

## AMENDMENT 1

This Amendment, entered into between the Florida Council Against Sexual Violence, hereinafter referred to as the "Council" and Alachua County Board of Commissioners, hereinafter referred to as the "Provider," amends subcontract number 16TFGR17.

This subcontract is being amended to define tasks and deliverables for the period July 1, 2017 - June 30, 2018. Accordingly, the subcontract is amended as follows:

1. Page 4, Standard Subcontract, Section II, paragraph A. line 1 is revised to identify the following award amount from the beginning of the contract term through June 30, 2018: \$118,877.00
2. Pages 6-19, Attachment I are deleted entirely and replaced with the revised pages 6-18 (Rev. 1), attached hereto.
3. Page 24 of Attachment II, Exhibit 1 is deleted entirely and replaced with page 24 (Rev. 1), attached hereto.
4. Page 27, Attachment III, is deleted entirely and replaced with page 27 (Rev. 1), attached hereto.

This amendment shall begin on July 1, 2017 and shall be retroactive to that date if executed thereafter.

All provisions in the subcontract and any attachments thereto in conflict with this amendment shall be and are hereby changed to conform to this amendment.

All provisions not in conflict with this amendment are still in effect and are to be performed at the level specified in the subcontract.

This amendment and all its attachments are hereby made a part of the subcontract.

IN WITNESS THEREOF, the parties hereto have caused this 16-page amendment to be executed by their officials thereunto duly authorized.

ALACHUA COUNTY BOARD OF COMMISSIONERS

FLORIDA COUNCIL AGAINST SEXUAL VIOLENCE

BY: Kern Cornell

BY: \_\_\_\_\_

NAME: Kern CornellNAME: Jennifer L. Dritt, LCSWTITLE: ChairTITLE: Executive DirectorDATE: 8/30/17

DATE: \_\_\_\_\_

APPROVED AS TO FORM

  
ALACHUA COUNTY ATTORNEY

**ATTACHMENT I****A. Services to Be Provided.****1. Definitions of Terms.**

- a. **Contract Manager:** An individual designated by the Council to be responsible for the management of this subcontract.
- b. **Core Services:** Required sexual assault victim services and related activities to be performed by Council-certified sexual assault programs. The nine (9) core services are: 1) 24-hour helpline, 2) information and referral, 3) crisis intervention, 4) advocacy, 5) accompaniment, 6) community awareness, 7) system coordination, 8) support groups/personal growth groups and 9) therapy.
- c. **Enhanced Services:** Non-required sexual assault victim services, including medical intervention/forensic evidence collection, approved by the Council.
- d. **GR:** General Revenue funds issued through the Florida Council.
- e. **Primary Victim:** Any person who has been the victim of any sexual assault.
- f. **Quarter:** A three-month period of the State's fiscal year, which begins on July 1. The quarters for this subcontract are July through September (first quarter); October through December (second quarter); January through March (third quarter); and April through June (fourth quarter).
- g. **Rape Crisis Program Trust Fund (RCPTF) (abbreviated as TF):** A trust fund created within the Department of Health and authorized under Section 794.056, Florida Statutes, for the purpose of providing funds for rape crisis centers in Florida. Trust fund money must be used exclusively for the purpose of providing services for victims of sexual assault.
- h. **Secondary Victim:** Any individual impacted by a primary victim's sexual assault.
- i. **Sexual Violence Data Registry (SVDR):** An internet-based data system for the reporting of sexual assault victim services. The SVDR accepts no personal identifiers, therefore ensuring anonymity of victims. The data registry URL address is:  
<https://apps.floridahealth.gov/SVR/pages/main1.aspx>
- j. **Track-It!** Online Electronic document management system for providers to utilize in the submission of reports and other documents to the Council. The Track-It! URL is:  
<https://trackit.fcasv.org:9001/TrackItWeb/SelfService>

**B. General Description.****1. Overview.**

- 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. In addition, funds may be used to increase awareness of the sexual assault victim services offered by the provider including the helpline and service locations. Services shall be conducted in accordance with Council Core and Enhanced Service Standards. Organizational Management Standards shall also be applied by the Provider for the duration of the subcontract period. Prevention education activities may not be funded.
- b. **Major Program Goal:** The goal of this subcontract is to increase and enhance services to primary and secondary victims of sexual assault.



