

**SIGNATURE PAGE**

**CC-5-2022**

To the Monmouth County Board of County Commissioners:

**THE UNDERSIGNED HEREBY DECLARES THAT  
I (WE) HAVE CAREFULLY EXAMINED THE SPECIFICATIONS.  
I (WE) HEREBY CERTIFY PRICES QUOTED ARE IN ACCORDANCE  
WITH YOUR REQUIREMENTS.**

Company Name: Community Affairs and Resource Center  
(PRINT)

Preparer's Name: Belinda Cueto  
(PRINT)

Signature: Belinda Cueto  
(DATE)

Address: Community Affairs &  
Resource Center  
913 Sewall Avenue

Telephone No.: 732-774-3282  
Asbury Park, NJ 07712

Fax No.: 732 502 8955

E-Mail Address: baesterheld@carcnj.org  
\*\*\***(This should be the email where Contracts would be sent)**\*\*\*

Contact Person: \_\_\_\_\_

FEIN: [REDACTED]  
(Federal Employee ID)

(Revised 2/2017)

## Program Summary Sheet / Proposal Cover

|   |  |  |
|---|--|--|
| Agency Name: Community Affairs & Resource Center  |  | FEIN number: <span style="background-color: black; color: black;">XXXXXXXXXX</span>      |
| Administrative Contact Person: Beatriz Oesterheld   |  | Administrative Address : 913 Sewall Avenue Asbury Park, NJ 07712                         |
| Administrative Phone #:<br>732-774-3282   | Administrative Fax #<br>:<br>732-502-8955    | Administrative Email: <a href="mailto:boesterheld@carcnj.org">boesterheld@carcnj.org</a> |
|   |  |  |
| Program Contact Person: Beatriz Oesterheld  |  | Program Address: 913 Sewall Avenue Asbury Park, NJ 07712                                 |
| Program Phone #:<br>732-774-3282  | Program Fax # :<br>732-502-8955              | Program Email: <a href="mailto:boesterheld@carcnj.org">boesterheld@carcnj.org</a>        |
| Program Name (if Applicable):   | Type of Program:<br><br>A) GJOB <u>  X  </u> |  |
| <p><b>Brief Program Description:</b> Group Job Search activity will consist of the Work Readiness Skills Training program for a 4 week period. The training will prepare TANF, GA and SNAP recipients in order to obtain gainful employment by developing career planning and workplace readiness skills. Participants will develop conflict resolution and cognitive skills, oral communication skills, time management skills. Emphasis will be placed on professional dress and demeanor, interviewing skills, work ethic as well as interpersonal and teamwork skills. Participants will identify their personal qualities, strengths and weaknesses. During this period, participants will also apply job search techniques by using the internet and other available resources. The program will incorporate basic computer skills and will serve as an introduction to keyboarding, Microsoft Word applications and internet navigation.</p> |  |  |
| Total Budget Amount: \$ 150,000   |  | Requested Budget Amount: \$112,000 (based on 9 month program)                            |
| <p>Population being served: Participants must be TANF or GA, SNAP recipients and ABAWD referred by the Division of Social Services, One Stop Career Center and/or its partners. The program will serve residents of Monmouth County of all races and ethnicities who are 18 years of age or older.</p>  |  | Length of training Service (calendar months/weeks):<br>9 months (1/1-9/30/2022)          |
| Hours of operation: 8:30 AM – 4:30 PM   |  | # Program Staff: 2   |

**Please complete this Program Summary Sheet for each program that you propose to deliver.**