

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Capital Expenditures					
Operating Costs	\$13,771	\$37,690	\$37,690		
External Revenues	(\$13,771)	(\$37,690)	(\$37,690)		
Program Income (County)					
In-Kind Match (County)					
Net Fiscal Impact	<u>0</u>	<u>0</u>	<u>0</u>		
# ADDITIONAL FTE POSITIONS (Cumulative)	.5	.5	.5		

Is Item Included In Current Budget? Yes X No _____
 Budget Account No.: Exp No: Fund 1426 Department 662 Unit 3285 Object var
 Rev No: Fund 1426 Department 662 Unit 3285 Rev. Source 3429

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Grant: State of FL, DOH Therapy Service Grant
 Fund: Public Safety Grant Fund
 Unit: 3285-Victim Services COHB6 Therapy Grant

C. Departmental Fiscal Review: Stephanie Lepore

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

OFMB [Signature] 4/17/2013
 Contract Administration [Signature] 4/22/13
 4-22-13 [Signature]

B. Legal Sufficiency:

[Signature] 4/23/13
 Senior Assistant County Attorney

C. Other Department Review:

 Department Director

(This summary is not to be used as a basis for payment.)

VICTIM SERVICES LICENSED THERAPIST

NATURE OF WORK

This is professional mental health therapy and counseling work in the Department of Public Safety, Division of Victim Services. The nature of the work is treatment for crime victims and their families who are experiencing emotional and/or behavior difficulties as a result of the trauma experienced by the exposure to crime.

An employee in a position allocated to this class is expected to provide an independent professional level of individual, family and group therapy services for adult and child crime victims in a variety of crisis and non-crisis situations. Work includes the conceptualization and analysis of problems presented by the client, development and implementation of an effective plan of intervention and treatment and periodic assessment of the effectiveness of the determined treatment. Preparation of written documentation to reflect case status is ongoing as is the implementation of written policy.

The necessary skills include proficiency in the independent application of psychotherapeutic techniques and interventions. This position also necessitates independent interaction with other criminal justice and social service organizations. Work is performed under an assigned Supervisor. Work is reviewed through conferences, reports and the effectiveness of services provided.

EXAMPLES OF WORK

Conducts individual, family and group therapy and evaluates, conceptualizes and responds appropriately to verbal and non-verbal information provided by the client.

Develops and implements effective treatment plans based on the information gathered from the client.

Maintains caseload which includes preparation of the initial case history/social summary as required, treatment plan, treatment plan reviews, progress notes, client responses, referrals and discharge/closing summary with recommendations for each crime victim.

Conducts periodic reviews of the treatment plans to assess the effectiveness of the interventions and the client's progress toward the specific goals.

Determines the follow-up services for the client via a discharge plan when appropriate.

Assists with 24-hour crisis response on call and standby services.

Assesses, intervenes and develops action plans to assist crime victims in crisis situations.

Interacts with staff, criminal justice and social service agencies and other professionals in order to provide client-needed services. Referrals and follow-up may be required.

Performs related work as required.

VICTIM SERVICES LICENSED THERAPIST - CONT'D

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of psychological, psychotherapeutic and counseling theories, principles, practices and techniques.

Considerable knowledge of the psychological, social and behavioral bases of normal and abnormal behavior, trauma and victimology.

Considerable knowledge of contemporary theory in the field of individual and family therapy in order to provide behavioral assessment and appropriate interventions.

Considerable knowledge of the theories and current trends in developmental psychology.

Considerable knowledge of the criminal justice system and community based resources.

Ability to exercise mature judgment and initiative in utilizing counseling and treatment techniques.

Ability to establish and maintain effective working relationships with clients, associates and other community agencies.

Ability to exhibit empathy and concern for the problems and needs of clients.

Ability to express ideas clearly, both orally and in writing.

Ability to enter data and maintain case management within the Victim Services Computer Application.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with a Master's Degree in Psychology, Social Work or Mental Health Counseling; one (1) year of experience with individual, family and group counseling or psychotherapy for adults and children including experience with domestic violence, sexual assault and/or other type of criminal victimization; or any equivalent combination of related training and experience.

NECESSARY SPECIAL REQUIREMENTS

Florida license as a licensed Clinical Social Worker or Licensed Mental Health Counselor or Licensed Marriage and Family Therapist as defined by Florida Statutes.

Must successfully complete Office of Attorney General Victim Practitioner Certification and Florida Council Against Sexual Violence Rape Crisis Certification during probationary period. Must possess certification throughout employment.

Rev. 10/2007

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	2013	2014	2015	2016	2017
Capital Expenditures					
Operating Costs	120,000				
External Revenues	(120,000)				
Program Income (County)					
In-Kind Match (County)					
Net Fiscal Impact	0				

ADDITIONAL FTE

POSITIONS (Cumulative) .5

Is Item Included In Current Budget? Yes _____ No X

Budget Account Exp No: Fund Department Unit Object
 Rev No: Fund Department Unit Rev. Source

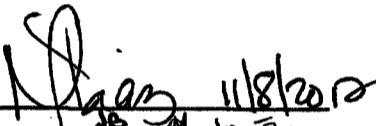
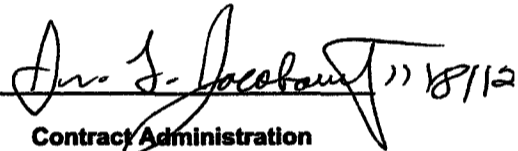
B. Recommended Sources of Funds/Summary of Fiscal Impact:

Grant: State of FL, DOH Therapy Services Grant
 Fund: Public Safety Grant Fund
 Unit: 3285-Victim Services COHB6 Therapy Grant

Departmental Fiscal Review: Stephanie Lepore 10/25/12

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

 11/8/12
 OFMB 10/30/12 10/29/12 10/24/12 10/24/12
 11/8/12
 Contract Administration

B. Legal Sufficiency:

 11/14/12
 Assistant County Attorney

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment.

Rick Scott
Governor



John H. Armstrong, M.D.
State Surgeon General

September 28, 2012

Ms. Nicole Bishop, Director
Palm Beach County Victim Services
205 North Dixie Hwy, Suite 5.1100
West Palm Beach, Florida 33401

Re: Victim Service Contract # COHB6

Dear Ms. Bishop:

Enclosed you will find an executed contract for your records. Please note that the services under this contract will begin **October 1, 2012**. This contract contains a copy of the invoice to be used during the contract year. Please ensure that the appropriate staff are made aware of the deadlines and requirements outlined in Attachment I – V of this contract.

Thank you for your cooperation in processing this contract. Please contact me at (850) 245-4444, ext. 2952 with any questions or concerns.

Sincerely,

A handwritten signature in cursive script that reads "Marsha Slade".

Marsha Slade
Contract Manager
Sexual Violence Prevention Program

/ms

Enclosures

07/11

CFDA No. 93.991
CSFA No.

STATE OF FLORIDA
DEPARTMENT OF HEALTH
STANDARD CONTRACT

Client Non-Client
 Multi-County

THIS CONTRACT is entered into between the State of Florida, Department of Health, hereinafter referred to as the *department*, and Palm Beach County Board of County Commissioners/Public Safety Department/Victim Services Division hereinafter referred to as the *provider*.

THE PARTIES AGREE:

I. THE PROVIDER AGREES:

- A. To provide services in accordance with the conditions specified in Attachment I.
B. Requirements of §287.058, Florida Statutes (FS)

R 2012 17 32 NOV 20 2012

To provide units of deliverables, including reports, findings, and drafts as specified in Attachment I, to be received and accepted by the contract manager prior to payment. To comply with the criteria and final date by which such criteria must be met for completion of this contract as specified in Section III, Paragraph A. of this contract. To submit bills for fees or other compensation for services or expenses in sufficient detail for a proper pre-audit and post-audit thereof. Where applicable, to submit bills for any travel expenses in accordance with §112.061, FS. The department may, if specified in Attachment I, establish rates lower than the maximum provided in §112.061, FS. To allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, FS, made or received by the provider in conjunction with this contract. It is expressly understood that the provider's refusal to comply with this provision shall constitute an immediate breach of contract.

C. To the Following Governing Law

1. State of Florida Law

- a. This contract is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida. Each party shall perform its obligations herein in accordance with the terms and conditions of the contract.
b. If this contract is valued at 1 million dollars or more, the provider agrees to refrain from any of the prohibited business activities with the Governments of Sudan and Iran as described in s.215.473, F.S. Pursuant to s.287.135(5), F.S., the department shall bring a civil action against any company that falsely certifies its status on the Scrutinized Companies with Activities in Sudan or the Iran Petroleum Energy Sector Lists. The provider agrees that the department shall take civil action against the provider as described in s. 287.135(5)(a), F.S., if the provider fails to demonstrate that the determination of false certification was made in error.