- c. Authority: Ch. 2016- 066, § 3, at 466, Laws of Fla.; and sections 794.055 and 794.056, Florida Statutes.

## 2. Clients to Be Served.

- a. General Description. All 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 and/or secondary victims). 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. Services will be provided at no cost to primary and secondary victims.
- 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. All services shall be performed during the subcontract period. The amount of services to be provided is limited to the annual award amount and to those services listed in Attachment I, Section C.1.a., herein.

## C. Manner of Service Provision.

- 1. Scope of Work. The Provider shall ensure that sexual assault recovery services (as described in Attachment I, Section C.1.a.) are provided to Alachua, Bradford and Union Counties throughout the subcontract period. All other activities shall support enhanced service delivery.
  - a. Tasks. The Provider will perform the following tasks throughout the term of the subcontract unless otherwise specified:
    - 1) Services.
      - a) The Provider shall provide the following nine (9) core services in accordance with the Council's service standards: 1) 24-hour helpline, 2) information and referral, 3) crisis intervention, 4) advocacy, 5) accompaniment, 6) community awareness, 7) system coordination, 8) support groups/personal growth groups and 9) therapy (or shall be working toward adding this service). Services shall be provided to both reporting and non-reporting primary and secondary victims of sexual assault and may include enhanced services recognized by the Council.
      - b) Sexual assault recovery services shall be documented in case notes and maintained in client files in date order. In accordance with the Council's Guidelines for Documenting Sexual Violence Services in Client Files, incorporated herein by reference and maintained on the Council's website, case notes shall clearly indicate the services provided and how each was related to the sexual violence victimization. Each unit of service provided (therapy, information and referral, crisis intervention, advocacy, etc.) may only be assigned and reported to one funding source, including services reported for match.
    - 2) Using the budget form provided by the Council, the Provider shall prepare a line-item budget to identify anticipated TF and GR fund expenditures. The budget shall be submitted to the contract manager for approval within ten (10) business days of contract, and subsequent annual amendment, execution. In accordance with the following guidance, any required formal budget revision shall include any previous revisions not appearing in the current budget.

- a) A formal budget amendment *is not required* when any of the following occur. However, written notification must be provided within the applicable timeframe required in this subcontract.
    - A less than ten (10) percent variance from any current budget category total.
    - No significant difference in salary when a vacant position funded under this subcontract is filled.
    - When an open position is filled within a 90-day period.
  - b) A budget amendment *is required* along with a written justification when any of the following occur.
    - A ten (10) percent variance from any current budget category total.
    - A significant difference in salary when a vacant position funded under this subcontract is filled.
    - When an open position is not filled within a 90-day period.
    - A change in the funded program director.
    - When multiple minor changes have been made (see a) above), a budget revision may be required.
- 3) Monthly Sexual Violence Data Registry (SVDR) Data.
- a) The Provider shall document all primary and secondary sexual assault victims served and the services provided with funds from this subcontract in the SVDR, by the 10<sup>th</sup> of the month following the month in which services were provided. If that day falls on a weekend or holiday, the data must be entered by the last business day previous to the 10<sup>th</sup>.
  - 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.
  - c) If no services were provided in any given month, the Provider shall advise the contract manager by the 10<sup>th</sup> of the month following the month in which services were provided (or at the time the SVDR data is entered; whichever comes first).
- 4) Helpline monitoring and quality assurance.
- a) The Provider shall participate in annual helpline training and monitoring conducted by the Council.
    - i) If deficiencies on the monitoring report warrant a written response, the Provider agrees to submit a Quality Assurance Action Plan (QAAP) to the Council detailing steps to correct the poor rating and the dates to achieve those steps. The QAAP shall be submitted to the Council for approval within fifteen (15) days of the deficiency notification date.
    - ii.) The Provider agrees to participate in technical assistance offered by the Council.
- 5) The Provider agrees to complete an annual survey, provided by the Council, to address enhanced service delivery, ways the Council may provide assistance and future statewide initiatives.
- 6) SART participation
- a) In each county served, the Provider shall participate in or coordinate a Sexual Assault Response Team (SART) that meets at least quarterly and includes, at a minimum,



representatives from law enforcement agencies, the state attorney's office, the local forensic exam facility (if applicable) and acute care hospitals. SARTs may be multicounty if they meaningfully address the collaborative response to sexual assault in each county and representatives from each county attend regularly.

