

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Personal Services	\$95,014				
Operating Costs	\$24,986				
Capital Expenditures					
External Revenues	(\$120,000)				
Program Income (County)					
In-Kind Match (County)					
Net Fiscal Impact	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

ADDITIONAL FTE

POSITIONS (Cumulative)	1	0	0	0	0
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Is Item Included In Current Budget? Yes No
 Is this item using Federal Funds? Yes No
 Is this item using State Funds? Yes No

Budget Account Exp No: Fund 1426 Dept. 662 Unit 3232 Obj. varies
 Rev No: Fund 1426 Dept. 662 Unit 3232 Rev. 3129

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

Grant: FCASV (Sexual Assault) Program
 Fund: 1426 – Public Safety Grants
 Unit: 3232 – Sexual Assault Formula Grant Program

Departmental Fiscal Review: _____

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III. REVIEW COMMENTS

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

 OFMB *QA* 12/19
 V.S. 12/20

 Contract Administration
 1/3/24

B. Legal Sufficiency:

 1/4/24
 Assistant County Attorney

C. Other Department Review:

 Department Director

**FLORIDA COUNCIL AGAINST SEXUAL VIOLENCE
SUBCONTRACT # 23SAS26**

THIS SUBCONTRACT, which includes Attachment I and the accompanying attachments and exhibits, is entered into between the Florida Council Against Sexual Violence, hereinafter referred to as the "Council", and Palm Beach County, A Political Subdivision of the State of Florida hereinafter referred to as the "Provider," each a "party" and jointly referred to as the "parties."

1. Funds awarded under this subcontract. The Department of Justice (DOJ), Office on Violence Against Women (OVW) awarded the FL Department of Health (DOH) the amount of \$1,019,433.00 in response to the 2022 OVW Sexual Assault Services Formula Program Solicitation to support sexual assault victim services in the state of Florida. (Award number 15JOVW-22-GG-00350-SASP. Assistance Listing Number (ALN) 16.017.) DOH is designated as the state administrator for SASP funds. The Council is designated as the pass-through entity for the distribution of SASP funds in Florida. As such, DOH awarded SASP funding to the Council to support local sexual assault services in the state of Florida (Contract #COHEB). A total \$969,752.00 was made available for sexual assault services subawards through a competitive process, for the initial project term.
2. If, after the initial award period, the provider has failed to perform as specified in the submitted proposal or the resulting subaward terms and conditions the subaward may be terminated by FCASV. There is no guarantee that funds will be available in the future. Therefore, the Provider is encouraged to develop a plan to sustain project activities if federal funding through SASP ceases to be available. Awards/payments are contingent on the availability of funds and any modifications or additional requirements that may be imposed by the FL Department of Health, FCASV, DOJ, OVW or Florida Statutes.
3. Effective and Ending Dates. This Subcontract will begin on October 1, 2023 and shall be retroactive to that date if executed if executed thereafter. It will end on July 31, 2026.
4. Subcontract Amount. The Council agrees to pay the Provider for the completion of the deliverables as specified in Attachment I, in an amount not to exceed \$120,000.00 subject to the availability of funds.
5. All Terms and Conditions Included. This Subcontract and its attachments and exhibits as referenced, Attachments I, II, III, Appendices 1 and 2 contain all the terms and conditions agreed upon by the parties. If any term or provision of this Subcontract is found to be illegal or unenforceable, the remainder of the Subcontract will remain in full force and effect and such term or provision will be stricken.

IN WITNESS THEREOF, the parties hereto have caused this twenty (20) page Subcontract to be executed by their undersigned, duly authorized, officials, and attest to have read the above Subcontract and agree to the terms contained within it.

PROVIDER: Palm Beach County, A Political Subdivision of the State of Florida

Florida Council Against Sexual Violence

SIGNATURE:



SIGNATURE:



PRINT/TYPER NAME: Verdenia C. Baker

PRINT/TYPER NAME: JENNIFER L. DRITT, LCSW

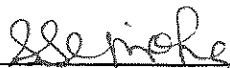
TITLE: County Administrator

TITLE: EXECUTIVE DIRECTOR

DATE: 12/7/2023

DATE: 12/11/2023 | 6:20 AM PST

APPROVED AS TO TERMS AND
CONDITIONS

By 
Division Director
Department

APPROVED AS TO FORM AND LEGAL
SUFFICIENCY

By: 
County Attorney

ATTACHMENT I

A. Services to Be Provided.

1. General Description

- a. **General Statement.** Funds provided under this subcontract shall be used to support and provide sexual assault recovery services to primary and secondary victims, for the duration of the subcontract period. Services shall be conducted in accordance with the FCASV 2023 SASP RFP and align with Council Core and Enhanced Service Standards. Organizational Management Standards shall also be applied by the Provider for the duration of the subcontract period.
- b. **Major Program Goal.** To increase and enhance services to primary and secondary victims of sexual battery and meaningful consultation with representatives from underserved communities.
- c. **Authority:** Section 381.005, Florida Statutes.

