

Exhibit “A”



**COUNTY OF ESSEX
DEPARTMENT OF CITIZEN SERVICES**

**DIVISION OF SENIOR SERVICES
CONTRACT YEAR 2020**

CONTRACT

NUMBER/PROJECT: 45502214 -Visiting Nurse

GRANTEE:

**West Orange, Township of
Department of Health**

**OPERATING
DIVISION(S):**

**Essex County Division of Senior
Services**

**SERVICE
AREA:**

West Orange

Contract # 45502214

Schedule A

PROJECT PERSONNEL

Staff position requested under this grant:

Loucel Osias, Public Health Nurse to provide visiting nursing services and follow-ups to the target senior population in the Township of West Orange and the Borough of Essex Fells with funding support from the Essex County Division of Senior Services.

Percent of time devoted to the proposed program - 100%

Percent of time funded by Division of Senior Services requests - 25%

Theresa M. De Nova, Health Officer, Project Director/ Fiscal Reporting Responsibility Susan Iovino, Sr. Public Health Nurse, Administrative Contact Person & Programmatic reporting responsibility

The West Orange Health Department will manage and supervise the activities proposed in this grant with the same policies and administrative procedures set forth by the Health Officer in the operation of the West Orange Health Department. The Health Officer, as well as the Sr. Public Health Nurse will monitor and evaluate the services provided by this proposal with special emphasis on quality, client satisfaction performance levels and achieving goals and objectives.

The West Orange Health Department will continue to reach the numbers projected in this proposal and continue to interface with the other community agencies within the service area. As the lead agency in this proposal the Nursing Division has access to all the Health Department's data bases so as to share statistics and program accomplishments. Computer systems will be used as a method to accurately maintain records, and detail a method by which monthly reports will be submitted to the Division of Senior Services via computer, mail or delivery. The Nursing Division will be responsible to maintain individual client records, data management and preparation of reports. This division will also follow all confidential patient guidelines as set and mandated by Federal and State laws. The West Orange Health Department will utilize their statistics and data base to assist in the identification of health status and problems in the senior community. This data will allow us to determine the health profile of our target population and address the findings appropriately.

ORGANIZATIONAL CHART

**West Orange Health Department
Division of Nursing**

Theresa M. DeNova, Health Officer

Michael A. Fonzino, Chief REHS

Susan Iovino, SR. Public Health Nurse

Public Health Nurse

Consulting Physicians

Clerical Staff

Schedule B
Program Objectives

Grant Number: 45502214

Funding Source: Older American Act Title III B

Service: Visiting Nurse

Service Definition: Services designed to maintain older persons in their own residences or community-based settings by providing skilled nursing services or therapy, thereby avoiding and deterring the need for hospitalization and institutionalization.

Service Unit: Each Visit

The Division agrees to pay the Agency the sum not to exceed **\$16,127.00** as detailed in the final approved budget.

Goal Statement: To develop and coordinate a dual community work plan to provide a comprehensive network of visiting nurse services to the target population of older adults living within the service area of the West Orange Health Department for the period of January 1, 2020 to December 31, 2020.

Objective #1:

To provide for the administration of the Essex County Division of Senior Services to the West Orange Visiting Nursing Service at a cost of \$16,127.

Activities:

1. To maintain accurate financial records of grants expenditures.
2. To maintain expenditure control for the monies allocated in this grant and financial control of expenditures as required to meet Division of Senior Services auditing.
3. To maintain accurate program reports and submission of such reports as required and approved by the Division of Senior Services.
4. To compile and report to the Division of Senior Services all parameters of project performance programmatic goals and objectives and report such information to the participating municipality.
5. To compile and report to the Division of Senior Services all parameters of all project expenditures.

Goal #2: To ensure that comprehensive visiting nurse services are available to the older adult population residing in the West Orange Health Department service area with specific emphasis placed on the target population criteria set by the Essex County Division of Senior Services for the period of January 1, 2020 to December 2020. The program will serve older adults (60 plus) throughout the service area and include all service components as recommended and required by the Essex County Program Specifications-Service Definition, Components and Standards.

Objective #1:

To provide 103 nursing visits to approximately 57 targeted older adults residing in the West Orange Health Department service area each year. It is the intention to provide each older adult contact with a functional assessment, as well as counseling, referral assistance, networking, education, and the monitoring of future progress during each visiting nurse contact.

Activities:

1. To promote physical health and well-being through screening, counseling and education to the older adults in our service area.
2. Individuals will receive a physical and mental assessment, screening and evaluation during each nursing visit. To develop a plan of care for each participant.
3. Subsequent to initial examinations visits will be arranged to monitor progress and effectiveness of recommended treatments.
4. Provide nursing to the frail, impoverished, minority and vulnerable in the service area of the West Orange Health Department.
5. Assist in administering and supervising medication and treatment, following the overall plan of care including treatment, rehabilitation medication, injection, and other medical care necessary for the evaluation of the participant's safety and comfort.

