



Approved as to Form and Legality

Date Adopted

Committee

Salem County Counsel

January 24, 2019

Public Safety

RESOLUTION OF THE BOARD OF CHOSEN FREEHOLDERS EXECUTING AND ACCEPTING A GRANT FOR THE SALEM COUNTY YOUTH SERVICES COMMISSION FROM THE NEW JERSEY JUVENILE JUSTICE COMMISSION (NUNC PRO TUNC)

WHEREAS, the Board of Chosen Freeholders ("Board") recognizes a continuing need to assist the Salem County Youth Services Commission ("SCYSC") in efforts to provide various approved Juvenile Justice programming for youth at-risk, or adjudicated delinquent; and

WHEREAS, the SCYSC has approved the 2019 Youth Services Comprehensive Plan Update and award notice to be signed by the Salem County Freeholder Director received from the New Jersey Juvenile Justice Commission ("JJC") authorizing the consolidation, planning, implementation, monitoring, and evaluation of community based services for juveniles charged or adjudged as delinquent and delinquency prevention programs by the Salem County Youth Services Commission; in accordance with regulations outlined in the JJC grant acceptance letter, certified assurances, N.J.A.C 13:90 Law and Public Safety, and grant conditions on file with the Clerk of the Board; and

WHEREAS, the Board recognizes the grant reimbursement is for a one year period from January 1, 2019 to December 31, 2019 with total funding of \$301,227.00; and

NOW THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Salem that:

1. The project grant on file with the Clerk of the Board is approved and accepted.
2. The Deputy Director of Operations, the Chief Finance Officer, the Salem County Youth Services Coordinator from the Salem Inter Agency Council of Human Services Inc., as well as any other necessary parties, are hereby authorized and directed to execute all project grant documents provided by the Juvenile Justice Commission.
3. Three fully executed copies of this resolution shall be provided to the Salem County Inter Agency Council of Human Services forthwith.


 R. Scott Griscom, Deputy Freeholder Director
 Chair, Public Safety Committee

I hereby certify the foregoing to be a true resolution adopted by the Board of Chosen Freeholders of the County of Salem on Thursday, January 24, 2019.


 BREND A P. BANKS
 Clerk of the Board

RECORD OF VOTE

FREEHOLDER	AYE	NAY	ABSTAIN	ABSENT	RESOLUTION MOVED	RESOLUTION SECONDED
G. Ostrum, Jr.	✓					✓
C. Hassler	✓					
L. Ware	✓					
R.S. Griscom	✓				✓	
B. Laury	✓					

✓ Indicates Vote

Department Initials



State of New Jersey
Office of the Attorney General
DEPARTMENT OF LAW AND PUBLIC SAFETY
Juvenile Justice Commission
P.O. Box 107
Trenton, New Jersey 08625-0107

Philip D. Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Gurbir S. Grewal
Attorney General

Kevin M. Brown
Executive Director

December 6, 2018

Frank Carozza
 Salem County Youth Services Commission
 98 Market Street
 Salem, NJ 08079

Dear Mr. Carozza:

We are pleased to advise you that the Juvenile Justice Commission has completed processing Salem County's CY 2019 Comprehensive County Youth Services Plan Update and Application (CY19).

Our intent to award Salem County for CY19 is as follows:

State/Community Partnership		
Program Services Funds		\$145,416.00
Program Management Funds		\$55,550.00
	Award Total	\$200,966.00
Family Court Services		
Program Services		\$100,261.00
	Award Total	\$100,261.00
	Comprehensive Funding Grand Total	\$301,227.00

Enclosed are your Award Notice, Award Conditions and Certified Assurances as Follows:

State/Community Partnership (SCP) and Family Court (FC) Funds:

- One Award Notice
- Award Conditions
- Certified Assurances



Frank Carozza
December 6, 2018
Page 2 of 2

All Award documents must be signed by the Freeholder Director/County Executive and returned to Safiya L. Baker at the address above. Please also submit a Resolution with a raised seal and ensure that it indicates the award amount. A fully Executed Award will be forwarded to you after subsequent signature by the Attorney General.