2. Definitions of Terms

- a. **Business Days:** Monday through Friday, excluding state of Florida holidays.
- b. **Office of Violence Against Women (OVW):** A federal agency that provides leadership in developing the national capacity to reduce violence against women and administer justice for and strengthen services to victims of domestic violence, dating violence, sexual assault, and stalking.
- c. **Primary Victim:** A person who has been the victim of sexual assault.
- d. **Quarter:** A three-month period of the contract. The quarters for this contract are October (first quarter), November through January (second quarter), February through April (third quarter), and May through July (fourth quarter).
- e. **Rape Crises Center:** Any public or private agency that provides Sexual Assault Services to Primary Victims and their families and is certified by a statewide nonprofit association as defined in section 794.055, Florida Statutes.
- f. **Recipient:** An entity, usually but not limited to non-Federal entities that receives a Federal award directly from a Federal awarding agency. The term recipient does not include subrecipients or individuals that are beneficiaries of the award.
- g. **Secondary Victim:** The significant other, family member, friend, or any individual impacted by a Primary Victim's sexual assault.
- h. **Sexual Assault Services.**
 - 1) Providing crisis intervention services and referral through the 24-hour helpline;
 - 2) Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;

- 3) Crisis intervention, therapy, 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 communities; and
 - 6) Development and distribution of materials on issues related to these services.
- i. **Sexual Assault Services Formula Grant Program (SASP):** A federal program that directs grant dollars to states and territories to assist in supporting Rape Crisis Centers and other nonprofit, nongovernmental organizations or tribal programs that provide direct intervention and related assistance to victims of sexual assault. SASP was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005, 34 U.S.C. § 12511, (VAWA).
 - j. **Sexual Violence Data Registry (SVDR):** The Department's internet-based data system for the reporting sexual violence victim service data.
 - k. **Subrecipient:** An entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a Federal award. Subrecipient and Provider are interchangeable in this subcontract.
 - l. **Track-It!** Electronic document management system for providers to utilize in the submission of reports and other documents to the Council.
 - m. **Underserved Communities:** The Subcontractor's service area that has limited or no access to resources or that are otherwise disenfranchised.
 - n. **Underserved Populations:** Groups that have limited or no access to resources or that are otherwise disenfranchised within the Underserved Community.

2. Clients to Be Served.

- a. **General Description.** All primary and secondary victims of sexual assault may be provided services.
- b. **Client Eligibility.** Eligibility extends to any individual that has been the victim of sexual assault (primary or secondary victims), regardless of age. The primary presenting reason for an individual to receive services supported under this subcontract must be related to sexual assault. Domestic violence or other trauma-related services may not be supported with subcontract funds. However, if an individual presents as a victim of domestic violence or other trauma, but is also a current or former victim of sexual assault, related sexual assault-specific victim services may be supported under this subcontract.
- c. **Client Determinations.** In the event of any disputes regarding the eligibility of clients, the determination made by the Council is final and binding on all parties.
- d. **Subcontract Limits.** The Provider must understand and comply with the following:

- 1) 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.
- 2) The Provider agrees to comply with all relevant FL Department of Health Standard Contract (Appendix 1), OVW SASP Special Conditions (Appendix 2), statutory, regulatory requirements.
- 3) The Provider agrees to submit one copy of all reports and proposed publications funded under this project to the Council 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 subcontract.
- 4) The Provider shall comply with the current DOJ Grants Financial Guide and the FL Reference Guide for State Expenditures.
- 5) 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.

C. Manner of Service Provision.

1. Scope of Work. The Provider shall ensure that sexual assault recovery services are provided throughout the subcontract period.
 - a. Tasks: The Provider will perform the following:
 - 1) Provide sexual violence recovery services including intervention, advocacy, accompaniment, therapy, support services, and related assistance to reporting and non-reporting primary and secondary victims of sexual violence. The Provider shall submit proposed deliverables, in the format prescribed by the Council, in accordance with the Provider's solicitation proposal each year for approval. This document is hereby incorporated into this subcontract by reference and may be changed upon submission and approval of a signed, revised version of the deliverables document.
 - 2) Sexual assault recovery services shall be documented in case notes and maintained in client files in date order. Case notes shall clearly indicate the services provided and how each was related to the sexual assault victimization.
 - 3) Enter information on all victims served and the services provided with SASP funds into the Florida Department of Health Sexual Violence Data Registry (<https://eas40ex.doh.state.fl.us/svr/pages/seclogin.aspx>). A unique victim identification number shall be obtained for all SASP-funded primary and secondary victims served.
 - a) This information shall be entered by the 10th of the month following the month in which services were provided. Invoice payment may be withheld pending completion of delinquent data entry. If the 10th of the month falls on a weekend or holiday, the data must be entered by the last business day previous to that date.

- b) All helpline calls shall be entered as aggregate counts for each of the following: 1) number of primary victim calls, 2) number of secondary victim calls, and 3) number of all other calls. Helpline calls are not distinguished by funding source.
- 4) The Provider shall participate in all training provided by the Council to address proper completion of the SASP Annual Progress Report.
- b. Task Limits. All tasks shall be provided within the State of Florida. The Provider is authorized to perform only the tasks set out herein or in any amendment hereto.
- c. The Provider shall remain operational and provide reports for the entire subcontract period, even if the deliverables have been met before the subcontract ending date.

2. Staffing Requirements.

- a. Staffing Levels. The Provider shall maintain an adequate administrative organizational structure and support staff sufficient to discharge its contractual responsibilities. Provider shall designate a project manager who is responsible for subcontract compliance and who will be the primary point of contact for the Council on progress and all work products.
 - 1) The Provider shall submit the job description, resume and any other credentials for all staff funded under this subcontract.
 - 2) The Provider shall require all staff funded under this subcontract to maintain timesheets signed by their supervisor to account for their time.
 - 3) The Provider shall notify the Council contract manager within five (5) working days of hiring and/or terminating staff funded under this subcontract. For new hires, notification shall include a resume and job description.
 - 4) If any information on the Provider Information Form changes, the Provider shall submit a revised form within five (5) working days of the change.
 - 5) A paid sexual assault services coordinator will be on staff throughout the contract term and must have completed the 30-hour ACT training. The coordinator will provide coordination services specific to sexual assault.
 - 6) The Provider shall assign at least twenty-five percent (25%) FTE to any SASP-funded position to provide sexual assault victim services and/or related activities during the subcontract period.
 - 7) Direct service staff funded in part or in full through the Council must have 100% of their time designated to sexual assault service provision, regardless of funding source. The Council may approve sexual assault program positions to be funded at 75% FTE. Exceptions to the requirement may include on-call advocates and helpline staff.
 - 8) If operating a sexual assault-only helpline (a helpline that is exclusively advertised and operated for sexual assault assistance), associated costs are allowable.
 - 9) If operating a multi-service helpline where 25% or fewer of the calls are specific to sexual assault:

- a) Non-personnel expenses may be covered equal to the percentage of sexual assault calls received, averaged from previous June 1 through May 31 period.
 - b) Only personnel costs associated with sexual assault training time (Advocacy Core Training plus eight (8) hours of annual ongoing training) may be covered by funds under this subcontract.
- b. Professional Qualifications. The Provider will be responsible for the staff affiliated with this subcontract, ensuring that they have the education, any professional licensure or certification which may be required by law, and experience necessary to successfully carry out their duties.
- 1) The Provider shall ensure that all staff and/or subcontractors (including therapists) funded under this subcontract complete the ACT training prior to providing one-on-one direct services to sexual assault victims. ACT training must be completed within the first 30 days of employment.
- c. Subcontractors. The Provider may, *only* with prior written approval of the Council, enter into written subcontracts for performance under this subcontract. No subcontract agreement that the Provider enters into with respect to performance under this subcontract shall in any way relieve the Provider of any responsibility for performance of its subcontract responsibilities with the Council. Any subcontract issued by the Provider must align with subcontract requirements identified herein.

3. Service Location and Equipment.

- a. Service Delivery Location. The Provider shall provide services from its established Florida-based office or other off-site location approved by the Council.
- b. Service location(s) must be accessible to persons with disabilities and ADA (Americans with Disabilities Act) compliant. The Provider shall, within its ability, make reasonable accommodations and modifications to its facility in order to provide accessible services to persons with disabilities. Examples of such accommodations/modifications are: 1) designated parking, 2) ramp access to building, 3) alternative formats available for documents, 4) accessible restroom facilities 5) doors and doorways are accessible and 6) a sign language interpreter, if available. Physical modifications considered as construction or renovation may not be funded under this subcontract.
- c. Service Times. The Provider's office will be staffed at a minimum from 9:00 a.m. to 5:00 p.m., Monday through Friday, excluding state-sanctioned holidays.
- d. The Provider shall notify the Council one week *prior* to a change of address and submit a revised Provider Information Form within five (5) working days.

4. Deliverables.

- a. Deliverables. See Attachment I, Section C.1.a.
- b. Reports. The mere receipt of reports by the Council shall not be construed to mean or imply approval. The Council reserves the right to reject reports as incomplete, inadequate, or unacceptable. The Council, at its option, may allow additional time within which the Provider may remedy the objections noted or, after having given the Provider a reasonable opportunity to cure and the Provider fails to cure, the Council may terminate the subcontract

in the absence of extenuating or mitigating circumstances. Payment may be withheld by the Council until required reports have been submitted. See Attachment I, Section D. for additional submission requirements. Deliverable deadlines may be extended upon written request of and approval by the Council contract manager. The Provider shall timely submit the following reports to the Council:

- 1) Quarterly Expenditure Report (QER). The Provider shall submit a completed QER form, incorporated herein by reference, to the Council contract manager to verify that funds are: 1) spent on allowable costs, 2) limited to no more than fifteen percent (15%) in administrative expenses, and 3) used to enhance the provision of services and increase the number of victims served. The report shall be due by the 15th day of the month following the quarter in which services were provided, summarizing all expenditures. This report should only include subcontract funds expended.
 - a) At the time of each QER submission, the Provider shall also provide the minutes of any Board of Directors meetings held during the previous quarter.
 - 2) The Provider shall complete the SASP Quarterly Activity Report, incorporated herein by reference, by the 10th of the month following the quarter in which services were provided; to document achievement of service tasks and activities required by this subcontract and/or identified in the Provider's proposal.
 - 3) SASP Annual Progress Report (APR).
 - a) The APR, incorporated herein by reference, shall be submitted once per year on or before January 31st. The report shall include cumulative data for all SASP-funded services provided during each preceding calendar year (January-December).
 - b) For the first calendar year of this subcontract, the Provider shall submit an APR covering the first three months of the subcontract period (October through December).
 - c) For the last calendar year of this subcontract, the Provider shall submit an APR covering the last seven months of the subcontract period (January through July). The last APR shall be due by August 30th.
 - 4) Annual Financial Report. The Provider shall submit a completed Annual Financial Report form, incorporated herein by reference, to the Council contract manager by August 15. The report shall identify total expenditures, specific to this and only this subcontract, for the preceding state fiscal year. Any remaining funds must be remitted to the Florida Council Against Sexual Violence with this report. The Provider shall contact the Council contract manager prior to submission of returned funds.
 - 5) Other Reports. The Provider shall furnish such other reports and information that the Council may require within the time requested.
- c. Records and Documentation.
- 1) The Provider agrees to maintain the confidentiality of all records required by law or administrative rule to be protected from disclosure. The Provider further agrees to hold the Council harmless from any claim or damage including reasonable attorney's fees and costs or from any fine or penalty imposed as a result of an improper disclosure by

the Provider of confidential records, whether public record or not, and promises to defend the Council against the same at its expense.

- 2) The Provider shall maintain all required records pursuant to this subcontract in such manner as to be accessible by the Council upon demand. Where permitted under applicable law, access by the public shall be permitted without delay.

5. Performance Specifications.

a. Monitoring and Evaluation Methodology.