2. Federal Law

- a. If this contract contains federal funds, the provider shall comply with the provisions of 45 CFR, Part 74, and/or 45 CFR, Part 92, and other applicable regulations as specified in Attachment I.
b. If this agreement includes federal funds and more than \$2,000 of federal funds will be used for construction or repairs, the provider shall comply with the provisions of the Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The act prohibits providers from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he/she is otherwise entitled. All suspected violations must be reported to the department.
c. If this agreement includes federal funds and said funds will be used for the performance of experimental, developmental, or research work, the provider shall comply with 37 CFR, part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Governmental Grants, Contracts and Cooperative Agreements."
d. If this contract contains federal funds and is over \$100,000, the provider shall comply with all applicable standards, orders, or regulations issued under §306 of the Clean Air Act, as amended (42 U.S.C. 1857(h) et seq.), §508 of the Clean Water Act, as amended (33 U.S.C. 1368 et seq.), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15). The provider shall report any violations of the above to the department.
e. If this contract contains federal funding in excess of \$100,000, the provider must, prior to contract execution, complete the Certification Regarding Lobbying form, Attachment V. If a Disclosure of Lobbying Activities form, Standard Form LLL, is required, it may be obtained from the contract manager. All disclosure forms as required by the Certification Regarding Lobbying form must be completed and returned to the contract manager.
f. Not to employ unauthorized aliens. The department shall consider employment of unauthorized aliens a violation of §5274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324 a) and section 101 of the Immigration Reform and Control Act of 1986. Such violation shall be cause for unilateral cancellation of this contract by the department. The provider agrees to utilize the U.S. Department of Homeland Security's E-Verify system, <https://e-verify.uscis.gov/emp>, to verify the employment eligibility of all new employees hired during the contract term by the Provider. The Provider shall also include a requirement in subcontracts that the subcontractor shall utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. Contractors meeting the terms and conditions of the E-Verify System are deemed to be in compliance with this provision.
g. The provider shall comply with President's Executive Order 11246, Equal Employment Opportunity (30 FR 12319, 12935, 3 CFR, 1964-1965 Comp., p. 339), as amended by President's Executive Order 11375, and as supplemented by regulations at 41 CFR, Part 60.
h. The provider and any subcontractors agree to comply with Pro-Children Act of 1994, Public Law 103-277, which requires that smoking not be permitted in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

07/11

- i. HIPAA: Where applicable, the provider will comply with the Health Insurance Portability Accountability Act as well as all regulations promulgated thereunder (45CFR Parts 160, 162, and 164).
 - j. Provider is required to submit a W-9 to the Department of Financial Services (DFS) electronically prior to doing business with the State of Florida via the Vendor Website at <https://fivendor.myfloridacfo.com>. Any subsequent changes shall be performed through this website; however, if provider needs to change their FEID, they must contact the DFS Vendor Ombudsman Section at (850) 413-5519.
 - k. If the provider is determined to be a subrecipient of federal funds, the provider will comply with the requirements of the American Recovery and Reinvestment Act (ARRA) and the Federal Funding Accountability and Transparency Act, by obtaining a DUNS (Data Universal Numbering System) number and registering with the federal Central Contractor Registry (CCR). No payments will be issued until the provider has submitted a valid DUNS number and evidence of registration (i.e. a printed copy of the completed CCR registration) in CCR to the contract manager. To obtain registration and instructions, visit <http://fedgov.dnb.com/webform> and www.ccr.gov.
- D. Audits, Records, and Records Retention**
1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the department under this contract.
 2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of six (6) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of six (6) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
 3. Upon completion or termination of the contract and at the request of the department, the provider will cooperate with the department to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in Section I, paragraph D.2. above.
 4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the department.
 5. Persons duly authorized by the department and Federal auditors, pursuant to 45 CFR, Part 92.36(i)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
 6. To provide a financial and compliance audit to the department as specified in Attachment JJ and to ensure that all related party transactions are disclosed to the auditor.
 7. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.
 8. If Exhibit 2 of this contract indicates that the provider is a recipient or subrecipient, the provider will perform the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, and/or section 215.97 Florida Statutes, as applicable and conform to the following requirements:
 - a. Documentation. To maintain separate accounting of revenues and expenditures of funds under this contract and each CSFA or CFDA number identified on Exhibit 1 attached hereto in accordance with generally accepted accounting practices and procedures. Expenditures which support provider activities not solely authorized under this contract must be allocated in accordance with applicable laws, rules and regulations, and the allocation methodology must be documented and supported by competent evidence.

Provider must maintain sufficient documentation of all expenditures incurred (e.g. invoices, canceled checks, payroll detail, bank statements, etc.) under this contract which evidences that expenditures are:

 - 1) allowable under the contract and applicable laws, rules and regulations;
 - 2) reasonable; and
 - 3) necessary in order for the recipient or subrecipient to fulfill its obligations under this contract.The aforementioned documentation is subject to review by the Department and/or the State Chief Financial Officer and the provider will timely comply with any requests for documentation.
 - b. Financial Report. To submit an annual financial report stating, by line item, all expenditures made as a direct result of services provided through the funding of this contract to the Department within 45 days of the end of the contract. If this is a multi-year contract, the provider is required to submit a report within 45 days of the end of each year of the contract. Each report must be accompanied by a statement signed by an individual with legal authority to bind recipient or subrecipient by certifying that these expenditures are true, accurate and directly related to this contract.

To ensure that funding received under this contract in excess of expenditures is remitted to the Department within 45 days of the earlier of the expiration of, or termination of, this contract.
- E. Monitoring by the Department**
- To permit persons duly authorized by the department to inspect any records, papers, documents, facilities, goods, and services of the provider, which are relevant to this contract, and interview any clients and employees of the provider to assure the department of satisfactory performance of the terms and conditions of this contract. Following such evaluation the department will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the department within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the department, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the department; and (3) the termination of this contract for cause.
- F. Indemnification**
- NOTE: Paragraph I.F.1. and I.F.2. are not applicable to contracts executed between state agencies or subdivisions, as defined in §768.28, FS.

07/11

1. The provider shall be liable for and shall indemnify, defend, and hold harmless the department and all of its officers, agents, and employees from all claims, suits, judgments, or damages, consequential or otherwise and including attorneys' fees and costs, arising out of any act, actions, neglect, or omissions by the provider, its agents, or employees during the performance or operation of this contract or any subsequent modifications thereof, whether direct or indirect, and whether to any person or tangible or intangible property.
2. The provider's inability to evaluate liability or its evaluation of liability shall not excuse the provider's duty to defend and indemnify within seven (7) days after such notice by the department is given by certified mail. Only adjudication or judgment after highest appeal is exhausted specifically finding the provider not liable shall excuse performance of this provision. The provider shall pay all costs and fees related to this obligation and its enforcement by the department. The department's failure to notify the provider of a claim shall not release the provider of the above duty to defend.

G. Insurance

To provide adequate liability insurance coverage on a comprehensive basis and to hold such liability insurance at all times during the existence of this contract and any renewal(s) and extension(s) of it. Upon execution of this contract, unless it is a state agency or subdivision as defined by §768.28, FS, the provider accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for the provider and the clients to be served under this contract. The limits of coverage under each policy maintained by the provider do not limit the provider's liability and obligations under this contract. Upon the execution of this contract, the provider shall furnish the department written verification supporting both the determination and existence of such insurance coverage. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida. The department reserves the right to require additional insurance as specified in Attachment I where appropriate.

H. Safeguarding Information

Not to use or disclose any information concerning a recipient of services under this contract for any purpose not in conformity with state and federal law or regulations except upon written consent of the recipient, or his responsible parent or guardian when authorized by law.

I. Assignments and Subcontracts

1. To neither assign the responsibility of this contract to another party nor subcontract for any of the work contemplated under this contract without prior written approval of the department, which shall not be unreasonably withheld. Any sub-license, assignment, or transfer otherwise occurring shall be null and void.
2. The provider shall be responsible for all work performed and all expenses incurred with the project. If the department permits the provider to subcontract all or part of the work contemplated under this contract, including entering into subcontracts with vendors for services and commodities, it is understood by the provider that the department shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and the provider shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract. The provider, at its expense, will defend the department against such claims.
3. The State of Florida shall at all times be entitled to assign or transfer, in whole or part, its rights, duties, or obligations under this contract to another governmental agency in the State of Florida, upon giving prior written notice to the provider. In the event the State of Florida approves transfer of the provider's obligations, the provider remains responsible for all work performed and all expenses incurred in connection with the contract. In addition, this contract shall bind the successors, assigns, and legal representatives of the provider and of any legal entity that succeeds to the obligations of the State of Florida.
4. The contractor shall provide a monthly Minority Business Enterprise report summarizing the participation of certified and non-certified minority subcontractors/material suppliers for the current month, and project to date. The report shall include the names, addresses, and dollar amount of each certified and non-certified MBE participant, and a copy must be forwarded to the Contract Manager of the Department of Health. The Office of Supplier Diversity (850-487-0915) will assist in furnishing names of qualified minorities. The Department of Health, Minority Coordinator (850-245-4199) will assist with questions and answers.
5. Unless otherwise stated in the contract between the provider and subcontractor, payments made by the provider to the subcontractor must be within seven (7) working days after receipt of full or partial payments from the department in accordance with §§287.0585, FS. Failure to pay within seven (7) working days will result in a penalty charged against the provider and paid by the provider to the subcontractor in the amount of one-half of one (1) percent of the amount due per day from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed and shall not exceed fifteen (15) percent of the outstanding balance due.

J. Return of Funds

To return to the department any overpayments due to unearned funds or funds disallowed and any interest attributable to such funds pursuant to the terms of this contract that were disbursed to the provider by the department. In the event that the provider or its independent auditor discovers that overpayment has been made, the provider shall repay said overpayment within 40 calendar days without prior notification from the department. In the event that the department first discovers an overpayment has been made, the department will notify the provider by letter of such a finding. Should repayment not be made in a timely manner, the department will charge interest of one (1) percent per month compounded on the outstanding balance after 40 calendar days after the date of notification or discovery.

K. Incident Reporting

Abuse, Neglect, and Exploitation Reporting

In compliance with Chapter 415, FS, an employee of the provider who knows or has reasonable cause to suspect that a child, aged person, or disabled adult is or has been abused, neglected, or exploited shall immediately report such knowledge or suspicion to the Florida Abuse Hotline on the single statewide toll-free telephone number (1-800-96ABUSE).

L. Transportation Disadvantaged

If clients are to be transported under this contract, the provider will comply with the provisions of Chapter 427, FS, and Rule Chapter 41-2, FAC. The provider shall submit to the department the reports required pursuant to Volume 10, Chapter 27, DOH Accounting Procedures Manual.

M. Purchasing

1. It is agreed that any articles which are the subject of, or are required to carry out this contract shall be purchased from Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE) identified under Chapter 946, FS, in the same manner and under the procedures set forth

07/11

in §§946.515(2) and (4), FS. For purposes of this contract, the provider shall be deemed to be substituted for the department insofar as dealings with PRIDE. This clause is not applicable to subcontractors unless otherwise required by law. An abbreviated list of products/services available from PRIDE may be obtained by contacting PRIDE, 1-800-643-8459.