- b) In each county served, the Provider shall meet with representatives from any of the following that do not attend a quarterly SART meeting to discuss sexual assault system coordination. System coordination visits must be conducted with people who have authority to make improvements to their agency's response to sexual assault survivors. Leaving brochures with a receptionist or talking with an administrative assistant does not fulfill this requirement.
    - Sheriff's office;
    - At least one of the two police departments where the highest numbers of forcible rapes occurred within the county;
    - Two major acute care hospitals; and
    - The state attorney's office in each county served.
  - i) For purposes of this requirement, the number of forcible rapes per county is that listed in the Florida Department of Law Enforcement's Annual Uniform Crime Reports under County and Municipal Offense Data for the previous calendar year (i.e., for 2017-2018 contract period, reference the 2016 data): <http://www.fdle.state.fl.us/cms/FSAC/UCR-Reports.aspx>.
  - c) Acute care hospitals can be found on the Florida Hospital Association's statewide directory at: <http://www.fha.org/reports-and-resources/hospital-directory.aspx>. In counties with fewer than two acute care hospitals, SART representation by, or visits with, county health departments or other health care facilities/providers will fulfill the requirement.
  - d) Identification of law enforcement agencies and hospitals. The Provider shall submit to the Council by August 1, annually:
    - i) a copy of the FDLE County and Municipal Offense Data sheet for the previous calendar year (i.e., for 2017-2018 contract period, provide the 2016 report) for each county served, identifying the police department receiving the highest number of forcible rape reports, and
    - ii) A printout of the Florida Hospital Association directory of hospitals for each county served, identifying the acute care hospitals.
  - e) SART meetings and quarterly visits may not be counted as outreach activities.
- 7) The Provider shall conduct at least six (6) in-person outreach activities per quarter per county, for a total of 24 in-person outreach activities per county for each contract year.
- a) A minimum of one (1) activity per quarter must take place at a local community sponsored event, such as a health fair or community festival.
  - b) A minimum of one (1) activity per quarter must focus on those attending colleges, universities and/or technical colleges.
  - c) A minimum of one (1) activity per quarter must focus on outreach to or collaboration with an agency, organization, business or religious group representing or advocating for an underserved or marginalized population (for example, a senior center, an assisted living facility, a homeless shelter, a predominantly African-American church, a mosque, a farmworker organization, etc.).



