

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

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Meeting Date: July 10, 2018	<input checked="" type="checkbox"/> [X] Consent	<input type="checkbox"/> [] Regular
	<input type="checkbox"/> [] Ordinance	<input type="checkbox"/> [] Public Hearing

Department: Department of Public Safety
Submitted By: Department of Public Safety
Submitted For: Division of Victim Services

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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

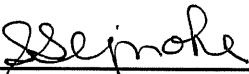
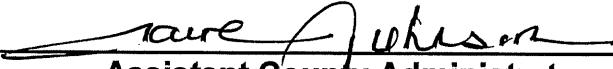
- A) ratify** the Mayor’s signature of approval for the Sexual Assault Services Formula Grant Program (SASP) for \$173,751 for the first year of an award period from August 1, 2018, through July 31, 2021 to increase availability of victim services for adult, youth, and child victims, expand advocacy services to include collateral victims, and increase awareness and accessibility of victim services within the lesbian, gay, bisexual, and transgender (LGBT) communities; and
- B) authorize** the County Administrator or designee to execute the grant award and amendments and to submit electronic reports after approval of legal sufficiency by the County Attorney’s Office and within budget allocations.

Summary: The Division of Victim Services (DVS) provides advocacy services to victims of sexual assault. Staff also participates in sexual assault specific community outreach to increase awareness and community engagement in sexual violence services and education. The SASP is a three (3) year grant, up to \$173,751 may be requested for the period of August 1, 2018, through July 31, 2019. Awards for subsequent years are anticipated to be the same or a similar amount. If awarded, the SASP will fund two Victim Advocates to increase intervention, advocacy, accompaniment, and support services to adult, youth, and child victims of sexual assault and those collaterally impacted by the victimization. In addition, a part-time sexual assault outreach coordinator will be added to increase sexual assault awareness and a working knowledge of the existing services that are available for victims of sexual assault specifically in the LGBT community. **No County matching funds are required for this grant.** Countywide (LDC)

Background and Justification: The SASP grant was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 Technical Amendments. SASP is authorized by 42 U.S.C. §14043g and is the first Federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. The purpose of SASP is to help support rape crisis centers provide core services, direct intervention, and related assistance to victims of sexual assault (Office on Violence Against Women Sexual Assault Services Formula Program (CFDA 16.017)). As the only Certified Rape Crisis Center in Palm Beach County, DVS assisted 704 victims of sexual assault during the period October 1, 2016, to September 30, 2017. This application, if funded, would enhance the existing services by expanding advocacy services and outreach activities to those collaterally affected by sexual assault victimization and the LGBT community.

- Attachments:**
- 1) Mayor Approval Letter – Request for Proposal
 - 2) Competitive Grant Announcement
 - 3) Submitted Grant Application

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Recommended by: <u></u>	<u>7/2/18</u>
Department Director	Date
Approved By: <u></u>	<u>7/3/18</u>
Assistant County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
Net Fiscal Impact	_____*	_____0	_____0	_____0	_____0

ADDITIONAL FTE
POSITIONS (Cumulative) _____0_____0_____0_____0_____0

Is Item Included In Proposed Budget? Yes _____ No X
Does this item include the use of federal funds? Yes X No _____
Budget Account Exp No: Fund _____ Dept. _____ Unit _____ Obj. _____
Rev No: Fund _____ Dept. _____ Unit _____ Rev. _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:
Grant:
Fund:
Unit:

*The budget will be amended if the grant is awarded.
Departmental Fiscal Review: WC N. Diaz 6/15/18

III. REVIEW COMMENTS

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

[Signature] OFMB 9/14
[Signature] Contract Administration 6/29/18 6/29/18

B. Legal Sufficiency:
[Signature] Assistant County Attorney 7/2/18

C. Other Department Review:

Department Director



Department of Public Safety
Division of Justice Services
205 North Dixie Highway, 5.1100
West Palm Beach, FL 33401

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Facsimile - (561) 355-2757
www.pbcgov.com

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Palm Beach County
Board of County
Commissioners

Melissa McKinlay, Mayor
Mack Bernard, Vice Mayor

Hal R. Valeche
Dave Kerner
Steven L. Abrams
Mary Lou Berger
Paulette Burdick

County Administrator
Verdenia C. Baker

"An Equal Opportunity
Affirmative Action Employer"

Interoffice Correspondence

To: The Honorable Melissa McKinlay, Mayor,
Board of County Commissioners

From: Stephanie Sejnoha, Director, Public Safety Department

Date: May 3, 2018 *Sejnoha*

Subject: Emergency request to sign grant application requiring Board approval

Pursuant to PPM# CW-F-003, your approval is requested for a grant application with The Florida Council Against Sexual Violence for the solicitation titled "*Sexual Assault Services Formula Grant Program (SASP)*" in an amount of \$173,751 for the first year. Awards for subsequent years are anticipated to be the same or similar amount. The grant application is due to the funding agency on May 16, 2018 as a competitive proposal.

This grant award is for three years and does not require a County match. The application requires the signature of the Mayor of the Board of County Commissioners. Staff will submit the grant application to ratify the Mayor's signature at the next available Board of County Commissioners meeting.

This project would enhance the existing county Certified Rape Crisis Center program by expanding services to underserved populations, particularly communities of color, in a culturally appropriate manner, with a special emphasis on addressing the African-American, tribal, and lesbian, gay ,bisexual, and transgender (LGBT) communities, as well as individuals with disabilities and deaf individuals.

This grant would operate from August 1, 2018 through July 31, 2021.

If additional information is needed, please contact me at 561-712-6473.

Approved:
[Signature]
OFMB

[Signature]
County Administration

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
[Signature]
County Attorney's Office
COUNTY ATTORNEY

Attachment A
2018-2021 SASP Victim Services Project

Implementing Agency Information	
Agency Name:	Palm Beach County Victim Services
Project Coordinator's Name/Title:	Nicole Bishop, Director
Project Coordinator's Email Address:	NBishop@pbcgov.org
Project Coordinator's Phone Number:	561-355-1723
Physical Address:	205 N. Dixie Highway, Suite 5.1100, West Palm Beach FL 33401
Mailing Address:	205 N. Dixie Highway, Suite 5.1100, West Palm Beach FL 33401
CFO/Finance Manager's Name:	Marianela Diaz, Director Finance and Administrative Services
CFO/Finance Manager's Email Address:	MDiaz@pbcgov.org
Agency Website Address:	http://discover.pbcgov.org/publicsafety/victimservices/Pages/default.aspx
(Dunn & Bradstreet Number) DUNS Number:	0784704810000
Federal Tax ID Number:	59-6000785
Federal Indirect Cost Rate (if applicable)	

Additional Required Documentation:

1. SAM verification – copy of current, active SAM registration (submit scanned copy)
2. Federal Indirect Cost Rate Agreement (if applicable)
3. Position descriptions; specify tasks to be completed under this grant (if personnel costs are requested in the budget)
4. Agency Organizational Chart

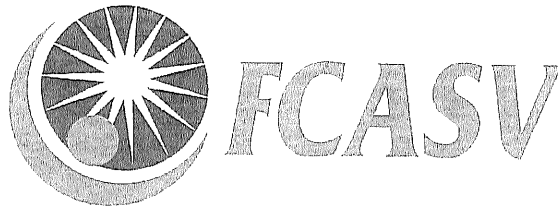
Executive Director printed name: Melissa McKinlay
(If other than Executive Director, signature authority must be provided.)

Signature and date: Melissa McKinlay

Phone/Email address: 561-355-2206 / MMcKinlay@pbcgov.org

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Florida Council Against Sexual Violence

Request for Proposals (RFP)

Sexual Assault Services

Formula Grant Program (SASP)

Supplemental Award -- Current SASP subrecipients may NOT apply

Issued: April 24, 2018

Proposal Deadline: May 16, 2018, 5:00 PM, EST

To be considered, all proposals must be received electronically by the deadline.