As stated in the Award Conditions, any press or media contact in relation to these funds must be coordinated with the Juvenile Justice Commission in advance of press/media contact.

If you have any questions, please contact Safiya L. Baker at 609-341-3632.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin M. Brown", with a long horizontal flourish extending to the right.

Kevin M. Brown
Executive Director

KMB/mmr
Attachments

c: Melissa L. DeCastro, Esq., Freeholder Director, Salem County
John Willadsen, Finance Director, Salem County
Jennifer LeBaron, Ph.D., Deputy Executive Director of Policy, Research and Planning, JJC
Doris S. Darling, Director, Office of Local Programs & Services, JJC
Paul Sumners, Chief of Budget & Finance, JJC
Safiya L. Baker, Manager, YSC Grants Management Unit, JJC
Connie Price, Supervisor, Court Liaison Unit, JJC
Spencer Young, Court Liaison, JJC



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STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
JUVENILE JUSTICE COMMISSION
Comprehensive County Funding
Award Conditions

STATE CONDITIONS

1. The Subgrantee assures that it will maintain fund accounting, auditing monitoring, and such evaluation procedures as may be necessary; that it will keep such records as the Juvenile Justice Commission shall prescribe; that it will assure fiscal control, proper management, and efficient disbursement of funds received under this grant.
2. If this project is not operational within sixty (60) days of the original start date of the award period, the Subgrantee must report by letter to JJC of the steps taken to initiate the project, the reasons for the delay and the expected start date. If a project is not operational within ninety (90) days of the original start date of the award period, the Subgrantee must submit a second statement to JJC explaining the implementation delay. Upon receipt of the 90-day letter, JJC may cancel the project and obtain appropriate approval to redistribute the funds to other project areas. JJC may also, where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period. When this occurs, the appropriate files and records must so note the extension.
3. The Subgrantee is subject to the requirements set forth in State Circular letter 15-08-OMB. The Subgrantee shall notify the Juvenile Justice Commission of any exceptions and/or findings regarding this grant as a result of the single audit.
4. The Subgrantee agrees that it shall be solely responsible for and shall defend, indemnify, keep, save, and hold the State of New Jersey harmless from all claims, loss, liability, expense, or damage resulting from all mental or physical injuries or disabilities, including death, to its employees or recipients of the Subgrantee's services or to any other persons, or from any damage to any property sustained in connection with the delivery of the Subgrantee's services that results from any acts or omissions, including negligence or malpractice of any of its officers, directors, employees, agents, servants or independent contractors, or from the Subgrantee's failure to provide for the safe and protection of its employees, whether or not due to negligence, fault, or default of the Subgrantee. The Subgrantee's responsibility shall also include all legal fees and costs that may arise from these actions. The Subgrantee's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense, or damage resulting from acts occurring prior to termination.