- d) All activities must be sexual assault specific and highlight the Provider's sexual assault program services.
- e) Examples of sexual assault specific outreach activities:
  - Visiting doctors' offices, speaking with medical personnel about sexual assault services and asking that they refer clients to the Provider.
  - Tabling at a local health fair with a display focusing on the sexual assault program and distributing sexual assault program materials.
  - Speaking at a Rotary Club luncheon about the sexual assault program.
  - Attending local government meetings to speak about the sexual assault program.
- 8) The Provider shall submit screenshots of six (6) sexual assault specific social media or website posts per quarter. Screenshots shall include the date the image was captured.
- 9) The Provider shall maintain an office to meet with clients in each county it serves. The office must be at a location the Provider always has access to during business hours.
  - a) The offices for the Sexual Assault Program must be situated in non-confidential locations with an address that is listed on the agency website, social media and in informational materials.
  - b) If the Provider changes the sexual assault program office location, it must provide the Council with the name of the entity leasing/donating the space, contact person and phone number or proof of mortgage or ownership and a screenshot of the address on the website and social media within thirty (30) days of the move. Notify Council in writing within five (5) business days of move.
- 10) During each July to June period of the subcontract term, the Provider shall ensure that any ACT supervisor, who has not previously attended, will participate in a live ACT train-the-trainer webinar for ACT supervisors.
- 11) During each July to June period of the subcontract term, the Provider shall ensure that at least one sexual assault program staff member (ideally non-leadership level) attend an advocate meeting coordinated by the Council.
- 12) The Provider's Executive Director/Chief Executive Officer, or substitute preapproved by the Council, must attend the annual Leadership Summit conducted by the Council. The Council will provide additional information regarding what travel costs will be covered for your program.
- 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. The Provider shall designate a project manager, identified in Section III.D.4. of the Standard Subcontract, 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 (if not previously provided). The contract manager should be contacted to determine if a budget revision is necessary. Reference the applicable subcontract numbers in the subject line of all emails.
- 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) 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.
- 6) The Provider shall designate a leadership position of sexual assault program director, manager, or coordinator funded at 100 percent for sexual assault, regardless of funding source. The Provider shall identify the name, title, and job description for that individual and attest that one-hundred percent (100 percent) of his/her time will be devoted to sexual assault services and/or related sexual assault program activities during the subcontract period. In circumstances where job duties requiring supervision of staff that spend some of their time on non-sexual assault program duties, the Council may approve funding at 75 percent FTE for sexual assault. In this case, the agency must demonstrate that the position's primary responsibility is sexual violence leadership and a minimum of three-quarters of the person's time is spent on direct services, outreach, system coordination or supervision directly related to sexual assault. Other exceptions to the requirement may be considered; determinations will be made based in part on the hardship and whether the provider's QSAPAR service numbers meet or exceed the average of those for programs serving similar sized populations.
- 7) The Provider shall assign at least twenty-five percent (25 percent) FTE to any TF- or GR-funded position to provide sexual assault victim services and/or related activities during the subcontract period.
- 8) Direct service staff funded in part or in full through the Council must have 100 percent 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 75percent FTE; determinations will be made based in part on hardship and whether the provider's QSAPAR service numbers meet or exceed the average of those programs serving similar sized populations. Exceptions to the requirement include on-call advocates and helpline staff. The focus of personnel funding should be devoted to providing sexual assault services.
- 9) If operating a sexual assault-only helpline (a helpline that is exclusively advertised and operated for sexual assault assistance), associated costs are allowable.
- 10) If operating a multi-service helpline where 25 percent or fewer of the calls are specific to sexual assault:
  - a) Non-personnel expenses (e.g., equipment, phone line) may be covered equal to the percentage of sexual assault calls received, averaged from previous June 1 through May 31 period.



- b) The only hotline personnel costs that may be covered by funds under this subcontract are those associated with sexual assault training time (Advocacy Core Training plus eight (8) hours of annual ongoing training).

- 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 by the Council, and experience necessary to successfully carry out their duties.
- 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 Locations. The Provider shall provide services from its established Florida-based office(s) or other off-site location(s) 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. The Provider's physical environment must provide for the comfort and dignity of its clients. The Provider shall maintain offices conducive to service provision in a private, confidential manner.
- d. 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.

### 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 (15) percent 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 15<sup>th</sup> day of the month following the quarter in which services were provided, summarizing all expenditures. This report, to be completed in



accordance with instructions provided by the Council, shall identify expenditures made with subcontract funds only.