Project Period: August 1, 2018 to July 31, 2021

Initial Term: August 1, 2018 to July 31, 2019

**Submit proposals and questions via email to
the following Single Point of Contact *only*:
Beverly Gregory (bgregory@fcasv.org)**

This project was supported by Subgrant No. COHD7 awarded by the state administering office for the SAS Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication are those of the authors and do not necessarily reflect the views of the U. S. Department of

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Justice, Office on Violence Against Women, the Florida Department of Health, or the Florida Council Against Sexual Violence.

TIMELINE

EVENT	DUE DATE	LOCATION
RFP Advertised	April 24, 2018	Posted electronically on the FCASV website: http://www.fcasv.org/
Submission of Written Questions	May 1, 2018	All questions must be submitted electronically to: Beverly Gregory bgregory@fcasv.org
Answers to Questions Posted	May 8, 2018	Posted electronically on the FCASV website: http://www.fcasv.org/
Statement of Intent to Apply	May 9, 2018	Statement of Intent to apply must be submitted electronically to: Beverly Gregory bgregory@fcasv.org
Proposals Due (Electronic submission only as 1 file; no faxes or hard copies will be accepted)	May 16, 2018 5:00 PM, EST	Submit to: Beverly Gregory bgregory@fcasv.org
Anticipated Posting of Intent to Award	June 11, 2018 (tentative)	Posted on the FCASV website: http://www.fcasv.org/
Anticipated Subgrant Start Date	August 1, 2018	

I. OVERVIEW

Introduction

The Florida Council Against Sexual Violence (FCASV) is a statewide nonprofit association that contracts with the Florida Department of Health (DOH) to administer and distribute funds from the Sexual Assault Services Program (SASP). Sexual violence shatters lives, wounds communities and perpetuates injustice. The Florida Council Against Sexual Violence leads, informs and inspires the people of Florida to create safe and just communities.

FCASV provides information, assistance, and leadership on all aspects of sexual violence, including rape, child sexual abuse, stalking and sexual harassment, sex trafficking, and trauma-informed care. FCASV also provides training and technical assistance to sexual assault programs throughout the state and offers certification and funding to those centers that achieve and maintain compliance with certification standards.

Program Scope

The SASP grant was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 Technical Amendments. SASP is authorized by 42 U.S.C. §14043g and is the first Federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. The purpose of SASP is to help support rape crisis centers and other nonprofit, nongovernmental organizations or tribal programs that provide core services, direct intervention, and related assistance to victims of sexual assault (OVW Sexual Assault Services Formula Program (CFDA 16.017)).

About the Project

FCASV is soliciting proposals for the Sexual Assault Services Grant Program funded by the Department of Justice, Office on Violence Against Women (OVW) to the Florida Department of Health (DOH) and passed through FCASV for distribution to subrecipients.

Activities supported by the SASP are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the DOJ Financial Guide and any subsequent updates, and the conditions of the subrecipient's award.

Note from the U.S. Department of Justice (DOJ), Office on Violence Against Women (OVW):

*"Without regard to the age of the individual" was added by the Violence Against Women Reauthorization Act of 2013, which means that funded service providers must provide services to sexual assault victims of **all** ages. As a result, providers such as child advocacy centers are presumed to be ineligible for SAS Formula subawards unless they can provide documentation to the Council that they serve all ages. However, while the subgrantee organization itself must provide services to sexual assault victims of all ages, the specifically funded project may focus on a particular age group, such as children, youth, or elders.*

II. ELIGIBILITY

Eligible applicants are limited to Florida's certified sexual assault programs (rape crisis centers), currently certified by the Florida Council Against Sexual Violence (FCASV), with the exception of governmental entities that are part of the criminal justice system (including state attorney offices) and, as such, may not be funded.

The term "rape crisis center" means a nonprofit, nongovernmental, or tribal organization, or governmental entity in a state other than a territory that provides intervention and related assistance to victims of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services. 42 U.S.C. § 13925(a)(25).

It is very important that applicants review this information carefully. Applications that are submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding.

III. STATEMENT OF INTENT TO APPLY

Applicants are **required** to provide a Statement of Intent to Apply to FCASV by May 9, 2018. The statement must be submitted by email to Beverly Gregory at bgregory@fcasv.org. In the subject line please state, "SASP RFP Intent to Apply." The body of the message should include the following:

- Name of the applicant certified sexual assault program
- The county/counties to be served with this funding
- Contact name, title, email and telephone number (specific to this RFP)

IV. APPLICATION DEADLINE

Applications for this SASP RFP must be submitted electronically to Beverly Gregory at bgregory@fcasv.org on or before May 16, 2018, at 5:00 PM, EST. No proposals will be accepted beyond that time. To avoid any potential application submission problems, FCASV strongly urges applicants to submit applications 72 hours prior to the application due date/time. Late applications will be disqualified and will not be reviewed.

It is anticipated that official notice of the intended contract awards resulting from this RFP will be posted on the FCASV website (www.fcasv.org) by June 11, 2018.

V. APPLICANT INQUIRIES AND PROPOSAL SUBMISSION

All SASP RFP applicants are welcome to submit questions and/or request clarification regarding this RFP in accordance with the schedule provided. **As the single point of contact, all communications must be submitted electronically to Beverly Gregory at bgregory@fcasv.org,** no phone calls or faxes will be accepted. Questions must be submitted by May 1, 2018. Answers will be posted on the FCASV website on May 8, 2018. Prospective applicants are prohibited

from contacting FCASV personnel regarding this solicitation other than the single point of contact identified above.

VI. AWARD PERIOD AND FUNDS AVAILABLE

The award period for this SASP grant will be from August 1, 2018-July 31, 2021 (36 months). Applicants may request up to \$173,751 for the first year to provide sexual assault services in accordance with this RFP for the 2018-2019 term. Final selections are dependent on the number and quality of applications received. Awards for subsequent years are anticipated to be the same or a similar amount. Currently funded SASP projects may not apply.

Awards are contingent on the availability of funds and any modifications or additional requirements that may be imposed by the FL Department of Health, FCASV, the Department of Justice (DOJ) or Florida Statutes. If, after the initial award period, the provider has failed to perform as specified in the submitted proposal or the resulting subgrant terms and conditions the subgrant may be terminated by FCASV. Funds provided through the SASP are designed to supplement other funding sources directed at addressing sexual assault services. Applicants are encouraged to develop a plan to sustain project activities if SASP ceases to be available.

Subgrant Renewals

Subgrants resulting from this RFP may be renewed for a period that may not exceed three years or the term of the original award, whichever period is longer, and will be subject to the same terms and conditions as set forth in the original subgrant. Renewals must be in writing, made by mutual agreement, and will be contingent upon satisfactory fiscal and programmatic performance evaluations as determined by the Council and will be subject to the availability of funds.

VI. SEXUAL ASSAULT VICTIM SERVICES PROJECTS

Purpose

The purpose of the SASP grant is to provide intervention, advocacy, and accompaniment (e.g., court, medical facilities, police departments, etc.), support services, and related assistance to:

1. Adult, youth, and child victims of sexual assault;
2. Family and household members of such victims; and
3. Those collaterally affected by the victimization (e.g., friends, coworkers, classmates), except for the perpetrator of such victimization.
4. Increase support for underserved populations, particularly communities of color, in a culturally appropriate manner, with a special emphasis on addressing the African-American, tribal, and lesbian, gay, bisexual, and transgender (LGBT) communities, as well as individuals with disabilities and deaf individuals.

Funds under the SASP may be used to support the maintenance and expansion of certified sexual assault programs to assist individuals who have been victimized by sexual assault, without regard to the age of the individual.

