

**CONTRACT BETWEEN  
UNITED ADVOCACY GROUP, INC.  
AND  
COUNTY OF GLOUCESTER**

**THIS CONTRACT** is made effective the 11 day of April, 2024, by and between the **COUNTY OF GLOUCESTER**, a body politic and corporate, with offices in Woodbury, New Jersey, hereinafter referred to as "County", and **UNITED ADVOCACY GROUP, INC.**, with a mailing address of P.O. Box 9, Bridgeton, New Jersey 08302, hereinafter referred to as "Contractor".

**RECITALS**

**WHEREAS**, there is a need to offer a program for youth (12-18 years) under the supervision of Gloucester County Family Court awaiting disposition and in need of assistance to remain compliant with current court orders or probation a Family Advocate to create an action plan; and

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

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

**TERMS OF AGREEMENT**

1. **TERM.** The term of this Contract from January 1, 2024 to December 31, 2024.
2. **COMPENSATION.** The County agrees to compensate the Contractor in an amount not to exceed \$15,595.00, pursuant to Contractor's proposal, attached hereto as Attachment A.

Contractor shall be paid in accordance with this Contract document upon receipt of an invoice and a properly executed voucher. After approval by County, the payment voucher shall be placed in line for prompt payment.

Each invoice shall contain an itemized, detailed description of all work performed during the billing period. Failure to provide sufficient specificity shall be cause for rejection of the invoice until the necessary details are provided.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the County arising out of, or by reason of, the work done and materials furnished under this Contract.

**3. DUTIES OF CONTRACTOR.** The specific duties of the Contractor shall be as set forth in Attachment A, which is incorporated in its entirety and made a part of this Contract. Contractor agrees that it has or will comply with, and where applicable shall continue throughout the period of this contract to comply with, all of the requirements of any specifications.

Contractor agrees that it has or will comply with, and where applicable shall continue throughout the period of this contract to comply with, all of the requirements of the bid documents and/or in the request for proposals, if any, as the case may be.

**4. FURTHER OBLIGATIONS OF THE PARTIES.** During the performance of this Contract, the Contractor agrees as follows:

The Contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, veteran status or military service. The Contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, veteran status or military service. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The Contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, veteran status or military service.

The Contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the Contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The Contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

**5. LICENSING AND PERMITTING.** If the Contractor or any of its agents is required to maintain a license, or to maintain in force and effect any permits issued by any governmental or quasi-governmental entity in order to perform the services which are the subject of this Contract,

then prior to the effective date of this Contract, and as a condition precedent to its taking effect, Contractor shall provide to County a copy of its current license and permits required to operate in the State of New Jersey, which license and permits shall be in good standing and shall not be subject to any current action to revoke or suspend, and shall remain so throughout the term of this Contract.

Contractor shall notify County immediately in the event of suspension, revocation or any change in status (or in the event of the initiation of any action to accomplish such suspension, revocation and/or change in status) of license or certification held by Contractor or its agents.

**6. TERMINATION.** This Contract may be terminated as follows:

A. Pursuant to the termination provisions set forth in the Bid Specifications or in the Request for Proposals, if any, as the case may be, which are specifically referred to and incorporated herein by reference.

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

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

D. The County may terminate this Contract for public convenience at any time by a notice in writing from the County to the Contractor.

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

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

**7. PROPERTY OF THE COUNTY.** All materials developed, prepared, completed, or acquired by Contractor during the performance of the services specified by this Contract, including, but not limited to, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports, shall become the property of the County,

except as may otherwise be stipulated in a written statement by the County.

**8. NO ASSIGNMENT OR SUBCONTRACT.** This Contract may not be assigned nor subcontracted by the Contractor, except as otherwise agreed in writing by both parties. Any attempted assignment or subcontract without such written consent shall be void with respect to the County and no obligation on the County's part to the assignee shall arise, unless the County shall elect to accept and to consent to such assignment or subcontract.

**9. INDEMNIFICATION.** The Contractor or subcontractor, where applicable, shall be responsible for, shall keep, save and hold the County of Gloucester harmless from, shall indemnify and shall defend the County of Gloucester against any claim, loss, liability, expense (specifically including but not limited to costs, counsel fees and/or experts' fees), or damage resulting from all mental or physical injuries or disabilities, including death, to employees or recipients of the Contractor's services or to any other persons, or from any damage to any property sustained in connection with this contract which results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent contractors, or from the Contractor's failure to provide for the safety and protection of its employees, or from Contractor's performance or failure to perform pursuant to the terms and provisions of this Contract. The Contractor's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

**10. INSURANCE.** Contractor shall, if applicable to the services to be provided, maintain general liability, automobile liability, business operations, builder's insurance, and Workers' Compensation insurance in amounts, for the coverages, and with companies deemed satisfactory by County, and which shall be in compliance with any applicable requirements of the State of New Jersey. Contractor shall, simultaneously with the execution of this Contract, deliver certifications of said insurance to County, naming County as an additional insured.