- 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) Quarterly Sexual Assault Program Activity Report. The Provider shall complete the quarterly electronic Quarterly Sexual Assault Program Activity Report form, incorporated herein by reference, by the 10<sup>th</sup> of the month following the quarter in which services were provided, to document achievement of service tasks identified in Section C.1.a. of this subcontract. The report will cover:
  - a) Outreach. Identify outreach activities conducted in accordance with Section C.1.a., herein.
  - b) SART Participation and System Coordination Visits.
    - i) Identify Sexual Assault Response Team (SART) meetings held during the quarter in accordance with Section C.1.a herein. The Provider shall attach SART meeting sign-in sheets and minutes listing attendees to the report, in accordance with Section C.1.a., herein; OR
    - ii) Identify system coordination efforts in accordance with Section C.1.a herein.
  - c) Social Media/Web Posts. Attach screenshots of six (6) sexual assault specific social media or website posts in accordance with Section C.1.a., herein.
  - d) Services by County. Identify service counts and related county information for new and ongoing victims in accordance with Section C.1.a., herein.
- 3) Certification Changes Implementation Plan Report. At the discretion of the Council, the Provider shall complete the report form, incorporated herein by reference, by the 10<sup>th</sup> of the month following the last day of each quarter, updating the Council on progress made towards implementing the totality of the new certification requirements.
- 4) Annual Financial Report. The Provider shall submit a completed Annual Financial Report form, incorporated herein by reference, to the Council contract manager by July 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, and promises to defend the Council against the same at its expense.
  - 2) The Provider shall maintain all records required to be maintained pursuant to the subcontract in such a 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 shall comply with the requirements of the Council's Standard Subcontract, Section I.E., with reference to monitoring by the Council. 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 reports and invoices. This component is intended to be in addition to other audit requirements found in other documents 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 tasks described in Attachment I, Section C.1.a. 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. All emails, voicemail messages, Track-It! work orders and other communications shall reference the subcontract number(s) applicable to the correspondence. Reference subcontract numbers in the subject line of all emails.
- c. The Provider shall comply with all of its own 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. The TF award amount for the period of July 1, 2016 through June 30, 2017 was \$45,780.00. The TF award amount for the period July 1, 2017 through June 30, 2018 is \$42,123.00. The GR award amount for the period July 1, 2016 through June 30, 2017 was \$76,754.00. The GR award amount for the period July 1, 2017 through June 30, 2018 is \$76,754.00.
- 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 herein, subject to the availability of funds.
- c. The Provider shall request payment on a monthly basis through the submission of a properly completed invoice (Attachment III).
- d. All invoices shall be submitted to the Council contract manager by the 15th of each month following the month of service. If this subcontract is not executed timely, the Provider may submit the initial invoice showing all service periods since the start of the current fiscal year.
- e. 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 by the Council. It is agreed that the Council's determination of acceptable service shall be conclusive.
- f. **The provider will make every effort to spend all funds by the end of the fiscal year.** 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 July through June period or from the time an overpayment is discovered, whichever is earlier.
- g. Financial Consequences.
  - 1) Invoices not received by the due date shall result in a two (2) percent invoice amount reduction for every late day thereafter; unless the penalty is waived or reduced at the discretion of the Council. See Att. I, Sec. D.1.d.
  - 2) Reports and other deliverables not received by the due date shall result in a two (2) percent 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.
  - 3) Data registry entries not fully completed timely shall result in a five (5) percent invoice amount reduction for every late day thereafter; unless the penalty is waived or reduced by the Council. See Att. I, Sec. C.1.a.3) a).



- 4) Non-completion of any SART or system coordination requirements identified in Attachment I, Section C.1.a., herein, shall result in a three (3) percent reduction in the monthly invoice payment; unless the penalty is waived or reduced at the discretion of the Council. Penalties for multiple activities not achieved shall be added together. See Att. I, Sec. C.1.a.6).
- 5) Non-participation in annual helpline training and monitoring shall result in a fifteen (15) percent reduction in the monthly invoice payment for that period; unless the penalty is waived or reduced at the discretion of the Council. See Att. I, Sec. C.1.a.4).
- 6) Non-participation in the live Council ACT train-the-trainer webinar shall result in a fifteen (15) percent reduction in the monthly invoice payment for that period; unless the penalty is waived or reduced at the discretion of the Council. See Att. I, Sec. C.1.a.10).
- 7) Non-participation in an advocate meeting coordinated by the Council shall result in a fifteen percent (15 percent) reduction in the monthly invoice payment for that period; unless the penalty is waived or reduced at the discretion of the Council.
- 8) Failure to submit a completed annual survey provided by the Council as specified shall result in a \$25 reduction in the monthly invoice payment for that period. See Att. I, Sec. C.1.a.5).
- 9) Absence from the annual Leadership Summit without prior Council approval shall result in a fifteen (15) percent reduction in the monthly invoice payment for that period; unless the penalty is waived or reduced at the discretion of the Council. Any absence or substitution shall be communicated to the Council at least five (5) working days prior to the Summit. See Att. I, Sec. C.1.a.12).
- 10) Failure to notify the Council contract manager in writing within five (5) working days of any of the following shall result in a two (2) percent 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. See Att. I, Sec. C.2.
  - a) Subcontract-funded staff hired and/or terminated.
  - b) Changes to any information on the Provider Information form.
  - c) One week prior notification of change of address.
- 11) Multiple penalties shall be added for a total amount to be deducted from an invoice.
- 12) 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 electronically to the Council via the online Track-It! document management system, unless otherwise approved by the contract manager. When submitting documents through Track-It!, the Provider will provide the subcontract number in the notes section and select the correct document type which determines the destination of the submission. The work order purpose never changes and always says "This Work Order is for Submitting Required Documentation." The Track-It! URL is: <https://trackit.fcasv.org:9001/TrackItWeb/SelfService>



