

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Capital Expenditures					
Operating Costs	906,949				
External Revenues	(906,949)				
Program Income (County)					
In-Kind Match (County)					
Net Fiscal Impact	<u>0</u>				
# ADDITIONAL FTE POSITIONS (Cumulative)	5				

Is Item Included In FY 2012 Budget? Yes No

Budget Acct No. : Fund Department Unit Object
Fund Department Unit Source

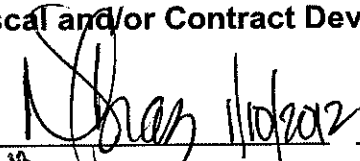

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Funding from this grant by the Department of Justice, Office on Violence Against Women, (\$906,949) will fund (5) positions and other various operating expenses which are 100% grant funded.

C. Departmental Fiscal Review: Stephane Lemoka 12/28/11

II. REVIEW COMMENTS

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

 1/10/12
 1/13/12
 OFMB ³⁰ 1/19/12
 Contract Administration
 1-13-12 B. Keeler

B. Legal Sufficiency:

 1/19/12
Assistant County Attorney

C. Other Department Review:

Department Director

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

Continuation from Page 1

Background and Justification:

Although Palm Beach County Victim Services and Rape Crisis Center responded to more than 500 sexual assault cases in 2010 (with 200 adult rape examinations completed), victims were not afforded the compassionate medical care of trained Sexual Assault Nurse Examiners (SANE) or the expertise of a Sexual Assault Response Team (SART). Due to the lack of SANE and SART, evidence collection has been substandard, law enforcement protocols and procedures are inconsistent resulting in lost opportunities for successful arrests and prosecutions, and victims are losing faith in the criminal justice system, while being re-victimized in the process. This grant will encourage more arrests, prosecute more violent offenders and provide victims the opportunity to participate in an enhanced victim-centered criminal justice system. The target populations are reporting and non-reporting victims of sexual assault, and victims of domestic violence, dating violence and stalking who are residents and/or visitors in Palm Beach County.



Processing, please don't close the window until you receive a confirmation.

GRANTS.GOV

Grant Application Package

Opportunity Title:	OVW Fiscal Year 2011 Grants to Encourage Arrest Policie
aring Agency:	Office of Violence Against Women
CFDA Number:	16.590
CFDA Description:	The Community-Defined Solutions to Violence Against Wom
Opportunity Number:	OVW-2011-2905
Competition ID:	
Opportunity Open Date:	01/12/2011
Opportunity Close Date:	02/24/2011
Agency Contact:	OVW Main Line 202-307-6026 OVW.Arrest@usdoj.gov

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name:

Mandatory Documents

Move Form to Complete

Move Form to Delete

Mandatory Documents for Submission

Application for Federal Assistance (SF-424)
Project Narrative Attachment Form
Budget Narrative Attachment Form
Assurances for Non-Construction Programs (SF-42)
Disclosure of Lobbying Activities (SF-LLL) Attachments

Optional Documents

Move Form to Submission List

Move Form to Delete

Optional Documents for Submission

Instructions

- Enter a name for the application in the Application Filing Name field.

 - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
 - You can save your application at any time by clicking the "Save" button at the top of your screen.
 - The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.
 - Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.

 - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.
 - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".
 - To open and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
 - All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.
- Click the "Save & Submit" button to submit your application to Grants.gov.
- Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
 - Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
 - The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
 - You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

Attachment # 1

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
* 3. Date Received: 02/23/2011	4. Applicant Identifier: _____	
5a. Federal Entity Identifier: _____	5b. Federal Award Identifier: _____	
State Use Only:		
6. Date Received by State: _____	7. State Application Identifier: _____	
8. APPLICANT INFORMATION:		
* a. Legal Name: Palm Beach County Board of County Commissioners		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-6000785	* c. Organizational DUNS: 0784704810000	
d. Address:		
* Street1: 205 North Dixie Hwy.	_____	
Street2: Suite 5.1100	_____	
* City: West Palm Beach	_____	
County/Parish: Palm Beach	_____	
* State: FL: Florida	_____	
Province:	_____	
* Country: USA: UNITED STATES	_____	
* Zip / Postal Code: 33401-4036	_____	
e. Organizational Unit:		
Department Name: Public Safety	Division Name: Victim Services & Rape Crisis	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Ms.	* First Name: Sandy	_____
Middle Name:	_____	
* Last Name: Reynolds	_____	
Suffix:	_____	
Title: Sr. Program Coordinator		
Organizational Affiliation: PBC Victim Services & Rape Crisis Center		
* Telephone Number: 561-355-2418	Fax Number: 561-355-2757	
* Email: sreynold@pbcgov.org		

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

Office of Violence Against Women

11. Catalog of Federal Domestic Assistance Number:

16,590

CFDA Title:

The Community-Defined Solutions to Violence Against Women Grant Program

*** 12. Funding Opportunity Number:**

OVW-2011-2905

*** Title:**

OVW Fiscal Year 2011 Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Jurisdiction Service Area Map.pdf

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Palm Beach County's Coordinated Response and Training for Sexual Assault, Domestic Violence, Dating Violence and Stalking Cases.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date: * b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="906,949.11"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="906,949.11"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. "By signing this application, I certify (1) to the statements contained in the list of certifications" and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances" and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

Signature of Authorized Representative: * Date Signed:

ATTACHMENTS FORM

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	Standard Assurances with Signatures	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2	Certifications re Lobbying and Political Activities	Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3	Financial Accounting Practices	Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4	Summary Data Sheet.doc	Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5	Abstract final.doc	Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6		Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7		Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8	MOU with Signatures.pdf	Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9	Letter of Non-Supplanting.pdf	Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10	IDC Rate for 2011 budget.pdf	Add Attachment	Delete Attachment	View Attachment
11) Please attach Attachment 11	Certificate of Eligibility.pdf	Add Attachment	Delete Attachment	View Attachment
12) Please attach Attachment 12	Jurisdiction Service Area Map	Add Attachment	Delete Attachment	View Attachment
13) Please attach Attachment 13	Addendum 1 Grant Job Description	Add Attachment	Delete Attachment	View Attachment
14) Please attach Attachment 14	Addendum 2 Applicant Resumes	Add Attachment	Delete Attachment	View Attachment
15) Please attach Attachment 15		Add Attachment	Delete Attachment	View Attachment

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

<p>* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> <p>Completed on submission to Grants.gov</p>	<p>* TITLE</p> <p>Director</p>
<p>* APPLICANT ORGANIZATION</p> <p>Palm Beach County Board of County Commissioners</p>	<p>* DATE SUBMITTED</p> <p>Completed on submission to Grants.gov</p>



STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity—
 - a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Incaru Bishop
Signature Date

2/22/11
Date

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB
0348-0046

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: <input type="text" value="Palm Beach, County of"/> * Street 1: <input type="text" value="205 North Dixie Hwy., Suite 5.1100"/> Street 2: <input type="text"/> * City: <input type="text" value="West Palm Beach"/> State: <input type="text" value="FL: Florida"/> Zip: <input type="text" value="33401"/> Congressional District, if known: <input type="text" value="161922"/>		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prims: <div style="border: 1px solid black; height: 40px;"></div>		
6. * Federal Department/Agency: <input type="text" value="Office of Violence Against Women"/>	7. * Federal Program Name/Description: <input type="text" value="The Community-Defined Solutions to Violence Against Women Grant Program"/> CFDA Number, if applicable: <input type="text" value="16.590"/>	
8. Federal Action Number, if known: <input type="text"/>	9. Award Amount, if known: \$ <input type="text"/>	
10. a. Name and Address of Lobbying Registrant: Prefix <input type="text" value="Mr."/> * First Name <input type="text" value="Todd"/> Middle Name <input type="text"/> * Last Name <input type="text" value="Bonlarron"/> Suffix <input type="text"/> * Street 1: <input type="text" value="301 N Olive Ave"/> Street 2: <input type="text"/> * City: <input type="text" value="West Palm Beach"/> State: <input type="text" value="FL: Florida"/> Zip: <input type="text" value="33401"/>		
b. Individual Performing Services (including address if different from No. 10a) Prefix <input type="text" value="Mr."/> * First Name <input type="text" value="Todd"/> Middle Name <input type="text"/> * Last Name <input type="text" value="Bonlarron"/> Suffix <input type="text"/> * Street 1: <input type="text"/> Street 2: <input type="text"/> * City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
* Signature: <input type="text" value="Completed on submission to Grants.gov"/> * Name: Prefix <input type="text" value="Mrs."/> * First Name <input type="text" value="Nicole"/> Middle Name <input type="text" value="A."/> * Last Name <input type="text" value="Bishop"/> Suffix <input type="text"/> Title: <input type="text" value="Director, Victim Services & Rape Crisis Cntr"/> Telephone No.: <input type="text" value="561-355-1723"/> Date: <input type="text" value="Completed on submission to Grants.gov"/>		
Federal Use Only		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT,
SUSPENSION AND OTHER RESPONSIBILITY MATTERS AND DRUG-
FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

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

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant

be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to:

Department of Justice Office of Justice Programs

ATTN: Control Desk 810 Seventh Street, N.W., Washington, D.C. 20531

Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code) **Palm Beach County Victim Services and Rape Crisis Center, 205 North Dixie Hwy., Suite 5.1100, West Palm Beach, FL 33401**

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

Department of Justice Office of
Justice Programs ATTN: Control
Desk 810 Seventh Street, N.W.,
Washington, D.C. 20531

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address: **Palm Beach County Victim Services and Rape Crisis Center, 205 North Dixie Hwy., Suite 5.1100, West Palm Beach, FL 33401**

2. Application Number and/or Project Name: **Palm Beach County SART/SANE Project**

3. Grantee IRS/Vendor Number **59-6000785**

4. Type/Print Name and Title of Authorized Representative **Nicole Bishop, Director**

5. Signature Mare Bishop

6. Date February 22, 2011

OJP FORM 4061/6 (3-91) REPLACES OJP FORMS 4061/2, 4061/3 AND 4061/4 WHICH ARE OBSOLETE. OFFICE OF JUSTICE PROGRAMS BJA NIJ OJJDP BJS OVC

IX Financial Accounting Practices

Each applicant must prepare a response to the following questions. OVW will review the applicant's responses to assist in evaluating the adequacy of the organization's financial management system and to identify areas of need for training and technical assistance. This section of your application should be no more than two pages and should be a separate attachment to the online application in Grants.gov and a separate section in the hard copy.

- Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? **Yes**
- Does the applicant have written accounting policies and procedures? OVW may request a copy for review during the application/award process or as part of the grant monitoring process. **Yes**
- Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? **Yes**
- Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities? **Yes**

Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description. **Yes**

POLICY:

1. All tangible personal property within departments, agencies, and constitutional offices of Palm Beach County with a value of \$1,000 or more is the property of Palm Beach County with title vesting in the Board of County Commissioners.
2. The Fixed Assets Management Office (hereinafter "FAMO") is responsible for operating a program for the proper identification, inventory, transfer, reuse, and disposal of tangible personal property.
3. All assets will be marked with a unique, permanent identification tag signifying ownership by Palm Beach County.
4. Except as specifically provided by these rules, cannibalization of County-owned property is prohibited.
5. To maximize controls over other county-owned assets, alternative tagging methods, to be determined by FAMO, will be utilized for all real property (land, land improvement, building improvements, leasehold improvements, etc.).
6. Effective October 1, 1990 and each year thereafter, annual physical inventories of fixed assets will be taken by each County department, agency and constitutional office and reconciliations made to the official property records of the County.

7. Results of physical inventories may be audited at any time by the Internal Auditor. Audit results will be publicized and any recommendations to County Administration will be addressed in accordance with the appropriate personnel policies and procedures as specified in the merit rules.

8. All employees who are assigned the use of County property are responsible for ensuring that such property is given reasonable care and safekeeping.

9. Property custodians and inventory officers are directly responsible for ensuring that fixed assets used in their operations are properly employed and safeguarded against theft, loss and/or unauthorized usage.

10. Property custodians may be held personally liable for discrepancies in inventory if the County Administrator determines that such discrepancies are the result of poor management or negligence.

11. Disposal of tangible personal property assets, except by trade-in transaction, is the responsibility of FAMO, pursuant to PPM # CW-O-027

Does the applicant have a documented records retention policy? If so, briefly describe the policy.

Records Destruction Requests will be initiated by the Custodians (or their designees) and submitted to the DRMC for records that have met required scheduled retention periods. Grant and Therapy records are currently retained for a period of seven years per contract and Florida Law requirements.

Unscheduled records will be analyzed and Requests for Retention Schedules will be initiated by the Custodians and submitted to the DRMC. After schedules are fully approved, these records will be examined and Requests for Records Destruction will be prepared by the Custodians (or their designees) when retention periods have been met.

- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations?
Yes

If not, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

1. Summary Data Sheet

- Authorized Representative: Nicole Bishop, Director of Victim Services and Rape Crisis Center, 205 North Dixie Hwy., Suite 5.1100, West Palm Beach, FL 33401 nbishop@pbcgov.org
 - Grant Point of Contact: Sandy Reynolds, Sr. Program Coordinator, 561-355-2418, sreynold@pbcgov.org
 - Statement: Agency (Victim Services and Rape Crisis Center) has not expended \$500,000 in Federal funds in the past fiscal year for the applicant.
 - Other Federal Grants: None
 - The agency and type of agency: Local Government: Palm Beach County Board of County Commissioners, Public Safety Department; Victim Services & Rape Crisis Center
 - The nonprofit, non-governmental victim services program collaborating on this project: Aid to Victims of Domestic Abuse, Inc.
 - Whether this project is a new or continuation application: This is a new application.
 - Whether this project is a local, tribal, multi-jurisdiction (involving 10 or more counties), statewide, regional (multiple states), tribal consortium or court project: Local, county-wide
 - The regional area(s) (city, town, tribal area, county, parish) where this project will be implemented: Palm Beach County, Florida
- The Arrest Program Statutory Purpose Areas and Priority Area addressed by this proposal include the following:
- 1) Centralize and Coordinate police enforcement and prosecution for sexual assault, domestic violence, dating violence and stalking cases in teams of police officers, prosecutors, advocates and sexual assault nurse examiners.
 - 2) Develop and implement policies and training for police, prosecutors, probation, and parole officers, and the judiciary in recognizing, investigating, and prosecuting instances of sexual assault, with an emphasis on recognizing the threat to the community for repeat crime perpetration by such individuals;

Program Priority Areas

- 1) Do not currently provide for centralized handling of cases involving sexual assault, domestic violence, dating violence, and stalking by police prosecutors, and courts;
- 2) Demonstrate a commitment to strong enforcement of laws, and prosecution of cases involving sexual assault, domestic violence, dating violence, and stalking including the enforcement of protection orders from other States and jurisdictions.

OVW Special Interest Areas

Develop Sexual Assault Response Teams (SART) and support Sexual Assault Nurse Examiners (SANE) along with collaborating or partnering with sexual assault victim advocates to actively respond to sexual assault victims and provide them with immediate and long-term counseling services.

B. Abstract/Proposal Summary

Palm Beach County Victim Services and Rape Crisis Center, in conjunction with the Office of the State Attorney, Aid to Victims of Domestic Abuse (AVDA) and Palm Beach County Sheriff's Office, seeks to assist in holding offenders accountable for their criminal behavior by centralizing and coordinating dedicated teams comprised of law enforcement, prosecutors, advocates and medical providers to respond to crimes of sexual assault, domestic violence, dating violence and stalking. Additionally, these partner agencies, with the assistance of the Project Steering Committee (comprised of grant partners, grant staff and other dedicated agencies) will lead the community in developing and implementing policies and training for police, prosecutors, advocates and medical providers. A centralized and collaborative process, with teams of dedicated staff will improve crisis responses, investigations, evidence collection, and medical care for victims and ultimately, lead to more arrests and enhanced prosecutions.

Although Palm Beach County Victim Services and Rape Crisis Center responded to more than 500 sexual assault cases in 2010 (with 200 adult rape examinations completed), victims were not afforded the compassionate medical care of trained Sexual Assault Nurse Examiners (SANE) or the expertise of a Sexual Assault Response Team (SART). Due to the lack of SANE and SART, evidence collection is substandard, law enforcement protocols and procedures are inconsistent resulting in lost opportunities for successful arrests and prosecutions, and victims are losing faith in the criminal justice system, while being re-victimized in the process. Funding for this grant will encourage more arrests, prosecute more violent offenders and provide victims the opportunity to participate in an enhanced victim-centered criminal justice system. The target populations are reporting and non-reporting victims of sexual assault, and victims of domestic violence, dating violence and stalking who are residents and/or visitors in Palm Beach County.

Project Narrative File(s)

* Mandatory Project Narrative File Filename:

To add more Project Narrative File attachments, please use the attachment buttons below.

II. Project Narrative

A. Purpose of Application

Palm Beach County Victim Services and Rape Crisis Center, in conjunction with the Office of the State Attorney, Aid to Victims of Domestic Abuse (AVDA) and Palm Beach County Sheriff's Office, seeks to assist in holding offenders accountable for their criminal behavior by centralizing and coordinating dedicated teams comprised of law enforcement, prosecutors, advocates and medical providers to respond to crimes of sexual assault, domestic violence, dating violence and stalking. This collaborative effort will improve crisis responses, investigations, forensic medical care, prosecutions and services for victims. Overall project goals will be achieved through establishing centralized and coordinated responses by criminal justice professionals to sexual assault and domestic violence related cases; developing and implementing stronger policies towards arrest and prosecution of these violent offenders; establishing Sexual Assault Response Teams (SART) and a Sexual Assault Nurse Examiner (SANE) program; and providing specialized training for personnel focusing on the immediate needs of sexual assault and domestic violence victims in the medical, civil, and criminal justice systems.

Currently, Palm Beach County Sheriff's Office (the largest law enforcement agency in the county) and the Office of the State Attorney in Palm Beach County have Special Victim Units that serve victims according to specific crimes perpetrated against them (like sexual assault). Palm Beach County Victim Services and Rape Crisis Center operates a Rape Hotline and employs twenty-six victim advocates and a Sexual Assault Care Coordinator who respond around the clock to victims of rape and serious domestic violence. We have three local domestic violence shelters that provide emergency shelter to victims. However, we do not have a

coordinated effort among the twenty five municipal police departments, a Sexual Assault Response Team (SART), written protocols, discipline specific training, specific medical providers (SANE), or rape crisis advocates dedicated solely to sexual assault victims. Now, victims of sexual assault in Palm Beach County are taken to fourteen different hospitals where there are no specially trained sexual assault nurse examiners or trained doctors. Often times, forensic examinations are performed by practitioners who have infrequently or never performed a sexual assault examination before. This lack of coordination on the part of law enforcement and the medical community leads to gaps in services due to insufficient training, lack of ongoing follow-up, and inconsistent communication by all providers resulting in the compromising of victim safety and prosecution of criminals.

The formation of SART and SANE programs improve evidence collection and preservation, ensure better maintenance of the 'chain of custody' of evidence, and increase the availability of qualified expert witnesses. Utilizing a victim-centered approach allows the SART to provide compassionate, efficient, and highly skilled care and support throughout the criminal justice system. Across the country, SART programs have been proven to increase reporting of sexual violence and conviction rates, up to 60% in some jurisdictions.

Funding would provide dedicated and specifically trained staff to coordinate the formation of the SART and SANE training, provide standby pay for on-call nurse examiners, and offer rape and domestic violence victims with four advocates and a trauma therapist for comprehensive services. Funding will also assist with expanding professional training programs for law enforcement, judiciary, victim advocates, and medical providers. Additionally, funding would provide clerical assistance dedicated to grant activities and necessary office supplies and equipment for communication, case management and trainings.

Project partners will work together, for the first time, as there have been no prior efforts, to address the uncoordinated and inconsistent investigations, victims' medical care, evidence collection, and prosecution of sexual assault and domestic violence related cases. This will be done by formation of a multidisciplinary interagency team, which meets regularly over the period of this grant and beyond to form protocols, policies and procedures relating to crimes of sexual assault, domestic violence, dating violence and stalking. Enhancing the response and treatment of victims will ultimately increase offender arrests and support successful prosecution, leading ultimately to healthier outcomes for victims.