If Contractor is a member of a profession that is subject to suit for professional malpractice, then Contractor shall maintain and continue in full force and effect an insurance policy for professional liability/malpractice with limits of liability acceptable to the County. Contractor shall, simultaneously with the execution of this Contract, and as a condition precedent to its taking effect, provide to County a copy of a certificate of insurance, verifying that said insurance is and will be in effect during the term of this Contract. The County shall review the certificate for sufficiency and compliance with this paragraph, and approval of said certificate and policy shall be necessary prior to this Contract taking effect. Contractor also hereby agrees to continue said policy in force and effect for the period of the applicable statute of limitations following the termination of this Contract and shall provide the County with copies of certificates of insurance as the certificates may be renewed during that period of time.

**11. SET-OFF.** Should Contractor either refuse or neglect to perform the service that Contractor is required to perform in accordance with the terms of this Contract, and if expense is incurred by County by reason of Contractor's failure to perform, then and in that event, such expense shall be deducted from any payment due to Contractor. Exercise of such set-off shall not operate to prevent County from pursuing any other remedy to which it may be entitled.

**12. PREVENTION OF PERFORMANCE BY COUNTY.** In the event that the County is

prevented from performing this Contract by circumstances beyond its control, then any obligations owing by the County to the Contractor shall be suspended without liability for the period during which the County is so prevented.

**13. METHODS OF WORK.** Contractor agrees that in performing its work, it shall employ such methods or means as will not cause any interruption or interference with the operations of County or infringe on the rights of the public.

**14. NON-WAIVER.** The failure by the County to enforce any particular provision of this Contract, or to act upon a breach of this Contract by Contractor, shall not operate as or be construed as a waiver of any subsequent breach, nor a bar to any subsequent enforcement.

**15. PARTIAL INVALIDITY.** In the event that any provision of this Contract shall be or become invalid under any law or applicable regulation, such invalidity shall not affect the validity or enforceability of any other provision of this Contract.

**16. CHANGES.** This Contract may be modified by approved change orders, consistent with applicable laws, rules and regulations. The County, without invalidating this Contract, may order changes consisting of additions, deletions, and/or modifications, and the contract sum shall be adjusted accordingly. This Contract and the contract terms may be changed only by change order. The cost or credit to the County from change in this Contract shall be determined by mutual agreement before executing the change involved.

**17. NOTICES.** Notices required by this Contract shall be effective upon mailing of notice by regular and certified mail to the addresses set forth above, or by personal service, or if such notice cannot be delivered or personally served, then by any procedure for notice pursuant to the Rules of Court of the State of New Jersey.

**18. GOVERNING LAW, JURISDICTION AND VENUE.** This agreement and all questions relating to its validity, interpretation, performance or enforcement shall be governed by and construed in accordance with the laws of the State of New Jersey. The parties each irrevocably agree that any dispute arising under, relating to, or in connection with, directly or indirectly, this agreement or related to any matter which is the subject of or incidental to this agreement (whether or not such claim is based upon breach of contract or tort) shall be subject to the exclusive jurisdiction and venue of the state and/or federal courts located in Gloucester County, New Jersey or the United States District Court, District of New Jersey, Camden, New Jersey. This provision is intended to be a "mandatory" forum selection clause and governed by and interpreted consistent with New Jersey law and each waives any objection based on forum non conveniens.

**19. INDEPENDENT CONTRACTOR STATUS.** The parties acknowledge that Contractor is an independent Contractor and is not an agent of the County.

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

**21. CONFIDENTIALITY.** Contractor agrees not to divulge or release any information, reports, or recommendations developed or obtained in connection with the performance of this Contract, during the term of this Contract, except to authorized County personnel or upon prior approval of the County.

**22. BINDING EFFECT.** This Contract shall be binding on the undersigned and their successors and assigns.

**23. CONTRACT PARTS.** This contract shall consist of this document and the Contractor's proposal, attached hereto as Attachment A. If there is a conflict between this Contract or the Attachment A documents, then this Contract shall control.

**IN WITNESS WHEREOF**, pursuant to N.J.S.A. 40A:11-3, and authorized by Resolution, the County has caused this instrument to be signed by its Chief Financial Officer, and attested by its Purchasing Agent, and Contractor has caused this instrument to be signed and attested by its properly authorized representatives.