## 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 December 31; with the exception of activities and costs related to Sexual Assault Awareness Month (SAAM).
    - 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 that 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 May 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. Attending staff should appear in the salary portion of the budget or approved by the contract manager.
2. Staff identified by the Provider as program and fiscal/administrative contacts shall be accessible via telephone and email throughout the subcontract period and respond timely as requested by the Council. All emails, voicemail messages, Track-It! work orders and other communications shall reference the subcontract number(s) applicable to the correspondence. Reference subcontract numbers in the subject line of all emails.
  3. **Publication Requirement.** The Provider shall submit for review one copy of all proposed publications resulting from this subcontract prior to printing. The Provider shall submit for review one copy of all proposed media or program advertisements at least 20 days prior to public release. Any publications, media or program advertisements shall contain the following statement:

If funded by the Rape Crisis Program Trust Fund:

"This publication was made possible by the Rape Crisis Trust Fund administered by the State of Florida, Department of Health (DOH) and the Florida Council Against Sexual Violence (FCASV)." and if a disclaimer is appropriate, "The contents are solely

the responsibility of the authors and do not necessarily represent the official views of DOH or FCASV."

If funded by (DOH) General Revenue funds:

"This publication was made possible by General Revenue funds administered by the State of Florida, Department of Health (DOH) and the Florida Council Against Sexual Violence (FCASV)." and if a disclaimer is appropriate, "The contents are solely the responsibility of the authors and do not necessarily represent the official views of DOH or FCASV."

If funded by the Rape Crisis Program Trust Fund and (DOH) General Revenue:

"This publication was made possible by the Rape Crisis Trust Fund and General Revenue funds administered by the State of Florida, Department of Health (DOH) and the Florida Council Against Sexual Violence (FCASV)." and if a disclaimer is appropriate, "The contents are solely the responsibility of the authors and do not necessarily represent the official views of DOH or FCASV."

4. If an audit is performed, although not required by Attachment II (see original subcontract), 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 40 days after delivery of the audit report, but no later than six (6) months after the Provider's fiscal year end.
5. If the Provider's certification status is revoked and all appeals (in accordance with FCASV'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.** This subcontract may be renewed on a yearly basis for a period that may not exceed three (3) years or the term of the original subcontract, whichever period is longer, and shall be subject to the same terms and conditions. The renewal of these funds is contingent upon satisfactory performance evaluations by the Council and subject to the availability of funds. Each renewal shall be by mutual consent of both parties and evidenced in writing. The renewal subcontract may not include any compensation for costs associated with the renewal process.



## EXHIBIT - 1

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

Federal Program 1 N/A CFDA#  Title  \$

Federal Program 2	N/A	CFDA#	Title	\$
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TOTAL FEDERAL AWARDS \$

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

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

CSFA# 64.061	Title Rape Crisis Program Trust Fund – Sexual Battery Victims' Access to Services Act	\$42,123.00
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CSFA# 64.069 Title: Rape Crisis Centers	\$76,754.00
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TOTAL STATE FINANCIAL ASSISTANCE AWARDED PURSUANT TO SECTION 215.97, F.S.: \$118,877.00

Financial assistance not subject to Sec. 215.97, F.S. or 2 CFR Part §200.40: \$ \_\_\_\_\_

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

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

### Matching and Maintenance of Effort \*

Matching resources for federal program(s):

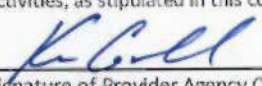

Program:	N/A	CFDA#	Title	\$
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Maintenance of Effort (MOE):

Program: N/A CFDA#  Title  \$

\*Matching Resources, MOE, and Financial Assistance not subject to Sec. 215.97, F.S. or 2 CFR Part §200.306 amounts should not be included by the Provider 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 Sec. 215.97, F.S. or 2 CFR Part §200.306 is not considered State/Federal Assistance.