The community's service area is Palm Beach County located in the south east coastal region of Florida with a year round population of approximately 1,287,344 (2009). The county demographics create special challenges for crisis responders due to the fact that Palm Beach is the largest county in Florida covering 1,977 square miles, extending 53 miles from East to West and 45 miles from North to South with a terrain of urban, rural and coastal areas. Forty-six percent of the population lives among 38 municipalities and 54% of the residents live in the unincorporated areas. There are also 124,000 seasonal residents and over 7 million visitors throughout the year. We are racially and culturally enriched with 73% white (including 18% Hispanic origin), 16% black, 2% Asian and 7% other. Females represent 51% of the population. Florida statistics estimate that 1 out of 9 females are, or will be, victims of sexual assault, meaning about 56,000 women in Palm Beach County annually are survivors of sexual violence. Target populations to receive direct services are reporting and non-reporting victims of sexual assault, domestic violence, dating violence and stalking who are residents and/or visitors in the County. According to the most recent available crime report from the Florida Department of Law Enforcement (2009), Palm Beach has the 4th highest violent index crime in the state of Florida,

including 86 murders, 642 sexual offenses, 2,667 robbery and 4,649 aggravated assaults. When property crimes such as burglary (13,203), larceny (35,361) and vehicle theft (3,403) are included, the total index crime soars to 60,011.

In FY 2010, the Applicant, Palm Beach County Victim Service and Rape Crisis Center, provided services for 3,359 new clients including 867 sexual assault primary and secondary victims; 1,363 new domestic violence and stalking related cases; 94 homicide/manslaughters; and 40 attempted murders. Other violent crimes included armed burglary, home invasion, DUI serious injury, kidnapping, human trafficking, carjacking, and robbery. Current services for all violent crime victims consist of 24 hour crisis response to hospitals, law enforcement agencies, and crime scenes; advocacy and accompaniment during medical and investigative procedures; Criminal Justice advocacy and court accompaniment; assistance with filing orders of protection; individual therapy and support groups for children & adults; assistance with filing State Crime Victim Compensation forms; information about victims' rights; information & referral to community resources including shelter & Legal Aid.

The proposed project will complement Florida's STOP Violence Against Women Implementation Plan by providing personnel, training, technical assistance, data collection and equipment for the more widespread apprehension, prosecution, and adjudication of persons committing violent crimes against women, specifically crimes of sexual violence and domestic violence related crimes.

B. What will be Done

The Project Steering Committee has carefully selected grant goals based on the overall project purpose: to increase arrests and prosecution through a collaborative effort by unifying police responses and improving policies and training directly affecting sexual assault and

domestic violence cases. We will focus on developing and implementing centralized and coordinated responses similar to programs in Wisconsin, Colorado and Arizona. Guidelines reviewed from these states demonstrate compassionate, consistent and efficient investigations, prosecution, and management of these types of crimes. Their communities are deeply committed to providing victim safety in a victim centered criminal justice system and holding their offenders accountable, as is Palm Beach County.

We will utilize grant funding to greatly improve what is now a disjointed, unacceptable response to our victims' needs. Currently, when a rape case is reported to law enforcement in Palm Beach County, the responding road patrol officers determine the probability that a felony has occurred and contact their Detective Unit. The assigned detective then calls the rape crisis hotline requesting an advocate to respond to the crime scene, police department or hospital. These requests are consistent and a very positive aspect of our current response, considering the fact that there are 25 municipal police agencies and 15 Sheriff district offices. Victim advocates, from Palm Beach County Victim Services and Rape Crisis Center, respond all over the county to 14 different hospitals to accompany victims through the forensic rape exams. Law enforcement personnel may have limited training to investigate these cases and there are no sexual assault nurse examiners to assist the rape victims. Our local physicians and nurses are notoriously reluctant and impatient when dealing with our victims. A majority are untrained in forensic evidence collection and do not want to testify in court. Victim Services Advocates must provide verbal guidance to ensure the state protocol for evidence collection and victims' medical care are followed.

Project Goal One: Centralize and coordinate police enforcement and prosecution for sexual assault, domestic violence, dating violence and stalking cases in teams of police officers, prosecutors, advocates and sexual assault nurse examiners.

Objective One: The Project Partners will organize a Project Steering Committee (PSC) comprised of grant staff and representation from the 15th Judicial Circuit's judiciary, municipal police departments, mental health and medical providers, and other relevant organizations and agencies. The PSC will meet monthly to review progress on project goals and objectives.

Objective Two: The Project Steering Committee will assess current sexual assault and domestic violence response teams' protocols and prosecutors' case filing procedures. Recommendations will then be made for centralizing and coordinating services among law enforcement agencies, victim services, State Attorney's Office and medical care providers. They will present their recommendations to the County's Law Enforcement Planning Council, Victim Service organizations, Assistant State Attorneys, and emergency room directors outlining details on consolidating resources and managing a unified approach for responding to sexual assault and domestic violence related cases.

Objective Three: Grant funds will be utilized to hire a team of three Sexual Assault Victim Advocates, a trauma therapist (for short and long term counseling) dedicated solely to respond to sexual assault cases and a specialized Domestic Violence Victim Advocate, who will be housed at local shelter to identify and assist victims of sexual assault, domestic violence and stalking. The advocates will provide crisis intervention and medical and legal advocacy and assistance.

Palm Beach County, Florida is not unlike many other areas of the country wherein sexual assaults are not only underreported, they are also under-investigated and under-prosecuted. Around the world, victims encounter resistance and obstacles in reporting assaults to the police;

police and prosecutors often fail to pursue or otherwise further investigate sexual assaults; even when investigated, prosecutors may decide not to pursue criminal sanctions. The barriers are too numerous to count. Victims of sexual assault seldom report the crime to police; when they do, the police often "unfound" the cases, due to their own social biases and beliefs; prosecutors often drop the cases because they are too difficult to win; victims often don't press charges, because, if a case actually makes it to court, the cross-examination and blaming of the victim can be brutal. Reports on police response to sexual violence in the United States contained similar evaluations. Noting that in most jurisdictions, law enforcement officers could decide to declare a complaint of criminal activity "unfounded."

Cases can be declared unfounded after a routine cursory investigation. In so doing, police are often influenced by extralegal considerations and biases and thus evaluate victim credibility within the context of rape myths. A belief in rape myths raises the number of unfounded reports. Even in cases where victims sustained bruises, black eyes, cigarette burns, and bitten nipples, police have declared cases unfounded if there was a previous sexual relationship between the parties (Sharon Hunter, Gail Burns-Smith, & Carol Walsh, Equal Justice? Not Yet for Victims of Sexual Assault (2000)). Due to this information, it is necessary to analyze the policies toward arrest and prosecution in Palm Beach County and devise strategies to make those policies stronger.

Project Goal Two: Develop and implement stronger policies towards arrest and prosecution of these violent offenders.

Objective One: The Project Steering Committee will review and assess current protocols and procedures from local law enforcement and State Attorney's Office. The Steering Committee will also research best practices among other agencies outside Palm Beach County. Specific

tasks include: Sheriff (Partner 1) providing the committee with its current standard operating procedures (SOP's) for arrest policies on domestic and sexual assault cases and requesting the same from local municipal police; Providing law enforcement officers training on how biases and beliefs may affect the handling of sexual assault cases; Grant Coordinator soliciting policies from other jurisdictions with strong domestic and sexual assault arrest policies; Grant Coordinator providing the PSC with summaries of law enforcement policies; PSC reviewing policies in conjunction with the State Attorney's Office (Partner 2) to develop best practices for arrest and prosecution of sexual assault and domestic violence related cases.

Objective Two: Following a thorough assessment, Project Steering Committee will recommend to County's law enforcement agencies, Victim Service agencies, Medical Providers, and Prosecutors policy changes that will encourage additional arrests, provide more detailed documentation for prosecution, and ultimately promote a victim-centered criminal justice system. Specific Tasks include: Partners presenting to the Law Enforcement Planning Council suggested policy changes that will encourage stronger arrests and prosecution; Partners presenting to prosecutors suggested policy changes that will enhance prosecution of sexual assault and domestic violence related cases; Project Steering Committee presenting policy changes to Victim Services staff and medical providers whose interest is participating in the SART and SANE programs.

Sexual violence continues to be a significant problem in Florida that can destroy lives. When victims' needs are not met, and they do not receive social and emotional support, they may be subject to re-victimization. The Statewide Sexual Assault Response Team (SART) Advisory Committee believes that victims are entitled to be treated in a dignified, sensitive, and competent manner, which requires allied professionals work together. By providing a coordinated,

multidisciplinary victim-centered approach to sexual assault investigations and service provision, responders can help minimize the trauma that victims experience and encourage others to come forward and seek help (Florida Council Against Sexual Violence). SARTs benefit communities by: 1) ensuring victims have the best and most comprehensive services available; 2) helping bring perpetrators to justice; 3) providing a forum for discussion and problem solving for service providers, investigators, and prosecutors; assisting communities in creating coherent and effective protocols; 4) informing professionals about emerging technologies in forensic science, including toxicology and biology (DNA) where there are continuing advances and improvements in the techniques and processes being employed; and 5) improving communication and fostering a good working relationship amongst agencies.

Rape survivors encounter significant difficulties seeking post-assault health care and medical forensic evidence collection. Numerous studies have found that less than half of survivors treated in hospital emergency departments receive basic services, such as information about the risk of pregnancy, emergency contraception to prevent pregnancy, and information on the risk of STDs/HIV (Amey & Bishai, 2002; Campbell, Wasco, Ahrens, Sefl, & Barnes, 2001; National Victim Survey, 1992; Uttley & Petraitis, 2000). Emergency department personnel often regard the needs of the rape victims as less urgent than other patients, and due to this low priority, it is not uncommon for survivors to wait four to ten hours for the exam to be performed (Littel, 2001; Taylor, 2002). During this wait, victims are not allowed to eat, drink, or urinate so as not to destroy physical evidence of the assault (Littel, 2001; Taylor, 2002). Further complicating matters, emergency department personnel often lack training in medical forensic evidence collection, and those with training often do not perform forensic exams frequently enough to maintain their proficiency (Littel, 2001). Moreover, emergency department physicians are often

reluctant to do evidence collection because if subpoenaed to testify they would be challenged on their qualifications, training, experience, and ability to conduct the exam (Littel, 2001). In light of these problems, it is not surprising that emerging research suggests that many victims characterize their interactions with hospital emergency department staff as upsetting and distressing, and they feel they have been "re-raped" (Campbell et al., 1999; Campbell et al., 2001; Ullman, 1996). To address these problems, communities throughout the United States began involving nurses more actively in the care of sexual assault survivors (Lang, 1999; Ledray, 1999). Sexual Assault Nurse Examiner (SANE) Programs were created whereby specially trained forensic nurses provide 24-hours-a-day, first-response care to sexual assault patients in either hospital or non-hospital settings. In order to provide a coordinated response and improve prosecutions, a SANE program is needed in Palm Beach County.