Intervention and related assistance may include:

1. 24-hour helpline services providing crisis intervention services and referral;
2. Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
3. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
4. Information and referral to assist the sexual assault victim and family or household members;
5. Community-based, culturally specific services and support mechanisms, including outreach activities for underserved populations, particularly communities of color, in a culturally appropriate manner, with a special emphasis on addressing the African-American, tribal, and lesbian, gay, bisexual, and transgender (LGBT) communities, as well as individuals with disabilities and deaf individuals.
 - OVW encourages applicants to support underserved and/or culturally-specific populations in a thoughtful and strategic way. Applicants should provide the demographic breakdown of the proposed service area; identify which underserved community they would like to reach as part of this project; indicate any population specific services that exist currently for the selected underserved population; and describe the strategies for proposed outreach to increase the availability of relevant services for those culturally-specific and/or underserved populations. Applicants that propose to meaningfully address increased accessibility to specific underserved populations will be granted up to 5 additional scoring points; and
6. Development and distribution of materials on issues related to the services described in numbers 1 through 5 above.

Out-of-Scope Activities

The activities listed below are out of the program scope and, therefore, cannot be supported by SASP funding.

1. Research projects (This does not include program assessments conducted only for internal improvement purposes.)
2. Activities focused on prevention efforts and public education (e.g., bystander intervention, social norms campaigns, presentations on healthy relationships, etc.)
3. Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews

4. Sexual Assault Forensic Medical Examiner programs
5. Sexual Assault Response Team coordination
6. Providing training to allied professionals and the community (e.g., law enforcement, child protection services, prosecution, other community based organizations, etc.)
7. Domestic violence services.

Unallowable Activities

The following is a list of activities that are unallowable and cannot be supported by SASP grant funding.

- Lobbying
- Fundraising
- Purchase of real property
- Construction
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)

Activity/Project Limitations

Successful applicants must understand and comply with the following:

- SASP prohibits grant funds to be used for sexual assault forensic examiner projects, criminal justice activities, or activities that may compromise victim safety and recovery. Funds may not be used towards prevention education efforts, projects focused on training allied professionals and/or communities, the establishment or maintenance of Sexual Assault Response Teams, or provision of domestic violence services when sexual violence is not the primary victimization.
- No federal funds may be used, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government without the express prior written approval of FCASV and the Office on Violence Against Women (OVW), in order to avoid violation of 18 USC § 1913. The provider may, however, use federal funds to collaborate with and provide information to Federal, State, local, tribal and territorial public officials and agencies to develop and implement policies to reduce or eliminate domestic violence, dating violence, sexual assault, and stalking (as those terms are defined in 42 USC 13925(a)) when such collaboration and provision of information is consistent with the activities otherwise authorized under this grant program.
- All relevant statutory and regulatory requirements which may include, among other relevant authorities, the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C 3711 et seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, and OVW's implementing regulations at 28 CFR Part 90.

- The applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a subgrantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.
- All income generated as a direct result of this award shall be deemed program income. All program income must be accounted for and used for the purposes under the conditions applicable for the use of funds under this award, including the effective edition of the OJP Financial Guide and, as applicable, either (1) 28 C.F.R. Part 66 or (2) 28 C.F.R Part 70 and 2 C.F.R. Part 215 (OMB Circular A-110).
- The provider must submit one copy of all reports and proposed publications funded under this project to FCASV not less than twenty (20) days prior to public release for review. Prior review and approval of a report or publication is required if project funds are to be used to publish or distribute reports and publications developed under this grant.
- All materials and publications (written, visual, or sound) resulting from award activities shall contain the following statement:

"This project was supported by Subgrant No. COHD7 awarded by the state administering office for the SAS Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the U. S. Department of Justice, Office on Violence Against Women, the Florida Department of Health, or the Florida Council Against Sexual Violence."

VII. REPORTING REQUIREMENTS

Successful applicants must meet the following subaward reporting requirements:

- Submit completed SASP Annual Progress Reports (APR) and attend related training, in accordance with subgrant requirements. All data reported must reflect victims and services supported by SASP funding only.
- Submit financial and programmatic reports in accordance with subgrant requirements.
- Enter data into the Department of Health Sexual Violence Data Registry (SVDR) in accordance with contract requirements.

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Mere receipt of reports by FCASV shall not be construed to mean or imply approval. FCASV reserves the right to reject reports as incomplete, inadequate, or unacceptable according to the parameters set forth in the subgrant. Financial penalties may be imposed for incomplete or incorrect reports. FCASV, at its option, may allow additional time within which the provider may remedy the objections noted or FCASV may, after having given the provider a reasonable opportunity to complete, make adequate, or acceptable, declare the agreement to be in default.

VIII. FINANCIAL CONSIDERATIONS

Award Information

Applicants that receive an award are bound by statute, federal regulations, the provisions of this solicitation, the current DOJ Grants Financial Guide (https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf), any updates to the Financial Guide, and any conditions of the recipient's award.

Cost Sharing or Match Requirement

This grant program has no match or cost share requirement.

Supplanting Prohibited

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-federal funds that have been appropriated for the same purpose.

DUNS Number

All applicants under this solicitation must include a DUNS (Data Universal Numbering System) number on the Application Form. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com/us/>.

No Copyright Restrictions Permitted

All materials that are developed under this contract must be without copyright restrictions. Any materials that are copied and distributed must have received prior approval from FCASV. A CD of developed materials will be delivered to the SASP contract manager upon completion of the project.

Staffing Levels/Changes

A paid sexual assault services coordinator must be on staff throughout the contract term to coordinate sexual assault services and related activities. The coordinator must have completed the 30-hour ACT training before filling this role.

Other staffing levels shall be determined by the provider but must be sufficient to meet the requirements identified in this RFP. Each prospective provider shall include their proposed staffing to support this project in their application.

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Subgrants

Providers may, only with the prior consent of FCASV, enter into written subgrants for performance of certain of its functions under the subgrants resulting from this RFP. No subgrant which the provider enters into shall in any way relieve the provider of any responsibility for performance of its duties. All payments to subgrantees shall be made by the provider.

APPLICATION ELEMENTS

- **Statement of Intent (due by May 9, 2018)**

- **Application Form (Attachment A)**

Provide one completed original Application Form and required documentation:

- SAM verification
- Indirect Cost Rate Agreement (if applicable)
- Position Descriptions
- Agency Organizational Chart

- **Proposal Narrative**

The Proposal Narrative should provide a detailed statement of the work to be performed in response to the following outline. The narrative is limited to 13 pages; anything beyond will not be reviewed or considered in the scoring process.

With the heading, *Proposal Narrative*, address each section below and the elements therein. Provide a clear response limited to the number of pages indicated. The Proposal Narrative section **MUST** be double-spaced and written in 12-point Times New Roman font, .5" margins, pages numbered.

1. Abstract (No point value, limit to 1/2 page, single spaced)

The proposal abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should concisely describe proposed project goals and objectives.

2. Statement of Problem and Needs Assessment

This section should clearly identify the problem and support the stated issues with relevant data to justify the request for the programs, services, or activities being proposed.

- a. Who is your target population? (If you are seeking priority consideration by proposing to improve services for an underserved population, state that here. Describe the intended target population using demographic or other data where possible.)
- b. Describe the need, nature and extent of sexual assault within the proposed community, region, and/or population to be served. Statements should be supported with up-to-date statistical or other factual information/data or relevant literature. The sources or methods used for assessing the problem should also be identified and described.
- c. Are other agencies addressing the need? If so, identify each one and provide a brief description on how this project differs, or how it complements each existing program.

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- d. If applying to serve an underserved population, describe how activities will be accessible and/or culturally appropriate to the population.
- e. How would this project enhance the services currently provided by your program?

3. Project Description

Outline how this funding will specifically allow you to meet the needs identified above. Keep in mind that goals and objectives must be specific and verifiable.

- a. Clearly describe (number) goals that illustrate where you hope to be at the end of the first year grant cycle.
- b. Outline the specific objectives/tasks to accomplish this.
- c. Who will be responsible to complete each task?
- d. Include a completion date for each objective identified.