## Attachment III

Provider:		Subcontract Number: 16TFGR																			
Address:		Telephone:																			
Service Period (check one):		TF Monthly Rate	GR Monthly Rate																		
Jul 2017 _____	Nov 2017 _____	Mar 2018 _____	July 2017 - May 2018																		
Aug 2017 _____	Dec 2017 _____	Apr 2018 _____	July 2017 - May 2018																		
Sept 2017 _____	Jan 2018 _____	May 2018 _____	June 2018																		
Oct 2017 _____	Feb 2018 _____	Jun 2018 _____	June 2018																		
<b>Summary of Payments</b> <table border="1"> <thead> <tr> <th></th> <th>TF</th> <th>GR</th> </tr> </thead> <tbody> <tr> <td>SFY 2017-18 Allocation:</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Funds Previously Requested:</td> <td></td> <td></td> </tr> <tr> <td>Amount of this invoice:</td> <td></td> <td></td> </tr> <tr> <td>Balance:</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Actual Expenditures to Date:</td> <td>\$0.00</td> <td>\$0.00</td> </tr> </tbody> </table> <p>(Actual Expenditures to Date (AED) should equal the amount expended through the period checked above. End of quarter invoice AED amount should equal total indicated on the Quarterly Expenditure Report per fund)</p> <p>(NOTE: ALL FUNDS <u>MUST</u> BE EXPENDED BY JUNE 30th)</p> <p>I Certify that the above report is a true and correct reflection of this period's activities, as stipulated in this contract.</p> <p>  Signature of Provider Agency Official</p> <p>  Title</p> <p>  Date</p> <p>Phone #</p>			TF	GR	SFY 2017-18 Allocation:	\$0.00	\$0.00	Funds Previously Requested:			Amount of this invoice:			Balance:	\$0.00	\$0.00	Actual Expenditures to Date:	\$0.00	\$0.00	<p>(FOR FCASV USE ONLY)</p> <p>July 2017 - May 2018 combined monthly total: _____</p> <p>June 2018 combined total: _____</p> <p><b>Penalties</b></p> <p>Monthly Rate: \$ _____</p> <p>Description: _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>Total: \$ _____</p> <p><b>Payment Approval</b></p> <p>Total Approved For Payment By the Council: \$ _____</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Date</p>	
	TF	GR																			
SFY 2017-18 Allocation:	\$0.00	\$0.00																			
Funds Previously Requested:																					
Amount of this invoice:																					
Balance:	\$0.00	\$0.00																			
Actual Expenditures to Date:	\$0.00	\$0.00																			

APPROVED AS TO FORM

ALACHUA COUNTY ATTORNEY





# Agenda

**ALACHUA COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**Jack Durrance Auditorium  
Second Floor  
12 SE 1st Street  
9:00AM**

**August 8, 2017 BoCC Regular Meeting 9:00AM**

**Agenda Item #24.**

**Agenda Item Name:**

Florida Council Against Sexual Violence (FCASV) Subcontract

**Presenter:**

Tom Tonkavich, 222-8122

**Item Description:**

Florida Council Against Sexual Violence (FCASV) Subcontract Amendment 1

**Recommended Action:**

Approve the FY17/18 Florida Council Against Sexual Violence (FCASV) Subcontract for \$118,877, and approve a \$50,000 interfund loan

**Prior Board Motions**

The BoCC approved the FY16/17 Florida Council Against Sexual Violence (FCASV) TFGR Subcontract in the amount of \$122,534 at its Aug. 23, 2016 meeting.

**Fiscal Consideration:**

Approve the FY17/18 Florida Council Against Sexual Violence (FCASV) Subcontract for \$118,877, and approve a \$50,000 interfund loan.

**Currently Budgeted in FY17:**

026.29.2970.334.69.00 and 026.29.2970.569 various accounts \$75,971.

027.29.2970.334.69.00 and 027.29.2970.569 various accounts \$44,586.

Budget will be adjusted to match actual grant award at carry forward.