**THIS CONTRACT** is dated this 11 day of April, 2024.

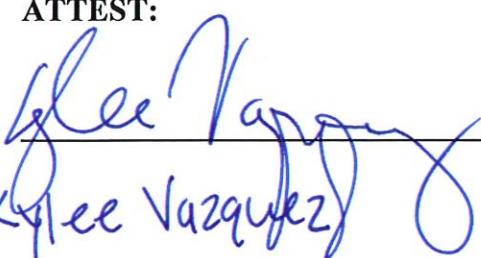
**ATTEST:**

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

**COUNTY OF GLOUCESTER**

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

**ATTEST:**

  
\_\_\_\_\_  
Kylene Vazquez

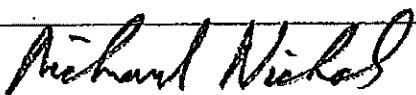
**UNITED ADVOCACY GROUP, INC.**

  
\_\_\_\_\_  
Name: Richard Nichols  
Title: Executive Director

**ATTACHMENT A**

**COUNTY OF GLOUCESTER 2024**

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

Service Category Applying For	Prevention Programming		
Incorporate Name of	United Advocacy Group Inc.		
Type:	<input type="checkbox"/> Public School	<input type="checkbox"/> Local	<input checked="" type="checkbox"/> Non-Profit
Federal I.D. Number:	47-1257147		
Address of Applicant:	PO Box 9		
	Bridgeton, NJ 08302		
Address of Service(s):	Gloucester County, NJ		
Contact Person and	Natasha McRae 856-243-5810		
Total Dollar Amount	\$15,595		
Total Number of	12		
Email address of contact person (required): Natasha@unitedadvocacygroup.org			
Brief Description of Proposed Services: Family Advocacy Home Supervision			
Youth under the supervision of Gloucester County Family Court who are awaiting disposition and in need of assistance remaining compliant and understanding the current court order/Juvenile Probation, age 12-18, in need of advocacy will be connected with a Family Advocate to create an Action Plan.			
Authorized Voucher Signature:	Richard Nichols, UAG Executive Director		
Signature:			

## **PROGRAM DESCRIPTION -NARRATIVE SECTION**

Please complete the Program Description Section by answering each of the elements listed. There is a "table" under each section. Add additional sheets as needed. Be sure to keep the number of the elements in the sequence outlined below as the score sheet is organized by this information.

### **I PROJECT/PROGRAM DESCRIPTION:**

#### **A.) Agency Overview**

1. Briefly describe the philosophy/mission of the agency.

The United Advocacy Group (UAG) is a nonprofit started in 2014 comprising ten programs and 45 staff that serve throughout Gloucester, Cumberland and Salem Counties. A number of UAG programs are youth initiatives focused on improving outcomes and preparedness for adulthood. These programs provide youth positive role modeling and mentoring, academic assistance, exposure to college and career opportunities, self-identified goal setting, volunteerism engagement, recreation, and safe spaces to spend their time. We believe change is most effective when clients have a strong, credible, and supportive relationship with their advocate. By creating action plans and engaging informal supports of family and community, clients are most likely to find long term success. In 2018, UAG started the Re-Vision Program, applying these same advocacy

approaches to youth involved or at high-risk of involvement in the juvenile justice system.

**B) Specific Project/Program**

Describe the service component for requested funds.

- 1 Family Advocate/1 Family Advocate Supervisor
- Up to 12 families served annually
- Completion of all necessary intake paperwork
- Minimum of 2 in-person Family Meetings per month per referred family, with weekly phone/email/text contact to include in-home youth supervision, resource research and referral, and community service navigation/advocacy to identify needs and increase access to appropriate services to ensure compliance.
- Activity recorded in case files/UAG database, with submission to GC Family Court as requested Participation in JAMS
- Attendance at meetings for reporting and monitoring purposes

Families not compliant after 4 failed attempts at scheduling will be referred back to GC Family Court.

Our team of Family Advocates is trained and equipped to assist families through various phases of court compliance including but not limited to: securing legal services, advocating in Family Court/Mediation, navigating government/social service systems alongside families, holding both families and those systems accountable for task completion. FAs assist youth and families to comply with DCPP, Visitation and Support Orders. Connecting families to appropriate community resources as they identify and remove barriers, completing steps in the Family Action Plan. FAs develop rapport with case managers and supervisors across agencies to help youth and families achieve their goals, including remaining court compliant and decreasing the need for court involvement in lower level cases, where advocacy is more necessary and efficient than continued court supervision. These plans are individualized and holistic, using both formal and informal community supports to encourage long-term self sufficiency of the Whole Family.