4. Evaluation Plan

- a. Describe how project goals will be evaluated. How will you measure success? How will you know when a goal has been reached? How will you ensure accountability among all partners? Describe milestones along the way that will indicate success in meeting each goal. Make sure you address EVERY goal.
- b. Please use the following table to outline your evaluation plan. There may be multiple objectives related to a single goal. If applicable, identify the estimated number of clients/services for each goal/objective. Please be sure to only include the numbers of clients/services that will be funded from the grant award.

Goal	Objective	Method of Measurement (establish baseline, if applicable)	Estimated Number of Services/ Clients (if applicable)	Responsible Staff Person & Completion Date

- **Budget (Attachment B)**

Complete the Line Item Budget and Budget Summary form (Attachment B). The line item budget must provide computation of requested funds and justification of costs in relation to activities to be performed. A detailed budget narrative must address each line item to clarify expenses requested. Applicants must provide details on each cost item in the budget to explain its purpose, justification as an included cost and value added to the grant.

FCASV reserves the right to make changes to the application budget at the time of the grant award and will communicate any changes to the applicant. FCASV may negotiate all or part of any proposed budget after the award is granted.

RFP Mandatory Requirements

The following mandatory requirements are considered **Fatal Criteria**. Failure to comply with all fatal criteria will render a proposal non-responsive and ineligible for further evaluation.

1. Statement of Intent requirement met. Email received by May 9, 2018.
2. Proposal submission date requirement met. Submitted via email by 5 PM, EST on May 16, 2018.
3. Application form completed and signed. Required documentation provided.
4. Proposal Narrative format followed (double-spaced, 12 point Times New Roman font, .5" margins minimum, pages numbered).
5. Budget form (Attachment B) completed for the period of August 1, 2018 – July 31, 2019. Must include the following elements:
 - line item budget
 - budget narrative to explain/justify *all* line items, and
 - budget summary.

SELECTION PROCESS/REVIEW TEAM

A proposal review team will be assembled to evaluate and score each proposal that meets the Fatal Criteria requirements. The team will be comprised of at least three persons with knowledge, background and/or experience related to sexual violence victim services. FCASV staff will review proposals for Fatal Criteria elements.



**Department of Public Safety
Division of Victim Services**

205 North Dixie Highway, 5.1100
West Palm Beach, FL 33401

Telephone - (561) 355-2418
Facsimile - (561) 355-2757
www.pbcgov.com



**Palm Beach County
Board of County
Commissioners**

Melissa Mckinlay, Mayor
Mack Bernard, Vice Mayor

Hal R. Valeche
Paulette Burdick
Dave Kerner
Steven L. Abrams
Mary Lou Berger

County Administrator
Verdenia C. Baker

*"An Equal Opportunity
Affirmative Action Employer"*

STATEMENT OF INTENT TO APPLY:

Palm Beach County plans to submit an application for the SEXUAL ASSAULT SERVICES

FORMULA GRANT PROGRAM

PROJECT PERIOD:

August 1, 2018- July 31, 2021

PROGRAM NAME:

Palm Beach County Victim Services &
Certified Rape Crisis Center

COUNTY SERVED:

Palm Beach County

CONTACT:

Nicole Bishop, Director
nbishop@pbcbgov.org
561-355-1723 or 561-723-4789

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Department of Public Safety
Division of Justice Services
205 North Dixie Highway, 5.1100
West Palm Beach, FL 33401

Telephone - (561) 355-2418
Facsimile - (561) 355-2757
www.pbcgov.com

■

**Palm Beach County
Board of County
Commissioners**

Melissa McKinlay, Mayor
Mack Bernard, Vice Mayor
Hal R. Valeche
Dave Kerner
Steven L. Abrams
Mary Lou Berger
Paulette Burdick

County Administrator
Verdenia C. Baker

"An Equal Opportunity
Affirmative Action Employer"

Interoffice Correspondence

To: The Honorable Melissa McKinlay, Mayor,
Board of County Commissioners

From: Stephanie Sejnoha, Director, Public Safety Department

Date: May 3, 2018 *Sejnoha*

Subject: Emergency request to sign grant application requiring Board
approval

Pursuant to PPM# CW-F-003, your approval is requested for a grant application with The Florida Council Against Sexual Violence for the solicitation titled "*Sexual Assault Services Formula Grant Program (SASP)*" in an amount of \$173,751 for the first year. Awards for subsequent years are anticipated to be the same or similar amount. The grant application is due to the funding agency on May 16, 2018 as a competitive proposal.

This grant award is for three years and does not require a County match. The application requires the signature of the Mayor of the Board of County Commissioners. Staff will submit the grant application to ratify the Mayor's signature at the next available Board of County Commissioners meeting.

This project would enhance the existing county Certified Rape Crisis Center program by expanding services to underserved populations, particularly communities of color, in a culturally appropriate manner, with a special emphasis on addressing the African-American, tribal, and lesbian, gay, bisexual, and transgender (LGBT) communities, as well as individuals with disabilities and deaf individuals.

This grant would operate from August 1, 2018 through July 31, 2021.

If additional information is needed, please contact me at 561-712-6473.

Approved:

Bolyn
OFMB

Melissa McKinlay
County Administration

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

Y. D. [Signature]
County Attorney's Office

COUNTY ATTORNEY

Attachment # 1

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Attachment A
2018-2021 SASP Victim Services Project

Implementing Agency Information	
Agency Name:	Palm Beach County Victim Services
Project Coordinator's Name/Title:	Nicole Bishop, Director
Project Coordinator's Email Address:	NBishop@pbcgov.org
Project Coordinator's Phone Number:	561-355-1723
Physical Address:	205 N. Dixie Highway, Suite 5.1100, West Palm Beach FL 33401
Mailing Address:	205 N. Dixie Highway, Suite 5.1100, West Palm Beach FL 33401
CFO/Finance Manager's Name:	Marianela Diaz, Director Finance and Administrative Services
CFO/Finance Manager's Email Address:	MDiaz@pbcgov.org
Agency Website Address:	http://discover.pbcgov.org/publicsafety/victimservices/Pages/default.aspx
(Dunn & Bradstreet Number) DUNS Number:	0784704810000
Federal Tax ID Number:	59-6000785
Federal Indirect Cost Rate (if applicable)	

Additional Required Documentation:

1. SAM verification – copy of current, active SAM registration (submit scanned copy)
2. Federal Indirect Cost Rate Agreement (if applicable)
3. Position descriptions; specify tasks to be completed under this grant (if personnel costs are requested in the budget)
4. Agency Organizational Chart

Executive Director printed name: Melissa McKinlay
(If other than Executive Director, signature authority must be provided.)

Signature and date: Melissa McKinlay

Phone/Email address: 561-355-2206 / MMcKinlay@pbcgov.org

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SAM Search Results
List of records matching your search for :

Record Status: Active
DUNS Number: 078470481
Functional Area: Entity Management, Performance Information

ENTITY		COUNTY OF, PALM BEACH	Status:Active
DUNS: 078470481		+4:	CAGE Code: 1RFV4 DoDAAC:
Expiration Date: Feb 28, 2019 Has Active Exclusion?: No Debt Subject to Offset?: No			
Address: 301 N OLIVE AVE FRNT		State/Province: FLORIDA	
City: WEST PALM BEACH		Country: UNITED STATES	
ZIP Code: 33401-4705			

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Position Description: Sexual Assault Outreach Coordinator Pay Grade 26

Advocates employed through SASP funding sources dedicate 100% of their time to SASP required services.