5. The Subgrantee assures that it will comply with all the requirements of the State of New Jersey for State and Local financial accounting.
6. The Subgrantee agrees that no funding under this program will be used to supplant or replace existing funds or other resources from Federal, State or county government for existing juvenile justice related programs or for capital construction of renovation.
7. The Subgrantee assures that it will comply, and all of its contractors will comply with the requirements of the state's anti-discrimination and affirmative action laws and regulations, including N.J.A.C. 17:27, applicable provisions of N.J.S.A. 10:5-1, et al., as amended, and all implementing regulations and state circulars as amended or superseded. Failure to comply with these laws, rules, regulations, and state circulars will be grounds for termination of this subaward.
8. The Subgrantee agrees that procurement of supplies, equipment, and other services with funds provided by this grant shall be accomplished in a manner consistent with N.J.A.C. 13:90-3.12 and applicable state and local requirements. Adherence to the standards contained in N.J.A.C. 13:90-3.12, and the applicable state and local laws and regulations does not relieve the Subgrantee of the contractual responsibilities arising under its procurement. The Subgrantee is the responsible authority, without recourse to L&PS or JJC, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurement entered in support of a grant.
9. The Subgrantee understands and agrees that, in compliance with the Corruption of Public Resources Act, N.J.S.A. 2C:27-12, it cannot knowingly misuse state grant funds for an unauthorized purpose, and violations under this act could result in a prison term of up to 20 years, and, under N.J.S.A. 2C:30-8, subject to a fine of up to \$500,000.
10. The Subgrantee agrees that all equipment purchased or leased with grant funds will be acquired by following standard county and local bidding/ procurement procedures, including P.L. 2004, c. 19 (N.J.S.A. 19:44A-20.4 and N.J.S.A. 19:44A-20.5) or state bidding/procurement procedures, including P.L. 2005, c. 51 (N.J.S.A. 19:44A-20.13), when applicable.
11. The Subgrantee agrees that all consumable supplies purchased or leased with grant funds will be acquired by following standard county and local bidding/procurement procedures, including P.L. 2004, c. 19 (N.J.S.A. 19:44A-20.4 and N.J.S.A. 19:44A-20.5) or state bidding/procurement procedures, including P.L. 2005, c. 51 (N.J.S.A. 19:44A-20.13), when applicable. The Subgrantee agrees to maintain an inventory list on all consumable supplies purchased with grant funds in the official grant file.
12. The Subgrantee agrees to comply with the current State Circular Letter on Entertainment, Meals, and Refreshments, 11-09-OMB, when using subgrant funds to purchase food, beverages and refreshments for project activities

13. Subgrantee certifies that all services purchased with grant funds must be acquired by following standard county and local bidding/procurement procedures, including P.L. 2004, c. 19 (N.J.S.A. 19:44A-20.4 and N.J.S.A. 19:44A-20.5) or state bidding/procurement procedures, including P.L. 2005, c. 51 (N.J.S.A. 19:44A-20.13), when applicable.
14. The Subgrantee assures that it possesses legal authority to apply for the grant; that, if applicable, a resolution or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application and the acceptance of the funding, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required. The Subgrantee assures that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project described in this application.
15. The Subgrantee shall recognize and agree that both the initial provision of funding and the continuation of such funding under the Agreement is expressly dependent upon the availability to the Department of Law and Public Safety (Department) and JJC of funds appropriated by the State Legislature from State or such other funding sources as may be applicable. A failure of the Department to make any payment under this Agreement or to observe and perform any condition on its part to be performed under the Agreement as a result of the failure of the Legislature to appropriate shall not in any manner constitute a breach of the Agreement by the Department or an event of default under the Agreement and the Department shall not be held liable for any breach of the Agreement because of the absence of available funding appropriations. In addition, future funding shall not be anticipated from the Department beyond the duration of the award period set forth in the Grant Agreement and in no event shall the Agreement be construed as a commitment by the Department to expend funds beyond the termination date set in the Grant Agreement.
16. The Subgrantee understands and agrees to comply with State Executive Order No. 34 (Byrne, March 17, 1976), and State Circular Letter regarding Debarments, Suspensions & Disqualifications, OMB 93-13-GSA. Subgrantee and its subcontractors will not conduct business with ineligible firms or individuals who are considered debarred, suspended or disqualified.
17. The Subgrantee agrees to comply with the minimum wage and maximum hours provision of the Federal Fair Labor Standards Act, 29 U.S.C. §201 et seq., and the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.25 et seq.
18. It is the responsibility of the Subgrantee to ensure that these conditions are included in any subaward or contract under this award.

