



TECHNICAL PROPOSAL FOR



TOWN OF SWAMPSCOTT, MA

November 8, 2023

Peace in Action LLC

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Overview and Objectives

As a municipality that has seen population increase of up to 10% over the last three census counts, Swampscott is directing a forward-looking effort to establish a baseline assessment of its diversity, equity and inclusion practices and protocols, identify any systemic and/or structural practices for which changes might be recommended, and outline a plan for the strategic implementation of for review.

Peace in Action is pleased to propose an audit of the current needs of the Town and its boards and committees, and help in the establishment of a DEI strategic plan. One main goal of the project will be to explore ways to bring the unique and valuable history of the Town to a changing landscape, with sensitivity and respect to all stakeholders.

Plan of Service

We have grouped the objectives as described in section 2 into four areas: 1) Definitions and Benchmarks, 2) Audit and Assessment, 3) Planning and Implementation, and 4) Professional Development and Training. We have arranged our responses to address each area:

1) Definitions and Benchmarks

- Provide clear and understandable definitions of what Diversity, Equity, and Inclusion mean
- Utilize any existing information such as assessments or community agency data already compiled and review such data to develop listed deliverables (listed below) or ascertain what data is still needed. Determine if there are any obstacles to obtaining data needed and provide suggestions on how to overcome these identified obstacles. Review relevant events or meetings that have occurred to provide for constructive feedback as well as suggested training to assist boards, committees, staff, etc. on how to manage DEI related topics.

Response

The establishment of definitions and an understanding of existing information are key to the development of benchmarks and measures of progress. As university professors, we have a combined 50 years of experience in the field of diversity education and how it relates to government institutions and people in authority, as well as in how communities cope with changing realities around diversity. We have glossaries of terms and are experienced, competent and professional in the collection of data for original research. We specialize in meeting people where they are with respect to understanding diversity issues. When we undertake to introduce concepts of DEI, our aim is to helping people explore their own personal relationships to the work and we teach; we never preach. We teach tolerance without criticizing individuals, while helping people to become self-aware of certain behaviors and their public personae.

2) Audit and Assessment

- Perform an assessment of the Town's current DEI practices and procedures, including, but not limited to, hiring, internal and external communications, overall agency culture, professional development opportunities, etc. This assessment should include organizational strengths, weaknesses, opportunities for improvement, and threats (SWOT analysis)
- Assess the Town's ability to provide community training programs with a purpose to hire minorities from the area's population and the ability to provide continuous

training and equal opportunities for all employees to advance within Town's governmental organization

- Perform an assessment of the Town's workforce, e.g. the number of minorities, staffing by age, gender, and compare this information with external factors such as the composition of the Town's year-round population, ability to hire qualified minority candidates and housing considerations
- Ascertain, through employee and elected / appointed official focus groups and surveys, employees and elected / appointed officials' knowledge and perception of DEI and their opinions on how to implement a Town-wide program. There shall be a minimum of ten (10) focus groups conducted in which the attendees of such focus groups may be recommended by the Town to include various Town department employees or groups (such as Human Resources, Union representatives, Select Board, etc.)
- Ascertain, through at least two (2) public focus groups and surveys the perception of Town knowledge and application of DEI
- Ensure broad participation in the data collection process. Greater than 75% participation from Town employees is desired. Details on how the data from surveys and focus groups will be collected and reported shall be included in the deliverables.

Response

In order to meet the objectives we grouped as those pertaining to audit and assessment, we will develop SWOT survey instruments and/or interview materials as appropriate, and canvass selected members of the community and Town government to develop a snapshot of current attitudes and identify areas of concern. There are a variety of research methods that can be used, and we would have to work with the Town to customize the instruments that would provide the best results. In addition, we would work to maximize the use of existing data, and review current standards and practices.

We are experienced in teaching and presenting sensitive topics and will work with project administrators on the language and drafting of announcement messaging that encourages the widest possible participation from Town employees. In our experience, stakeholders such as these participate in large numbers depending upon their degree of confidence in the safety and anonymity of their honest responses, and we have experience in carrying out such secure data collection.

The larger research study that will include public focus groups would be conducted after the analysis of the readiness of the Town's workforce, and we will identify trends and present the Town with the requested analysis. Our approach will be organized around establishing benchmarks and setting goals, and measurable standards for progress and long range planning.