NATURE OF WORK

This is professional outreach work in Public Safety’s Victim Services Division. An employee in a position allocated to this class is responsible for implementing a comprehensive outreach plan focused on sexual assault specific community outreach with priority for underserved populations. Work involves planning and executing a variety of public information programs to increase county wide awareness and community engagement in sexual violence services and education. These programs include special events, public awareness and education projects and multi-media campaigns. Work requires some independent judgment and initiative, is performed under direct supervision and is reviewed through conferences, reports and evaluation of outcomes and results obtained.

EXAMPLES OF WORK

Assists in the research and development of a comprehensive outreach plan; performs research on sexual assault best practices.

Conducts outreach to the community to build strong relationships with community groups, residents, local government agencies, nonprofits, and businesses.

Plans, produces and executes sexual violence awareness events. Develops awareness and educational materials to reach underserved populations, drafts press releases and public service announcements and uses social media to expand outreach.

Performs general administrative duties involving creating materials for meetings, database management and data collection.

Compiles and records data, completes various administrative reports and documents and maintains files as required by funders, agency partners, stakeholders and management.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of community relations, public information and special events.

Knowledge of marketing and promotional techniques, research techniques, sources and availability of information.

Knowledge of the dynamics of sexual violence.

Ability to communicate effectively, both orally and in writing.

Ability to implement public awareness programs and special events.

Position Description: Sexual Assault Outreach Coordinator Pay Grade 26

Ability to organize, coordinate and manage multiple priorities, work independently and meet deadlines.

Ability to establish and maintain effective and credible working relationships with general public, county staff and stakeholders.

Ability to work well with people from diverse backgrounds and various socio-economic levels.

Ability to work flexible hours to meet program objectives.

MINIMUM ENTRANCE REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Psychology, Social Work, Education, Public Relations or related field; one (1) year of experience performing outreach activities or educational events; or any equivalent combination of related training and experience.

NECESSARY SPECIAL REQUIREMENT

- Must successfully complete Florida Council Against Sexual Violence Rape Crisis Certification during probationary period.
- Must maintain certification throughout employment.

Rev. 5/2018

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Position Description: Victim Advocate, Pay Grade 25 (NE), #03965

Advocates employed through SASP funding sources dedicate 100% of their time to SASP required services.

NATURE OF WORK

This is professional and specialized work serving victims of crime assigned to the Victim Services Section within the Department of Public Safety.

An employee in a position allocation to this class is responsible for providing crisis intervention, supportive counseling and advocacy for victims of sexual assault, family and household members of such victims; and those collaterally affected by the victimization including friends, coworkers, and classmates.

An employee in this position will also be responsible for increasing support and enhancing services to victims of sexual assault in the lesbian, gay, bisexual, and transgender (LGBT) communities.

Work is performed under the general supervision of a team supervisor, but the employee is expected to exercise initiative and responsibility. Work is reviewed through conferences, reports and effectiveness of work results.

EXAMPLES OF WORK

Work includes crisis intervention and follow through services on a 24-hour rotation basis for sexual assault victims; short term counseling and advocacy. Incumbent provides legal, social and medical referrals; assists with filing victim compensation claims; provides transportation for court related functions when possible. Acts as a liaison for victims with assistant state attorneys, law enforcement officers, and social/welfare agencies.

Assists with the training and supervision of volunteers and interns; provides public awareness and professional training on victimization and victims' rights issues; attends meetings and conferences.

Performs related work as required, according to Section, Division, Department, and County policies and guidelines.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of criminal victimization and related Florida laws.
- Knowledge of the dynamics of sexual assault.
- Knowledge and experience with crisis intervention and short-term supportive counseling and advocacy.
- Knowledge of the criminal justice system, social and legal referral systems.
- Ability to exercise mature judgment and initiative in responding to 24 hour crisis, court advocacy and other client needs.
- Ability to work effectively with a minimum of supervision.
- Ability to express ideas clearly, both orally and in writing.
- Ability to effectively communicate with primary and secondary victims and referral sources in a professional manner.
- Ability to maintain accurate records and prepare written reports on a timely basis.

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Position Description: Victim Advocate, Pay Grade 25 (NE), #03965

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with major course work in Psychology, Counseling, Criminal Justice, Sociology or related field; one (1) year of professional experience, or two (2) or more years of volunteer work in the area of criminal victimization OR professional/paraprofessional general social or advocacy work including general criminal justice in a social service agency or department; or any equivalent combination of related training and experience.

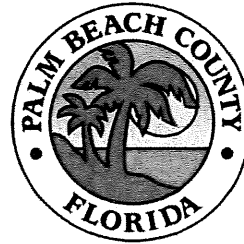
NECESSARY SPECIAL REQUIREMENT

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

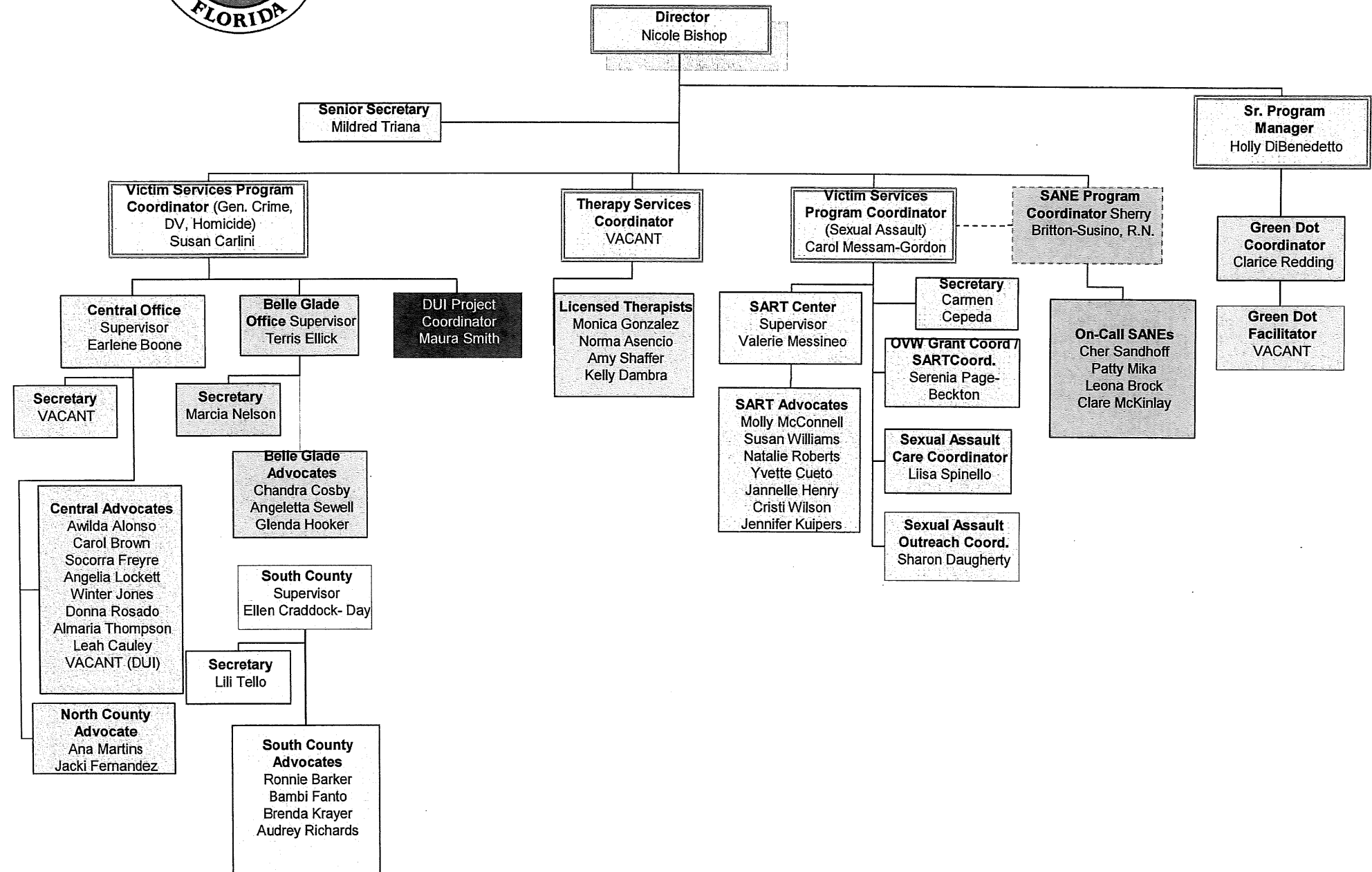
Rev. 5/2018

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Victim Services & Certified Rape Crisis Center