JUVENILE JUSTICE COMMISSION SPECIAL CONDITIONS

19. The Subgrantee agrees to submit a completed Comprehensive Plan Update and Application to the JJC.
20. The Subgrantee agrees that funding identified on the award noticed will be spent according to time frames provided. Unspent funds will result in their forfeiture and shall be returned to JJC.
21. The Subgrantee assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information, as JJC may require. Specifically, the Subgrantee must submit to the JJC quarterly fiscal reports due one month after the close of the quarter to the Juvenile Justice Commission. Quarterly progress reports are also due one month after the close of the quarter. Funds will be distributed on a reimbursement basis as costs are incurred. Payments will be generated when both narrative and fiscal reports have been received by the JJC. Failure to submit reports as required may result in the forfeiture of funds for the reporting period in question.
22. The Subgrantee agrees to submit all final expenditure and programmatic reports, with supporting documentation, no later than April 30th. Final expenditure reports cannot reflect any unpaid obligations, i.e. there will be no additional liquidation period beyond April 30th.
23. The Subgrantee agrees that no amendments to the approved budget and program design as outlined in the funding Application may be made without written approval by the JJC. Any deviation from the approved budget or extension beyond the contract dates requires the prior approval of the JJC. The amendment request must be made in writing on official letter head from the **County Youth Services Commission Administrator**, include a written justification and include the following documents:
 - a. SCP/FC: Attachment B-1 - Allocation per Category & Source
 - b. SCP/FC: Attachment B-2 - Line Item Budget: Program Management/Administrative Cost
 - c. SCP/FC: Attachment C - Program Profile
 - d. County 1/3 Set Aside, if applicable.
 - e. YSC Commission meeting minutes reflecting request
24. The Subgrantee agrees that requests for extension will be submitted 45 days prior to the grant end date. Requests must include the anticipated amount of funds and a plan outlining how funds will be used.
25. The award may be terminated or fund payment discontinued by the Juvenile Justice Commission when a Subgrantee has substantially failed to comply with the provisions of

State or Federal laws or regulations promulgated there under, including these subgrant conditions has occurred.

26. Any approved equipment purchased with State funds by a Subgrantee that is no longer needed for the original service or program shall be surrendered to the County to be used in other activities currently or previously supported by Youth Services Commission funding.
27. The Juvenile Justice Commission reserves the right to conduct an audit regarding funds granted to the Subgrantee. As a requirement for further involvement in the programs the Subgrantee shall cooperate with any such audit and make available permanent records.
28. Any press or media contact in relation to this grant must be coordinated with the Juvenile Justice Commission at least three weeks in advance.
29. The Subgrantee agrees to monitor all subawards for performance and fiscal integrity, including any required cash match. In addition, the Subgrantee will monitor all subgrantees to assure that required audits are performed.
30. The Subgrantee must ensure confidentiality by securing all client files in a locked cabinet, locked office, or secure database.
31. The Subgrantee agrees to comply with its Local Public Contracts Laws in contracting with providers and for purchase of sanctions and services funded through grants administered by Juvenile Justice Commission and comply with requirements and procedures set forth in N.J.A.C.13:90-3.12.
32. As soon as this award has been executed and providers have been identified, the Subgrantee must enter all contract information into the Juvenile Automated Management System (JAMS) Contract Module. This is a web-based system and therefore can be accessed through the Internet.
33. All client information (Intake and Discharge forms) must be entered into the Juvenile Automated Management System (JAMS) quarterly.
34. The Subgrantee agrees to monitor programs and/or services at least once during the award period as defined by the JJC's monitoring procedures.
35. The Subgrantee agrees to use the monitoring instrument supplied by the JJC when monitoring programs funded through these awards.
36. The Subgrantee certifies that the programs contained in its application meet all requirements, that all the information is correct, and that there has been appropriate coordination with affected agencies.

Signature of

Date

Type Name and Title

County

COMPREHENSIVE COUNTY FUNDING APPLICATION
CERTIFIED ASSURANCES
CY 2019

COUNTY OF SALEM

In cases where requirements cannot be certified, justification must be presented.

1. County Youth Services Commission

- (a) As per N.J.A.C. 13:90-2.3, the county assures that it has established a County Youth Services Commission to identify, plan and oversee the implementation of community based sanctions and services for juveniles charged or adjudicated as delinquent, and delinquency prevention programs and is in compliance with this rule.