- 1) By execution of this subcontract the Provider hereby acknowledges and agrees that its performance under the subcontract shall meet the standards and be bound by the conditions set forth herein. If the Provider fails to meet these standards, the Council, at its exclusive option, may allow up to six (6) months for the Provider to remedy deficiencies identified by the Council or its agent. If the Council affords the Provider an opportunity to achieve compliance, and the Provider fails to achieve compliance within the specified time frame, the Council will terminate the subcontract in the absence of any extenuating or mitigating circumstances. The determination of extenuating or mitigating circumstances is the exclusive right of the Council.
- 2) The Provider agrees to fully cooperate with the Council in the conduct of both performance and financial audits. The Provider will be evaluated through onsite monitoring visits and desk reviews of requested documentation, reports and invoices. This component is intended to be in addition to other audit requirements incorporated by reference in this subcontract, 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 that result from this subcontract.

6. Provider Responsibilities.

- a. **Provider Unique Activities.** The Provider is solely and uniquely responsible for the satisfactory performance of the task requirements. By execution of this subcontract, the Provider recognizes its singular responsibility for the tasks, activities, and deliverables described herein and warrants that it has fully informed itself of all relevant factors affecting accomplishment of the tasks, activities, and deliverables and agrees to be fully accountable for the performance thereof.
- b. **Contact Information.** The Provider shall submit a Provider Information Form to the Council contract manager with signature pages for execution of this subcontract. Contact information changes must be documented on a revised Provider Information Form and submitted to the Council contract manager within five (5) working days of occurrence. Staff contacts identified by the Provider on the Provider Information Form shall be accessible via e-mail throughout the subcontract period and respond timely to Council contract manager communications.
- c. The Provider shall comply with all internal, agency-specific policies and procedures, including but not limited to: 1) financial management, 2) personnel, 3) board of directors' roles and responsibilities, 4) operations, 5) conflict of interest and 6) document retention.

- d. The Provider shall ensure that any staff travel expenses incurred beyond the local community and funded under this subcontract will be identified on a completed State of Florida Voucher for Reimbursement of Travel Expenses, incorporated herein by reference and maintained by the Provider. Local mileage must be maintained on either a mileage log or the state voucher form to document per trip the destination (i.e., the person/organization if not a victim), number of miles traveled, the purpose of travel and how it relates to sexual assault activities, and date of travel along with the name of the person to be reimbursed.

7. Council Responsibilities.

- a. **Council Obligations.** The Council will provide technical support and assistance to the Provider to increase its capacity to offer victims/survivors of sexual assault the highest quality of services.
- b. **Council Determinations.** The Council has final authority in monitoring, reporting and payment disputes.

D. Method of Payment.

1. Payment.

- a. This is a fixed price subcontract. Payment shall be made upon receipt, review and approval of deliverables and the quarterly invoice (Attachment III) submitted by the Provider.
- b. The Council shall pay the Provider for the delivery of service provided in accordance with the terms of this subcontract for a total dollar amount not to exceed the amount identified in the Standard Subcontract, subject to the availability of funds.
- c. The initial award amount applies to the first year of the subcontract term. Amendments for subsequent years will indicate the award amount for each respective fiscal year.
- d. **Invoice Requirements.** The Provider shall submit an invoice (Attachment III) within ten (10) days following the end of the quarter for which payment is requested. Quarterly periods of service are: October, November-January, February-April and May-July. Notwithstanding any other provisions of the subcontract, failure to provide the deliverables as specified under this subcontract may result in the Council reducing or withholding payment.
- e. **Final Invoice.** The annual final invoice for the May-July period of service, is due no later than August 10th. If the Provider fails to submit the final invoice and any delinquent invoices by August 10th of the respective fiscal year, all rights to payment are forfeited.
- f. Any payment due under the terms of this subcontract may be withheld until any or all reports or other requested information due from the Provider are received by the Council and necessary adjustments have been made and approved. It is agreed that the Council's determination of acceptable service shall be conclusive.
- g. The Provider agrees to refund to the Council any payments made by the Council which are subsequently disallowed or unused, pursuant to the terms of this subcontract. Such refunds shall be due within 30 days following the end of each October through July period or from the time an overpayment is discovered, whichever is earlier.

2. Financial Consequences.

- a. Invoices not received by the due date shall result in a two percent (2%) invoice amount reduction for every late day thereafter; unless the penalty is waived or reduced at the discretion of the Council.
- b. Reports and other deliverables not received by the due date shall result in a two percent (2%) invoice amount reduction for every late day thereafter; unless the penalty is waived or reduced at the discretion of the Council. Reports must be complete to be considered received.
- c. Data registry entries not fully and timely completed shall result in a five percent (5%) invoice amount reduction for every late day thereafter; unless the penalty is waived or reduced by the Council.
- d. Failure to notify the Council contract manager in writing within five (5) working days of any of the following shall result in a two percent (2%) invoice penalty; unless the penalty is waived or reduced at the discretion of the Council. Notification shall include submission of a revised Provider Information form, as appropriate.
 - 1) Subcontract-funded staff hired and/or terminated.
 - 2) Changes to any information on the Provider Information form.
 - 3) One week prior notification of change of address.
- e. Multiple penalties shall be added for a total amount to be deducted from an invoice.
- f. Execution of future subcontracts and/or amendments may be withheld pending receipt of late penalties, deliverables and requested information (to include monitoring report corrective actions).

E. Submission Schedule.

- 1. If the due date for a report, invoice or other item falls on a weekend or holiday, it shall be due on the last business day previous to the due date. The due date is the date that the report must be received by the Council.
- 2. All reports, invoices, or other items identified herein shall be submitted to the Council electronically via Track-It! document management system.