2. Procurement of Materials with Recycled Content

It is expressly understood and agreed that any products or materials which are the subject of, or are required to carry out this contract shall be procured in accordance with the provisions of §403.7065, and §287.045, FS.

3. MyFloridaMarketPlace Vendor Registration

Each vendor doing business with the State of Florida for the sale of commodities or contractual services as defined in section 287.012, Florida Statutes, shall register in the MyFloridaMarketPlace system, unless exempted under Florida Administrative Code Rule 60A-1.030(3) (F.A.C.).

4. MyFloridaMarketPlace Transaction Fee

The State of Florida, through the Department of Management Services, has instituted MyFloridaMarketPlace, a statewide eProcurement system. Pursuant to section 287.057(23), Florida Statutes (2008), all payments shall be assessed a Transaction Fee of one percent (1.0%), which the Provider shall pay to the State.

For payments within the State accounting system (FLAIR or its successor), the Transaction Fee shall, when possible, be automatically deducted from payments to the vendor. If automatic deduction is not possible, the vendor shall pay the Transaction Fee pursuant to Rule 60A-1.031(2), F.A.C. By submission of these reports and corresponding payments, vendor certifies their correctness. All such reports and payments shall be subject to audit by the State or its designee.

The Provider shall receive a credit for any Transaction Fee paid by the Provider for the purchase of any item(s) if such item(s) are returned to the Provider through no fault, act, or omission of the Provider. Notwithstanding the foregoing, a Transaction Fee is non-refundable when an item is rejected or returned, or declined, due to the vendor's failure to perform or comply with specifications or requirements of the agreement. Failure to comply with these requirements shall constitute grounds for declaring the vendor in default and recovering reprocurement costs from the vendor in addition to all outstanding fees. Providers delinquent in paying transaction fees may be excluded from conducting future business with the State.

N. Civil Rights Requirements

Civil Rights Certification: The provider will comply with applicable provisions of DOH publication, "Methods of Administration, Equal Opportunity in Service Delivery."

O. Independent Capacity of the Contractor

1. In the performance of this contract, it is agreed between the parties that the provider is an independent contractor and that the provider is solely liable for the performance of all tasks contemplated by this contract, which are not the exclusive responsibility of the department.

2. Except where the provider is a state agency, the provider, its officers, agents, employees, subcontractors, or assignees, in performance of this contract, shall act in the capacity of an independent contractor and not as an officer, employee, or agent of the State of Florida. Nor shall the provider represent to others that it has the authority to bind the department unless specifically authorized to do so.

3. Except where the provider is a state agency, neither the provider, its officers, agents, employees, subcontractors, nor assignees are entitled to state retirement or state leave benefits, or to any other compensation of state employment as a result of performing the duties and obligations of this contract.

4. The provider agrees to take such actions as may be necessary to ensure that each subcontractor of the provider will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the State of Florida.

5. Unless justified by the provider and agreed to by the department in Attachment I, the department will not furnish services of support (e.g., office space, office supplies, telephone service, secretarial, or clerical support) to the provider, or its subcontractor or assignee.

6. All deductions for social security, withholding taxes, income taxes, contributions to unemployment compensation funds, and all necessary insurance for the provider, the provider's officers, employees, agents, subcontractors, or assignees shall be the responsibility of the provider.

P. Sponsorship

As required by §286.25, FS, if the provider is a non-governmental organization which sponsors a program financed wholly or in part by state funds, including any funds obtained through this contract, it shall, in publicizing, advertising, or describing the sponsorship of the program, state: *Sponsored by (provider's name) and the State of Florida, Department of Health.* If the sponsorship reference is in written material, the words *State of Florida, Department of Health* shall appear in at least the same size letters or type as the name of the organization.

Q. Final Invoice

To submit the final invoice for payment to the department no more than 30 days after the contract ends or is terminated. If the provider fails to do so, all right to payment is forfeited and the department will not honor any requests submitted after the aforesaid time period. Any payment due under the terms of this contract may be withheld until all reports due from the provider and necessary adjustments thereto have been approved by the department.

R. Use of Funds for Lobbying Prohibited

To comply with the provisions of §216.347, FS, which prohibit the expenditure of contract funds for the purpose of lobbying the Legislature, judicial branch, or a state agency.

S. Public Entity Crime and Discriminatory Vendor

1. Pursuant to §287.133, FS, the following restrictions are placed on the ability of persons convicted of public entity crimes to transact business with the department: When a person or affiliate has been placed on the convicted vendor list following a conviction for a public entity crime, he/she may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in §287.017, FS, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

2. Pursuant to §287.134, FS, the following restrictions are placed on the ability of persons convicted of discrimination to transact business with the department: When a person or affiliate has been placed on the discriminatory vendor list following a conviction for discrimination,

he/she may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in §287.017, FS, for CATEGORY TWO for a period of 36 months from the date of being placed on the discriminatory vendor list.

T. Patents, Copyrights, and Royalties

1. If any discovery or invention arises or is developed in the course or as a result of work or services performed under this contract, or in anyway connected herewith, the provider shall refer the discovery or invention to the department to be referred to the Department of State to determine whether patent protection will be sought in the name of the State of Florida. Any and all patent rights accruing under or in connection with the performance of this contract are hereby reserved to the State of Florida.
2. In the event that any books, manuals, films, or other copyrightable materials are produced, the provider shall notify the Department of State. Any and all copyrights accruing under or in connection with the performance under this contract are hereby reserved to the State of Florida.
3. The provider, without exception, shall indemnify and save harmless the State of Florida and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured by the provider. The provider has no liability when such claim is solely and exclusively due to the Department of State's alteration of the article. The State of Florida will provide prompt written notification of claim of copyright or patent infringement. Further, if such claim is made or is pending, the provider may, at its option and expense, procure for the Department of State, the right to continue use of, replace, or modify the article to render it non-infringing. If the provider uses any design, device, or materials covered by letters, patent, or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

U. Construction or Renovation of Facilities Using State Funds

Any state funds provided for the purchase of or improvements to real property are contingent upon the provider granting to the state a security interest in the property at least to the amount of the state funds provided for at least (5) years from the date of purchase or the completion of the improvements or as further required by law. As a condition of a receipt of state funding for this purpose, the provider agrees that, if it disposes of the property before the department's interest is vacated, the provider will refund the proportionate share of the state's initial investment, as adjusted by depreciation.

V. Electronic Fund Transfer

The provider agrees to enroll in Electronic Fund Transfer, offered by the State Comptroller's Office. Copies of Authorization form and sample bank letter are available from the Department. Questions should be directed to the EFT Section at (850) 410-9466. The previous sentence is for notice purposes only.

W. Information Security

The provider shall maintain confidentiality of all data, files, and records including client records related to the services provided pursuant to this agreement and shall comply with state and federal laws, including, but not limited to, sections 384.29, 381.004, 392.65, and 456.057, Florida Statutes. Procedures must be implemented by the provider to ensure the protection and confidentiality of all confidential matters. These procedures shall be consistent with the Department of Health Information Security Policies, as amended, which is incorporated herein by reference and the receipt of which is acknowledged by the provider, upon execution of this agreement. The provider will adhere to any amendments to the department's security requirements provided to it during the period of this agreement. The provider must also comply with any applicable professional standards of practice with respect to client confidentiality.

II. THE DEPARTMENT AGREES:

A. Contract Amount

To pay for contracted services according to the conditions of Attachment I in an amount not to exceed \$120,000 subject to the availability of funds. The State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature. The costs of services paid under any other contract or from any other source are not eligible for reimbursement under this contract.

B. Contract Payment

Pursuant to §215.422, FS, the department has five (5) working days to inspect and approve goods and services, unless the bid specifications, Purchase Order, or this contract specifies otherwise. With the exception of payments to health care providers for hospital, medical, or other health care services, if payment is not available within 40 days, measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved, a separate interest penalty set by the Comptroller pursuant to §55.03, FS, will be due and payable in addition to the invoice amount. To obtain the applicable interest rate, contact the fiscal office/contract administrator. Payments to health care providers for hospitals, medical, or other health care services, shall be made not more than 35 days from the date eligibility for payment is determined, at the daily interest rate of 0.033333%. Invoices returned to a vendor due to preparation errors will result in a payment delay. Interest penalties less than one dollar will not be enforced unless the vendor requests payment. Invoice payment requirements do not start until a properly completed invoice is provided to the department.

C. Vendor Ombudsman

A *Vendor Ombudsman* has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516 or (800) 342-2762, the State of Florida Chief Financial Officer's Hotline.

III. THE PROVIDER AND THE DEPARTMENT MUTUALLY AGREE

A. Effective and Ending Dates

This contract shall begin on October 1, 2012 or on the date on which the contract has been signed by both parties, whichever is later. It shall end on September 30, 2015.

B. Termination

1. Termination at Will

07/11

This contract may be terminated by either party upon no less than thirty (30) calendar days notice in writing to the other party, without cause, unless a lesser time is mutually agreed upon in writing by both parties. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

2. Termination Because of Lack of Funds

In the event funds to finance this contract become unavailable, the department may terminate the contract upon no less than twenty-four (24) hours notice in writing to the provider. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. The department shall be the final authority as to the availability and adequacy of funds. In the event of termination of this contract, the provider will be compensated for any work satisfactorily completed prior to notification of termination.

3. Termination for Breach

This contract may be terminated for the provider's non-performance upon no less than twenty-four (24) hours notice in writing to the provider. If applicable, the department may employ the default provisions in Chapter 60A-1.006 (3), FAC. Waiver of breach of any provisions of this contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this contract. The provisions herein do not limit the department's right to remedies at law or in equity.