3) Planning and Implementation

- Provide professional assessment tools, resources, and training to Town department heads as listed, but not limited to: conducting quantitative analysis, drafting quarterly or year-end department documents, submitting AAP/EEO statistical reports
- Create an implementation plan for the creation of a staff position for DEI within the Town organizational structure. This will include a recommendation on job description, function, salary, and placement within the organizational chart. Provide recommendations as to how this position will interact and interface with other Town departments, boards, community organizations, and the community in general
- Ascertain the Town's ability to engage minorities in the community. Assess the Town's community building strategies that can increase civic participation and engagement on local boards, elections, meeting participation, and committees. Determine program creation or improvement that builds trust and creates allies that can support Town outreach and projects through stronger minority participation
- Provide recommendation on potential need for a relevant DEI board or similar group along with a mission, operational structure, and goals
- Review and provide recommendations within the Town's Procurement process to incorporate elements of equity in the bidding process and awarding of contracts
- Create a written strategy and implementation plan to operationalize and institutionalize full staff and public official participation which includes a strategy to engage appointed and elected leadership
- Develop short- and long-term goals for the DEI Strategic Plan which take into consideration Swampscott's unique characteristics and which integrate DEI into the internal processes, policies, and systems of the Town that include systematic reviews and public reporting at the senior level.

Response

In order to meet the Town's planning and implementation objectives, we will use the audit surveys of the Town's employees to get a snapshot of current attitudes toward the implementation of the project. We will apply our combined experience in management and administration to create a blueprint for the new staff position and its functionality.

With experience in organizational structures, personnel management, and compliance, our skills and knowledge are an ideal fit for Swampscott's stated goal of applying DE&I practices to its governmental systems. We can provide advice on creating a welcoming atmosphere for members of equity seeking groups and maintaining a comfortable atmosphere for all staff and stakeholders. Further, we can equip the Town Government with a concrete and applicable foundation in allyship, microaggressions, the impact of privilege, the use of inclusive language, and best standards and practices.

4) Professional Development and Training

- Develop a written DEI Training Plan/Manual to address any training gaps that is accessible and usable and includes the following topics: building a common language and shared knowledge about DEI; understanding implicit bias; recognizing structural inequalities; incorporating future employee education with the input from the Town employees; best practices that promotes a welcoming and inclusive environment by demonstrating a commitment to the principles of diversity and inclusion in all interactions.

Response

The core function of Peace in Action is education and training, and we work to help seminar participants understand how the values of equality, tolerance, inclusion, and diversity help each person experience better living and working environments. When we have performed our assessment of the Town's needs, we will tailor our programs to suit. We can deliver our program in person or virtually, and we can provide certificates of completion. We also perform ongoing evaluations to determine the effectiveness of the training, and we would be pleased to offer a complimentary presentation.

Deliverables and Plan of Service Proposed

Timetable:

- Phase 1 January 2024
- Meet with project administrators
 - Review all Town personnel and department policies for gap analysis to best practices Identify municipalities and/or like sized organizations with exemplary DEI programs
 - Examine existing data and information
 - Select data gathering method
 - Develop data gathering instrument(s)
 - Schedule monthly meeting calendar with the Human Resources Director
- Phase 2 February – March 2024
- Administer/deliver one (1) Town employee survey
 - Administer/deliver at minimum two (2) public surveys
 - Collect and interpret results
 - Compile results and deliver draft assessment report to Town administrators/designee
 - Project administrators review draft assessment
- Phase3 April - May 2024
- Facilitate multiple interactive workgroups for up to 400 Town employees and 50 elected and appointed officials
 - Facilitate interactive workgroups (may require at least three offered at different days and times) with community members to ascertain experiences and/or trust-related concerns regarding interactions with the Town and employees
- Phase 4 June 2024
- Develop targeted goals and an action plan for long term strategic planning, including methods of long-term monitoring and evaluation for success
 - Develop goals and benchmarks for 6 month and one year implementation
 - Deliver draft plan updates to Town Administrator or designee
 - Deliver draft plan to the Select Board
- Phase 5 June 2024
- Deliver and present final written assessment to the Select Board
 - Map out and establish one year of education and trainings to provide employees and elected and appointed officials

Phase 6

June 2024 – June 2025

Conduct training program for one year for employees at all levels; training will utilize a variety of formats including but not limited to in person, small groups, lectures, and webinars

Evaluate attainment of the goals and benchmarks laid out in the roadmap

Experience and Resources

i. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work.