Goal #3 To provide services designed to maintain older persons in their own residence or community-based setting by providing visiting nursing services that will assist in avoiding or deterring the need for hospitalization or institutionalization.

Objective #1:

To provide nursing visits to the West Orange Department service area and necessary follow-up visits by Public Health Nurses designated by the lead community under the jurisdiction of the Project Director and Senior Public Health Nurse to include the target population of the service area.

Goal #4: To provide emergency services to homebound residents and participate with the Township and County Emergency Management Offices.

Objective #1:

To reach out to homebound residents during times of emergency to assist them with vital services, such as utilities, medications and comforts of living.

Community Service Area:

The Borough of Essex Fells

The Township of West Orange

BUDGET SUMMARY PAGE
SCHEDULE C

Contract Name: West Orange, Township of Health Department			
Contract Number: 45502214			
Contract Year: 1/1/20 - 12/31/20			
	Percentage	Dollar Amount	
A. Total Project Costs	100.00%	16,291	
B. Project Income		164	
C. NSIP		0	
D. Project Net Costs		16,127	
E. Local Non-Federal Participation	0.00%	0	
F. Funds Granted	100.00%	16,127	
G. Initial Allocation	50.00%	8,064	
1. Personnel	Cash	In-Kind	Total
Public Health Nurse	16,127	0	16,127
Sub-Total	16,127	0	16,127
2. Consultant & Contract	Cash	In-Kind	Total
	0		0
Sub-Total	0	0	0
3. Travel	Cash	In-Kind	Total
	0		0
Sub-Total	0	0	0

BUDGET SUMMARY PAGE
SCHEDULE C

4. Food	Cash	In-Kind	Total
	0		0
Sub-Total	0	0	0
5. Building Space	Cash	In-Kind	Total
	0		0
Sub-Total	0	0	0
6. Printing & Office Supplies	Cash	In-Kind	Total
	0		0
Sub-Total	0	0	0

BUDGET SUMMARY PAGE
SCHEDULE C

7. Equipment	Cash	In-Kind	Total
	0		0
Sub-Total	0	0	0
8. Other Costs	Cash	In-Kind	Total
Flu Vaccine	164		164
Sub-Total	164	0	164
Total Direct Costs (Categories 1-8)	16,291	0	16,291
Indirect Costs			
Total Project Costs	16,291	0	16,291

A. Local Non-Federal Participation	Amount
Sub-Total	0
B. In-Kind Resources	Amount
Sub-Total	0
Total	0
Estimated Project Income	164

BUDGET SUMMARY PAGE
SCHEDULE C

Grant # 45502214 West Orange, Township of Health Department		
Project Cost	Number of Units	Unit Cost (Proj. Cost/Number of Units)
\$16,291	103	\$158.16505

Personnel	16,127
Consultant Contract	0
Travel	0
Food	0
Building Space	0
Printing and Office Supplies	0
Equipment	0
Other Costs	164
TOTAL COST	16,291

Note: Unit cost= Project Cost divided by Number of Units

CONTRACT SIGNATURES AND DATES:

This contract has been signed and sealed by the parties on the dates set forth below.

ATTEST:

COUNTY OF ESSEX

Deborah Davis Ford, Freeholder Clerk
Essex County Board of Chosen Freeholders

BY: _____ DATE: _____
Joseph N. DiVincenzo, Jr.
Essex County Executive

ATTEST:

GRANTEE: ***West Orange Township***

DATE _____

BY: _____ DATE _____
Mayor Robert D. Parisi

The aforementioned Agreement has been reviewed and approved as to form.

BY: _____ DATE _____
County Counsel
Office of County Counsel

BY: _____ DATE _____
Anibal Ramos, Department Director
Department of Citizen Services

BY: _____ DATE _____
Maurice J. Brown, Interim Director
Division of Senior Services

TOWNSHIP OF West Orange

07-455-02 Title IIB 100%

Please enter List of Personnel and salaries

Cost Breakdown of Total Salary for this APC Prg (IPS)										Funding Breakdown of Total Salaries for this APC Program (IPS)								
Position Title	First Name	Last Name	Total Yearly Salary Per W2	Standard Weekly Paid Hours	Weekly Hours on This APC Program	Salary Charged to This APC Prg (IPS) w/o Fringe	Fringe Rate	Fringe Cost for This APC Prg (IPS)	Total Salary for this APC Prg (IPS)	Cash Salary for this APC Prg (IPS)	In-Kind Salary (Volunteer) for this APC Prg (IPS)	Allocated Funds	Local State/Supplemental	Public/Private	NSIP Funds	Other Income	FFP Reimbursement	Participant Income
Public Health Nurse	Loucel	Ostas	67,570	35	6	16,127	0.00%	0	16,127	16,127	0	16,127	0	0	0	0	0	0
Fringe Benefit			0															
Total:			67,570			16,127		0	16,127	16,127	0	16,127	0	0	0	0	0	0