Project Goal Three: Establish Sexual Assault Response Teams and a Sexual Assault Nurse Examiner program.

Objective One: The PSC will identify members and strategies for Sexual Assault Response Teams (SART). The Florida Council of Sexual Violence, Inc. (FCASV) will be the primary resource and consultant for SART development and outreach. Due to the number of law enforcement agencies and large geographic area, several trained teams will be established. For cases reported to law enforcement, the primary responders will include Detectives, Sexual Assault Advocates, Sexual Assault Nurse Examiners (SANE) and Assistant State Attorneys (on-call participation). For sexual assault victims requesting a forensic rape exam without law enforcement involvement, the Sexual Assault Advocate and SANE will be the primary responders. The grant will fund a Grant Coordinator position to coordinate all activities associated with the development of the SANE and SART.

Objective Two: Establish a Sexual Assault Nurse Examiner Program (SANE) to actively respond to sexual assault victims for the purpose documenting victims' medical history, providing head to toe assessment, forensic documentation, and medical treatment, collecting evidence, and providing courtroom testimony. The FCASV will be the primary resource for coordinating the SANE training among the County's registered nurses. Eligible nurses from the hospitals and other medical providers will receive training on forensic nursing history, dynamics of sexual assault, medico-legal examination and documentation, the GYN exam and anatomy, STD's, crisis intervention assessment, rape related post traumatic stress disorder, the law enforcement role, and the judicial system.

The Project Steering Committee will be tasked with identifying and implementing centralized hospital and/or community based facilities as possible Sexual Assault Treatment Centers where SART can be centralized. During FY 2010, Victim Services Rape Crisis Center assisted victims through 203 rape exams at fourteen different emergency rooms. Rape kits are provided by the Sheriff's office, but recording equipment is being budgeted through grant for the purpose of interviewing victims who wish to pursue prosecution of their offender. Placement of equipment will be determined by the SART participants, but it is intended to be housed at the location of the forensic examination, so that the victim does not need to be interviewed more than once. Digital cameras have also been budgeted so evidence related to the attack can be photographed. An area-wide pool of trained SANE will be on standby for responding as part of the SART(s). They will receive minimal standby pay budgeted from grant funding. When providing SANE services, payment will be requested from the Florida Victim Compensation Trust Fund for forensic rape exams. Currently, \$500 is paid inclusive of medical provider and facility costs for exams.

Specific tasks for establishing SART and SANE program include: identifying and training core members for 24/7 sexual assault response teams; identifying additional team members that will be activated from various points of entry into the system including the Project Domestic Violence Advocate and Therapist, Victim Service's Sexual Assault Care Coordinator for medical care follow-up, and any legal and/or personal advocacy requested by the victim; defining each team member's roles and responsibilities; signing agreements that support the team approach; ensuring each victim of sexual assault has access to needed services; considering personal safety and health care of the victim from the onset of the response; establishing account with Language Line for multiple language interpretation; promoting quality sexual assault investigations and prosecution.

Monthly SART meetings will be scheduled as a sub-committee of the Project Steering Committee to evaluate team responses and review new and active cases in order to increase arrests, enhance prosecution and promote victim participation. Laws and policies regarding privileged communication and confidentiality will be strictly adhered. Currently, the Victim Services Rape Crisis Advocates are the only responders with specific training to ensure victims' rights, safety and autonomy. With multiple law enforcement agencies and hospitals victims' well-being is at the discretion of responders who may have no specific training in victims' rights and sexual assault issues.

Monthly meetings will continue beyond the grant period. Participants will assess response and resource effectiveness; review new and current sexual assault cases; and establish county-wide protocols to ensure continued improvement of coordinated responses. Victim surveys, safety and confidentiality will be the foundation of every case review.

Specific training is necessary to advance the treatment of victims of rape and sexual assault which address the realities and impact of sexual assault, procedures to follow in common situations and various discipline specific issues which affect victims. Currently, no such training is available in Palm Beach County.

Project Goal Four: Provide specialized training for law enforcement, judiciary, victim advocates, mental health and medical providers focusing on the immediate needs of sexual assault and domestic violence victims through the medical, civil, and criminal justice systems.

Objective One: Identify state/local experts from criminal justice agencies, victim services and medical staff to assist with providing multi-disciplinary sexual assault and domestic violence training as determined by a community wide needs assessment. The FCASV will assist with the training and curriculum will be developed according to grant goals consistent with established SART and SANE guidelines, protocols, and policies.

Objective Two: Establish a minimum of two training blocks for each grant year in strategic areas of the county. The Project Coordinator along with the steering committee will select two venues within the county, promote the training among the targeted professionals, and assist the selected experts in providing the grant's coordinated victim-centered training.

Objective Three: Provide a continuum of training for participating agencies after the grant period expires. When the two year grant funding is completed, the Project Steering Committee will continue coordinating training and monthly meetings, fostering on-going improvements with sexual assault and domestic violence investigations, offender arrests, and prosecutions.

Project Time and Activity Table

Activities to Be Accomplished within the 24 month Grant Cycle.

***Please note that the Project Steering Committee (PSC) is comprised of the four partners, grant staff and other dedicated agency and community members.**

Timeline	Tasks/Activities	Responsible Party
Oct-Dec, 2011	<ol style="list-style-type: none"> 1) Advertise grant positions through Palm Beach County Government's Human Resources. Publicize positions on grant partner and FCASV websites/list serves. 2) Schedule and facilitate face-to-face monthly meetings with all grant partners to establish a Project Steering Committee (PSC) inclusive of Partners, grant staff (when hired), judiciary, medical providers, and rape survivor(s). 3) Interview and recommend for hire each grant staff position. 4) Purchase project equipment and office supplies. 5) Begin planning strategies for each project goal. 6) Research local and statewide arrest and prosecution protocols and procedures. 7) Grant staff obtains FCASV Advocacy Core Training; FCADV certification and Attorney General's Designation training. 8) On the job training with Sexual Assault Victims and Domestic Violence cases. 9) Provide therapy to sexual assault and domestic violence victims. 10) Prepare Grant quarterly report. 	<ol style="list-style-type: none"> 1) Applicant: Director and Sr. Coordinator, Palm Beach County Victim Services and Rape Crisis Center 2) Applicant: Director and Sr. Program Coordinator 3) Grant Partners 4) PSC members (inclusive of Partners and Grant Staff) 5) PSC members 6) PSC members 7) Grant Coordinator, Advocates and Therapist 8) Grant Coordinator for new grant Advocates 9) Therapist 10) Applicant: Director and Sr. Program Coordinator
Jan-Mar, 2012	<ol style="list-style-type: none"> 1) Present new protocol and procedure recommendations to the Law Enforcement Planning Council. 2) Present new protocol and procedure recommendations to prosecutors in the sexual violence and domestic violence specialized units. 3) Present suggested policy changes to Victim Services and medical providers (those interested in participating in the SANE program. 	<ol style="list-style-type: none"> 1) Grant Partners 2) Grant Partners 3) Grant Coordinator and Reps from the PSC

	<p>4) Organize SANE and SART training with FCASV.</p> <p>5) Solicit RN participation for SANE training.</p> <p>6) Solicit law enforcement and victim advocates for SART training.</p> <p>7) Provide SANE and SART training.</p> <p>8) Finalize response protocols and identify SART and SANE teams.</p> <p>9) Establish a pool of SANE to provide forensic examinations in the County.</p> <p>10) Identify three centralized hospital and/or community based facilities for centralized SART and rape crisis services.</p> <p>11) Continue monthly PSC and SART meetings.</p> <p>12) Prepare Grant quarterly report.</p>	<p>4) Grant Coordinator, Advocates and Secretary</p> <p>5) Grant Coordinator, Advocates, Secretary, FCASV</p> <p>6) Grant Coordinator, Advocates, Secretary, FCASV</p> <p>7) FCASV with PSC</p> <p>8) PSC members with SART and SANE leaders now as part of the PSC.</p> <p>9) PSC members</p> <p>10) PSC members</p> <p>11) PSC members</p> <p>12) Grant Coordinator/Secretary</p>
Apr-June, 2012	<p>1) Set up SANE standby schedules and monthly meetings for SART and PSC.</p> <p>2) SART formally activated in specific areas with law enforcement, rape crisis advocates and sexual assault nurse examiners with prosecutor available for consults.</p> <p>3) Develop and implement client surveys.</p> <p>4) Provide a six month assessment of Grant progress to the Grant Partners.</p> <p>5) Provide outreach and victim advocacy.</p> <p>6) Continue monthly PSC and SART meetings.</p> <p>7) Prepare Grant quarterly reports.</p>	<p>1) Grant Coordinator and RSC members</p> <p>2) Grant Coordinator, Project Advocates</p> <p>3) Grant Coordinator</p> <p>4) Grant Coordinator</p> <p>5) Grant staff</p> <p>6) Grant Coordinator, PSC</p> <p>7) Grant Coordinator/Secretary</p>
July-Sept, 2012	<p>1) Begin to evaluate SART cases as they relate to victim care, arrests and prosecution.</p> <p>2) Celebrate end of first year grant progress by hosting a press conference.</p> <p>3) Continue monthly PSC and SART meetings</p> <p>4) Prepare year-end report.</p>	<p>1) PSC</p> <p>2) Grant Partners</p> <p>3) Grant Coordinator, PSC</p> <p>4) Grant Coordinator/Secretary</p>
Oct-Dec, 2012	<p>1) Prepare second training block for judiciary, law enforcement, advocates and prosecutors regarding immediate needs of sexual assault and domestic violence victims.</p>	<p>1) PSC and FCASV</p>
Oct-Dec, 2012	<p>2) Select local experts from the criminal and civil justice systems along with medical and mental health providers.</p> <p>3) Establish a bi-monthly meeting schedule for PSC and continue monthly SART meetings.</p>	<p>2) PSC</p> <p>3) Grant Coordinator/Secretary</p>

	4) Prepare Grant quarterly reports.	4) Grant Coordinator/Secretary
Jan-Mar, 2013	1) Prepare community outreach presentations based on the Grant Project Goals, SART and SANE. 2) Provide monthly presentations around the county for schools, universities, community organizations and churches. 3) Continue bi-monthly meetings for PSC and monthly SART meetings. 4) Prepare Grant quarterly reports.	1) Grant Staff 2) Grant Staff 3) PSC 4) Grant Coordinator/Secretary
Apr-June, 2013	1) Evaluate the rape crisis treatment sites to determine effectiveness of a multi-center approach for victims. 2) Present treatment center findings and recommendations to the PSC 3) Finalize site location(s). 4) Continue bi-monthly meetings for PSC and monthly SART meetings.	1) Grant Coordinator 2) Grant Coordinator 3) PSC
Jul-Sept, 2013	1) Resume monthly meetings for PSC and continue monthly SART meetings. 2) Finalize grant end reports and assign on-going responsibilities to PSC for project sustainability.	1) Grant Coordinator 2) Grant Coordinator, PSC

Who Will Implement the Project?