F. Special Provisions.

1. Cost proposals.

- a. All anticipated expenditures shall appear in the Provider's submitted cost proposal (budget), using the form and format prescribed by the Council. No costs may be incurred without prior approval of budget line items by the Council contract manager. Possible changes should be sent to the contract manager in advance of a formal budget revision to determine if costs are allowable and a budget revision is necessary. It is incumbent upon the Provider to submit considered changes as soon as possible to allow sufficient time to

review the request. Expenditures should be tracked throughout the year to ensure all funds will be expended timely. The cost proposal must include a budget narrative to describe and justify how each line item is related to program activities. The cost proposal will not be approved without a detailed budget narrative with sufficient explanation. Cost proposal date restrictions apply as follows:

- 1) The Provider shall ensure all activities related to printing/advertising/ promotional item costs are proofed and approved by May 1; with the exception of activities and costs related to Sexual Assault Awareness Month (SAAM). Later requests may be considered to fulfill deliverables and scope of work.
 - 2) The Provider shall ensure all SAAM event printing/advertising/brochures/ promotional items are proofed and approved no later than February 28.
 - 3) No cost proposal revisions related to SAAM will be accepted after February 28.
 - 4) The Provider shall review the budget proposal monthly to verify expenditures align and make necessary adjustments to ensure all funds will be expended during the subcontract period.
 - 5) Cost proposal revisions will not be accepted after June 30 of the current fiscal year, unless permitted by the Council contract manager.
- b. Prior approval shall be obtained from the Council contract manager for any travel and/or training not specifically identified and approved in the current cost proposal. If line items include travel to a conference or training, an agenda, presenter credentials and itemized costs are required to be submitted for *prior* approval.
2. Staff identified by the Provider as program and fiscal/administrative contacts shall be accessible via telephone and e-mail throughout the subcontract period and respond timely as requested by the Council.
 3. **Publication Requirement.** The Provider shall obtain pre-approval from the Council before using any publications, media, or program advertisements and Provider shall place an acknowledgement of the Office on Violence Against Women, U.S. Department of Justice 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. All materials and publications (written, visual, or sound) resulting from award activities shall contain the following statements.

The recipient agrees that all materials and publications (written, web-based, audio-visual, or any other format) resulting from subaward activities shall contain the following statement: "This project was supported by Subgrant No. COHEB awarded by the state administering office for the Office on Violence Against Women, U.S. Department of Justice's 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."
 4. If an audit is performed, although not required by Attachment II, herein, a copy of the report, along with any management letters, attestations or other information issued by the auditor, shall be submitted to the Council contract manager within 45 days after delivery of the audit

report, but no later than six (6) months after the Provider's fiscal year end. The Provider shall notify the Council contract manager of the date the audit was approved by its Board of Directors.

5. If the Provider's certification status is revoked and all appeals (in accordance with the Council's Certification Appeals Process) have been denied, this subcontract shall be terminated, effective immediately. Accordingly, funding shall also be terminated at that time. If the Provider is denied certification in one or more but not all counties previously acknowledged as receiving services, funding will be reduced accordingly.
6. This subcontract shall be terminated within 60 days of the Council being advised that the Provider has had a contract or funding terminated by any state or federal agency for cause.
7. **Subcontract Renewal. Subaward Renewals**
Subawards 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 award. 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.

ATTACHMENT II

AUDIT REQUIREMENTS FOR AWARDS OF STATE AND FEDERAL FINANCIAL ASSISTANCE

The administration of resources awarded by the Department of Health to recipient organization may be federal or state financial assistance as defined by 2 CFR § 200.40 and/or section 215.97, Florida Statutes, and may be subject to audits and/or monitoring by the Department of Health, as described in this section. For this agreement, the Department of Health has determined the following relationship exist:

1. _____ **Vendor/Contractor (215.97(z), F.S.) and (2 CFR § 200.23)**. Funds used for goods and services for the Department of Health's own use and creates a procurement relationship with Recipient which is not subject to single audit act compliance requirements for the Federal/State program as a result of this contract agreement.

A vendor/contractor agreement may also be used with an established Service Organization (SO) that is serving as a Third-Party Administrator and in this case, is subject to SSAE18 audit reporting requirements (see Part III. Other Audit Requirements).

2. _____ **Recipient/Subrecipient of state financial assistance (215.97(o)(y), F.S.)**. Funds may be expended only for allowable costs resulting from obligations incurred during the specified contract period. In addition, any balance of unobligated funds which has been advanced or paid must be refunded to the Department of Health as the state awarding agency. As well as funds paid in excess of the amount to which the recipient/subrecipient is entitled under the terms and conditions of the contract must be refunded to the Department of Health.

3. X **Recipient/Subrecipient of federal financial assistance (2 CFR § 200.40)** . Funds paid in excess of the amount to which the recipient/subrecipient is entitled under the terms and conditions of the contract must be refunded to the Department of Health as the Pass-Through state awarding agency. In addition, the recipient/subrecipient may not earn or keep any profit resulting from Federal financial assistance, unless explicitly authorized by the terms and conditions of the Federal award or this agreement.

Note: A vendor/contractor vs. recipient/subrecipient determination must conclude with the completion of **Exhibit 2** to identify the recipient's audit's relationship with the department.

MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F (formerly A-133) - Audit Requirements, and section 215.97, Florida Statutes (F.S.), as revised (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 2 CFR §200.425, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures or processes deemed appropriate by the Department of Health. In the event the Department of Health determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by Department of Health staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDIT GUIDANCE

PART I: FEDERALLY FUNDED

This part is applicable if Recipient is a State or local government or a non-profit organization as defined in 2 CFR §200.90, §200.64, and §200.70.