Peace in Action LLC is an educational firm providing workshops, classes, and programs to help our clients create workplaces and study spaces that are more open, civil, welcoming, and inclusive. The curriculum and material were designed by two university professors with a combined 50 years of experience to create a safe space to talk about racism, sexism and LGBT issues. We have already performed an audit of the town government of Grafton to determine their ability to

We are a certified Small Business Enterprise (SBE) and Women Owned Business (WBE), and we are a registered vendor with the United Nations Global Marketplace. We founded this firm in 2021 in order to do precisely this kind of work and to offer our experience and expertise in DEI education beyond the academic setting. Our aim is to supply tools for everyone to become kinder and more understanding towards each other, within more productive and healthier work environments. Our Capability Statement is enclosed at Attachment 1.

ii. Indicate which principals and associates from your firm would be involved in providing services to the Town. Provide appropriate background information for each such person, identify their responsibilities, and provide examples of previous work in their areas of responsibility.

The principals of Peace in Action are Donnalynn Scillieri, M.A., and Atola Gerri Budd, PhD, and our associate instructor for our training curriculum is Jeremy Levine, MA. **Professor Donnalynn Scillieri** has an extensive background in diversity and social justice and has a recognition award from the Southern Poverty Law Center. **Dr. A. Gerri Budd** has served as the first Diversity Officer for Seton Hall University and was awarded New Jersey's Minority in Academic Careers Scholarship. With our combined experience in the field of race and gender diversity education and in combating social injustice, we are fully equipped to present an assessment of your current needs, guidance on best practices and

staffing, and to deliver a training program. Professor Scillieri's c.v. is enclosed at Attachment 2, Dr. Budd's c.v. is enclosed at Attachment 3, and Mr. Levine's c.v. is enclosed at Attachment 4.

Donnalynn Scillieri, M.A.

Prior to being a co-founder of Peace in Action, Professor Donnalynn Scillieri conducted a city-wide audit of the New York City public school system, with the purpose of finding funding to implement arts education for at-risk youth. The audit was done in connection with the Town Hall Theatre/Times Square, and the objective was to entwine learning through the arts with mathematics, history, and English classes to help students continue on to trade school or higher education.

Professor Scillieri had been researching and addressing issues of racism and gender discrimination since 2010. Her body of work is extensive and she was recognized and awarded by Morris Dees of the Southern Poverty Law Center along with Toni Morrison. In 2004, prior to her work with issues of race and diversity, she presented a Paterson, NJ Gang And Violence Awareness Safety Program together with James Avigliano, the former Prosecutor for Passaic County. The objective was to make parents/guardians aware of the signs their children may have become involved with gangs, how to prevent that involvement and where to find help.

Professor Scillieri has deep experience working with the New Jersey municipalities of Paterson, Union City, Harrison, Passaic, and Newark to mentor children of gang members, gifted students, at-risk youth, and parolees. Since 2002, Professor Scillieri has been appointed to and consulted for the Wayne Alliance for the Prevention of Substance Abuse (NJ). She created professional training workshops and collaborated with law enforcement, EMT, and Straight and Narrow based in Paterson. Professor Scillieri designed and implemented the "Reality Tour: Day in A Life of an Addict" workshop for parents/guardians and their middle school children based in Wayne. The program addressed 900 attendees per session.

Professor Scillieri has been a longtime supporter and volunteer for Be the Change New Jersey, a "non-profit is dedicated to community service and activism projects that help promote peace and non-violence in urban neighborhoods." Her activities include homelessness relief, creating peace gardens and playgrounds while addressing non-school hours and food scarcity. She has been able to collect furnishings for families' first homes and recognized their holiday needs.

Professor Scillieri served on the board of the NJ Coalition to End Domestic Violence and as an ally headed the LGBT Task Force. Alongside the Prosecutor and other members of the prosecutor's office, Professor Scillieri provided training on domestic violence, sexual assault and human trafficking awareness and prevention. With Prosecutor Kevin Wronko, she was engaged in gender-based violence

workshops, trainings and grant writing in diverse communities. These programs were designed to help meet the cultural needs of the victims as they sheltered in safe houses, often with children. Since 2008, she has been on DVRT and SART and responded with law enforcement to advocate for victims. She has collected and sent or gone underground to bring material supplies (clothing, toiletries, toys, bedding...) to survivors of domestic violence and their children. Professor Scillieri has been able to bring volunteers with her to provide arts and crafts, parties, and sporting events to the children with tea and coffee time visits with the women in the shelter.