Proposal Narrative

Abstract

The Palm Beach County Board of County Commissioners, through its Division of Victim Services & Certified Rape Crisis Center (PBCVS) seek to increase and enhance services to victims of sexual assault (including their friends and family members) in Palm Beach County, Florida. To accomplish this principal goal, three key goals were developed: 1.) Increase the availability of specialized victim services for adult, youth and child victims of reported and non- reported sexual assault (including family/household members of such victims); 2.) Expand advocacy services to include collateral victims (not currently served by agency); and 3.) Meaningfully increase awareness, accessibility of victim services, especially within the lesbian, gay, bisexual, and transgendered (LGBT) population. To support the goals, thirteen objectives and several accompanying tasks were identified. Objectives and tasks for this project include centralizing agency services by hiring two victim advocates to provide direct services; expanding agency capacity by extending services to collateral victims; increasing outreach capacity by hiring a part-time outreach coordinator; and entering into a formal relationship with Compass Community Center. Compass has agreed to integrate victim services into their current programming to increase awareness and services for the LGBT community in hopes of more individuals seeking services from PBCVS. Tangible work products include updated forms and policies, bus shelter advertisements targeted at LGBT individuals, a Memorandum of Understanding with Compass Community Center, a psychoeducational group curriculum and LGBT friendly signage for the lobbies of PBCVS five office locations.

Statement of Problem and Needs Assessment

Palm Beach County (PBC), Florida (project service area), is located in the southeast coastal region of Florida. With a year round population of 1,422,789 (2015 Census estimate), it is the third most populous county in the state with 7% of Florida's population. Palm Beach is the second largest county in Florida covering 1,977 square miles, extending 53 miles from East to West and 45 miles from North to South with a terrain of urban, rural and coastal areas. There are 124,000 seasonal residents and 7 million visitors throughout the year. Disability affects 6.2% of PBC residents (2015 Census). Gallup polling indicates that 4.2 percent of the population in South Florida identifies as lesbian, gay, bisexual, transgendered or queer (LGBT). According to lep.gov/maps/, between 100,000 and 250,000 speak a language other than English. Of those, 63% speak Spanish, 19% speak Creole/French, 3% speak Portuguese, 2% speak French or Chinese and 11% other languages.

Sexual Assault is a life-threatening crime that affects thousands of people in Palm Beach County each year. According to the Florida Department of Law Enforcement (FDLE), there were six hundred forty-four forcible sex offenses *reported* in 2016. PBC Victim Services data indicates that six hundred sixty-nine victims of sexual assault received our services during that same timeframe. Four hundred twenty-three were over eighteen and two hundred forty-one were children. However, according to the Department of Justice, Office of Justice Programs, Bureau of Justice Statistics, National Crime Victimization Survey, 2010-2014 (2015), two out of three sexual assaults go *unreported*. People from marginalized and underserved communities are disproportionately affected. Secondary victims, the friends and family of those sexually assaulted, are marginalized and often go unassisted. Secondary victims often experience the effects of trauma as well, sometimes with similar symptoms to those of primary victims. The needs of secondary victims warrant attention in their own right. By recognizing the impact of sexual assault on the people who care about victim/survivors and addressing their needs, it will not

only assist a group whose needs have been previously overlooked, it will also better equip these people to provide a support network for the victim/survivor.

According to the Centers for Disease Control and Prevention (CDC), lesbian, gay and bisexual people experience sexual violence at similar or higher rates than heterosexuals. The National Coalition of Anti-Violence Projects (NCAVP) estimates that nearly one in ten LGBT survivors of intimate partner violence has experienced sexual assault from those partners. Studies suggest that around half of transgender people and bisexual women will experience sexual violence at some point in their lifetimes. PBC Victim Services records indicate that only thirty-four people identifying as LGBT received services related to a sexual assault in 2017. Palm Beach County Victim Services and Certified Rape Crisis Center (PBCVS) is seeking priority consideration because we seek to address the problem of underreporting by enhancing current services and outreach to victims of sexual assault, with additional focus in the LGBT community. This will be accomplished by increasing outreach activities, increasing the availability of specialized advocacy services and by entering into a formal relationship with Compass Community Center. Compass is a community center that primarily (but not exclusively) serves the lesbian, gay, bisexual, and transgender residents of Palm Beach County. Compass' social services programs include a thriving LGBT youth services department; a wide-reaching HIV outreach, testing, and prevention department; and a HIV health services department that provides case management, peer support services, and mental health therapy for people living with HIV and AIDS. In addition to these services, Compass' 14,000 square foot community center has a state of the art computer center equipped with 12 desktop PCs, an LGBT themed lending library, and is home to over 20 social, support, and therapeutic groups. Compass also hosts several outreach activities to the larger LGBT community--the two largest being Pride Fest of Lake Worth and the Palm Beaches and the Stonewall Black and White Ball. Over 40,000 individuals attend Compass' events yearly.

It is a challenge to reach underserved victims of sexual assault in Palm Beach County. Due to this challenge, it is difficult to provide information to underserved populations regarding the services that exist in their

area. It becomes complicated to meet the needs of underserved populations due to this lack of knowledge of services. In order to engage victims and increase awareness and meaningful access to services, additional and targeted outreach is necessary.

PBCVS target population for this project is adult, youth and child victims of reported and non- reported sexual assault, family and household members of such victims, those collaterally affected by the victimization and people who identify as LGBT. PBCVS (applicant) serves victims of violent crime, domestic violence, dating violence and stalking and is the only Certified Rape Crisis Center in PBC. Considered a part of local government, PBCVS is not part of the criminal justice system and is able to offer confidentiality for victims of sexual assault. PBCVS operates the county's Sexual Assault Nurse Examiner (SANE) program and coordinates the Sexual Assault Response Team (SART). Services offered are a 24-hour helpline, advocacy, outreach, prevention and trauma based individual therapy and support groups. No other agencies in Palm Beach County are addressing this need.

Project Description

Currently, PBCVS serves all victims of violent crime in PBC through twenty-six advocates, who provide crisis response 24 hours a day, 7 days per week. Four advocates *primary* focus is sexual assault, while twenty-two are general crime advocates available to respond to all types if violent crime. We have a SART Center, which serves as the hub of sexual assault response for the community where the SART advocates, SANE Coordinator, SART Coordinator, Sexual Assault Program Coordinator and sexual assault therapists are housed. Through this grant, we are seeking to hire an additional two advocates whose *primary* focus is sexual assault. They will be housed at the SART Center. This will allow our agency to centralize response to sexual assault cases from the SART center and increase the number of cases handled by specialized sexual assault advocates whose focus is sexual assault. We plan to expand advocacy services to a group that was formerly not assisted- friends and family members of those who were sexually assaulted. This will be done through quarterly group

sessions with an advocate who will increase knowledge of secondary victimization and trauma symptoms. Additionally, PBCVS seeks to increase sexual assault outreach (specifically within the LGBT community) through a part-time outreach coordinator and MOU with Compass Community Center. The outreach coordinator will work hand in hand with Compass to create awareness and a working knowledge of the existing services that are available for victims of sexual assault.

Key goals of this project include the following:

Project Goal 1:

Increase the availability of specialized victim services for adult, youth and child victims of reported and non-reported sexual assault, family and household members of such victims.