4. Termination for Failure to Satisfactorily Perform Prior Agreement

Failure to have performed any contractual obligations with the department in a manner satisfactory to the department will be a sufficient cause for termination. To be terminated as a provider under this provision, the provider must have: (1) previously failed to satisfactorily perform in a contract with the department, been notified by the department of the unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of the department; or (2) had a contract terminated by the department for cause.

C. Renegotiation or Modification

Modifications of provisions of this contract shall only be valid when they have been reduced to writing and duly signed by both parties. The rate of payment and dollar amount may be adjusted retroactively to reflect price level increases and changes in the rate of payment when these have been established through the appropriations process and subsequently identified in the department's operating budget.

D. Official Payee and Representatives (Names, Addresses and Telephone Numbers)

1. The name (provider name as shown on page 1 of this contract) and mailing address of the official payee to whom the payment shall be made is:

Palm Beach County Board of County Commissioners/Victim Services Division
205 North Dixie Hwy, Suite 5.1100
West Palm Beach, Florida
33401

2. The name of the contact person and street address where financial and administrative records are maintained is:

Nicole Bishop
205 North Dixie Hwy, Suite 5.1100
West Palm Beach, Florida
33401

3. The name, address, and telephone number of the contract manager for the department for this contract is:

Marsha Slade
4052 Bald Cypress Way, Bin A-13
Tallahassee, Florida 32399-1723
(850) 245-4444, ext. 2952

4. The name, address, and telephone number of the provider's representative responsible for administration of the program under this contract is:

Nicole Bishop
205 North Dixie Hwy, Suite 5.1100
West Palm Beach, Florida 33401
(561) 355-1723

5. Upon change of representatives (names, addresses, telephone numbers) by either party, notice shall be provided in writing to the other party and said notification attached to originals of this contract.

E. All Terms and Conditions Included

This contract and its attachments as referenced, I, II, III, IV, V contain all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of the contract is found to be illegal or unenforceable, the remainder of the contract shall remain in full force and effect and such term or provision shall be stricken.

I have read the above contract and understand each section and paragraph.

IN WITNESS THEREOF, the parties hereto have caused this 30 page contract to be executed by their undersigned officials as duly authorized.

PROVIDER B2012-1732 NOV 20 2012
Palm Beach County Board of County Commissioners/Public Safety Department/Victim Services Division

SIGNATURE: Vincent Bonvento
PRINT/TYPE NAME: VINCENT BONVENTO

TITLE: ASSISTANT COUNTY ADMINISTRATOR

DATE: 9/20/12

STATE AGENCY 29-DIGIT FLAIR CODE: NA

FEDERAL EID# (OR SSN): VF59-60000785

PROVIDER FISCAL YEAR ENDING DATE: SEPTEMBER 30TH

Approved as to Terms and Conditions 6

by: Nicole Bishop
Division Director

STATE OF FLORIDA, DEPARTMENT OF HEALTH

SIGNATURE: Betsy Wood

PRINT/TYPE NAME: BETSY WOOD, B.S.N., M.P.H.

TITLE: INTERIM DIRECTOR DIVISION OF COMMUNITY HEALTH PROMOTION

DATE: 9/20/12

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Renee Erillmy Contract # COHB6
COUNTY ATTORNEY

ATTACHMENT I

A. Services to be Provided.

1. Definition of Terms.

a. Programmatic Terms.

- 1) **Advocate** – An individual who has completed 30 hours of Florida Council Against Sexual Violence Advocacy Core Training within 30 days of starting the position, as well as at least four (4) hours of on-the-job training plus six (6) hours of ongoing sexual violence training annually. The advocate shall demonstrate active, regular negotiations with local law enforcement agencies and medical facilities to become first responding advocates for forensic medical exams if they are not already. The advocate shall be familiar with the dynamics of sexual assault and relevant community resources, as well as have an understanding of how medical, legal and social services respond to victims of sexual assault (rape). Advocates must be supervised by a paid staff person who has completed the 30 hours of initial training and has two years of relevant experience
- 2) **Advocacy and Accompaniment** - In-person personal support and/or assistance to primary rape victims.
- 3) **Best Practice Protocols** - Techniques or methodology that, through experience and research, have proven reliable in leading to a desired result. As referenced by the Office of the Attorney General in, "Adult and Child Sexual Assault Protocols, Initial Forensic Physical Examination 2007".
- 4) **Client/Victim Identification (ID) Number** – An identification number generated by the Sexual Violence Data Registry.
- 5) **Community Action Team (CAT)** – A group of individuals that join together at the community level to prevent first-time perpetration of sexual violence and victimization by making changes to policies, practices, and perceptions about rape.
- 6) **Crisis Intervention/Counseling** - Crisis support and/or guidance provided to primary or secondary victims in-person or by telephone.
- 7) **Florida Coalition Against Domestic Violence (FCADV)** - The statewide agency that serves as a resource to the state on domestic and intimate partner violence issues. The URL is <http://www.fcadv.org/>
- 8) **Florida Council Against Sexual Violence (FCASV)** - The statewide agency that serves as a resource to the state on sexual violence issues. The URL is <http://www.fcasv.org/>
- 9) **Hotline** – A toll-free crisis intervention and information and referral telephone line(s) accessible 24-hour seven (7) day a week to all primary and secondary victims of sexual violence within the region served by the agency. Accessible means a line answered by a trained advocate (not a pager, answering machine, voice mail or answering service). Hotline must identify itself as the rape crisis hotline and must have at least one bypass feature in place to

accommodate more than one call at one time. Busy signals and call-waiting features do not fulfill this standard.

- 10) **Intervention** – Services that are directed to primary victims of sexual assault (rape).
- 11) **Medical Exam** - The availability of the medical evaluation of both currently reporting and non-reporting victims of sexual violence on a 24-hours, 7-days a week basis.
- 12) **Monthly Narrative Report** - Documentation related to services and activities performed by the provider during a specific month and submitted to the department along with the invoice for payment. See the Supplemental Resource Manual.
- 13) **Primary Prevention** - Individual, relationship/family, community/school, environmental/system level program, activities, or policies that prevent violence and first-time perpetration and victimization from occurring.
- 14) **Primary Prevention Assessment Survey (PPAS)** - A survey sent to assess local efforts toward preventing sexual violence. The information helps plan for future reports and activities.
- 15) **Primary Victim** - A resident or visitor of Florida, 12 years of age and older who is, or has been, the victim of sexual assault (rape).
- 16) **Secondary Victim** - The significant other, family member, friend, or any individual impacted by a primary victim's sexual assault.
- 17) **Sexual Violence Data Registry (SVDR)** – A Department of Health (DOH), Sexual Violence Prevention Program (SVPP) internet-based data system for reporting intervention and primary prevention of sexual violence data. The SVDR accepts no personal identifiers, therefore insuring anonymity of victims. The URL is <https://eas40ex.doh.state.fl.us/svr/pages/seclogin.aspx>.
- 18) **Stakeholder** – A person, group, or organization that has direct or indirect stake in an organization because it can affect or be affected by the organization's actions, objectives, and policies.
- 19) **Supplemental Resource Manual** – A manual that contains the required contract forms, and other resource materials. The URL is: <http://www.doh.state.fl.us/family/SVPP/manual/index.html>, and is hereby incorporated by reference.
- 20) **Support Groups** - Facilitated meetings for victims of sexual violence with a supportive and/or educational focus.
- 21) **Therapist** – A practitioner that has completed the 15 hours of Florida Council Against Sexual Violence Advocacy Core Training self-study before providing the service, plus 6 hours of ongoing sexual violence training annually. The practitioner shall be knowledgeable about the principles of sound therapeutic practices with victims of sexual violence, including working with the continuum of sexual violence services, and shall understand victimization and demonstrate practices sensitive to sexual violence issues in therapy.

Practitioners shall meet the requirements as specified in Florida law Florida Statute 491: Clinical, Counseling and Psychotherapy Services and shall have a minimum of a masters degree and a current license (or registration as a license eligible intern) in one or more of the following areas: marriage and family therapy, social work, mental health counseling or psychology. Therapists and individuals conducting assessments shall have regular supervision, consultation and/or review of cases.

22) Therapy - A professional therapeutic session conducted by a currently licensed therapist. This definition applies to group or individual therapy modalities, and encompasses intensive, ongoing clinical practice.

23) Volunteer – An individual who agrees to provide services without monetary compensation. Volunteers must be held to the same credential standards as paid staff when performing duties for this contract.

2. General Description.

a. Major Program Goals.

The Sexual Violence Prevention program (SVPP) is federally funded to enhance the accessibility of services to primary victims of sexual assault (rape). To achieve this goal, and the goal of preventing sexual assaults, the SVPP developed the Florida Sexual Violence Prevention Strategic Plan for rape prevention in 2006 by bringing together state-level and community-based prevention partners to develop a comprehensive sexual violence primary prevention plan.

The Florida Sexual Violence Prevention Strategic Plan five-year goals from 2012 – 2017 relating to primary prevention are:

- 1) To increase knowledge and awareness of sexual violence prevention across the lifespan.
- 2) To mobilize stakeholders to create social change to promote gender equality, respect, and safety for all.
- 3) To advance policies that promote gender equality, respect, and safety for all.
- 4) To develop and/or expand leadership and stakeholder capacity to prevent sexual violence.
- 5) To increase funding for sexual violence prevention and intervention.
- 6) To improve and increase access to sexual violence prevention and intervention data.

b. Authority.

This project is funded by the Centers for Disease Control and Prevention, U.S. Department of Health and Human Services, Preventive Health & Health Services Block Grant, Catalog of Federal Domestic Assistance (CFDA), 93.991, Public Health Service Act, as amended; Omnibus Budget Reconciliation Act of 1981, Title XIX, Section 1905, Public Law 97-35, as amended; Preventive Health Amendments of 1984, Public Law 98-555; Health Omnibus Programs Extension Act of 1988, Public Law 100-607; Preventive Health Amendments of 1992, Public Law 102-531, section 1904(a) (1) (D) and section 1902(b).

c. Scope of Service.