When the Super Bowl came to New Jersey in 2014, Professor Scillieri attended workshops with Governor Christie's office, the Department of Homeland Security, the FBI, and Women's Center representatives to create legislation to protect and rescue victims as well as raise awareness and prevent corruption. The resulting legislation, the Human Trafficking Prevention, Protection, and Treatment Act, was signed into law on May 6, 2013.

Atola Gerri Budd, Ph.D.

Before co-founding Peace in Action, Dr. Budd's experience and scholarship include race and gender as they pertain to management and organization. Dr. Budd was appointed as the first Diversity Officer at Seton Hall University, and worked with the New Jersey Commission on Higher Education to ensure institutional compliance with state, federal and national accreditation standards. In addition, she created and implemented institutional partnerships for credit articulation.

Dr. Budd has over 20 years' experience in institutional assessment and the creation and development of organizational materials. At Berkeley College and at Seton Hall University, she developed the curriculum guidebook used by all faculty mentors, educational materials for the College Study Skills course, managed institutional research, and standardized departmental procedures. Dr. Budd has experience in the delivery of health care education including as Campus Director and Director of Education at two proprietary sector institutions which offered degrees and certificates in Licensed Practical Nursing and Medical Assisting. Dr. Budd led both schools through accreditation attainment and renewal, managed state and federal compliance standards, and liaised with the New Jersey Board of Nursing.

Dr. Budd has written and presented scholarship at the Women & Gender Studies Colloquium Lecture Series; the Mid-Atlantic Women's Studies Association annual conference; the Lehigh University Feminism in Practice conference and at the Seton Hall University Celebration of Women conference. Dr. Budd's treatise on the connection between private higher education and state government was being

utilized by the Association of Private Higher Education of Ukraine for policy development and was under consideration for translation into Ukrainian by the Association.

Jeremy Levine, M.A. and Doctoral Candidate

Professor Jeremy Levine has taught at multiple universities in New York and New Jersey in a variety of different fields, including political science, sociology, business, economics, and statistics.

- iii. Provide three examples of DEI assessments and plans your firm has have developed, and three examples of education and/or trainings your firm has provided on DEI topics.

Example 1

Peace in Action successfully delivered a contract to review and provide recommendations for implementation of diversity, equity and inclusion training for the town of Grafton, MA. We developed the research questions to guide the project, and created customized survey instruments for six cohorts: township municipal employees, law enforcement, the fire department, school administration, library personnel, and students and parents. We conducted the surveys, followed up with interviews, interpreted the findings and delivered a detailed report of findings and recommendations for future planning and how to incorporated principles of DEI into public services.

Example 2

Peace in Action delivered a contract with the 102 year old New York Flute Club to establish its first DEI Committee. The New York Flute Club has a stated mission of bringing together the professional, the student and the artist, and with our assistance was able to explore ways to build upon its history and offerings in diverse and inclusive ways to invite new audiences and students to the Club's programs and expand its future legacy.

Example 3 with Examples of Education/Trainings

Peace in Action was contracted to provide NJDCD workshops at several faculty/administrative meetings in order to foster an exchange of ideas and establish an exploration of an inclusive dialogue. After meeting with the administration and careful evaluation we conducted a series of our workshops over six months. Our curriculum of workshops can be taken a la carte and customized according to how deeply participants care to explore the subject, and the audience being addressed. All of our workshops and trainings have materials which will be

shared with participants that include a list of resources and a glossary of terms. The sessions we conducted were:

1. *The Importance of Diversity, Equity, Inclusion and Belonging* - introduces the concepts of systems of oppression, patriarchy, social group membership, and social group identity.
2. *Intersectionality* - discusses the importance of understanding that everyone has a different story and experience.
3. *Microaggressions: Did I Really Hear That?* - defines microaggressions, micro-assault, micro-insult, micro-invalidating, nonverbal microaggressions, and marginality. Offers a taxonomy of microaggressions and bigotry, microinequities, environmental aggressions, and a discussion of resulting psychological and biological stresses.
4. *Current Issues on Race: How Did We Get Here?* - discusses the social construction of race, and the historical impacts of an economy based on enslavement, mass incarceration, colorblindness, unconscious bias, institutionalized racism, and landmark court cases.
5. *Classism* - discusses the social construction of the class system, stratification, the creation of the middle class, poverty, homelessness, wealth, income trends, theories, and solutions.
6. *Sexism: #MeToo And What It Means* - discusses patriarchy and its impacts, including sexual harassment.

iv. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual's status as a member of the board of directors of any organization likely to interact with the Town. If none, please provide a statement to such effect.