Palm Beach County Victim Services and Rape Crisis Center will be responsible for implementing the project and supervising the Grant Coordinator, Sexual Assault Advocates, Therapist and Secretary (job descriptions in Addendum). They are also responsible for continuing to provide the Rape Crisis Hotline service and preparing the SART standby schedules and SANE on-call list. The Project Partners-Sheriff, State Attorney and AVDA – have been assisting with the development of the Project and will participate in the monthly Project Steering Committee meetings, development and implementation of the SANE and SART.

Direct Victim Services to be provided by the grant Sexual Assault Advocates and Therapist include: 24/7 Rape Crisis Advocate response for the SART; Follow-up medical care in collaboration with SANE; Sexual Assault Crisis Intervention and supportive counseling; Victim

accompaniment during medical exams, investigative interviews, and all civil and criminal hearings; Free short and long term therapy and support groups; Comprehensive case management and participation in SART meetings.

AVDA will supervise the grant's Domestic Violence Advocate who will assist with domestic related sexual assaults, dating violence and stalking (intimate partner). They will identify sexual assault victims at the area shelter in need of assistance or counseling by the Rape Crisis Center. This position will also assist with training regarding the interface between domestic violence and sexual assault, domestic violence awareness training and community presentations and training developed by the SART. Sexual Assault and Domestic Violence Advocates will be cross certified to ensure that they both have the maximum rights to victim confidentiality outlined in Florida Statute.

The Sheriff's Office Special Investigations Unit Detectives will notify members of the SART through the rape crisis hotline when a sexual assault has been reported in their jurisdiction. The Rape Crisis Advocate and the SANE will respond as directed by the investigative detective according to the immediate needs of the victim. This may be to the crime scene, Sheriff's Office or directly to the hospital. When the municipal police departments have a sexual assault in their jurisdiction, they will call the hotline requesting a Rape Crisis Advocate and SANE to join them, establishing the SART for their area. Initiating the SART process and providing specialized forensic rape examinations by sexual assault nurse examiners, will enhance victim safety and autonomy along with professional medical care and forensic evidence collection. The State Attorney will be responsible for providing legal advice for responding investigators and participate along with the Sheriff's Office, Victim Services and AVDA in SART meetings and training. They are also responsible for reviewing findings, filing, and prosecuting sexual assault

and domestic violence offenders. Additional roles and responsibilities for each partner are outlined in the Memorandum of Understanding.

Each Project Partner and member of the steering committee will assist in developing guidelines that will fulfill the project's goals. A Memorandum of Understanding has been developed and signed by the following partners: Palm Beach County Victim Services and Rape Crisis Center; Office of the State Attorney, 15th Judicial Circuit; Palm Beach County Sheriff's Office; and Aid to Victims of Domestic Abuse, Inc. (AVDA).

Several Directors and agency staff members have been instrumental in developing this SART Project and will continue working together beyond the grant funded period. The following is a list of these members with a brief description of their position, expertise and grant participation:

- **Applicant:** Nicole Bishop, MSW, Barry University; Justice Services and Victim Services & Rape Crisis Director, member of the Florida Council Against Sexual Violence Certified Rape Crisis Advocate. Ms. Bishop is the authorized signature for grant documents and has assisted with determining grant goals, writing the project narrative and finalizing grant application. Ms. Bishop will be a participating partner on the Project Steering Committee and assign supervisory responsibility of grant staff. She will also dedicate existing Victim Services and Rape Crisis Center staff when necessary to assist with grant project.
- **Partner One:** Jeannie Howard, Chief Assistant to the State Attorney, 15th Judicial Circuit. Ms. Howard has assisted with finalizing grant goals and objectives and will assist with facilitating training specifically for prosecutors. She (or her designee) will also assist in the formation of the SANE and SART protocols.

- **Partner Two:** Sheriff Ric Bradshaw has reviewed grant goals and objectives and will provide key staff from the Special Investigations Unit and the Domestic Violence Unit to participate on the Project Steering Committee, formation of the SANE and SART and actual responding as part of the SART(s).
- **Partner Three:** Pam O'Brien, Executive Director for Aid to Victims of Domestic Abuse has reviewed grant goals and objectives and will supervise the grant's Domestic Violence Advocate. Ms. O'Brien will participate on the Project Steering Committee and dedicate additional resources when necessary for direct services for domestic violence victims and professional training.
- **Primary Grant Writer and Advisor:** Sandy Reynolds, Master in Public Administration from Florida Atlantic University; Victim Services Sr. Program Coordinator for 24 years; Victim Services Advocate since 1977; Agency Program Trainer for FCASV's Advocacy Core Training. Ms. Reynolds will assist Ms. Bishop with finalizing grant application and when funding is awarded, initiate grant start-up until grant coordinator, advocates, therapist and secretary are hired, trained and in operation. She will provide the Advocate Core Training and schedule the Attorney General's Designation Training for grant staff. She will serve in an advisory capacity as needed.

Sustainability Plan

The Applicant, Victim Services and Rape Crisis Center, has been providing services for crime victims since 1975 including 24/7 sexual assault crisis response. From 1978 to the present, the Division has been fully funded as part of the Public Safety Department, under the Board of County Commission. As the applicant and lead agency for this grant proposal, and with the

assistance of the government and non-profit partners, each grant goal and objective has been designed to continue long-term in order to sustain the credibility of the SART Project and continuum of training. The Project staff responsibilities are designed as two year temporary positions to establish the infrastructure necessary for SANE and SART programs. Additional funding sources will be sought, but are not critical to the continuation of the SART Project and of the Steering Committee commitment. The sustainability of the project is evident with the long standing collaboration of the Project Partners with their community authority, expertise, in-kind contributions. This project has also garnered the attention of area State and Federal Representatives, Tom Rooney and LisBeth Benequisto. They have committed resources to participating in planning meetings and are interested in ensuring the long standing success of the project.

Palm Beach County Victim Services and Rape Crisis Center has a history of sustaining federally funded projects. In 1985, VOCA funds were used to establish advocacy services in a rural area of the county (Belle Glade), by the addition of victim advocates. These services were established and have since expanded. The VOCA funding was then used to establish services in the Northern area of the County.

Budget Narrative File(s)

* Mandatory Budget Narrative Filename:

To add more Budget Narrative attachments, please use the attachment buttons below.

**Palm Beach County, Board of County Commissioners, OVW GRANT BUDGET
VICTIM SERVICES AND RAPE CRISIS CENTER SART/SANE PROJECT
Budget Detail Worksheet**

A. Personnel (Annual Salary Rate)

Name/Position	Computation	Costs
Secretary	\$13.979/hr x 2yrs (4,160hrs) x 100%	\$ 58,152.64
Victim Advocate 1	\$18.244/hr x 2yrs (4,160hrs) x 100%	\$ 75,895.04
Victim Advocate 2	\$18.244/hr x 2yrs (4,160hrs) x 100%	\$ 75,895.04
Victim Advocate 3	\$18.244/hr x 2yrs (4,160hrs) x 100%	\$ 75,895.04
Grant Coordinator	\$21.154/hr x 2yrs (4,160hrs) x 100%	\$ 88,000.64
Licensed Therapist	\$22.443/hr x 2yrs (4,160hrs) x 100%	\$ 93,362.88
SUB-TOTAL		\$ 467,201.28

Personnel Narrative:

Each personnel position will be assigned exclusively to the grant Project and be an integral part of the steering committee and the Sexual Assault Response/Resource Team.

The **Grant Coordinator** will be responsible for initiating and coordinating all activities of the grant as well as developing curriculum and assisting with training.

The **Victim Advocates** will assist with the development of the project focusing on the direct services for Sexual Assault and Domestic Violence related cases.

The **Licensed Therapist** will provide trauma based therapy for all grant appropriate clients

The **Secretary** is responsible for composing correspondence, attending grant project meetings, coordinating staff appointments and performing secretarial and clerical functions necessary for maintaining communication, correspondence and records for the grant project and its staff.