**C) Rationale/Mission of Project/Program**

Describe the need that is being addressed, the methods/ modalities to implement the program design and how it meets the need(s) of youth in Gloucester County.

A minimum of 3 youth/families placed on the HSP alternative program at any given time when the service is deemed appropriate by the Gloucester County Family Court Judge.

Minimum 12 youth/families served annually.

At a minimum, the case manager will have two monthly face to face contacts, with additional weekly phone contacts in order to assist the youth and family with ensuring the youth is maintaining compliance with the conditions of the detention alternative program, court ordered goals and other goals mentioned in the purpose of service.

**D) Goals, Objectives, and Program Evaluation**

Using the Attachment C Program Profile form, outline the purpose of the project/program design and identify quantifiable goals, objectives, and outcomes and evaluation methods.

1. What are the goals and outcomes of this program and how will they be measured?

1. Youth will remain compliant with the conditions of the court order and detention alternatives JHED and HD programs.

- 80% of youth participating in the FAHSP will remain compliant with the conditions of the court order and detention alternative JHED and HD programs by avoiding additional sanction and/or being admitted to detention.

Evaluation: Provider will collaborate with Juvenile Detention Unit representative, through a decided communication measure, to determine if youth has received additional sanctions or was admitted to detention for non-compliance

2. Youth and families will receive appropriate community resource referrals, if assessment deems it necessary or beneficial.

- 100% of youth and families that are assessed as needing or being able to benefit from community resources will receive at least one referral to the appropriate resources.

Evaluation: Provider will track case referrals and report the number of families that received referral, if applicable, in Jams quarterly.

3. Youth, participating the program will show measurable improvement with their relationship with family while being serviced.

- 70% of youth, participating the program will show measurable improvement with their relationship with family while being serviced.

Evaluation: Provider will use program tracking measures to report to YSC Admin.

## **F. JUSTIFICATION**

### **1. Why is this program important to the community?**

Youth involved in criminal activity as juveniles have a much greater chance and future incarceration which is both a burden to society and our justice system. Additionally, youth involved in illegal activity often victimize others. People have the greatest chance to change behavior and turn towards healthy and productive behavior when they are still young. They often need greater family support and community guidance. FASHP give youth a second chance and equip them to successful transition into adulthood.

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

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

UAG's mission is to empower individuals to achieve their goals on the path to self-sufficiency. One program of UAG is the Family Strengthening Network, which focuses on Whole Family engagement. All Family Advocates meet with their Supervisor monthly to review case files and determine next steps. All Innovations case files will be regularly evaluated to ensure progress toward outcomes

### **B) Provide job descriptions of staff indicating their qualifications.**

- **Juvenile Justice Advocate: Natasha McRae- Full Time**

Responsibilities: Case management, goal setting, advocacy, connection to resources, healthy relationships mentoring, academic support. Liaison with Prosecutor, Probation and YSC agencies for referrals and collective problem solving. Responsible for YSC attendance, reporting and JAMS. Reports to Program Director.

- **Youth Justice Mentor: New Hire - Part Time**

Responsibilities: Mentor youth involved in the justice system, connect youth to resources and positive community support, and support development of post secondary action plans.

- **Marisol Collins: Re-Vision Program Director - Full Time**

Responsibilities: Program Implementation, Supervision, Reporting, Monitoring, Evaluation, Coordination with Stakeholders, Attends Meetings. Reports to ED.

- **Rich Nichols: Executive Director**

Responsibilities: Administration, Strategic Planning, Budget, Program Analysis

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

Yes, State Police and Sex Offender Search

### III. PROJECT DURATION:

A) Identify program funding period.

1-1-2024 - 12-31-2024

**IV. TARGET POPULATION/ELIGIBILITY:**

A) Describe who will be served (including age, gender, etc.) Discuss limitations (if any) of program to accept referrals-is this a "no eject, no reject" program?

Referrals for clients with pending sexual assault charges will be considered on a case by case basis for the safety of the youth, family and Family Advocate. An adult will be required to be present in the home during Home Supervision.

B) List eligibility criteria.

Youth referred by the court to the program.

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

Gloucester County, NJ

**V. ADMISSION CRITERIA:**

A) Describe referral/enrollment process and include client's initial financial obligation, if any (e.g. deposit needed for evaluation, then returned at time of appointment).