This contract is to provide timely, quality short-term crisis and long-term services to all Florida residents and visitors age 12 and older who are, or have been,

primary victims of a sexual assault (rape). Services are intended to assist victims with emotional and physical needs and to provide help in stabilizing their lives after victimization.

Services billable to this contract are limited to the following:

- 1) Advocacy and Accompaniment
- 2) Crisis Intervention/Counseling
- 3) Support Groups
- 4) Therapy
- 5) Community Action Team (CAT) in the event there is no existing DOH-funded Primary Prevention of Sexual Violence CAT in the community

3. Clients to be Served.

a. Client Description and Eligibility.

Florida residents and visitors, age 12 years and older that are, or have been primary victims of sexual assault (rape). These funds do not support services provided to secondary victims.

b. Client Determinations.

In the event of any disputes regarding the eligibility of clients the determination made by the department is final and binding on all parties.

B. Manner of Service Provision.

1. Service Tasks.

a. **Annually by the due dates listed in the Supplemental Resource Manual, the provider shall:**

- 1) Submit a budget, in a format provided by the department, identifying costs and projected expenditures.
- 2) Submit a Victim Services Timeline to be approved by DOH.
- 3) Submit Victim Services Year End Summary Report to the department.
- 4) Participate in the online Primary Prevention Assessment Survey (PPAS) and other surveys as requested.

b. **Semiannually by the due dates listed below, the provider shall:**

- 1) On September 30th of each contract year, submit strategic plan activity plans using the SVPP template to implement the strategic plan goals, objectives and activities in the local communities.
- 2) On October 31st of each contract year, submit strategic plan activity updates using the SVPP template to implement the strategic plan goals, objectives and activities in the local communities.

c. **Quarterly by the due dates listed in the Supplemental Resource Manual, the provider shall:**

- 1) Submit a quarterly financial expenditure report (QFR) with actual expenditures and cumulative expenditures to date by budget category and line item. In addition, this QFR will indicate staff names and positions and what percent of their salary is paid out of this contract.

d. By the due dates listed in the Supplemental Resource Manual, the provider shall:

- 1) Participate, or obtain prior excused absence from SVPP in the regularly scheduled conference calls or webinars occurring approximately six times a year or as directed by the department and documented through attendance records.
- 2) Initiate or enhance a CAT in the event there is no existing department-funded CAT in the community for the Primary Prevention of Sexual Violence.
- 3) Maintain an operational electronic mail (e-mail) account that is monitored daily during regular business hours as evidenced through timely response to email inquiries. The department must be notified in writing of any changes to the electronic mail address immediately after such changes are made.
- 4) Operate or have available in the community a Crisis Hotline 24 hours a day, 7 days a week. Hotline staff and volunteers must complete the FCASV ACT training or an approved equivalent plus six (6) hours of annual continuing education.

2. Task Limits.

- a. The provider shall not perform any tasks related to the project other than those described without the express written consent of the department.

3. Staffing Requirements.

a. Staffing Levels.

The provider shall maintain an adequate administrative structure and support staff sufficient to fulfill its contractual responsibilities. In the event the department determines that the provider's staffing levels do not conform to those promised, it shall advise the provider in writing and the provider shall have forty-five (45) days to remedy the identified staffing deficiencies.

The provider shall replace any employee whose continued presence would be detrimental to the success of the project as determined by the department with an employee of equal or superior qualifications.

b. Professional Qualifications.

The provider will be responsible for the staff affiliated with the project, ensuring the education level, experience, training, and any professional licensure or certification that may be required by law necessary to successfully carry out assigned duties. All project staff and volunteers providing activities funded under this contract must complete the required number of sexual violence education and continuing education. The provider shall be responsible to ensure that the Sexual Assault & Hotline Personnel Verification Form is completed for staff and volunteers, and provided to the department annually. See the Supplemental Resource Manual.

c. Background Screening.

The provider shall ensure that those staff, subcontracted staff and volunteers performing services under this contract who have direct service contact with minors will have a background screening or criminal history (state and national) background check as provided in Section 943.0542(2), Florida Statutes. The background screening includes fingerprint checks through the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).

The provider and subcontractor must initiate background screening, including fingerprinting, at the time an individual who is required to undergo a background screening, accepts a job offer or position to provide direct services to minors under this contract. No individual shall provide direct services to minors under this contract if the individual has an unfavorable background screening reflecting offenses in Section 435.04(2), Florida Statutes. The background screening results shall be retained and made available for review during the provider's site visit. Failure to comply with background screening requirements may result in the termination of the contract.

The provider or the subcontractor does not have to re-screen staff or volunteers that have been previously screened for purposes of employment or due to licensure within the last five years, provided the background results are made available to the department

d. Staffing Changes.

The provider shall notify the SVPP contract manager within 15 working days of staffing changes that affect this contract and who are considered by the department to be essential to the project.

e. Subcontracts.

The provider may, only with prior written approval of the department, enter into written subcontracts for performance of specific services under this contract. No subcontract that the provider enters into with respect to performance under the contract shall in any way relieve the provider of any responsibility for performance of its responsibilities with the department. The department reserves the right to request and review information in conjunction with its determination regarding a subcontract request.

The department encourages the use of minority vendors for subcontracting opportunities. When a minority vendor is used the provider shall submit a monthly report utilizing the form contained in Attachment III summarizing the participation of certified and non-certified minority subcontractors/material suppliers for the current month and for the project to date. The report shall be completed in accordance with this contract and must be forwarded to the assigned contract manager.

4. Service Location and Equipment.

a. Service Delivery Location.

The provider must supply a convenient and safe location for service provision in locations that are readily accessible to the priority population.

b. Service Times.

The provider must provide services at times that the priority populations are accessible. The provider must remain operational for the entire contract, even if the deliverables have been met before the contract ending date.

c. **Changes in Location.**

The provider shall notify the department in writing a minimum of one week prior to making any changes in location that will affect the department's ability to contact the provider by telephone or facsimile.

d. **Equipment.**

The provider must include any consideration for costs associated with the provision of equipment and computer software in the yearly budget submitted. Such costs may include, but are not limited to, computers, telephones, copiers, fax machines, equipment maintenance and office supplies. Computer capability, at a minimum, must be maintained allowing for operation of Microsoft Windows 2003 or higher, Excel, and electronic mail. Providers are not authorized to purchase property and equipment over the cost of \$999.99 of a non-expendable nature with project funds.

5. **Deliverables.**

a. **Service Units. - Advocacy and Accompaniment, Crisis Intervention / Counseling, and Support Groups shall be paid in quarter-hour, half-hour and hour-long increments at the rates listed in Section C, Method of Payment. Therapy shall be paid in half-hour and hour-long increments at the rates listed in Section C, Method of Payment.**

b. **Invoice - Completed and submitted to SVPP monthly within 15 days following the end of the period for which payment is being requested.**

c. **Narrative Report - Completed and submitted to SVPP monthly with the invoice. Form is found in the Contract Supplemental Resource Manual. The contract agreement requires the delivery of reports to the department, however, mere receipt by the department shall not be construed to mean or imply acceptance of those reports. It is specifically intended by the parties that acceptance of required reports shall constitute a separate act. The department reserves the right to reject reports as incomplete, inadequate, or unacceptable according to the parameters set forth in the contract. The department, at its option, may allow additional time for the provider to remedy the objections noted by the department.**

d. **Records and Documentation.**

The provider will maintain the following records and documentation:

- 1) Copies of each Monthly Narrative Report
- 2) A copy of each monthly invoice
- 3) Copies of Quarterly Financial Expenditure Reports (QFRs)
- 4) All clients served by this contract must be assigned an SVDR Victim identification number.
- 5) All primary victim services billed to this contract must be entered into the SVDR.
- 6) All client files must be maintained in a manner that provides an audit trail using the Primary Victim ID.

In addition to the requirements outlined in Section D.2 of the Standard Contract, electronic records and documentation must be in compliance with Rule 1B-26.003, Florida Administrative Code (http://Info.florida.gov/bam/rules/1B26_003FAC.cfm).

6. Performance Specifications.

a. Outcomes and Outputs.

- 1) Provider will perform or make available one hundred percent (100%) of the victim services enumerated in section A. 2.c. Scope of Services to clients that are victims of sexual assault.
- 2) Provider will ensure confidentiality for one hundred percent (100%) of the victims that were provided services through this contract during the contract period.
- 3) Provider will enter one hundred percent (100%) of service data for victims that were provided services through this contract into the Sexual Violence Data Registry (SVDR) and receive a Primary Victim ID.
- 4) Provider will report one hundred percent (100%) of compiled agency client satisfaction survey results received for services rendered and funded by this contract.

b. Monitoring and Evaluation Methodology.

By execution of this contract the provider hereby acknowledges and agrees that its performance under the contract must meet the standards set forth above and will be bound by the conditions set forth below. If the provider fails to meet these standards, department, at its exclusive option, may allow up to six months for the provider to achieve compliance with the standards. If department affords the provider an opportunity to achieve compliance, and the provider fails to achieve compliance within the specified time frame, the department reserves the right to terminate the contract or to exercise any other remedy under law.

The provider must comply with the requirements of the department's Standard Contract, section I.E., with reference to monitoring by the department.

The provider agrees to fully cooperate with the department in the conduct of both performance audits and financial audits.

This component is intended to be in addition to other audit requirements found in other documents incorporated by reference in this contract and is not to be construed as a limitation upon them. The provider agrees to include these audit and record keeping requirements in all approved subcontracts and assignments.

The provider will be evaluated through:

- 1) On-site monitoring visits or,
- 2) Desk reviews

7. Financial Consequences:

- a. Failure to provide any of the Annual Service Tasks listed in Section B.1.a. shall result in a \$400 reduction on the following invoice and withholding the invoice payment until completed.
- b. Failure to provide any of the Semiannual Service Tasks listed in Section B.1.b. shall result in a \$150 reduction on the following invoice and withholding the invoice payment until completed.
- c. Failure to provide any of the Quarterly Service Tasks listed in Section B.1.c. shall result in a \$250 reduction on the following invoice and withholding the invoice payment until completed.