B. Fringe Benefits

Name/Position	Computation	Costs
Secretary		
Employer's Fica	\$58,152.64 x 6.20%	\$ 3,605.46
Employer's Medi	\$58,152.64 x 1.45%	\$ 843.21
Retirement	\$58,152.64 x 5.33%	\$ 3,099.54
Health Insurance	\$11,600/employee/Year	\$ 23,200.00

**Palm Beach County, Board of County Commissioners, OVW GRANT BUDGET
VICTIM SERVICES AND RAPE CRISIS CENTER SART/SANE PROJECT**

Budget Detail Worksheet

Victim Advocate 1			
Employer's Fica	\$75,895.04 x 6.20%	\$	4,705.49
Employer's Medi	\$75,895.04 x 1.45%	\$	1,100.48
Retirement	\$75,895.04 x 5.33%	\$	4,045.21
Health Insurance	\$11,600/employee/Year	\$	23,200.00
Victim Advocate 2			
Employer's Fica	\$75,895.04 x 6.20%	\$	4,705.49
Employer's Medi	\$75,895.04 x 1.45%	\$	1,100.48
Retirement	\$75,895.04 x 5.33%	\$	4,045.21
Health Insurance	\$11,600/employee/Year	\$	23,200.00
Victim Advocate 3			
Employer's Fica	\$75,895.04 x 6.20%	\$	4,705.49
Employer's Medi	\$75,895.04 x 1.45%	\$	1,100.48
Retirement	\$75,895.04 x 5.33%	\$	4,045.21
Health Insurance	\$11,600/employee/Year	\$	23,200.00
Grant Coordinator			
Employer's Fica	\$88,000.64 x 6.20%	\$	5,456.04
Employer's Medi	\$88,000.64 x 1.45%	\$	1,276.01
Retirement	\$88,000.64 x 5.33%	\$	4,690.43
Health Insurance	\$11,600/employee/Year	\$	23,200.00
Licensed Therapist			
Employer's Fica	\$93,362.88 x 6.20%	\$	5,788.50
Employer's Medi	\$93,362.88 x 1.45%	\$	1,353.76
Retirement	\$93,362.88 x 5.33%	\$	4,976.24
Health Insurance	\$11,600/employee/Year	\$	23,200.00
	SUB-TOTAL	\$	199,842.73

Fringe Narrative:

Tax rates for Social Security and Medicare is 6.20% and 1.45% respectively. Life and Health Insurance Rates will be budgeted at \$11,600 per year per employee. The retirement rates are 5.33%.

**Palm Beach County, Board of County Commissioners, OVW GRANT BUDGET
VICTIM SERVICES AND RAPE CRISIS CENTER SART/SANE PROJECT**

Budget Detail Worksheet

C Travel				
<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Costs</u>
Proj Coordinator- Mileage	Various meetings, training, etc.	Mileage	90 miles per month x 24 months x \$0.555 per mile	\$ 1,198.80
Victim Advocate 1- Mileage	Crisis response, client services, meetings, training, etc.	Mileage	90 miles per month x 24 months x \$0.555 per mile	\$ 1,198.80
Victim Advocate 2- Mileage	Crisis response, client services, meetings, training, etc.	Mileage	90 miles per month x 24 months x \$0.555 per mile	\$ 1,198.80
Victim Advocate 3- Mileage	Crisis response, client services, meetings, training, etc.	Mileage	90 miles per month x 24 months x \$0.555 per mile	\$ 1,198.80
Lic Therapist- Mileage	Client services, meetings, training, etc.	Mileage	90 miles per month x 24 months x \$0.555 per mile	\$ 1,198.80
Secretary - Mileage	Meetings, etc.	Mileage	50 miles per month x 24 months x \$0.555 per mile	\$ 666.00
				\$ 6,660.00
Transporting Clients	Within Palm Beach County	Monthly Car Rental	\$391.00/mth x 24 mths	\$9,384.00
Transporting Clients	Within Palm Beach County	Maintenance	\$1500/yr x 2 yrs	\$3,000.00
Transporting Clients	Within Palm Beach County	Fuel	\$2300/yr x 2 yrs	<u>\$4,600.00</u>
				\$16,984.00
			SUB-TOTAL	\$23,644.00
Travel Narrative:				

**Palm Beach County, Board of County Commissioners, OVW GRANT BUDGET
VICTIM SERVICES AND RAPE CRISIS CENTER SART/SANE PROJECT**

Budget Detail Worksheet

The standard mileage rate for business travel, as set by the IRS, is \$0.555 per mile. The Grant Coordinator will be reimbursed for vicinity travel meetings, training and other grant related activities. The Advocates (3) will be reimbursed for crisis response and client services as well as meetings, training and other grant related activities. Therapist will be reimbursed for vicinity travel for client services on the coastal area as well as the rural area of Belle Glade. The Secretary will be reimbursed for vicinity travel as part of secretarial responsibilities for the grant. The car rental, maintenance and fuel is necessary to transport clients to and from the exam sight, court and other related grant activities. Currently, staff are prohibited from transporting clients in personal vehicles.

D Equipment

<u>Item</u>	<u>Computation</u>	<u>Costs</u>
Desk Top Computers	Approximately \$1,250 each x 4 sets	\$ 5,000.00
Lap Top with Wireless	Approximately \$1,550 each x 2 sets	\$ 3,100.00
Interview Equipment	Redundant system @2,000 Audio and Video	\$ 2,000.00
Digital Camera DSLR Sony	\$500 each	\$ 500.00
	SUB-TOTAL	\$ 10,600.00

Equipment Narrative:

Computers to be purchased for each employee, interview equipment for law enforcement investigation, camera for SART members including Sexual Assault Nurse Examiners to photograph crime scenes and client injuries as part of the investigation and forensic evidence collection.

E. Supplies

<u>Supply Item</u>	<u>Computation</u>	<u>Costs</u>
Office Supplies	Approximately \$50/mo X 24 mo	\$ 1,200.00
Training Materials (DVD)	Approximately \$200 each x 6 DVDs	\$ 1,200.00
	SUB-TOTAL	\$ 2,400.00

Supplies Narrative:

Office supplies are needed for general operation of the program. Training materials will be purchased for training SART Project participants and other criminal and social justice agencies.

F. Construction

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
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**Palm Beach County, Board of County Commissioners, OVW GRANT BUDGET
VICTIM SERVICES AND RAPE CRISIS CENTER SART/SANE PROJECT**

Budget Detail Worksheet

	SUB-TOTAL	\$	-
Construction Narrative:			

G Consultants/Contracts	Service Provided	Computation	Cost
State Attorney Investigator	Investigate Sexual Assault and Domestic Violence cases for filing	Grant cost towards 2-year salary	60,366.96
Consultant Fees:			
Name of Consultant	Service Provided	Computation	Cost
FCASV	SANE Trainer Fees	(Second year)	\$ 3,250.00
FCASV	SART Trainer Fees	(First Year)	\$ 1,000.00
		<i>SUB-TOTAL</i>	\$ 4,250.00
Consultant Expenses			
Item	Location	Computation	Cost
SANE Trainer per Diem	Palm Beach County	\$36/Day x 4 days	\$ 144.00
SANE Trainer per Diem	Palm Beach County	\$80/Day x 2 days	\$ 160.00
Lodging for trainer	Palm Beach County	\$230/day x 5 days x 2 trainers	\$ 2,300.00
Travel Expenses	Palm Beach County	(rental car/flights/fuel & tolls)	\$ 1,400.00
Training Supplies	Palm Beach County	\$50/participant x 15 participants	\$ 750.00
SART Trainer per Diem	Palm Beach County	\$36/Day x 2 days	\$ 72.00
Lodging for trainer	Palm Beach County	\$115/day x 2 days	\$ 230.00
Travel Expenses	Palm Beach County	(rental car/flights/fuel & tolls)	\$ 700.00
Honorarium	Guest Survivor speaker	\$100 ea	\$ 100.00
		<i>SUB-TOTAL</i>	\$ 5,856.00
Contracts:			
Item			Cost
Language Line	Interpretor Services-Spanish	\$0.79/min x 1,440min	\$ 1,137.60
Language Line	Interpretor Services-Creole	\$0.89/min x 1,440min	\$ 1,281.60
Language Line	Interpretor Services-Other languages	\$1.06/min x 720 min	\$ 763.20
		<i>SUB-TOTAL</i>	\$ 3,182.40
Total Consultants/Contracts			\$ 73,655.36

**Palm Beach County, Board of County Commissioners, OVW GRANT BUDGET
VICTIM SERVICES AND RAPE CRISIS CENTER SART/SANE PROJECT**

Budget Detail Worksheet

Consultants/Contracts Narrative:

Investigator: This contract position will work with SART, investigating and prepare SA and DV cases to file with the State Attorney's Office.

Language Line: Project partners and staff will need access to a translation service for interviews, forensic rape examination and other case related activities for victims of sexual assault and domestic violence related cases. An agreement with language line services will be arranged according to the above fees per minute. There is no set up fee.

SANE/SART Trainings: FCASV will coordinate the SANE and SART training for project participants who have agreed to be team members.

Consultant fees and trainer fees have been budgeted as well as travel and per diem. Special guest speaker will receive an honorium for her time. This training with SANE and SART experts is a critical part of of Project Goals. .

H Other Costs

<u>Description</u>	<u>Computation</u>	<u>Costs</u>
Training	\$20 each x 100	\$ 2,000.00
Binders/Printing		
Brochures	\$0.10 each x 5,000	\$ 500.00
Cell Phone Stipends with data capabilities	\$70 per Stipend x 5 employees x 24mo	\$ 8,400.00
Required OVW Statutory	Given	\$ 15,000.00
	SUB-TOTAL	\$ 25,900.00

Other Costs Narrative:

Binders and Brochures: The Grant Coordinator in conjunction with the FCASV will be organizing and providing SANE, SART and Victim Justice training for criminal and social justice participants over the grant period.

Stipends for personnel cell phones with data capabilities: The Grant Coordinator, Advocates and Therapist will need communication devices while responding and working in the field on grant related activities. Stipends up to \$70/mth will be offered to defer the cost of their personal cell phones.

OVW Technical Assistance to meet Statutory Requirements: This is the suggested amount provided in the grant application for project and in-kind staff to attend required trainings.

**Palm Beach County, Board of County Commissioners, OVW GRANT BUDGET
VICTIM SERVICES AND RAPE CRISIS CENTER SART/SANE PROJECT
Budget Detail Worksheet**

I. Indirect Costs		
<u>Description</u>	<u>Computation</u>	<u>Costs</u>
Indirect Costs		\$ 103,705.74
	SUB-TOTAL	\$ 103,705.74
Indirect Costs Narrative:		
According to Palm Beach County's Nonprofit Rate Agreement our Indirect Cost Rate is 13.36%. Please see the attached Agreement.		

