

A RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE COOPERATIVE, PENNSAUKEN, NEW JERSEY AND CITY OF VINELAND DEPARTMENT OF HEALTH FOR THE TEEN OUTREACH PROGRAM (TOP) MODEL - PERSONAL RESPONSIBILITY AND EDUCATION PROGRAM.

WHEREAS, The Cooperative will receive funding for a grant from the New Jersey Department of Health (NJDOH) to implement the Personal Responsibility and Education Program in schools and community service organizations across the region; and

WHEREAS, the main purpose of the grant is to reduce the incidence of unprotected sex, unintended pregnancy and sexually transmitted diseases amongst teens and teen mothers ages 14-19 in Cumberland and Salem Counties with a high incidence of adolescent pregnancy; and

WHEREAS, The Cooperative agrees to pay the City of Vineland, for the period of October 1, 2024 through September 30, 2025, in an amount not exceed \$40,000.00 for approved program and administrative expenses related to the delivery of the Programs as required;

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Vineland that the Mayor is hereby authorized and directed to execute the Agreement and such other documents as required between The Cooperative and the City of Vineland Department of Health for Developing and Implementing the Personal Responsibility and Education Program.

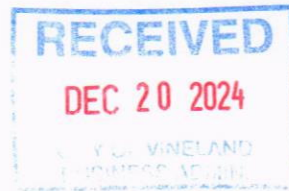
Adopted: January 14, 2025

President of Council

pfs

ATTEST:

City Clerk




Memorandum

To: Robert Dickenson, Business Administrator (fn)
From: Macleod Carre, Health Director
Date: December 19, 2024
Re: Shared Services Agreement with the Cooperative and the Vineland Health Department for the Personal Responsibility Education Program.

Attached, please find an Agreement between the Cooperative and the Vineland Health Department. The Vineland Health Department agrees to conduct the evidence-based intervention Get Real High School curriculum and/or Teen Outreach Program (TOP®) model, which includes a youth development curriculum for teens ages 14 through 19, to be provided in multiple sessions adapted to middle, high school, and youth serving community organizations in Bridgeton, Millville, and Vineland. The Cooperative will provide grant funding to the Vineland Health Department for the grant period October 1, 2024 – September 30, 2025 in the amount of \$40,000.

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 continue the Personal Responsibility Education Program.

Thank you.



**LETTER OF AGREEMENT BETWEEN
THE COOPERATIVE
AND
VINELAND CITY HEALTH DEPARTMENT**

This Agreement, effective October 1, 2024, between The Cooperative, located at 2500 McClellan Ave, Suite 250, Pennsauken, NJ, 08109, and the Vineland City Health Department (VCDOH, contractor), located at 640 E. Wood Street, Vineland, NJ 08360 establishes a formal working agreement between two parties and the responsibilities of both parties to one another with regard to the development and implementation of grant objectives.

I. Introduction

This Agreement supports NJ Department of Health's primary goal to extend the Personal Responsibility Education Program for the grant year of October 1, 2024, through September 30, 2025. Collaborating with The Cooperative to actively engage adolescents aged 14-19 in evidence-based interventions that build social and emotional skills necessary to reduce teen pregnancy, and STI's. This agreement is a commitment to provide evidence-based teen pregnancy and sexually transmitted infections prevention interventions and community outreach to youth and their families.

II. Terms

1. The Scope of Work (Exhibit A) under this contract will begin October 1, 2024, and extend through September 30, 2025.
2. The Cooperative agrees to pay VCDOH for the services listed in Exhibit A attached hereto and made a part hereof.
3. Payments to VCDOH under this Agreement for the period of October 1, 2024, through September 30, 2025, not to exceed \$40,000 for approved program and administrative expenses related to the delivery of the project activities.
4. VCDOH will provide a standardized initial invoice of 25% of this agreement for the SOW in Exhibit A to accountspayable@thecooperative.org and ltilghman@thecooperative.org. VCDOH will provide three additional quarterly invoices of 25% through September 15, 2025, to accountspayable@thecooperative.org and ltilghman@thecooperative.org.
5. It is understood and agreed that VCDOH is an independent contractor and VCDOH has provided The Cooperative with a W-9 form to facilitate this process.

III. Obligations of the Contractor

1. The Contractor will inform The Cooperative of any issue that would prevent completion of project activities within the agreed upon time frame.
2. The Contractor assures that funds will be utilized only as approved by The Cooperative for this project.
3. The Contractor shall ensure that each facilitator is properly trained in Get Real and TOP.