1. If a recipient expends \$750,000 or more in Federal awards during its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements.

EXHIBIT I to this form lists the federal resources awarded through the Department of Health by this agreement. In determining the federal awards expended in its fiscal year, the recipient 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 in 2 CFR §§200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR §200.514 will meet the requirements of this Part.

2. In connection with the audit requirements addressed in Part I, paragraph 1, Recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR §§ 200.508-.512.
3. If a recipient expends less than \$750,000 in Federal awards in its fiscal year, the recipient is not the recipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than federal entities).

Note: Audits conducted in accordance with this part shall cover the entire organization for the organization's fiscal year. Compliance findings related to contracts with the Department of Health shall be based on the contract agreement's requirements, including any rules, regulations, or statutes referenced in the contract. The financial statements shall disclose whether the matching requirement was met for each applicable contract. 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 contract involved. If not otherwise disclosed as required by 2 CFR § 200.510, the schedule of expenditures of Federal awards shall identify expenditures by funding source and contract number for each contract 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 Recipient's fiscal year end.

4. If required to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements.

PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by section 215.97(1)(n), Florida Statutes.

1. If a recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017 or thereafter), recipient 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; Chapter 10.550 (local governmental entities) or Chapter 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. **EXHIBIT I** to this contract indicates state financial assistance awarded through the Department of Health by this contract. In determining the state financial assistance expended in its fiscal year, recipient 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, recipient 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 Chapter 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If a recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017 or thereafter), an audit conducted in accordance with the provisions of section 215.97, Florida Statutes, is not required. In the event that a recipient expends less than \$750,000 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 recipient resources obtained from other than state funds).

Note: An audit conducted in accordance with this part shall cover the entire organization for the organization's fiscal year. Compliance findings related to contracts with the Department of Health shall be based on the contract's requirements, including

any applicable rules, regulations, or statutes. The financial statements shall disclose whether the matching requirement was met for each applicable contract. 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 contract involved. If not otherwise disclosed as required by Florida Administrative Code Rule 69I-5.003, the schedule of expenditures of state financial assistance shall identify expenditures by contract number for each contract 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 9 months after recipient'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 recipient'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 contract as outlined throughout this document and pursuant to law.

PART III: OTHER AUDIT REQUIREMENTS

This part is applicable to a contractor, vendor and/or provider organization serving as a third-party administrator on behalf of FDOH programs and is classified or determined in the FDOH contract agreement to be a Service Organization (SO).

If the contracted entity is determined to be a Service Organization (SO), the entity must perform an attestation to the System Organization Controls (SOC) and submit to FDOH a "Statement on Standards for Attestation Engagements (SSAE18) audit report within the assigned timeframe as agreed upon in the SO's contract agreement. The hired Auditor must make an evaluation consistent with the FDOH contract terms and conditions to determine which SSAE18 report types to perform for the required SOC types. Below are the options available for the SSAE18 reports;

TYPES:

1. **SOC 1** – A report on controls over financial reporting.
 - **Type 1 Report** - Report on the fairness of the presentation of management's description of the service organization's system and the suitability of the design of the controls to achieve the related control objectives included in the description as of a specified date.
 - **Type 2 Report** - Report on the fairness of the presentation of management's description of the service organization's system and the suitability of the design and **operating effectiveness** of the controls to achieve the related control objectives included in the description throughout a specified period.
(Auditor conducts testing)
2. **SOC 2** – A report on controls that may be relevant to security, availability, processing integrity, confidentiality or privacy. These reports are intended to meet the needs of a broad range of users that need detailed information and assurance about the controls at a service organization relevant to security, availability, and processing integrity of the systems the service organization uses to process users' data and the confidentiality and privacy of the information processed by these systems. These reports can play an important role in:
 - Oversight of the organization
 - Vendor management programs
 - Internal corporate governance and risk management processes
 - Regulatory oversight
 - **Type 1 Report** - Report on the fairness of the presentation of management's description of the service organization's system and the suitability of the design of the controls to achieve the related control objectives included in the description as of a specified date.
 - **Type 2 Report** - Report on the fairness of the presentation of management's description of the service organization's system and the suitability of the design and **operating effectiveness** of the controls to achieve the related control objectives included in the description throughout a specified period.
(Auditor conducts testing)

PART IV: REPORT SUBMISSION

1. Copies of single audit reporting packages for state financial assistance (CSFA) and federal financial assistance (CFDA) conducted in accordance with **2 CFR § 200.512 and section 215.97(2), Florida Statutes**, shall be submitted by or on behalf of recipient directly to:
 - A. The Council
 - B. The Auditor General's Office as follows:

One electronic copy email by or on behalf of recipient directly to the Auditor General's Office at: flaudgen_localgovt@aud.state.fl.us.

One paper copy mail to:
Auditor General's Office
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450
2. In addition to item 1, electronic copies of reporting packages for federal financial assistance (CFDA) conducted in accordance with **2 CFR § 200.512** shall also be submitted by or on behalf of recipient directly to each of the following:
 - A. The Federal Audit Clearinghouse (FAC), the Internet Data Entry System (IDES) is the place to submit the Federal single audit reporting package, including form SF-SAC, for Federal programs. Single audit submission is required under the Single Audit Act of 1984 (amended in 1996) and 2 CFR § 200.36 and § 200.512. The Federal Audit Clearinghouse requires electronic submissions as the only accepted method for report compliances. FAC's website address is: <https://harvester.census.gov/facweb/>
 - B. When applicable, other Federal agencies and pass-through entities in accordance with 2 CFR §200.331 and § 200.517.
3. Copies of SSAE18 reports and supporting documents shall be submitted by or on behalf of SO/Third Party Administrator directly to the FDOH designated Contract Manager (CM) as outlined in each SO contract agreement.