Budget Summary:

A Personnel		467,201.28
B Fringe Benefits		199,842.73
C Travel		23,644.00
D Equipment		10,600.00
E Supplies		2,400.00
F Construction		0.00
G Consultants/Contracts		73,655.36
H Other		25,900.00
Total Direct Costs	\$	803,243.37
I. Indirect Costs	\$	103,705.74
TOTAL PROJECT COSTS	\$	906,949.11

Federal Request: \$ 906,949.11 \$0.00

Non-Federal Amount: N/A

Memorandum of Understanding

WHEREAS, Palm Beach County Victim Services and Rape Crisis Center (Applicant); Office of the State Attorney, Fifteenth Judicial Circuit (Partner 1); Palm Beach County Sheriff's Office (Partner 2); Aid to Victims of Domestic Abuse, Inc. (Partner 3), have come together to collaborate and to make an application for Grants to Encourage Arrest Policies and Enforcement of Protection Orders; and

WHEREAS, the partners listed below have agreed to enter into a collaborative agreement in which Palm Beach County Victim Services and Rape Crisis Center will be the lead agency and named applicant and the other agencies will be partners in this application; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and

WHEREAS, the application prepared and approved by the collaborative through its partners is to be submitted to the Office on Violence Against Women on or before February 24, 2011;

D) Description of Partner Agencies

Applicant: Palm Beach County Victim Services and Rape Crisis Center has provided comprehensive services for sexual assault cases from 1975 to the present (2011) and other crime victim services including domestic violence, dating violence and stalking from 1978 to the present (2011). Direct client services include:

- 24 hour crisis response to hospitals, law enforcement agencies, and crime scenes
- Advocacy and accompaniment during medical and investigative procedures
- Criminal Justice advocacy and court accompaniment
- Assistance with filing orders of protection
- Individual therapy and support groups for children & adults
- Assistance with filing State Crime Victim Compensation forms
- Information about victims' rights
- Information & referral to community resources including shelter & Legal Aid

Professional training and community presentations are also provided by staff year round. Several management staff currently or have in the past chaired local and state coalitions including Palm Beach County's Domestic Violence Council, Victims' Rights Coalition, Human Trafficking Working Group, Domestic Violence Fatality Review Team, and Florida Network of Victim Witness Services. The agency is a certified rape crisis center and a member of the Florida Council Against Sexual Violence. Other memberships: Florida Coalition Against Domestic Violence, Florida, National Center for Victims of Crime, and RAIN.

Partner 1: The Office of the State Attorney, 15th Judicial Circuit, has organized specialized units under the direction of State Attorney Michael McAuliffe to file and prosecute sexual and domestic violence cases. This office handles over 100,000 felony and misdemeanor cases every

year in an effort to protect our community with over one hundred prosecutors and almost two hundred support staff. Their mission is to hold individuals who commit crimes accountable for their actions.

Partner 2: Palm Beach County Sheriff's Office under the direction of Sheriff Ric Bradshaw implements several divisions including Special Investigations, Strategic Operations, Homeland Security, Court Services and Community Policing. Captain Carol Gregg is the Commander of the Special Investigations Division where she is responsible for the Sexual Violence and Domestic Violence Units. Her personnel are highly skilled and passionate investigators dedicated to providing services to some of the most vulnerable victims in Palm Beach County.

Partner 3 (Non-Profit): Aid to Victims of Domestic Abuse (AVDA) is a Certified Domestic Violence Center providing Palm Beach County with emergency shelter, a 24-hour hotline, support services for victims of domestic violence, dating violence, and stalking. Prevention and education programs are also available for the community. They received the 'Gold' level certification from Nonprofits First and is Certified for Excellence in Nonprofit Management. Pamela A. O'Brien, M.S.W., J.D. is the President & CEO.

II) History of Relationship

Since its inception in 1975, Victim Services and Rape Crisis Center has collaborated with the State Attorney and Sheriff providing crisis response and services for sexual assault and domestic violence victims. The State Attorney developed protocols with the Palm Beach County Sheriff's Office and municipal police departments that initiated a 24 hour crisis response for sexual assault victims. In 1984, staff members from Victim Services, State Attorney and Sheriff's Office along with interested residents formed a coalition for the purpose of creating a shelter for victims of domestic abuse. In 1985, AVDA was formed as a nonprofit corporation in Florida and raised \$250,000.00 to match a \$250,000.00 Community Development Block Grant from the Department of Housing and Urban Development. The funds were used to purchase and renovate a former residential home to serve as the shelter, serving its first clients on February 17, 1986. The Project partners rely on AVDA as a certified shelter to provide emergency shelter for our domestic violence victims, training for criminal justice partners and community outreach.

These grant project partners have collaborated on many projects to improve services for victims. They currently participate in Victim Rights Weeks, Domestic Violence Awareness Month and Sexual Assault Awareness Month. The critical and long-range goals of this Project collaboration are centralizing and coordinating police enforcement and prosecution for sexual assault and domestic violence related cases and to develop and implement policies and training for police, prosecutors, probation officers, and judiciary. The Project will establish centralized handling of project cases by police, prosecutors and courts and assist with the development of Sexual Assault Response Teams and the Sexual Assault Nurse Examiner program.

III) Development of Application

Victim Services and its partners have met several times in the past three years researching

options to improve services for sexual assault and domestic violence victims. Each has assisted with grant applications and provided letters of support for various endeavors. When this grant became available, it was unanimous to collaborate on the four goals outlined in the program narrative. The Sheriff's Office responds to a majority of the county's sexual assaults and is very supportive of formalizing the SART and assisting with the development of the SANE program. All forensic evidence in these cases is analyzed by the Sheriff's Crime Lab. The State Attorney will benefit from better investigations and more arrests, with victims who will have more confidence in a victim-centered system. Our non-profit partner has always been supportive of victim services initiatives and will provide the project with professional domestic violence intervention skills and training.

IV) Roles and Responsibilities

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

- 1) **Applicant: Victim Services and Rape Crisis Center** will provide the following:
 - A. Fiscal responsibility for administration of the grant by acting as fiscal agent.
 - B. Overall project oversight, including recruiting, hiring, training, and supervising the following grant staff: Project Coordinator, two Sexual Assault Advocates, Therapist and Secretary.
 - C. Staff resources including the Division Director, Sr. Program Coordinator, and Sexual Assault Care Coordinator to participate on all project goals and assist with coordinating project activities and training.
 - D. Office space and access to office equipment for project staff.
 - E. Release time for staff to attend meetings and training.

- 2) **Partner 1: Office of the State Attorney** will provide the following:
 - A. Staff assistance with developing policies and protocols for the project.
 - B. Staff assistance in developing, implementing, and representation on, the Sexual Assault Response Team
 - C. Staff assistance with the development of the SANE program
 - D. Training of partners, criminal justice agencies and community on sexual assault and domestic violence related cases.
 - E. Release time for staff to attend meetings and training.

- 3) **Partner 2: Palm Beach County Sheriff's Office** will provide the following:
 - A. Provide staff assistance with developing policies and protocols for the project.
 - B. Provide staff assistance in developing, implementing, and representation on, the Sexual Assault Response Team
 - C. Staff assistance with the development of the SANE program
 - D. Assist with the training of partners, criminal justice agencies and community on sexual assault and domestic violence related cases from a law enforcement perspective.
 - E. Provide release time for staff to attend meetings and training.

- 4) **Partner 3: Aid to Victims of Domestic Abuse, Inc.** will provide the following program assistance/service to victims of sexual assault, domestic violence, dating violence, and stalking

- A. Staff assistance with developing policies and protocols for the Project.
- B. Recruiting, hiring, training, and supervising the Domestic Violence Advocate.
- C. Specialized crisis intervention and follow-up for project cases with special focus on those domestic violence victims who are also sexually assaulted
- D. Training of partners, criminal justice agencies and community on sexual assault and domestic violence related cases.
- E. Release time for staff to attend meetings and training.

V) Timeline

The roles and responsibilities described above are contingent on Victim Services and Rape Crisis Center receiving funds requested for the project described in the OVW grant application. Responsibilities under this Memorandum of Understanding would coincide with the grant period, anticipated to be October 1, 2011 through September 30, 2013.

VI) Commitment to Partnership

Applicant and each Partner will collaborate on all Project goals and objectives to ensure successful use of grant funding and overall improvement in holding offenders accountable for their criminal behavior in crimes of sexual assault, domestic violence, dating violence and stalking. Applicant and each Partner will collaborate to establish centralized and coordinated responses by criminal justice professionals to sexual assault and domestic violence related cases; develop and implement stronger policies towards arrest and prosecution of these violent offenders; establish Sexual Assault Response Teams and a Sexual Assault Nurse Examiner program; provide specialized training for personnel focusing on the immediate needs of sexual assault and domestic violence victims through the medical, civil, and criminal justice systems.

Signature Page

We, the undersigned have read and agree with this MOU. Further, we have reviewed the proposed project and approve it.

Applicant:

By Nicole Bishop, Director, Victim Services and Rape Crisis Center
Print Name NICOLE BISHOP
Date 2/18/11

Partner 1:
By Jeanne D. Howard, Assistant Chief, Office of the State Attorney, Fifteenth
Judicial Circuit Chief ASA
Print Name Jeanne D. Howard
Date 2/18/2011

Partner 2:
By Rich L. Bradshaw, Sheriff, Palm Beach County Sheriff's Office
Print Name Rich L. Bradshaw
Date 2/18/11

Partner 3:
By Patricia O'Brien Pres. CEO, President and CEO, Aid to Victims of Domestic Abuse.
Print Name Patricia O'Brien, Pres. CEO
Date 2/18/11



February 22, 2011

**Department of Public Safety
Victim Services**

205 North Dixie Highway, S.1100
West Palm Beach, FL 33401
(561) 355-2418
Suncom: (561) 273-2418
FAX: (561) 355-2757
Hotline: 1-866-891-7273
TTY: (561) 355-1772
www.pbcgov.com



**Palm Beach County
Board of County
Commissioners**

Karen T. Marcus, Chair
Shelley Vana, Vice Chair
Paulette Burdick
Steven L. Abrams
Burt Aaronson
Jess R. Santamaria
Priscilla A. Taylor

**County Administrator
Robert Weisman**

*"An Equal Opportunity
Affirmative Action Employer"*

Ms. Susan Carbon
Office on Violence Against Women
800 K Street, Suite 920
Washington, DC 20530

Dear Director Carbon:

Palm Beach County Victim Services and Rape Crisis Center certifies that any funds awarded through the "Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program" will be used to supplement existing funds for program activities and will not replace nonfederal funds that have been appropriated for the purpose of providing services to victims of domestic violence, dating violence and child victimization.