- d. Failure to provide any of the Service Tasks listed in Section B.1.d. shall result in a \$400 reduction on the following invoice and withholding the invoice payment until completed.

8. Provider Responsibilities.

a. Provider Unique Activities.

The provider is solely and uniquely responsible for the satisfactory performance of the tasks described in Section B. 1. of the Attachment I. By execution of a resulting contract, the providers recognize their singular responsibility for the tasks, activities, and deliverables described therein and warrants that they have fully informed themselves of all relevant factors affecting accomplishment of the tasks, activities, and deliverables and agree to be fully accountable for the performance thereof.

b. Coordination with Other Providers, Entities.

The provider shall ensure that their services and activities are coordinated with other local entities to ensure non-duplication of services and shall include, but are not limited to county health departments, Florida Council Against Sexual Violence, Florida Coalition Against Domestic Violence, and other state or federally funded projects. Failure of other entities does not alleviate the provider from any accountability for tasks or services the provider is obligated to perform pursuant to the resulting contract.

9. Department Responsibilities.

a. Department Obligations.

The department will provide technical support and assistance to the provider within the resources of the department. The support and assistance, or lack thereof, shall not relieve the provider from full performance of contract requirements.

b. Department Determinations.

The department reserves the exclusive right to make certain determinations in these specifications. The absence of the department setting forth a specific reservation of rights does not mean that all other areas of the resulting contract are subject to mutual agreement.

C. Method of Payment.

1. Payment Clause.

This is a multi-year fixed price (unit cost) contract. Payments shall be made upon receipt, review and approval of deliverables and the monthly invoice submitted by the provider. Payment may be authorized only for deliverables on the invoice that are in accordance with the terms and conditions of this contract. All exceptions must be pre-approved in writing by the contract manager.

Upon satisfactory completion of the services outlined in Section B, 1 and in accordance with the terms of this contract the department shall pay the provider up to \$40,000 each federal fiscal year for three years beginning October 1 and ending September 30, for a total amount of \$120,000, subject to the availability of funds.

2. Invoice Requirements.

The provider shall request payment on a monthly basis through submission of a properly completed invoice (Attachment IV) within 15 days following the end of the period for which payment is being requested. Charges on the invoice must be accompanied by Monthly Narrative Report. Payment may be authorized only for service units on the invoice that are in accord with the Pay Schedule below and other terms and conditions of this contract. Primary victim services must be provided throughout the funding period. Notwithstanding any other provisions of the contract, failure of the provider to provide the services and activities as specified under the resulting contract may result in the department reducing or withholding payment.

a. Invoicing and Payment of Fixed Price/Unit Cost Portion:

Pay Schedule for: Advocacy and Accompaniment, Crisis Intervention/Counseling, or Support Group Sessions	
Time Increments	Unit Cost
1 to 15 minutes	\$12.00
16-30 minutes	\$24.00
31-60 minutes	\$48.00

Pay Schedule for: Therapy	
Time Increments	Unit Cost
1 to 30 minutes	\$36.50
31-60 minutes	\$73.00

Pay Schedule for: Strategic Plan Participation	
Item	Unit cost
Strategic Plan-Implementation activities, update on monthly narrative report & task list (including creation/enhancement of CAT)	\$150 (maximum) per month

b. Payment Reductions.

DOH reserves the right to withhold funding if Service Tasks or Deliverables are not completed. See Attachment I, B. 7.a – d Financial Consequences for remedy amounts. The department, at its discretion, may pay the provider for deliverables completed after the due date.

c. Travel.

Prior approval for travel, in accordance with Section 112.061, F.S., must be on Form C-676C (State of Florida Authorization to Incur Travel Expense) with a copy of the program or agenda of the conference attached. For travel expenses the department travel voucher, Form C-676 (State of Florida Voucher for Reimbursement of Travel Expenses), must be submitted. See Supplemental Resource Manual.

D. Special Provisions.

1. Publication Requirement.

Public Health Grant Policy Statement **PUBLICATION REQUIREMENT:** Providers shall obtain pre-approval from the department before using any publications, media, or program advertisements paid in part or in full with these funds. All providers

shall place an acknowledgement of the grant support on any publication written or published with such support and if feasible, on any publication reporting the results of or describing a grant supported activity.

It is the policy of The Centers for Disease Control and Prevention to make available to the public the activities, results and accomplishments of the programs that it funds. Acknowledgement shall be to the effect that **"This publication was supported by funding from the Florida Preventive Health and Health Services Block grant provided by the Centers for Disease Control and Prevention (CDC) through Florida Department of Health (DOH). The contents are solely the responsibility of the authors and do not necessarily represent the official view of the US Department of Health and Human Services, the CDC, or DOH."**

2. Contract Renewal.

This contract may be renewed yearly for a period that may not exceed three (3) years or the term of the original contract, whichever period is longer and shall be subject to the same terms and conditions. The renewal is contingent upon satisfactory performance evaluations by the agency and subject to the availability of funds. The renewal may not include any compensation for costs associated with the renewal. Each renewal shall be by mutual consent of both parties and evidenced in writing.

End of Text

ATTACHMENT II**FINANCIAL AND COMPLIANCE AUDIT**

The administration of resources awarded by the Department of Health to the provider may be subject to audits and/or monitoring by the Department of Health, as described in this section.

MONITORING

In addition to reviews of audits conducted in accordance with OMB Circular A-133, as revised, and Section 215.97, F.S., (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by Department of Health staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this agreement, the provider agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of Health. In the event the Department of Health determines that a limited scope audit of the provider is appropriate, the provider agrees to comply with any additional instructions provided by the Department of Health to the provider regarding such audit. The provider further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS**PART I: FEDERALLY FUNDED**

This part is applicable if the provider is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

1. In the event that the provider expends \$500,000 or more in Federal awards during its fiscal year, the provider must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this agreement indicates Federal resources awarded through the Department of Health by this agreement. In determining the Federal awards expended in its fiscal year, the provider shall consider all sources of Federal awards, including Federal resources received from the Department of Health. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the provider conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, the provider shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
3. If the provider expends less than \$500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the provider expends less than \$500,000 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such audit must be paid from provider resources obtained from other than Federal entities.)
4. An audit conducted in accordance with this part shall cover the entire organization for the organization's fiscal year. Compliance findings related to agreements with the Department of Health shall be based on the agreement's requirements, including any rules, regulations, or statutes referenced in the agreement. The financial statements shall disclose whether or not the matching requirement was met for each applicable agreement. All questioned costs and liabilities due to the Department of Health shall be fully disclosed in the audit report with reference to the Department of Health agreement involved. If not otherwise disclosed as required by Section .310(b)(2) of OMB Circular A-133, as revised, the schedule of expenditures of Federal awards shall identify expenditures by agreement number for each agreement with the Department of Health in effect during the audit period. Financial reporting packages required under this part must be submitted within the earlier of 30 days after receipt of the audit report or 9 months after the end of the provider's fiscal year end.

PART II: STATE FUNDED

This part is applicable if the provider is a nonstate entity as defined by Section 215.97(2), Florida Statutes.

1. In the event that the provider expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such provider (for fiscal years ending September 30, 2004 or thereafter), the provider must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT I to this agreement indicates state financial assistance awarded through the Department of Health by this agreement. In determining the state financial assistance expended in its fiscal year, the provider shall consider all sources of state financial assistance, including state financial assistance received from the Department of Health, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1, the provider shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the provider expends less than \$500,000 in state financial assistance in its fiscal year (for fiscal years ending September 30, 2004 or thereafter), an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the provider expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the provider resources obtained from other than State entities).
4. An audit conducted in accordance with this part shall cover the entire organization for the organization's fiscal year. Compliance findings related to agreements with the Department of Health shall be based on the agreement's requirements, including any applicable rules, regulations, or statutes. The financial statements shall disclose whether or not the matching requirement was met for each applicable agreement. All questioned costs and liabilities due to the Department of Health shall be fully disclosed in the audit report with reference to the Department of Health agreement involved. If not otherwise disclosed as required by Rule 69I-5.003, Fla. Admin. Code, the schedule of expenditures of state financial assistance shall identify expenditures by agreement number for each agreement with the Department of Health in effect during the audit period. Financial reporting packages required under this part must be submitted within 45 days after delivery of the audit report, but no later than 12 months after the provider's fiscal year end for local governmental entities. Non-profit or for-profit organizations are required to be submitted within 45 days after delivery of the audit report, but no later than 9 months after the provider's fiscal year end. Notwithstanding the applicability of this portion, the Department of Health retains all right and obligation to monitor and oversee the performance of this agreement as outlined throughout this document and pursuant to law.

PART III: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by PART I of this agreement shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the provider directly to each of the following:

A. The Department of Health as follows:

SingleAudits@doh.state.fl.us

Audits must be submitted in accordance with the instructions set forth in Exhibit 3 hereto, and accompanied by the "Single Audit Data Collection Form." Files which exceed 8 MB may be submitted on a CD or other electronic storage medium and mailed to: Contract Administrative Monitoring Unit, Attention: Single Audit Review, 4052 Bald Cypress Way, Bin B01 (HAFACM), Tallahassee, FL 32399-1729.

B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.

2. Pursuant to Sections .320(f), OMB Circular A-133, as revised, the provider shall submit a copy of the reporting package described in Section .320(c), OMB Circular A-133, as revised, and any management letter issued by the auditor, to the Department of Health as follows:

SingleAudits@doh.state.fl.us

Audits must be submitted in accordance with the instructions set forth in Exhibit 3 hereto, and accompanied by the "Single Audit Data Collection Form." Files which exceed 8 MB may be submitted on a CD or other electronic storage medium and mailed to: Contract Administrative Monitoring Unit, Attention: Single Audit Review, 4052 Bald Cypress Way, Bin B01 (HAFACM), Tallahassee, FL 32399-1729.