IV. Obligations of The Cooperative

1. Provide timely coordination and support for program implementation, including program supplies and funds for implementing staff (to be finalized after award).
2. Assist with coordinating CSL Opportunities and Guest Speakers.
3. Select which Evidenced Based Intervention (*Get Real High School* curriculum and/or Teen Outreach Program) will be used at each location (with input from VCDOH).
4. Provide tools that reassure performance and guidance for administration, including but not limited to student surveys.
5. Coordinate the Rural NJ Personal Responsibility Education (NUPRE) Community Coalition.

V. General

1. The Contractor shall solely be responsible for all and shall indemnify, keep, save, and hold The Cooperative and its officers, directors, employees, and agents harmless from all claims, loss, costs, liability, obligation, lien, encumbrance, expense, or damage arising out of the negligence of the Contractor in its performance or delivery of the curriculum including claims for injury to persons, including mental or physical injuries, disabilities and death, or property. The foregoing indemnification shall include reasonable costs and expenses including fines, penalties, court costs and reasonable attorney's fees. This provision shall survive termination of this agreement. The Cooperative shall notify the Contractor of any such claim against The Cooperative covered by this indemnification within thirty (30) days after it has notice of such claim. Should the Contractor fail to discharge or undertake to defend The Cooperative against such liability on learning of same, then The Cooperative may defend and/or settle such liability and the Contractor liability shall be conclusively established by such action, including any settlement consideration, reasonable costs and expenses, and attorneys' fees, incurred by The Cooperative.
2. The Contractor agrees in the performance of this Agreement to comply with all Federal, State, and Municipal laws, rules, and regulations generally applicable to the activities by whosoever performed in which the Contractor 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.
3. In the performance of the duties and obligations under this Agreement, it is expressly agreed and understood that the Contractor is acting and performing as an independent contractor and nothing in this Agreement shall be construed as creating an employee/employer relationship, a joint venture or otherwise.
4. A return copy of this Agreement with the signature of the Contractor denotes acceptance of the conditions of this letter of Agreement.

5. Anything herein to the contrary notwithstanding this Agreement may be 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.
6. This Agreement shall be interpreted and construed in accordance with the laws of the State of New Jersey. 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.
7. This agreement shall not be altered or amended except pursuant to an instrument or writing signed by the parties hereto.
8. 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.

Agreed by Vineland City Department of Health

Date

By (Insert Name and Title),
Vineland City Department of Health

Signature

Agreed by The Cooperative

Date

By Helen Hannigan
Executive Director, The Cooperative

Signature

Exhibit A
SCOPE OF WORK
VINELAND CITY DEPARTMENT OF HEALTH

Project Summary:

The primary goal of the project is to engage adolescents in evidence-based interventions that address protective factors to help adolescents and parents/caregivers develop skills to reduce risks for teen pregnancy and STIs. The Cooperative will improve social opportunities for adolescents and promote positive youth development strategies in schools and community-based organizations. This helps teens develop the social and emotional skills necessary to decrease pregnancy and STIs.

Project Duration: October 1, 2024- September 30, 2025

Budget: \$40,000

Location: Cumberland County

Contract Overview:

1. Host and facilitate approximately 2000 unit hours of both evidence-based curricula: Get Real High School, OR Teen Outreach Program across the "Rural New Jersey geographic region". (1 session =1 unit hour)
2. Support youth to complete the required 10 hours of Community-Service Learning hours for TOP cohorts or 1 Community Service Learning Project for Get Real cohorts.
3. Ensure all PREP facilitators complete required training in Get Real High School curriculum and TOP curriculum.
4. Recruit and retain 20% of program participants from a special population, including Spanish speaking youth; and youth in juvenile justice, foster care or who identify as LGBTQ+ or have intellectual and/or developmental disabilities.
5. Identify and engage community leaders to support implementation of the Get Real High School curriculum and, related Community Service Learning (CSL) opportunities; and serve as Guest Speakers on topics supporting evidence-based intervention (EBI) program fidelity.

6. Work with host site to assure facility space and logistical support accommodates necessary cohort requirements for program frequency, size and other parameters necessary to maintain program fidelity.
7. Seek parental consent and administrative permissions necessary to meet performance measure requirements in accordance with evidence-based intervention requirements.
8. Administer tools that measure performance, including but not limited to pre and post student surveys.
9. Complete administrative reporting requirements including, but not limited to, participant demographics, program attendance and session completion.
10. Participate in the Rural NJ Personal Responsibility Education (NJPRE) Community Coalition.
11. Attend required PREP ongoing operational meetings, technical assistance sessions and capacity building activities as appropriate.