Objectives:

1. *Hire two victim advocates and house them at SART Center.* The Sexual Assault Program Coordinator will be responsible for this task. It will be completed within the first quarter, following the grant being ratified by the PBC Board of County Commissioners.

The new advocates will work with the four sexual assault responders to increase the capacity to respond to sexual assaults during the day and will receive sexual assault cases transferred from general crime advocates. They will follow up within twenty-four hours of receiving the case and will keep the case until services are no longer needed. The internal Standard Operational Procedure (SOP) regarding case assignment will be updated to reflect this change upon the hiring of the advocates.

2. *Advocates will provide direct services to victims.* The victim advocates will be responsible for providing 1200 services to 100 clients in the first year. They will document direct services to victims in the CMP case management system and the SVDR throughout the project.

Project Goal 2:

Expand advocacy services to include collateral victims.

Objectives:

1. *Update Standard Operational Procedures to include collateral victims.* The Sexual Assault Program Coordinator will be the responsible party for completing the SOP within the first quarter of the grant.
2. *Host quarterly psychoeducational sessions aimed at friends and family members of sexual assault victims.* The Sexual Assault Program Coordinator shall be responsible for the scheduling of these sessions, which will serve forty clients annually. The victim advocates will create a curriculum and lead the sessions. Information will be entered into the CMP case management system and the SVDR (if applicable). This activity will occur quarterly, at a minimum.
3. *Update victim intake form to inquire about collateral victims.* The Sexual Assault Program Coordinator will update the intake form within the first quarter of the grant.
4. *Update Case Manager Pro (CMP) to capture collateral victim information.* The Sexual Assault Program Coordinator will update CMP within the first quarter of the grant.

Project Goal 3:

Meaningfully increase awareness and accessibility of victim services, especially within the LGBT population by enhancing outreach capacity and collaborating with Compass Community Center.

Objectives:

1. *Hire 25-30 hour week outreach coordinator.* The Sexual Assault Program Coordinator will be responsible for recruiting and hiring the outreach coordinator. It will be completed within the first quarter of the grant.
2. *Enter into Memorandum of Understanding (MOU) with Compass Community Center, outlining the relationship between the parties.* The Program Director will facilitate the MOU and the Board of County Commissioners will sign it within the second quarter of the grant.

3. *Participate in Compass support groups or facility visits to discuss and promote access services.* The victim advocates and/or outreach coordinator will schedule one support group or facility visit per month, reaching a minimum of 80 clients annually.
4. *Participate in Compass large events quarterly (Pridefest, National Testing Day, Stonewall Ball, etc.) to increase awareness of victim services.* The victim advocates and/or outreach coordinator will participate in one large event quarterly.
5. *Develop bus shelter ads and strategically place in high density LGBT areas.* The program coordinator will work with Outfront Media to complete development and placement of the ads in first quarter. They will be ongoing throughout the first year.
6. *Cross promote Compass/Victim Services on Facebook, website and Social Media pages.* The outreach coordinator will post/cross post weekly.
7. *Create rainbow or pink triangle signage to post in PBCVS lobbies to indicate that we are LGBT friendly/safe.* The sexual assault program coordinator will complete this task within the 2nd quarter of the grant and the signage will be posted throughout the duration of the grant.

Evaluation Plan

The Director of Victim Services through the Sexual Assault Program Coordinator will provide oversight to the project. The project goals will be evaluated through quarterly progress meetings with project related staff and with Compass Community Center, Director of Outreach. Accountability between Compass Community Center and PBCVS will be ensured through a MOU, which will outline detailed tasks, goals and objectives for each agency. With regard to **Project Goal 1:** “Increase the availability of specialized victim services for adult, youth and child victims of reported and non- reported sexual assault, family and household members of such victims”, milestones to indicate success will be the hiring of two advocates, successful training and provision of direct services to clients. **Project Goal 2:** “Expand advocacy services to include collateral victims” will be realized when staff are trained and a procedure is developed which includes collateral victims. The procedure

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will include a new intake form and updates to CMP to capture data. Success will be indicated for **Project Goal**

3: “Meaningfully increase awareness and accessibility of victim services, especially within the LGBT population by enhancing outreach capacity and partnering with Compass, Inc.” when the part-time outreach coordinator has been hired, the MOU is signed with Compass Community Center, PBCVS is integrated into Compass support groups/programming and bus shelters and signage are placed in the community. An additional milestone will be an increase in the number of LGBT individuals seeking services through PBCVS.

Goal	Objective	Method of Measurement (establish baseline, if applicable)	Estimated Number of Services/ Clients (if applicable)	Responsible Staff Person & Completion Date
Project Goal 1 Increase the availability of specialized victim services for adult, youth and child victims of reported and non- reported sexual assault, family and household members of such victims	1.Hire 2 advocates and house them at SART Center 2.Advocates will provide direct services to victims	1.Employment records 2. Case data entered into agency database/SVDR	1.n/a 2. 1200 services/ 100 clients yearly	1.Sexual Assault Program Coordinator 11/1/2018 2.Sexual Assault Advocates 7/31/2019
Project Goal 2 Expand advocacy services to include collateral victims	1. Update operational procedures to include collateral victims.	1.Procedure	1.n/a	1. Sexual Assault Program Coordinator 9/1/2018

PBCVS Sexual Assault Services Formula Grant Program
(SASP) Application

	<p>2. Host quarterly psychoeducational sessions aimed at friends and family members</p> <p>3. Update victim intake form to inquire about collateral victims</p> <p>4. Update CMP (data management system) to capture collateral victim information</p>	<p>2. Sign in sheets and data entered in agency database/SVDR</p> <p>3. New form</p> <p>4. Updated database</p>	<p>2. 40 clients yearly</p> <p>3. n/a</p> <p>4. n/a</p>	<p>2. Sexual Assault Program Coordinator and Sexual Assault Victim Advocates 7/31/2019</p> <p>3. Sexual Assault Program Coordinator 9/1/2018</p> <p>4. Sexual Assault Program Coordinator 9/1/2018</p>
<p>Project Goal 3</p> <p>Meaningfully increase awareness and accessibility of victim services especially within the LGBT population by providing enhancing outreach capacity.</p>	<p>1. Hire 25-30 hour week outreach coordinator</p> <p>2. Enter into Memorandum Of Understanding with Compass, outlining the relationship between the parties</p> <p>3. Participate in Compass support groups to discuss and promote access services</p>	<p>1. Employment records</p> <p>2. MOU</p> <p>3. Agenda, Sign in sheets with date, title, and educational materials distributed</p>	<p>1. n/a</p> <p>2. n/a</p> <p>3. Four times per year/ 80 clients</p>	<p>1. Sexual Assault Program Coordinator 11/1/2018</p> <p>2. PBCRCC Program Director 12/15/2018</p> <p>3. Sexual Assault Program Staff 7/31/2019</p>

PBCVS Sexual Assault Services Formula Grant Program
(SASP) Application

	<p>4. Participate in Compass large events quarterly (Pridefest, National Testing Day, Stonewall Ball, etc.) to increase awareness of victim services</p>	<p>4. Sign-in sheets with date, title, and educational materials distributed</p>	<p>4. 4 times per year</p>	<p>4. Sexual Assault Program Staff 7/31/2019</p>
	<p>5. Develop bus shelter ads and strategically place in high density LGBT areas</p>	<p>5. Bus Shelter Ads</p>	<p>5. 20 Bus Shelters</p>	<p>5. Sexual Assault Program Coordinator 11/1/2018</p>
	<p>6. Cross promote Compass/Victim Services on Facebook, website and Social Media pages</p>	<p>6. Social Media Postings</p>	<p>6. n/a</p>	<p>6. Sexual Assault Outreach Coordinator 7/31/2019</p>
	<p>7. Create rainbow or pink triangle signage to post in PBCVS lobbies to indicate that we are LGBT friendly/safe</p>	<p>7. Signage</p>	<p>7. n/a</p>	<p>Sexual Assault Program Coordinator 1/31/2019</p>

SUMMARY
2018-2019 SASP Line Item Budget

Categories	Amount
Salaries & Fringe Benefits	\$ 159,416.60
Contractual Services	\$ -
Building Space, Storage & Utilities	\$ -
Communications/Webpage/Internet	\$ -
Supplies, Postage & Delivery	\$ -
Equipment	\$ -
Travel & Training	\$ 11,334.40
Resource Materials & Subscriptions	\$ -
Advertising (SA Services & Recruitment)	\$ 3,000.00
Insurance & Audit	\$ -
GRAND TOTAL	\$ 173,751.00

Program Name:

Subcontract #:

2018-2019 SASP Line Item Budget

Program Name:

Subcontract #:

Contact Name:

Contact Phone:

All expenditures must appear in a pre-approved line item budget. Delete unused categories.
Provide justification/clarification for each line item in the Budget Narrative below.

