thirty (30)days after it has received notice of such claim; provided, however, that failure to notify Vendor shall in no case prejudice the rights of SNJPC under this Agreement. Should Vendor fail to discharge or undertake to defend SNJPC against such liability on learning of same, then SNJPC may defend and/or settle such liability and Vendor liability shall be conclusively established by such action, including any settlement consideration, reasonable costs and expenses, and attorneys' fees, incurred by SNJPC.

#### **VIII. General**

- B. The parties agree that continuation of funding under this Agreement is expressly dependent upon the availability of funds to the SNJPC from the NJDOH, which will be based upon progress and satisfactory performance in the previous year, including timely submission of reports. SNJPC shall not be held liable for any breach of this Agreement due to the absence of available funding appropriations.

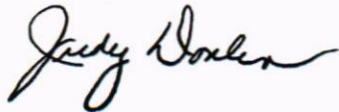


- C. It is expressly agreed and understood that Vendor and its agents are acting and performing and independent contractors and nothing in this Agreement shall be construed as creating an employee/employer relationship, a joint venture or otherwise.
- D. SNJPC reserves the right to request additional data deemed necessary to evaluate the services provided by Vendor under this Agreement and Vendor agrees to provide such additional data promptly upon request by SNJPC.
- E. This Agreement shall be interpreted and construed in accordance with the laws of the State of New Jersey, without regard to choice of law principles. No waiver of a breach of any provision of this Agreement shall be construed to be a waiver of any breach of any other provision of this Agreement or of any succeeding breach of any provision of this Agreement.
- F. This agreement shall not be altered or amended except pursuant to an instrument in writing signed by the parties hereto. This Agreement sets forth the complete and sole understanding between SNJPC and Vendor with respect to its subject matter and supersedes any and all prior or contemporaneous communications, discussions, agreements, understandings, promises, and/or representations made by either party to the other, whether oral, written, or in any other form, not expressly included herein.
- G. Any notice required or permitted under this Agreement must be given by the parties in writing personally or by certified mail or overnight courier service, return receipt requested at the addresses set forth above.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the Effective Date.

Southern New Jersey Perinatal Cooperative

City of Vineland Department of Health




\_\_\_\_\_  
 Judy Donlen, Executive Director  
 Southern NJ Perinatal Cooperative

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 MacLeod Carré, Health Director  
 Vineland City Department of Health

DATE 10/1/2019

DATE 10/07/2019

EXHIBIT A- Scope of Services  
October 1, 2019-September 30, 2020  
Sexual Risk Avoidance Education – Teen Outreach Program  
City of Vineland Health Department

1. By September 30, 2020, conduct at least Teen Outreach pilot series in least one middle school in Vineland, Bridgeton and surrounding area through multi-session group level interventions using TOP curriculum
2. By September 30, 2020, participate SRAE county campaigns promoting protective factors known to influence a teen's decision to initiate sexual activity.
3. Ensure the TOP curriculum include the following:
  - a. Secure a safe and suitable space for program activities that will accommodate a maximum of 25 students and have room for break out activities.
  - b. Assure that TOP groups can meet weekly, at a designated time, for at least 40 minutes over a minimum of the required 25 weeks or whatever is deemed appropriate for a pilot.
  - c. Provide incentives for youth to maintain their participation in the series.
  - d. Distribute program materials
4. Review and update as needed, youth resource directory for each municipality.
5. With input from the local school-based youth services and teen outreach community, document efforts to include representation of teens from the LGBTQ community.
6. Participate in designated planning efforts, curriculum review and development, training, promotional and piloting activities related to implementation of the SRAE TOP, for middle schools.
7. Provide quarterly fiscal reports and reports, using the schedule outlined in III 5. of this agreement. These requirements remain subject to any new change to accommodate any additional requirements issued from NJDOH.
8. Attend all joint staff and supervisory meeting, planning activities, webinars and technical assistance sessions.
9. Provide all required tracking and reporting documentation as required by SNJPC, for program registration, ongoing activities and follow up.



**EXHIBIT B**  
**BUDGET JUSTIFICATION**  
**October 1, 2019 thru September 30, 2020**

**SRAE: Sexual Risk Avoidance Education**  
**Vineland Department of Health**

Organization City of Vineland Department of Health  
640 E. Wood Street, PO Box 1508  
Vineland, NJ 08362-1508

Name/ Title of Person(s)  
completing this Form Emma Lopez  
Assistant Health Officer

Category (From Attachment B)

a. Personnel (match to information on Key Personnel Form)

Staff Titles:	% FTE	Salary
<u>Field Rep/Health Education</u>	<u>66%</u>	<u>\$ 35,124</u>
<u>Field Rep/Health Education</u>	<u>19%</u>	<u>\$ 8,895</u>
Personnel Total		<u>\$ 44,019</u>
b. Fringe Benefits      FICA		<u>\$ 3,356</u>

**\*Please include a breakout of what your fringes include by %.**

Travel

c. Local Travel/  
Out of Area \$ 500

d. Equipment \$ 0

e. Supplies \$ 2,125

f. Conferences \$ 0

**Total Direct Charges** \$ 50,000

**Key Personnel**

NAME AND POSITION TITLE	ANNUAL SALARY	NO. MONTHS BUDGET	** % TIME	TOTAL FUNDS REQUESTED
	(1)	(2)	(3)	(4)
<b>Miranda Falkowski Field Rep/Health Education</b>	\$46,818	12 months	66%	\$35,124
<b>Sara Paciocco Senior Field Rep/Health Education</b>	\$53,218	12 months	19%	\$8,895
<b>Fringe Benefit</b>				\$3,356

\*\*Please designate each salary line as P (program) or A (Administrative) or the percentage of each.