**Background:**

In 2003, the Florida Legislature began designating funds to support Florida's certified rape crisis centers. Alachua County Board of County Commissioners Victim Services & Rape Crisis Center was one of the original rape crisis centers in the state to receive this funding. The 2017 Legislative Session resulted in a renewal of funding for certified rape crisis centers. The Alachua County Board of Commissioners Victim

Services & Rape Crisis Center will receive a total of \$118,877, effective July 1, 2017 - June 30, 2018. In order to receive the award, the County must amend the 16-TF-GR-17 Subcontract with the Florida Council Against Sexual Violence.

The funds received from the FY17/18 Florida Council Against Sexual Violence (FCASV) Amended Subcontract will support 2.4 FTE's (Victim Advocate Counselors), office space, communication costs, training, travel, stipends, advertising and contractual services. The FY17/18 Subcontract will allow continued funding to support services for victims of sexual assault and their families in Alachua, Bradford and Union Counties. If the amended Subcontract is not accepted, victims and their families will have significantly reduced access to confidential rape crisis services such as crisis intervention, counseling, advocacy and 24/7 emergency outreach response.



Talking points - Florida Council Against Sexual Violence (FCASV) Subcontract 1st Amendment

1. Florida Council Against Sexual Violence administers grant funds from Florida Department of Health and the Office and the Attorney General.
2. Funds are distributed to rape crisis centers in Florida.
3. Funds allow centers to provide services victims of sexual violence and family members affected by sexual violence.
4. Alachua Co Board of County Commissioners Victim Services & Rape Crisis Center has been receiving funds since 2003.
5. The TFGR Subcontract comes from 2 funding sources and requires 2 funds be established by Alachua County to track and report throughout the grant year. The TFGR subcontract is retroactive to July 1, 2017 and ends June 30, 2018.
6. Victim Services & Rape Crisis Center will use the grant funds to pay for 2.4 FTE's (victim advocate counselors), office space, communication costs, training and travel, stipends, advertising and contractual services.



August 8, 2017 BoCC Regular Meeting 9:00AM - Item 24. [BACK TO AGENDA](#)

### Item Details

RESET APPROVALS

Agenda Item Name: **Fonds Count Against Sexual Violence (FOCV) Subcontract**

Item Name: **Fonds Count Against Sexual Violence (FOCV) Sub**

Item ID: 2017-78

Item Status: **New**

Online No: **NA**

Item Requested: **Approved**

Conf Date: 11/1/2017 10:00 AM

Agenda Item: **August 8, 2017 BoCC Regular Meeting 9:00AM**

Event Date/Time: 11/1/2017 10:00 AM

Created 6/29/2017 11:12:42 AM

Details Other Details Fiscal (2) Attachments (2) Comments (2) **Approvals (12)** Tasks (4) Item Reports (1)

12/01/2017

ADD APPROVALS

Date	Request Status	Assigned To	Assigned On	Approved By	Approved On	Days Assigned
	Created/Initial	Cathy Wilkey	6/29/2017 11:12:42 AM			
	Approved	Ben Rine	6/29/2017 11:12:42 AM	Ben Rine	6/29/2017 11:12:42 AM	0
	Approved	Charles Tuck	6/29/2017 11:12:42 AM	Charles Tuck	6/29/2017 11:12:42 AM	1
	Approved	Carl Street	6/29/2017 11:12:42 AM	Gina Peckles	7/1/2017 1:46:07 PM	2
	Approved	Thomas Rose	7/1/2017 1:46:07 PM	Thomas Rose	7/1/2017 1:46:07 PM	0
	Approved	Office of Management & Budget Staff	7/1/2017 1:46:07 PM	Robert Kiefer	7/1/2017 4:11:38 PM	2
	Approved	Dave Smith	7/1/2017 4:11:38 PM	Dave Smith	7/1/2017 4:11:38 PM	0
	Approved	Legal Staff	7/1/2017 4:11:38 PM	Michael Dufrenoy	7/1/2017 3:18:19 PM	0
	Approved	Nicholas Lohman	7/1/2017 3:18:19 PM	Nicholas Lohman	7/1/2017 12:05:37 PM	17
	Final Approval	Jeremy Carveth	7/1/2017 12:05:37 PM	Jeremy Carveth		0