YES

NO

- (b) The membership of the County Youth Services Commission is in compliance with N.J.A.C. 13:90-2.4.

YES

NO

- (c) The County Youth Services Commission has established by-laws in compliance with N.J.A.C. 13:90-2.6. *A copy of these by-laws is attached.*

YES

NO

- (d) The County Youth Services Commission has designated Chairpersons and established Committees in compliance with N.J.A.C. 13:90-2.7.

YES

NO

- (e) The County Youth Services Commission conducts meetings in compliance with N.J.A.C. 13:90-2.8.

YES

NO

- (f) The County Youth Services Commission has adopted a written conflict of interest policy in compliance with N.J.A.C. 13:90-2.9. *A copy of this policy is attached.*

YES

NO

- (g) The County Youth Services Commission is in compliance with the duties and responsibilities listed in N.J.A.C. 13:90-2.10.

YES

NO

Please list responsibilities 1-20 and briefly describe whether the County Youth Services Commission is in compliance with the responsibilities.

1. Coordinate and integrate existing sanctions and services for juveniles adjudicated or charged as delinquent and delinquency programs.

The CYSC is in compliance with this responsibility by the following actions: The County Youth Services Commission actively coordinates and integrates existing sanctions and service programs for juveniles adjudicated or charged as delinquent and delinquency prevention programs.

2. Assess and prioritize the needs of youth adjudicated or charged delinquent.

The CYSC is in compliance with this responsibility by the following actions: Knowledge sharing among YSC planning committee participants as well as conducting Juvenile Expediting Team (MDT/JET) review meetings each month. Also by formed sub-committees specifically designed to provide the CYSC with recommendations from community partners and members.

3. Assess existing delinquency prevention programs to determine and ensure that such programs satisfy the needs of youth in the County, are effective in meeting program goals and in ensuring financial accountability.

The CYSC is in compliance with this responsibility by the following actions: The CYSC is in compliance with this responsibility by the following actions: Review of quarterly reports and gathering information from youth while conducting annual monitoring reviews with youth and program administrators. Additionally, the CYSC requires service providers to present their measurable levels of service in both paper reports, at meetings, as well as entering all data into Juvenile Accountability Management System.

4. Determine, through collection and maintainance of data the breadth of juvenile offenses and problems in the County and identify the geographical regions within the County where such offenses and problems are most prevalent.

The CYSC is in compliance with this responsibility by the following actions: The CYSC is in compliance with this responsibility by the following actions: Planning committee reviews local data from Family Court, Kids Count and Uniform Crime Report data, FACTS (Family Automated Case Tracking System), JAMS, and increased communications and relationships within all scopes of the Juvenile Justice System.

5. Identify gaps in the system of sanctions and services for youth adjudicated, or charged as delinquent, and develop and implement an appropriate plan for closing the gap.

The CYSC is in compliance with this responsibility by the following actions: The CYSC Planning Committee examines monthly and quarterly provider data, annual monitoring of service providers and recommendations from the Juvenile Expediting Team (JET/MDT), during monthly meetings. Additionally, local system partner surveys will be conducted bi-annually to identify and address emerging needs and service barriers.

6. Develop and implement delinquency prevention programs to meet the needs of youth in geographical regions within the County where existing programs do not satisfy the needs of youth.

The CYSC is in compliance with this responsibility by the following actions: Monitoring the County resources, and through the 3 year planning process for Juvenile Justice Commission, conducting an open, competitive process for selection of new programs to meet the needs of the County. In CY 2019, the Salem CYSC intends to fund (6) school based delinquency prevention programs throughout various municipalities within Salem County.

7. Seek to expand existing delinquency prevention programs to better meet the needs of the youth of the county and to ensure the maximum availability of services to the youth of the county.