There are no conflicts of interest.

v. Identify individuals in your firm with multi-lingual skills, who are available to assist with communication in languages other than English. Please identify the language(s).



Peace in Action does not have personnel able to assist in languages other than English.

vi. The Town encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on the Town's engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.

We are proud to say that, as the two women who are the founders and managing partners of Peace in Action, our senior management is 100% female and 50% minority. Our Women Owned Business certificate is enclosed at Attachment 5, and our Small Business Enterprise certificate is enclosed at Attachment 6.

Our firm's Affirmative Policy is enclosed at Attachment 7.

vii. Include a list of all clients for whom you have provided a similar service during the past five (5) years. At least three (3) must be provided. This information must include a contact name, company name, address, and telephone number.

- 1) Township of Grafton, MA
30 Providence Road
Grafton, MA 01519
Contact: William Blake, Assistant Town Administrator
Email: blakew@grafton-ma.gov
phone: 508-839-5335, ext. 1203
- 2) New Jersey Community Development Corporation (NJCDC)
32 Spruce Street
Paterson, NJ 07501
Contact: Robert Guarasci, Founder & CEO
Email: rguarasci@njcdc.org
Phone: 973-413-1600
- 3) The New York Flute Club
Park West Finance Station
P.O. Box 20613
New York, NY 10025-1515
Contact: Jinni Rock-Bailey



e-mail: rockbailey1@gmail.com
phone: (973) 801-4521

- 4) Turner Construction Company
685 US Highway Route 202/206, Suite 303
Bridgewater, NJ 08807
Contact:
Ashlee Sullivan, MPA, C&C Program Specialist – New Jersey Business Unit
Email: ashsullivan@TCCO.COM
Phone: 908-705-3289 |

viii. Financial Stability – The Respondent must also include proof of financial stability in the Technical Proposal. This shall be in the form of a bank reference or audited financial statements of the business entity.

Our bank reference information is enclosed at Attachment 8.



CAPABILITY STATEMENT

CONSULTING EDUCATION PROFESSIONAL TRAINING GRANT WRITING

Peace in Action LLC is an educational firm dedicated to providing training, workshops, classes, and programs in diversity, inclusion, equity (DEI), and belonging. We help our clients create spaces that are more open, civil, and welcoming. When employees feel a sense of belonging and inclusivity in a healthy work environment, they develop empathetic relationships with both colleagues and clients which contributes to productivity. Employees are physically and mentally healthier, which in turn lowers absenteeism, drops healthcare costs, and reduces turnover, all of which stabilize the organization and enable it to grow and thrive.

To meet your needs, the curriculum and material are designed by two university professors who create a safe space to talk about racism, sexism, LGBT issues, decolonization, and microaggressions. We pride ourselves on keeping a safe environment in which attendees can ask questions and share their thoughts or experiences. We educate clients and clarify the history of the issues and why something still has license or not.

We are a certified Small Business Enterprise (SBE), a Women Owned Business (WBE), federally registered, and listed in the United Nations Global Marketplace. We supply tools to help everyone become kinder and more understanding towards each other, in order to help create more productive and healthier work or school environments.

What sets Peace in Action apart from the competition?

- The success of our partnership stems from the collaboration of two professors representing different cultures, focusing on a common goal of providing services that speak to the needs of our clients.
- We offer a strategic mix of clarifying issues and building bridges, helping both individuals and groups move from the confusion of hate to the clarity of acceptance.
- Leadership in Performance Based Learning.

Core Capabilities

- Our educators, filming, and technology experts conduct analysis, research, provide classes and workshops, and program designs to implement solutions. We offer:
 - Consulting
 - Education
 - Surveys
 - Client needs analysis
 - Custom training materials
 - Professional training
- Education:
 - Our objective is to explain the roots of problems, not to criticize or blame participants.
 - Participants will understand why and how to be more respectful and empathetic.
- Professional Training:
 - We can facilitate hard conversations and supply the tools that are necessary to address racism and ethnic discrimination, sexism (including domestic violence/teen dating violence/sexual assault), and LGBTQ issues in your working or study spaces.
 - Certificates of Accomplishment will be awarded upon completion.