Note: Any reports, management letter, or other information required to be submitted to the Department of Health pursuant to this contract shall be submitted timely in accordance with 2 CFR § 200.512 and Florida Statutes, Chapter 10.550 (local governmental entities) or Chapter 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

Recipients, when submitting financial reporting packages to the Department of Health for audits done in accordance with 2 CFR § 500.512 or Chapter 10.550 (local governmental entities) or Chapter 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to recipient in correspondence accompanying the reporting package.

PART V: RECORD RETENTION

Recipient shall retain sufficient records demonstrating its compliance with the terms of this contract 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 the Auditor General access to such records upon request. Recipient 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

EXHIBIT 1

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

Federal Agency 1 Sexual Assault Services Program (SASP) CFDA# 16,017

Title Expansion of Rape Crisis Centers' Services and Outreach to Underserved Communities \$120,000.00

TOTAL FEDERAL AWARDS \$120,000.00

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

- DOJ Grants Financial Guide
- FL Dept. of Financial Services, Reference Guide for State Expenditures

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

State financial assistance subject to section 215.97, Florida Statutes: CSFA# _____ Title _____ \$ _____

TOTAL STATE FINANCIAL ASSISTANCE AWARDED PURSUANT TO SECTION 215.97, FLORIDA STATUTES \$ _____

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

Financial assistance not subject (exempt) to section 215.97, Florida Statutes or 2 CFR § 200.40: \$ _____

Financial assistance not subject (exempt) to section 215.97, Florida Statutes or 2 CFR § 200.40: \$ _____

Matching and Maintenance of Effort *

Matching resources for federal Agency(s):

Agency: _____ CFDA# _____ Title _____ \$ _____

Maintenance of Effort (MOE):

Agency: _____ CFDA# _____ Title _____ \$ _____

*Matching Resources, MOE, and Financial Assistance not subject to section 215.97, Florida Statutes or 2 CFR § 200.306 amounts should not be included by recipient when computing the threshold for single audit requirements totals. However, these amounts could be included under notes in the financial audit or footnoted in the Schedule of Expenditures of Federal Awards and State Financial Assistance (SEFA). Matching, MOE, and Financial Assistance not subject to section. 215.97, Florida Statutes or 2 CFR § 200.306 is not considered State or Federal Assistance.

EXHIBIT 2

PART I: AUDIT RELATIONSHIP DETERMINATION

Recipients who receive state or federal resources may or may not be subject to the audit requirements of 2 CFR § 200.500, and/or section 215.97, Florida Statutes, recipients 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 is met. Recipients who have been determined to be vendors are not subject to the audit requirements of 2 CFR § 200.501, and/or section 215.97, Florida Statutes. Recipients who are "higher education entities" as defined in Section 215.97(2)(h), Florida Statutes, and are recipients or subrecipients of state financial assistance, are also exempt from the audit requirements of Section 215.97(2)(a), Florida Statutes. Regardless of whether the audit requirements are met, recipients 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.

For the purpose of single audit compliance requirements, the Recipient has been determined to be:

- Vendor/Contractor not subject to 2 CFR § 200.501 and/or section 215.97, Florida Statutes
- Recipient/subrecipient subject to 2 CFR § 200.501 and/or section 215.97, Florida Statutes
- Exempt organization not subject to 2 CFR § 200.501; For Federal awards for-profit subrecipient organizations are exempt as specified in 2 CFR § 200.501(h).
- Exempt organization not subject to section 215.97, Florida Statutes, 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.

For other audit requirements, the Recipient has been determined to be:

- Service Organization (SO) subject to SSAE18 reporting requirements

NOTE: If a recipient is determined to be a recipient/subrecipient of federal and or state financial assistance and has been approved by the department to subcontract, it must comply with section 215.97(7), Florida Statutes, and Florida Administrative Code Rule 69I-.5006, [state financial assistance] and 2 CFR § 200.330 [federal awards].

PART II: FISCAL COMPLIANCE REQUIREMENTS

FEDERAL AWARDS OR STATE MATCHING FUNDS ON FEDERAL AWARDS. Recipients 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:

1. 2 CFR Part 200- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
2. Reference Guide for State Expenditures
3. 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 2 CFR § 200.401(5) (c).

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

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

1. Section 215.97, Florida Statutes
2. Florida Administrative Code Chapter 69I-5,
3. State Projects Compliance Supplement
4. Reference Guide for State Expenditures
5. Other fiscal requirements set forth in program laws, rules and regulations

This document may be obtained online through the FIHealth website under Audit Guidance. *Enumeration of laws, rules and regulations herein is not exhaustive or exclusive. Funding to recipients will be held to applicable legal requirements whether or not outlined herein.

End of Text

SASP Timeline of Activities
August 1, 2023 – July 31, 2024

Provider Name:	<u>Palm Beach County Victim Services</u>		
Activity	Target	Projected Completion Period	Required Documentation
1. Hire Project Coordinator and house at SART Center	Second Quarter	12/31/2023	Resume
2. Develop three-year Strategic Plan	Third Quarter	4/30/2024	Copy of strategic plan
3. Provide 500 direct services to 36 clients.	Annual	07/31/2024	SVDR entry monthly, quarterly progress report
4. Provide onsite services at El Sol and Guatemala Maya Center	Quarterly	07/31/2024	Log with dates of service
5. Document all services in Sexual Violence Data Registry and Victim Services Database Case Manager Professional (CMP)	On-going	07/31/2024	SVDR entry monthly, CMP reports
6. Update Standard Operational Procedures and PPM to ensure process for service provision to collateral victims.	On-going	7/31/2024	Copies of SOP's and PPM's
7. Host one outreach session quarterly aimed at collateral victims, friends and family members of sexual assault victims to increase awareness of services.	Quarterly	1/31/2024 04/30/2024 7/31/2024	Enter services into SVDR monthly, report on progress each quarter
8. Host listening sessions with indigenous Maya and latino/a community.	Semi-annually	1/31/2024 7/31/2024	Sign in sheets
9. Update victim intake form to inquire about collateral victims.	Second Quarter	12/31/2023	Updated Intake Form
10. Update case management system (CMP) to capture collateral victim information.	Second Quarter	12/31/2023	CMP Report