The CYSC is in compliance with this responsibility by the following actions: Planning and conducting an open and competitive process to provide delinquency prevention services throughout a three year cycle with ongoing tracking and adjustments made as new or changing needs are identified. Reviews will be conducted quarterly to ensure the best utilization of funds and program implementation. Ad-hoc meetings and subcommittees may also be utilized for emergent issues requiring swift attention.

8. Review, evaluate and monitor through at least one site visit annually, existing sanctions and services under the jurisdiction, control or proposed by the commission for juveniles adjudicated or charge delinquent and existing delinquency prevention programs to determine effectiveness in meeting program goals and in ensuring financial accountability.

The CYSC is in compliance with this responsibility by the following actions: All programs are monitored annually by YSC and JJC staff and reviewed by the Quality Assurance committee.

9. Cooperate with other State, County and Municipal agencies in the planning of ongoing efforts relating to delinquency programs.

The CYSC is in compliance with this responsibility by the following actions: The CYSC maintains mutual cooperation and board participation across a spectrum of State, County and Municipal agencies such as CEAS/FEMA, Continuum of Care, State Human Service Directors Alliance and Children's Inter Agency Coordinating Council.

10. Inform the public of the breadth of juvenile offenses, the needs of youth in the county and the availability of sanctions and services, and advocate for the needs of youth.

The CYSC is in compliance with this responsibility by the following actions: Youth Services Commission meetings are conducted as open, public meetings where providers have the opportunity to discuss and promote programming and areas of concern in the community. Additionally, the YSC Comprehensive Plan is available on the World Wide Web or through Open Public Records Act requests. All meeting dates and minutes are posted on the Salem County Website and within the Salem County Courthouse.

11. Serve as the advisory body of the County on issues relating to sanctions and services for juveniles adjudicated or charged as delinquent and delinquency prevention programs

The CYSC is in compliance with this responsibility by the following actions: Youth Services Commission meetings are open, public meetings which are well attended by community members, County and Municipal employees as well as a Freeholder liaison. Additionally, Salem County Inter Agency of Human Services, Inc. also serves as the County Human Services Advisory Council and makes recommendations to the County offices based on the needs of the county residents in areas of Youth Services, homelessness, and other Human Service needs.

12. Coordinate the efforts of municipal and regional youth services commissions and ensure their participation in the County planning process.

The CYSC is in compliance with this responsibility by the following actions: The Commission, through its Planning Committee, develops work groups which include a broad spectrum of community services. The YSC works in conjunction with the Salem County Alliance Steering Sub-committee for alcohol and drug prevention to address gang/delinquency issues. The Youth Services Administrator also attends regional and state wide YSC Administrator meetings and collaborates with neighboring counties and reports back to the County Youth Services Commission at large.

13. Appoint liaisons from the commission to participate in planning and related activities with appropriate County bodies, and cooperate with other State, County and Municipal agencies in the planning of ongoing efforts relating to delinquency prevention programs; and to maximize efficient and effective use of Partnership funds.

The CYSC is in compliance with this responsibility by the following actions: The Salem County Inter Agency Council of Human Services, Inc. which serves as the HSAC and CIACC for Salem County, is appointed to administer the Youth Services Commission. This ensures continued liaison with HSAC and CIACC related planning activities.

Membership also includes DCP&P Local Office Manager, representatives from the mental health community, LACADA and CEAS/FEMA committees.

14. Determine whether a need exists, and if so, sponsor the establishment of multi-disciplinary teams to plan specific sanctions and services to individual youth; as an alternative to detention for a juvenile charged as delinquent; as a recommendation for a disposition option for a judge of the Family Court upon an adjudication of delinquency; and, as a component of aftercare following the commitment of a juvenile to the Juvenile Justice Commission by a judge of the Family Court.

The CYSC is in compliance with this responsibility by the following actions: Salem County has an active Juvenile Expediting Team (JET) which serves as a multi-disciplinary team with regard to Youth Services. When a service gap is identified, the use of Client Specific Funds can aid youth in need of services otherwise unavailable so that youth can be successfully diverted from a detention placement or reintegrated into the community following a secure detention.