	1	2	3	6	7	8	9
	Total cost for each line item entered	% of line item cost assigned to SASP	SASP amount assigned to the line item	% of line item cost assigned to Other funds	Other funds amount assigned to the line item	Auto Calculates total amount of line item	Auto Calculates total % of assigned to line item
Categories/Line Items Show calculations for total cost (Add line items as needed)	Total Cost	% of SASP	SASP Amount	% of Other	Other Amount	Total	Total %
Salaries & Fringe Benefits							
> Include start/end dates for funded staff > Any background checks or payroll fees should appear here							
Position Title: Victim Advocate							
Staff Name: TBD							
Annual Salary rate: \$ _____							
Salary for dates: 8/01/18 - 07/31/19	\$ 42,852.00	100%	\$ 42,852.00	0%		\$ 42,852.00	100%
Fringe Benefits:							
FICA	\$ 2,657.00	100%	\$ 2,657.00	0%		\$ 2,657.00	100%
Medi	\$ 621.80	100%	\$ 621.80	0%		\$ 621.80	100%
Life Insurance			\$ -			\$ -	0%
Health/Life Insurance	\$ 14,200.00	100%	\$ 14,200.00	0%		\$ 14,200.00	100%
Retirement	\$ 3,518.00	100%	\$ 3,518.00	0%		\$ 3,518.00	100%
Background Check						\$ -	0%
Benefits subtotal	\$ 20,996.80	100%	\$ 20,996.80	0%	\$ -	\$ 20,996.80	100%
Position Title: Victim Advocate							
Staff Name: TBD							
Annual Salary rate: \$ _____							
Salary for dates: 8/01/18 - 07/31/19	\$ 42,852.00	100%	\$ 42,852.00	0%		\$ 42,852.00	100%
Fringe Benefits:							
FICA	\$ 2,657.00	100%	\$ 2,657.00	0%		\$ 2,657.00	100%
Medi	\$ 621.80	100%	\$ 621.80	0%		\$ 621.80	100%
Life Insurance			\$ -			\$ -	0%
Health/Life Insurance	\$ 14,200.00	100%	\$ 14,200.00	0%		\$ 14,200.00	100%
Retirement	\$ 3,518.00	100%	\$ 3,518.00	0%		\$ 3,518.00	100%
Background Check						\$ -	0%
Benefits subtotal	\$ 20,996.80	100%	\$ 20,996.80	0%	\$ -	\$ 20,996.80	100%
Position Title: Sexual Assault Outreach Coordinator							
Staff Name: TBD							
Annual Salary rate: \$ _____							
Salary for dates: 8/01/18 - 07/31/19	\$ 27,378.00	100%	\$ 27,378.00	0%		\$ 27,378.00	100%
Fringe Benefits:							
FICA	\$ 1,697.00	100%	\$ 1,697.00	0%		\$ 1,697.00	100%
Medi	\$ 397.00	100%	\$ 397.00	0%		\$ 397.00	100%
Life Insurance			\$ -			\$ -	0%
Health/Life Insurance			\$ -			\$ -	0%
Retirement	\$ 2,247.00	100%	\$ 2,247.00	0%		\$ 2,247.00	100%
Background Check						\$ -	0%
Benefits subtotal	\$ 4,341.00	100%	\$ 4,341.00	0%	\$ -	\$ 4,341.00	100%
Subtotal	\$ 159,416.60	100%	\$ 159,416.60	0%	\$ -	\$ 159,416.60	100%
Travel / Training / Local Mileage							
3 Staff for Required Training	\$ 4,707.00	100%	\$ 4,707.00	0%		\$ 4,707.00	100%
2 Advocates for Practitioner Training	\$ 2,729.20	100%	\$ 2,729.20			\$ 2,729.20	100%
2 Victim Advocates Monthly Mileage	\$ 3,097.20	100%	\$ 3,097.20			\$ 3,097.20	100%

1 Outreach Coordinator Monthly Mileage	\$ 801.00	100%	\$ 801.00			\$ 801.00	100%
Subtotal	\$ 11,334.40	100%	\$ 11,334.40	0%	\$ -	\$ 11,334.40	100%
Advertising (SV Services / Recruitment)							
Bus Shelter Ads	\$ 3,000.00	100%	\$ 3,000.00	0%		\$ 3,000.00	100%
Subtotal	\$ 3,000.00	100%	\$ 3,000.00	0%	\$ -	\$ 3,000.00	100%
Grand Total	\$ 173,751.00	100%	\$ 173,751.00	0%	\$ -	\$ 173,751.00	100%
Identify source(s) of match: N/A							

Budget Narrative

Provide a justification for each line item listed explaining how supports the subcontract requirements.
The budget will *not* be accepted without a complete narrative.

Salaries / Fringe Benefits:

The **Victim Services Advocates** will provide direct services, including on-call crisis field response, advocacy, and accompaniment, support services and related assistance to adult, youth, and child victims of sexual assault, family and household members of such victims, and those collaterally affected by the victimization to include friends, co-workers and classmates. The Victim Advocates will provide crisis intervention; accompaniment to medical facilities, police and court proceedings; provide information and referral; and assist with victim compensation. The Victim Advocates will also be responsible for increasing support and enhancing services to victims of sexual assault in the lesbian, gaybisexual, and transgender (LGBT) communities.

The **Part-Time Victim Services Sexual Assault Outreach Coordinator** will be responsible for implementing a comprehensive outreach plan focused on sexual assault community outreach with priority for the LGBT community. Work involves planning and executing a variety of public information programs to increase awareness and community engagement in sexual violence services. Activities include delivery of presentations, coordination of tabling events and distribution of educational material. These programs encompass special events, outreach events and multi-media campaigns.

Travel / Training / Local Mileage: Travel estimates are in accordance with Palm Beach County policies and procedures, specifically PPM CW-F-009.

Travel: 3 Applicant Staff to attend required training in accordance with subgrant requirements.

Location TBD; Airfare 3*425 roundtrip flight \$1275; Hotel 3*250*4 days \$3000; Meals 3*\$36*4 days \$432.00 TOTAL: **\$4,707.00**

Travel: 2 Applicant Staff to attend Florida Office Of Attorney General Victim Services Practioner Designation Training; Registration 2*399 \$798

Hotel 2*5days*150 \$1500; Meals 2*\$36*5 days \$360.00; Mileage 80 miles*.445*2 =\$71.20 TOTAL: **\$2,729.20**

Victim Advocate Travel to crisis field responses, accompaniment, outreach activities; 290 miles per month*445 * 2* 12 TOTAL: **\$3,097.20**

Sexual Assault Outreach Coordinator Travel to outreach activities: 150 miles per month*.445 *12 TOTAL: **\$801.00**

Advertising (SV Services/Recruitment):

The advertising providers will assist the project with increasing awareness of services to underserved populations. 20 Bus Shelter ads will be purchased through Outfront Media to target the LGBT community. TOTAL: **\$3000.00**