- Referral received from GC Family Court.
- 48 hours for 1st contact with youth and family by Family Advocate
- First visit scheduled within 10 days.
- Completion of all UAG intake paperwork, and all necessary Court paperwork (supplied by Family Court)
- Any youth/family not able to schedule after 4 contact attempts will be referred back to Court.
- Any youth/family missing 2 scheduled appointments without excuse will be referred back to Court.

B) Attach reports/forms/documents needed for referral/admission - if an evaluation instrument is used as part of the intake process, please specify, and include rationale for its use. (e.g. industry standard, best practice, etc.)

See attached

#### **VI. HOURS OF SERVICE/PROGRAM ACCESSIBILITY:**

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

Meetings will take place at the client's home or acceptable third party location. Contact will also take place by digital communication. Hours are as needed and agreeable by all parties. No in-home visits may begin after 7pm.

B) Describe how applicant would accommodate persons with disabilities.

Persons with documented disabilities will be accommodated on a case-by-case basis by the FA.

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

Flexible. Typically no service is provided on Sunday and UAG observes federal holidays.

#### VII. LEVEL OF SERVICE:

A) What is the definition of Unit of Service?

1 unit = the amount of direct service hours and resource hours planning a client receives every month.

All active clients will receive 8 hours of service per month. These 8 hours include, 2 individual goal planning sessions, resource research and access, educational advocacy, job readiness support, support for court compliance activities and mentor engagement activity.

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

12

C) Specify the Unit of Service Cost.

.\$190

#### VIII. DATA COLLECTION

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

UAG utilizes Penelope as its database system. All intakes, case notes and goal plans will be recorded in this system. Required information will be transferred to JAMS

UAG uses QuickBooks for its financial management system which classifies all expenses.

B) Specify staff responsible for the plan.

Marisol Collins is program director and Natasha McRae is principle advocate.

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

**Site Location:** Gloucester County

**Service Time:**

SUNDAY \_\_\_\_\_ MONDAY \_\_\_\_\_ 9am-7pm \_\_\_\_\_ TUESDAY \_\_\_\_\_ 9am-7pm

WEDNESDAY 9am-7pm \_\_\_\_\_ THURSDAY 9am-7pm \_\_\_\_\_ FRIDAY 9am-7pm

SATURDAY 9am-7pm \_\_\_\_\_

**Emergency Provisions:**

**Holiday Schedule – Observe federal holidays**

<u>Occasion</u>	<u>Dates</u>
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**Attach Resumes for Staff**

**Gloucester County Youth Services Commission**

**I. BUDGET EXPENSE SUMMARY**

AGENCY NAME: United Advocacy Group TIME-FRAME 1/1/24-12/31/24

BUDGET CATEGORY	STATE / COMMUNITY PARTNERSHIP GRANT (SCPG)
PERSONNEL	14,995
A. Salary	
B. Materials / Supplies	
C. Client Assistance	
D. GEN. & ADM. (G&A) Cost Allocation	600
E. Total Operating Costs	
F. Funding Request	15,595

## **II. BUDGET JUSTIFICATION**

**(Explain Categories A through D)**

**A) Personnel**

- Youth Justice Advocate - Natasha McRae - Full Time - JJC will cover 15% of Advocate salary. \$42,000 annual x 11% fringe x 15% = \$6,993
- Youth Justice Mentor - New Hire - Part Time - JJC will cover 100% of Mentor salary. \$20 per hour x 10 hours per month + fringe = \$2,452
- Program Director - Marisol Collins - Full Time - JJC will cover 10% of Director salary. \$50,000 annual x 11% fringe x 10% = \$5,550

**B) Materials/ Supplies**

**C) Client Assistance**

**D) Gen. Administration**

Indirect Administrative Cost = \$600

**E) Other**

## **VIII. ADDITIONAL BUDGET QUESTIONS**

1. Describe the agency's ability to manage the fiscal aspects of the program/project and ensure YSC Administrator receives proper backup/supporting documentation for all reimbursement request.

The United Advocacy Group adheres to all accepted standard accounting principles.

These included policies and procedures for:

- Back-up documentation for all expenses, salary and income
- A pre-approval purchase order policy
- Adherence to federal guidelines for travel and transportation
- Recording of time and hours worked by staff that can be divided between specific grants
- Safeguards against access to the company debit card and account to mitigate risk

UAG uses Quickbooks as its accounting software. Transactions automatically entered and manually reconciled on a weekly basis against financial statements. The system has the capability to record expenses specifically by grant and by line item categories. The bookkeeper submits reports to the Executive Director on a regular basis for review. The board and treasurer reviewed and approved statements and budgets. UAG also uses a payroll company which supplies records. These systems allow the book keeper to submitted timely and accurate invoicing.