15. Coordinate the planning of aftercare sanctions and services for juveniles returning to the community following commitment to the Juvenile Justice Commission by a Judge of the Family Court.

The CYSC is in compliance with this responsibility by the following actions: The multi-disciplinary team, (JET), reviews these on a case by case basis. Funds are made available through the Client Specific Funds line item for needed services.

16. Comply with all applicable rules of the Commission.

The CYSC is in compliance with this responsibility by the following actions: Internal Youth Services Commission by-laws are reviewed annually to continue to identify better efficiencies and changes in NJ 13:90 regulations. They were last updated on 1/31/2018 and passed by the CYSC on 2/7/2018. The County Youth Services Commission is subject to audits by JJC and welcomes both members of the public and community stakeholder presence to continually improve upon their scope of work in an open and transparent fashion.

17. Recommend to the County governing body, the approval or disapproval of contracts with providers seeking to participate in the Partnership.

The CYSC is in compliance with this responsibility by the following actions: The Youth Services Commission Allocations Committee reviews and scores proposals, with the final recommendations made in collaboration with the Salem County Board of Chosen Freeholders prior to submission to the JJC for final approval.

18. Monitor the operations of programs of sanctions, services and delinquency prevention receiving Partnership and/or other JJC funds with reference to compliance with rules established by the Commission.

The CYSC is in compliance with this responsibility by the following actions: The CYSC Quality Assurance Committee and Monitoring Committee conduct annual monitoring, site visits, and review monthly service reporting for all contracted service providers.

19. Monitor and evaluate the impact of programs of sanctions, services and delinquency prevention receiving Partnership and/or other JJC funds and prepare annually, a written report with relevant documentation to the Commission as part of the biennial comprehensive plan and annual update.

The CYSC is in compliance with this responsibility by the following actions: Program monitoring is reported by the Quality Assurance Committee on the JJC provided monitoring tool. Written monitoring results, data and recommendations are made part of the annual YSC plan update as well as the Comprehensive Plan completed every three years. This is presented to the Youth Services Commission and then to the Salem County Board of Chosen Freeholders for final approval.

20. Encourage the involvement of youth and families in the planning of services and sanctions and program development.

The CYSC is in compliance with this responsibility by the following actions: Service providers are encouraged to invite their participants to YSC meetings. Additionally, meetings are publicized in local newspapers, postings at the County Courthouse and online at the Salem County Inter Agency Council of Human Services, Inc. social media and websites as well as on the Salem County website.

- (h) The county assures that the Comprehensive County Youth Services Plan and Comprehensive Funding Application for CY 2019 have been voted on and endorsed by the County Youth Services Commission. *A copy of the minutes reflecting YSC approval is attached.*

YES

NO

2. Fiscal Control and Fund Accountability

- (a) The county assures that it will be responsible for maintaining a bookkeeping system, records and files to account for all State/Community Partnership and Family Court Services funds and those agencies receiving State/Community Partnership and Family Court Services funds also will have in place an acceptable accounting system. Controls will be established which are adequate to ensure the expenditures charged to State/Community Partnership and Family Court Services funds are for allowable purposes.

YES

NO

- (b) The county assures that duly authorized representatives of the Juvenile Justice Commission shall have access for purposes of audit and examinations to any books,

documents, papers and records and to relevant books and records of those agencies receiving State/Community Partnership and Family Court Services funds.

YES

NO

- (c) The county assures that all pertinent records will be made available to the Juvenile Justice Commission when the Commission conducts its audits (fiscal and programmatic) of State/Community Partnership and Family Court Services funds provided to the county. In addition, when routine audits are conducted of the county, any part(s) of the audit report which contains information on State/Community Partnership and Family Court Services funds shall be forwarded to the Juvenile Justice Commission.