3. Additionally, copies of financial reporting packages required by Part II of this agreement shall be submitted by or on behalf of the provider directly to each of the following:

A. The Department of Health as follows:

SingleAudits@doh.state.fl.us

Audits must be submitted in accordance with the instructions set forth in Exhibit 3 hereto, and accompanied by the "Single Audit Data Collection Form." Files which exceed 8 MB may be submitted on a CD or other electronic storage medium and mailed to: Contract Administrative Monitoring Unit, Attention: Single Audit Review, 4052 Bald Cypress Way, Bin B01 (HAFACM), Tallahassee, FL 32399-1729.

B. The Auditor General's Office at the following address:

Auditor General's Office
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

03/11

4. Any reports, management letter, or other information required to be submitted to the Department of Health pursuant to this agreement shall be submitted timely in accordance with OMB Circular A-133, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
5. Providers, when submitting financial reporting packages to the Department of Health for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the provider in correspondence accompanying the reporting package.

PART IV: RECORD RETENTION

The provider shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of six years from the date the audit report is issued, and shall allow the Department of Health or its designee, the CFO or Auditor General access to such records upon request. The provider shall ensure that audit working papers are made available to the Department of Health, or its designee, CFO, or Auditor General upon request for a period of six years from the date the audit report is issued, unless extended in writing by the Department of Health.

End of Text

03/11

EXHIBIT - 1

1. FEDERAL RESOURCES AWARDED TO THE SUBRECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Preventive Health & Health Services Block Grant CFDA# 93.991 Title: Services to victims of sex offenses \$120,000

TOTAL FEDERAL AWARDS \$ 120,000

COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

Grant funds may be used for preventive health service programs for: (1) Activities to achieve improvements in the health status of populations through achievement of the year 2000/2010 health objectives for the nation; (2) providing services to victims of sex offenses and prevention of sex offenses; (3) related planning, administration, and educational activities; and (4) monitoring and evaluation activities related to (1) through (4).

2. STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Matching resources for federal program(s) NA CFDA# NA Title NA \$ NA

State financial assistance subject to Sec. 215.97, F.S.: CSFA# NA Title NA \$ NA

TOTAL STATE FINANCIAL ASSISTANCE AWARDED PURSUANT TO SECTION 215.97, F.S. \$ NA

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

EXHIBIT 2

PART I: AUDIT RELATIONSHIP DETERMINATION

Providers who receive state or federal resources may or may not be subject to the audit requirements of OMB Circular A-133, as revised, and/or Section 215.97, Fla. Stat. Providers who are determined to be recipients or subrecipients of federal awards and/or state financial assistance may be subject to the audit requirements if the audit threshold requirements set forth in Part I and/or Part II of Exhibit 1 are met. Providers who have been determined to be vendors are not subject to the audit requirements of OMB Circular A-133, as revised, and/or Section 215.97, Fla. Stat. Regardless of whether the audit requirements are met, providers who have been determined to be recipients or subrecipients of Federal awards and/or state financial assistance, must comply with applicable programmatic and fiscal compliance requirements.

In accordance with Sec. 210 of OMB Circular A-133 and/or Rule 691-5.006, FAC, provider has been determined to be:

- Vendor not subject to OMB Circular A-133 and/or Section 215.97, F.S.
 Recipient/subrecipient subject to OMB Circular A-133 and/or Section 215.97, F.S.
 Exempt organization not subject to OMB Circular A-133 and/or Section 215.97, F.S. For Federal awards, for-profit organizations are exempt; for state financial assistance projects, public universities, community colleges, district school boards, branches of state (Florida) government, and charter schools are exempt. Exempt organizations must comply with all compliance requirements set forth within the contract or award document.

NOTE: If a provider is determined to be a recipient/subrecipient of federal and or state financial assistance and has been approved by the department to subcontract, they must comply with Section 215.97(7), F.S., and Rule 691-006(2), FAC [state financial assistance] and Section .400 OMB Circular A-133 [federal awards].

PART II: FISCAL COMPLIANCE REQUIREMENTS

FEDERAL AWARDS OR STATE MATCHING FUNDS ON FEDERAL AWARDS. Providers who receive Federal awards, state maintenance of effort funds, or state matching funds on Federal awards and who are determined to be a subrecipient, must comply with the following fiscal laws, rules and regulations:

STATES, LOCAL GOVERNMENTS AND INDIAN TRIBES MUST FOLLOW:

2 CFR 225 a/k/a OMB Circular A-87 – Cost Principles*
 OMB Circular A-102 – Administrative Requirements**
 OMB Circular A-133 – Audit Requirements
 Reference Guide for State Expenditures
 Other fiscal requirements set forth in program laws, rules and regulations

NON-PROFIT ORGANIZATIONS MUST FOLLOW:

2 CFR 230 a/k/a OMB Circular A-122 – Cost Principles*
 2 CFR 215 a/k/a OMB Circular A-110 – Administrative Requirements
 OMB Circular A-133 – Audit Requirements
 Reference Guide for State Expenditures
 Other fiscal requirements set forth in program laws, rules and regulations

EDUCATIONAL INSTITUTIONS (EVEN IF A PART OF A STATE OR LOCAL GOVERNMENT) MUST FOLLOW:

2 CFR 220 a/k/a OMB Circular A-21 – Cost Principles*
 2 CFR 215 a/k/a OMB Circular A-110 – Administrative Requirements
 OMB Circular A-133 – Audit Requirements
 Reference Guide for State Expenditures
 Other fiscal requirements set forth in program laws, rules and regulations

*Some Federal programs may be exempted from compliance with the Cost Principles Circulars as noted in the OMB Circular A-133 Compliance Supplement, Appendix 1.

**For funding passed through U.S. Health and Human Services, 45 CFR 92; for funding passed through U.S. Department of Education, 34 CFR 80.

STATE FINANCIAL ASSISTANCE. Providers who receive state financial assistance and who are determined to be a recipient/subrecipient, must comply with the following fiscal laws, rules and regulations:

03/11

Section 215.97, Fla. Stat.
Chapter 69I-5, Fla. Admin. Code
State Projects Compliance Supplement
Reference Guide for State Expenditures
Other fiscal requirements set forth in program laws, rules and regulations

Additional audit guidance or copies of the referenced fiscal laws, rules and regulations may be obtained at <http://www.doh.state.fl.us/> by selecting "Contract Administrative Monitoring" in the drop-down box at the top of the Department's webpage. * Enumeration of laws, rules and regulations herein is not exhaustive nor exclusive. Fund recipients will be held to applicable legal requirements whether or not outlined herein.

EXHIBIT 3

INSTRUCTIONS FOR ELECTRONIC SUBMISSION
OF SINGLE AUDIT REPORTS

Effective April 1, 2011, Single Audit reporting packages ("SARP") must be submitted to the Department in an electronic format. This change will eliminate the need to submit multiple copies of the reporting package to the Contract Managers and various sections within the Department and will result in efficiencies and cost savings to the Provider and the Department. Upon receipt, the SARP's will be posted to a secure server and accessible to Department staff.

The electronic copy of the SARP should:

- Be in a Portable Document Format (PDF).
- Include the appropriate letterhead and signatures in the reports and management letters.
- Be a single document. However, if the financial audit is issued separately from the Single Audit reports, the financial audit reporting package may be submitted as a single document and the Single Audit reports may be submitted as a single document. Documents which exceed 8 megabytes (MB) may be stored on a CD and mailed to: Contract Administrative Monitoring Unit, Attention: Single Audit Review, 4052 Bald Cypress Way, Bin B01 (HAFACM), Tallahassee, FL 32399-1729.
- Be an exact copy of the final, signed SARP provided by the Independent Audit firm.
- Not have security settings applied to the electronic file.
- Be named using the following convention: [fiscal year] [name of the audited entity exactly as stated within the audit report].pdf. For example, if the SARP is for the 2009-10 fiscal year for the City of Gainesville, the document should be entitled 2010 City of Gainesville.pdf.
- Be accompanied by the attached "Single Audit Data Collection Form." This document is necessary to ensure that communications related to SARP issues are directed to the appropriate individual(s) and that compliance with Single Audit requirements is properly captured.

Questions regarding electronic submissions may be submitted via e-mail to SingleAudits@doh.state.fl.us or by telephone to the Single Audit Review Section at (850) 245-4444 ext. 3071.



DEPARTMENT OF HEALTH REPORTING OF SUBCONTRACTOR EXPENDITURES

PRIME CONTRACTORS SHALL REPORT ALL SUBCONTRACTING EXPENDITURES REGARDLESS OF VENDOR DESIGNATION (SEE PAGE 2 FOR TYPES OF DESIGNATIONS)

PLEASE COMPLETE AND REMIT THIS REPORT TO YOUR DOH CONTRACT MANAGER.

COMPANY NAME: _____

DEPARTMENT OF HEALTH CONTRACT NUMBER: _____

REPORTING PERIOD-FROM: _____ **TO:** _____

SUBCONTRACTOR'S/VENDOR NAME & ADDRESS	FEID NO.	EXPENDITURE AMOUNT

NOTE: YOU MAY USE A SEPARATE SHEET

DOH USE ONLY - REPORTING ENTITY (DIVISION, OFFICE, CHD, ETC.):
PLEASE SUBMIT ALL SUBCONTRACT FORMS TO: MBE COORDINATOR, BUREAU OF GENERAL SERVICES, 4052 BALD CYPRESS WAY, STE. 310, TALLAHASSEE, FL. 32399-1734

1. DESIGNATIONS:

MINORITY PERSON as defined by Section 286.703 FS; means a lawful, permanent resident of Florida who is, one of the following:

- (A) **AN AFRICAN AMERICAN**, a person having origins in any of the racial groups of the African Diaspora.
- (B) **A HISPANIC AMERICAN**, a person of Spanish or Portuguese cultures with origins in Spain, Portugal, Mexico, South America, Central America or the Caribbean regardless of race.
- (C) **AN ASIAN AMERICAN**, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands prior to 1778.
- (D) **A NATIVE AMERICAN**, a person who has origins in any of the Indian Tribes of North America prior to 1835, upon presentation of proper documentation thereof as established by rule of the Department of Management Services
- (E) **AN AMERICAN WOMAN**.