- Consulting

- In person or virtual live workshops, classes, or programs tailored to meet your specific needs:
 - Create a healthy work environment to increase productivity
 - Improve physical and mental health
 - Improve employees' empathy and extend kindness to colleagues and clients
 - Reduce absenteeism
 - Decrease healthcare costs
 - Reduce employee turnover
 - Stabilize the organization, to contribute to profitability and future growth

- Grant Writing

- strengthen your internal programs to meet the requirements of your grants
- research new monies for your organizations, and keep track of stewardship and renew

New Jersey State Certifications and Affiliations:



North American Industry Classification System (NAICS)

541642	Human Resource Consulting Services
611710	Educational Support Services
611430	Professional and Mgmt Development Training
711510	Independent Artists, Writers, and Performers

918 79	Minority, Women, Veteran and Small Business Consulting
918 75	Management Consulting

NIGP Commodity Code (National Institute of Governmental Purchasing)

918 38	Education and Training Consulting
924 00	Educational and Training Services
952 90	Training and Instruction Services, Clients, Not Staff
924 16	Course Development Services, Instructional and Training
924 35	In-Service Training, Employees
924 41	Instructor-Led, Classroom Training, Non Technical
918 00	Consulting Services
918 21	Business Consulting
958 16	Business Management Services
958 68	Support Services, Management

General Information:

Registered Company Name:	Peace in Action, Inc.
Year Incorporated:	April 2021
State of Incorporation:	New Jersey
Corporation Type:	Limited Liability Company
D-U-N-S Number:	084952927
EIN:	86 -3297776:
New Jersey Professional Code:	C02050
Member, United Nations Global Marketplace	(UNGM) 878174 Code 60105421

Contact Information:

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- www.peaceinactionprofessors.com



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE & ENTERPRISE SERVICES
P.O. BOX 026
TRENTON, NJ 08625-026
PHONE: 609-292-2146 FAX: 609-984-6679

PHIL MURPHY
Governor

SHEILA OLIVER
Lt. Governor

ELIZABETH MAHER MUOIO
State Treasurer

5-YEAR RECERTIFICATION

APPROVED

under the

Minority and Women Business Certification Program

This certificate acknowledges PEACE IN ACTION as a Certified Women Business Enterprise (WBE) that has met the criteria established by N.J.A.C. 17:46.

In order for this certification to remain in effect **throughout the 5 year certification period**, the business **must submit annual verification statements** attesting that there has been no change in ownership, control, or any other factor of the business affecting eligibility for certification as a minority or women-owned business. The verification statements must be submitted **not more than 60 days** prior to the anniversary of the certification approval.

If the business fails to submit the annual verification statement by the anniversary date, or a renewal by its expiration date, the certification will lapse and the business will be removed from the system (SAVI) that lists certified minority and women-owned businesses. If the business seeks to be certified again, it will have to reapply by submitting a new application.



Peter Lowicki
Deputy Director

Issued: 7/12/2021

Certification Number: A0159-11

*Expiration: 7/12/2026

***As noted above, in order to maintain its certification status, the business must submit verification statements for each of the five years.**



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE & ENTERPRISE SERVICES
P.O. BOX 026
TRENTON, NJ 08625-026
PHONE: 609-292-2146 FAX: 609-984-6679

PHIL MURPHY
Governor

SHEILA OLIVER
Lt. Governor

ELIZABETH MAHER MUOIO
State Treasurer

5-YEAR RECERTIFICATION

APPROVED

under the
Small Business Set-Aside Act

This certificate acknowledges PEACE IN ACTION as a Category 1 & 4 Approved Small Business Enterprise (SBE) that has met the criteria established by N.J.A.C. 17:13.

In order for this certification to remain in effect **throughout the 5 year certification period**, the business **must submit annual verification statements** attesting that there has been no change in ownership, control, or any other factor of the business affecting eligibility for certification as a minority or women-owned business. The verification statements must be submitted **not more than 60 days** prior to the anniversary of the certification approval.

If the business fails to submit the annual verification statement by the anniversary date, or a renewal by its expiration date, the certification will lapse and the business will be removed from the system (SAVI) that lists certified minority and women-owned businesses. If the business seeks to be certified again, it will have to reapply by submitting a new application.



Peter Lowicki
Deputy Director

Issued: 6/16/2021

Certification Number: A0159-12

*Expiration: 6/16/2026

***As noted above, in order to maintain its certification status, the business must submit verification statements for each of the five years.**



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POLICY ON AFFIRMATIVE ACTION

It is the policy of Peace in Action to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities.

Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company's equal employment opportunity policy, Peace in Action will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of at least one Managing Partner and shall be appropriately administered. It is the responsibility of each supervisor of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.