YES

NO

- (d) The county assures that the provider agency will submit quarterly fiscal and narrative reports to the County Youth Services Commission.

YES

NO

3. Request for Proposal Requirements

- (a) The county assures that for State/Community Partnership funds, the County Youth Services Commission has established a written appeal procedure in compliance with N.J.A.C. 13:90-3.12. *A copy of the appeal procedure is attached.*

YES

NO

- (b) N.J.A.C. 13:90-3.12 Please describe the efforts to involve community based organizations and agencies including minority service providers in the implementation of the State/Community Partnership Program through RFP's.

Describe: Requests for Proposals are issued, each social service provider, including minority providers such as Puerto Rican Action Committee and Gateway CAP, are contacted. RFPs are also posted in the newspaper, World Wide Web (website and email), and within the Salem County Courthouse to gain as much exposure as possible.

- (c) N.J.A.C. 13:90-2.4 Please describe in detail the County Youth Services Commission efforts to ensure that sanctions and services are culturally appropriate.

Describe: The multicultural membership and Minority Concerns Committee serve to ensure this and bring any feedback to our commission and Steering Committee.

- (d) The county assures that each RFP for services, regardless of the funding source, shall require:
(1) that providers procure and maintain in good standing all permits, grants and licenses, including any renewals required during the term of the contract;

- (2) that a provider's employees, subcontractors and employees of subcontractors obtain and maintain in good standing during the term of their work on the contract all professional licenses required for the services to be provided; and
- (3) that providers submit to the county copies of all permits, grants and licenses, including but not limited to all required professional licenses, prior to contract execution, and copies of any and all renewals of the permits, grants and licenses when obtained.

YES

NO

4. Monitoring, Evaluation, and Data Collection

- (a) The county agrees to use the Juvenile Automated Management System (JAMS) to record contracting, monitoring and client information as developed by the Juvenile Justice Commission. This also includes, but is not limited to, providing requested statistical and/or programmatic information, modifying project goals and/or objectives as necessary and attending training and/or technical assistance meetings as requested.

YES

NO

- (b) The county assures that it will be cooperatively involved with the monitoring of the contracted programs conducted by the Juvenile Justice Commission.

YES

NO

- (c) The county assures that provider agencies will be cooperatively involved with the monitoring of the contracted programs conducted by the County Youth Services Commission and Juvenile Justice Commission.

YES

NO

- (d) The county assures that it will comply with all requirements pertaining to the timely collection and submission of data and reports as outlined by the Juvenile Justice Commission.

YES

NO

5. Non Supplanting

The county assures that State/Community Partnership and Family Court Services funds will be used to create new juvenile justice programs and will not be used to supplant county, local, federal or other public or private funds currently dedicated to these juvenile justice functions or to personnel responsible for implementing these functions.

YES

NO

6. Compliance with Laws

The county will comply and will require any subgrantees or contractors to comply with any applicable federal and state nondiscrimination requirements. Failure to comply with laws, rules, and regulations prohibiting discrimination shall be grounds to terminate the county's participation in the State/Community Partnership and Family Court Services grant programs.

YES

NO

7. **Compliance with Rules and Regulations**

The county certifies compliance with all rules pertaining to County Youth Services Commissions and the Partnership/Family Court Program.

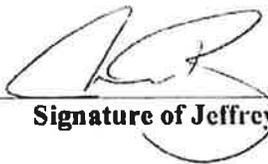
YES

NO

CERTIFICATION

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to sanctions.

State/Community Partnership Grant Program	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Family Court Services Program	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>



Signature of Jeffrey Ridgeway

12-28 ✓
Date

Jeffrey Ridgeway, Director of Operations
Type Name and Title

Salem County

Required Attachments:

- County Resolution with seal*
- Copy of County Youth Services Commission Conflict of Interest Policy*
- Copy of County Youth Services Commission Appeals Policy*
- Copy of County Youth Services Commission By-Laws*
- Copy of County Youth Services Commission Meeting Minutes approving the Plan and Application*