11. Train PBCVS Victim Advocates about service provision to collateral victims two times per year.	On-going	7/31/2024	Training Curriculum/Sign-In Sheets
12. Increase PBCVS organizational capacity by developing and implementing training for PBCVS victim services staff about cultural differences and specific cultures in our community.	On-going	7/31/2024	Training materials
13. Develop bus shelter ads in Spanish and strategically place in high density Hispanic Latino/a areas to increase awareness of and access to services.	Fourth Quarter	7/31/2024	Photos of bus shelters
14. Participate in Guatemala Maya CenterCommunity events twice per year.	On-going	7/31/2024	Photos, social media posts
15. Participate in El Sol events twice per year.	On-going	7/31/2024	Photos, social media posts
16. Cross promote Guatemala Maya Center/Victim Services/El Sol on Facebook, website and other social media.	On-going	7/31/2024	Copies and or screen shots of social media posts
17. Complete SASP Federal Annual Progress Report. The Provider shall complete an electronic copy of the fillable form on an annual basis.	Second Quarter	1/15/2024	Completion of Report The report is due by January 15, 2024 (for the period of August through December 2023).

Submitted by: Palm Beach County Board of County Commissioners



 Signature

Verdenia C. Baker

 Name

County Administrator

 Title

12/7/2023

 Date

**Position Description: Sexual Assault Project Coordinator, Pay Grade 30 (NE),
#03965**

Attachment D

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

NATURE OF WORK

This is professional work coordinating specialty programs or projects within Public Safety's Victim Services Division. An employee in a position allocated to this class is responsible for service delivery and coordination of outreach, and specialized advocacy programs and initiatives. Work is performed under general supervision of an administrative superior and is reviewed through conferences, reports and evaluation of outcomes and results obtained.

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 Indigenous Maya and Hispanic Latino/a communities.

EXAMPLES OF WORK

Participates in the ongoing coordination of specific multidisciplinary response teams and committees.

Assists in research and development of specialty programs and projects.

Plans and conducts outreach activities and events regarding specialty program.

Assists in the preparation of grant reports and tracking grant deliverables.

Develops awareness through educational materials and trainings.

May provide issue specific victim advocacy services like crisis intervention, short-term counseling and advocacy, legal, social and medical referrals, and assistance filing crime victims compensation. Performs general administrative duties involving creation of materials, data collection and database management.

Works collaboratively with other Division staff to ensure goals and objectives are being met.

Coordinates, schedules and facilitates project meetings.

Compiles data and prepares project implementation and grant/contract related reports.

Tracks project progress against established timelines or strategic plans.

Reviews and assists with project policy and procedure revisions and development.

Assists with developing and maintaining training, implementation and evaluation materials.

Prepares and delivers community presentations.

Performs related work as required.

**Position Description: Sexual Assault Project Coordinator, Pay Grade 30 (NE),
#03965**

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of community relations, public information and special events.
- Knowledge in specialized project field and related Florida laws.
- Knowledge of the dynamics of sexual assault.
- Knowledge of the principles of management, organization and administration.
- Ability to work effectively with minimal supervision.
- Ability to communicate and express ideas clearly and effectively both orally and in writing.
- 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 maintain accurate records and prepare written reports on a timely basis.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with major course work in Business Administration, Criminal Justice, Sociology, Social Work or closely related field; one (1) year of experience in a program of social service to include community response coordination activities and community outreach; 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. 5/2023

24-0279

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

Page 1 of 1 pages

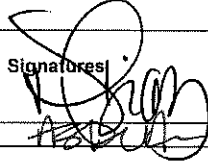
BGEX - 662- 101723*150
BGRV - 662- 101723*33

FUND 1426 - Public Safety Grant

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 12/14/2023	REMAINING BALANCE
Revenue								
1426-662-3232-3129	Fed Grnt Other Public Safety	0	0	120,000		120,000		
	Total Revenue and Balance	1,716,213	1,729,702	120,000	0	1,849,702		
Expense								
1426-662-3232-1201	Salaries & Wages	0	0	64,343	0	64,343	11,852	52,491
1426-662-3232-1401	Salaries & Wages Overtime	0	0	4,139	0	4,139	0	4,139
1426-662-3232-2101	Fica-Taxes	0	0	4,246	0	4,246	712	3,534
1426-662-3232-2105	Fica Medicare	0	0	993	0	993	166	827
1426-662-3232-2201	Retirement Contributions-FRS	0	0	9,293	0	9,293	1,587	7,706
1426-662-3232-2301	Insurance-Life & Health	0	0	12,000	0	12,000	9	11,991
1426-662-3232-4001	Travel and Per Diem	0	0	2,000	0	2,000	0	2,000
1426-662-3232-4007	Travel- Mileage	0	0	1,500	0	1,500	0	1,500
1426-662-3232-4945	Advertising	0	0	21,486	0	21,486	0	21,486
	Total Appropriation and Expenditures	1,716,213	1,729,702	120,000	0	1,849,702		

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

Signatures:  Date: 12/23/23

By Board of County Commission
At Meeting of 1/23/2023
Deputy Clerk to the
Board of County Commissioners