CERTIFIED MINORITY BUSINESS ENTERPRISE as defined by Section 288.703 FS, means a small business which is at least 51 percent owned and operated by a minority person(s), which has been certified by the certifying organization or jurisdiction in accordance with Section 287.0943(1).

SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE: As defined by Section 295.187, FS, means an independently owned and operated business that employs 200 or fewer permanent full-time employees; Is organized to engage in commercial transactions; Is domiciled in Florida; Is at least 51% owned by one or more service-disabled veterans; and, who's management and daily business operations of which are controlled by one or more service-disabled veterans or, for a service-disabled veteran with a permanent and total disability, by the spouse or permanent caregiver of the veteran.

CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE as defined by Section 295.187, FS means a business that has been certified by the Department of Management Services to be a service-disabled veteran business enterprise

SMALL BUSINESS means an independently owned and operated business concern that employs 100 or fewer permanent full-time employees and has a net worth of not more than \$3,000,000 and an average net income, after federal income taxes, of not more than \$2,000,000.

NON-CERTIFIED MINORITY BUSINESS means a small business which is at least 51 percent owned and operated by a minority person(s).

MINORITY NON-PROFIT ORGANIZATION means a not-for-profit organization that has at least 51 percent minority board of directors, at least 51 percent minority officers, or at least 51 percent minority community served.

II. INSTRUCTIONS TO PRIME CONTRACTORS:

- A) ENTER THE COMPANY NAME AS IT APPEARS ON YOUR DOH CONTRACT.
- B) ENTER THE DOH CONTRACT NUMBER.
- C) ENTER THE TIME PERIOD THAT YOUR CURRENT INVOICE COVERS.
- D) ENTER THE CMBE SUBCONTRACTOR'S NAME and ADDRESS.
- E) ENTER THE SUBCONTRACTOR'S FEDERAL EMPLOYMENT IDENTIFICATION NUMBER. THE SUBCONTRACTOR CAN PROVIDE YOU WITH THIS NUMBER
- F) ENTER THE AMOUNT EXPENDED WITH THE SUBCONTRACTOR FOR THE TIME PERIOD COVERED BY THE INVOICE.
- G) ENCLOSE THIS FORM AND SEND TO YOUR DOH CONTRACT MANAGER



**SEXUAL VIOLENCE PREVENTION PROGRAM
Primary Victim Services Invoice**

<u>Provider Name</u>	<u>Period of Service Provision</u>	<u>Contract Number</u>
<u>Address</u>		
<u>City</u>	<u>Zip</u>	

	<u>Unit cost</u>	
Number of Advocacy and Accompaniment	_____ X \$12=	_____
	_____ X \$24=	_____
	_____ X \$48=	_____
Number of Crisis Intervention/Counseling	_____ X \$12=	_____
	_____ X \$24=	_____
	_____ X \$48=	_____
Number of Support Group Sessions	_____ X \$12=	_____
	_____ X \$24=	_____
	_____ X \$48=	_____
Number of Therapy Sessions	_____ X \$36.50=	_____
	_____ X \$73=	_____
CAT, if not funded by another DOH contract	_____ /12 =	_____
TOTAL DUE		_____

Signature of Provider _____ **Date** _____
 I certify the information provided to support this invoice is true and correct. VS funds from DOH are used solely to support this contract

Check (✓) the following information is completed:

- Monthly Invoice
- Monthly Narrative Report:
- SVDR data entered, including Media Marketing data

Email or Mail:

Mail: Florida Department of Health
 Sexual Violence Prevention Program
 4052 Bald Cypress Way, Bin #A-13
 Tallahassee, Florida 32399-1723

Express Mail: Florida Department of Health
 Sexual Violence Prevention Program
 4025 Esplanade Way, Office 120.06
 Tallahassee, Florida 32399-1723

Email: SVPP@doh.state.fl.us

SVDR = Sexual Violence Data Registry

Version 1

For Department of Health Use	
Date Stamp Invoice Received: _____	
Date Services Performed: _____	Init: _____
Date Inspected & Approved: _____	Init: _____
Org. Code: _____	OBJ: _____
OCA: _____	VR: _____ EO: _____
_____ Date: _____	
Contract Manager's (CM) Signature: _____	Init: _____
CM Confirmed SVDR Data: _____	Date: _____
Supervisor's Signature: _____	

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in the connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in the connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. §1352 (1996). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Vincent J. Bonvento
Signature

8/6/12
Date

VINCENT J. BONVENTO
Name of Authorized Individual

Application or Contract Number

PUBLIC SAFETY DEPARTMENT
Name of Organization

20 SOUTH MILITARY TRAIL, WEST PALM BEACH, FL 33415
Address of Organization

**Name: Palm Beach County Board of County Commissioners/Public Safety
 Department/Victim Services Division \$40,000
 205 North Dixie Highway, Suite 5.1100
 West Palm Beach, FL 33401**

Method of Selection: Request for Assistance (RFA) for Victim Services contracts.

Period of Performance: October 1, 2012 - September 30, 2013

Description of Activities: Provide primary victims of sexual assault age 12 and older will be provided the following services: 1) Advocacy and Accompaniment, 2) Crisis Intervention/Counseling, 3) Support Groups, and 4) Therapy. Also, provide a Community Action Team (CAT) in the event there is no existing DOH-funded CAT for the prevention of sexual violence in the community.

Method of Accountability: Site visits and submitting a monthly invoice and progress report to contract managers.

Cost Category	Year 12 - 13
Salary & Wages: Job description(s) below 1040 hours (20 hrs per week) @ \$35.03/hour	36,432.00
Fringe	0.00
Administrative Costs: Maximum 5%	2,000.00
Supplies: Intervention materials to assist sexual assault victims. All materials will be approved by the Department of Health prior to purchase.	500.00
Travel: Instate travel @ .445 200 miles per month x 12 months at .445/mile	1,068.00
Other: Phone/postage/printing/equip rental & maint/internet	0.00
Total Award	\$40,000.00

Position	Salary Amount	Fringe Amount
Victim Services Therapist	\$36,432	0.00

Job Description and Responsibilities:

Provides professional individual and group therapy services for adult and child sexual assault victims (over the age of 12) in a variety of crisis and non-crisis situations. Conducts individual, family and group therapy and evaluates, conceptualizes and responds appropriately to verbal and non-verbal information provided by the client. Develops and implements effective treatment plans based on the information gathered from the client. Maintains caseload which includes preparation of the initial case history/social summary as required, treatment plan, treatment plan reviews, progress notes, client responses, referrals and discharge/closing summary with recommendations for each crime victim. Conducts periodic reviews of the treatment plans to assess the effectiveness of the interventions and the clients progress toward the specific goals. Determines the follow-up services for the client via a discharge plan when appropriate.

13-0220

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET Amendment

BGEX 660 101712-150
BGRV 660 101712-23

FUND 1426 - Public Safety Grants

Use this form to provide budget for items not anticipated in the budget.


ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED as of 10/15/2012	REMAINING BALANCE
Revenue								
1426-662-3285-3429	State Grnt Other Public Safety	0	0	120,000	0	120,000	0	120,000
	Total Revenue and Balance	<u>1,855,867</u>	<u>1,855,867</u>	<u>120,000</u>	<u>0</u>	<u>1,975,867</u>		
Expense								
1426-662-3285-1201	Salaries & Wages	0	0	109,296	0	109,296	0	109,296
1426-662-3285-4007	Travel-Mileage	0	0	3,204	0	3,204	0	3,204
1426-662-3285-5101	Office Supplies	0	0	1,500	0	1,500	0	1,500
1426-662-3285-9515	Admin Costs-Indirect	0	0	6,000	0	6,000	0	6,000
	Total Appropriations and Expenditures	<u>1,855,867</u>	<u>1,855,867</u>	<u>120,000</u>	<u>0</u>	<u>1,975,867</u>		

3
X
7
b

PUBLIC SAFETY ADMINISTRATION
INITIATING DEPARTMENT/DIVISION
Administration/Budget Department Approval
OFMB Department - Posted

Signatures	Date
<u>Stephane Seimone</u>	<u>10/25/12</u>
<u>[Signature]</u>	<u>11/7/2012</u>

By Board of County Commissioners
At Meeting of 11/20/2012
Deputy Clerk to the Board of County Commissioners



13-0221

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET Transfer

BGEX 660 101712-148

FUND 0001 - General Fund

Use this form to provide budget for items not anticipated in the budget.

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED as of 10/15/2012	REMAINING BALANCE
Expense								
0001-660-3280-9516	Administrative Costs-Charge Off	0	0	0	6000	(6,000)	0	(6,000)
0001-660-3220-5101	Office Supplies	3,000	3,000	6,000	0	9,000	193	8,807
	Total Appropriations and Expenditures			<u>6,000</u>	<u>6,000</u>			

PUBLIC SAFETY ADMINISTRATION
INITIATING DEPARTMENT/DIVISION
Administration/Budget Department Approval
OFMB Department - Posted

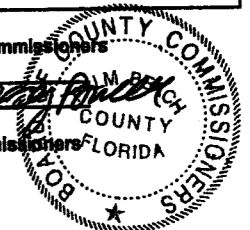
Signatures

Date

Stephanie Semere
N. Diaz

11/2/12
11/7/2012

By Board of County Commissioners
At Meeting of 11/20/2012
Deputy Clerk to the
Board of County Commissioners



3.X.7.C