Palm Beach County Victim Services and Rape Crisis Center understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

A handwritten signature in cursive script that reads "Nicole Bishop".

Nicole A. Bishop, Director



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center
Financial Management Service
Division of Cost AllocationCohen Building-Room 1087
330 Independence Avenue, S.W.
Washington, DC 20201
PHONE: (202) 401-2000
FAX: (202) 616-3379

August 31, 2010

Mr. Joseph P. Doucette
Budget Director
Palm Beach County
Office of Financial Management & Budget
PO Box 1989
West Palm Beach, FL 33402-1989

Dear Mr. Doucette

A copy of an indirect cost Rate Agreement is being faxed to you for signature. This Agreement reflects an understanding reached between your organization and a member of my staff concerning the rate(s) that may be used to support your claim for indirect costs on grants and contracts with the Federal Government.

Please have the agreement signed by an authorized representative of your organization and fax it to me, retaining a copy for your files. Our fax number is (202) 619-3379. We will reproduce and distribute the Agreement to the appropriate awarding organizations of the Federal Government for their use.

An indirect cost proposal, together with the supporting information, are required to substantiate your claim for indirect costs under grants and contracts awarded by the Federal Government. Thus, your next proposal based on actual costs for the fiscal year ending 6/30/09, was due in our office by 12/30/09.

Sincerely,

Darryl Mayes
Director, Mid-Atlantic Field Office
Division of Cost Allocation

Enclosures

PLEASE SIGN AND FAX A COPY OF THE RATE AGREEMENT

NONPROFIT RATE AGREEMENT

EIN: 59-6000785

DATE: 08/31/2010

ORGANIZATION:

Palm Beach County, Florida

P.O. BOX 1989

West Palm Beach, FL 33402-1989

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

TYPE	FROM	TO	RATE(S)	LOCATION	APPLICABLE TO
FINAL	07/01/2007	06/30/2008	13.36	All	All Programs
PROV.	07/01/2008	Until Amended	13.36	All	All Programs

*BASE

Total direct costs excluding capital expenditures (buildings, individual items of equipment; alterations and renovations), subawards and flow-through funds.

ORGANIZATION: Palm Beach County, Florida
AGREEMENT DATE: 08/31/2010

SECTION II: SPECIAL REMARKS

NA

ORGANIZATION: Palm Beach County, Florida

AGREEMENT DATE: 08/31/2010

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-122 Circular, and should be applied to grants, contracts and other agreements covered by this Circular, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to those programs.

BY THE INSTITUTION:

Palm Beach County, Florida

(INSTITUTION)

(SIGNATURE)

Joseph Doucette

(NAME)

Budget Director

(TITLE)

September, 9, 2010

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

(SIGNATURE)

Darryl W. Mayes

(NAME)

Director, Mid-Atlantic Field Office

(TITLE)

8/31/2010

(DATE) 7040

HHS REPRESENTATIVE: Christian Poole

Telephone: (202) 401-2808



County Administration

P.O. Box 1989
West Palm Beach, FL 33402-1989
(561) 355-2030
FAX: (561) 355-3982
www.pbcgov.com

**Palm Beach County
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Commissioners**

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County Administrator

Robert Weisman

*"An Equal Opportunity
Affirmative Action Employer"*

 printed on recycled paper

February 22, 2011

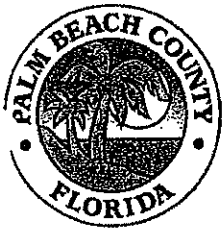
Office on Violence Against Women
Department of Justice
800 K Street, NW, Suite 920
Washington, DC 20530

Re: Application Grants to Encourage Arrest Policies
Palm Beach County Victim Services and Rape Crisis Center

Dear Director:

According to 42 U.S.C § 3796hh(c), to be eligible to receive funding through this Program I

- (1) certify that our laws or official policies of Palm Beach County
 - (A) encourage or mandate arrests of domestic violence offenders based on probable cause that an offense has been committed;
 - (B) encourage or mandate arrests of domestic violence offenders who violate the terms of a valid and outstanding protection order;
- (2) demonstrate the laws, policies, or practices and the training programs of Palm Beach County discourage dual arrests of offender and victim;
- (3) certify the laws, policies, or practices of Palm Beach County prohibit issuance of mutual restraining orders of protection except in cases where both spouses file a claim and the court makes detailed findings of fact indicating that both spouses acted primarily as aggressors and that neither spouse acted primarily in self-defense; and
- (4) the laws, policies, and practices of Palm Beach County do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the State, tribal, or local jurisdiction; and
- (5) certify the laws, policies or practices of Palm Beach County will ensure that



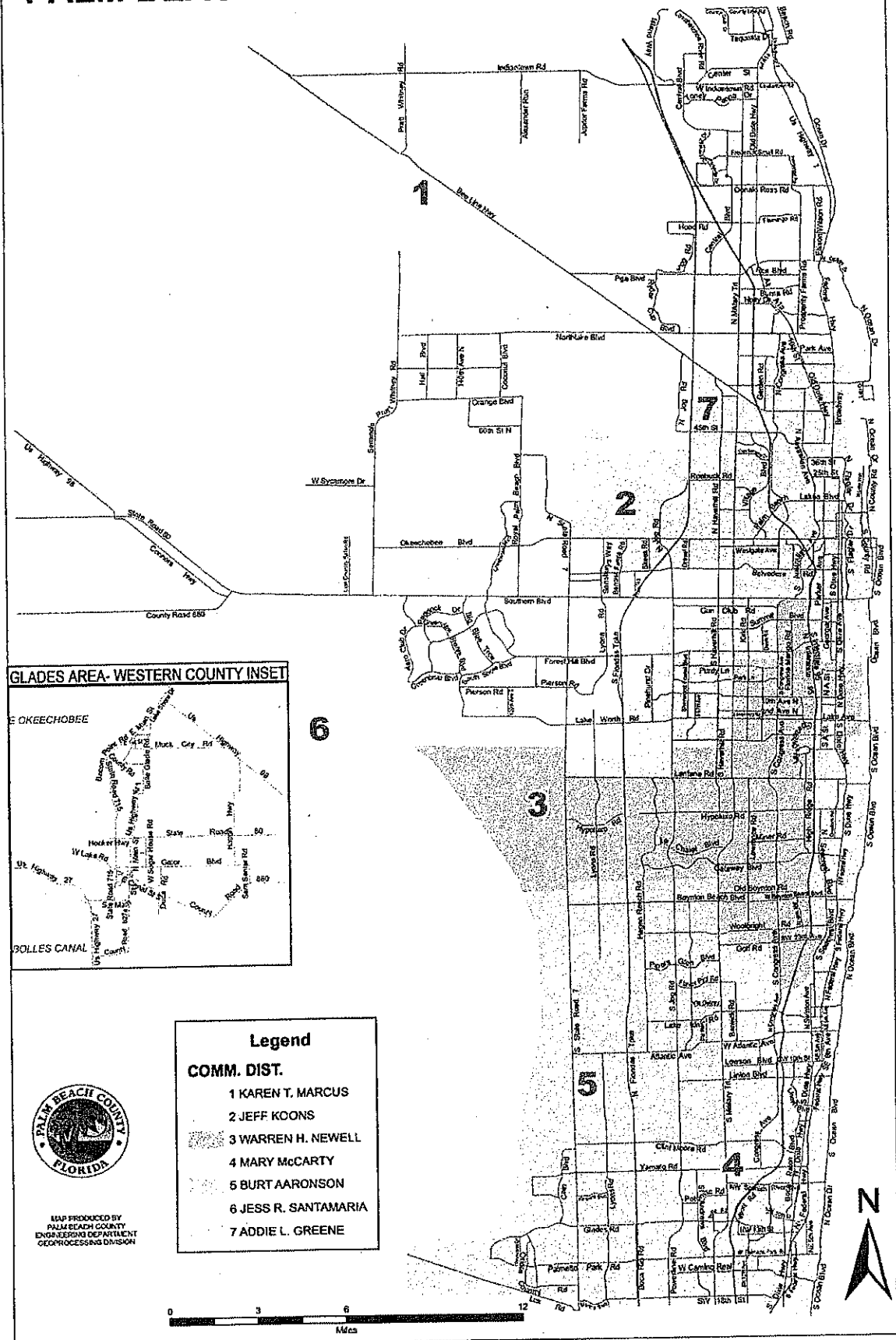
- (A) no law enforcement officer, prosecuting officer or other government official ask or require an adult, youth, or child victim of a sex offense as defined under Federal, tribal, State, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of in such an offense; and
- (B) the refusal of a victim to submit to an examination described in subparagraph (A) shall not prevent the investigation of the offense.

Sincerely,

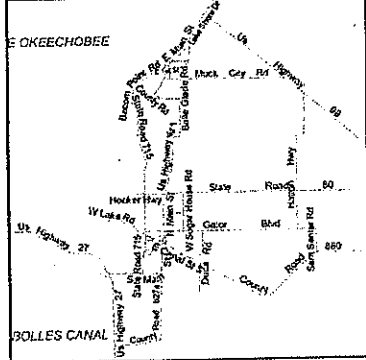
A handwritten signature in black ink, appearing to read "Robert Weisman", with a long horizontal flourish extending to the right.

Robert Weisman
County Administrator

PALM BEACH COUNTY COMMISSION DISTRICTS



GLADES AREA- WESTERN COUNTY INSET



MAP PRODUCED BY
PALM BEACH COUNTY
ENGINEERING DEPARTMENT
GEOPROCESSING DIVISION

Legend	
COMM. DIST.	
1	KAREN T. MARCUS
2	JEFF KOONS
3	WARREN H. NEWELL
4	MARY McCARTY
5	BURT AARONSON
6	JESS R. SANTAMARIA
7	ADDIE L. GREENE



Addendum

One

Grant Job

Descriptions

GRANT COORDINATOR OVW GRANT

NATURE OF WORK

This is administrative work specifically for assigned grant (OVW) requiring the initiation, coordination and administration of specially assigned programs or projects involving contract, grant and/or lease administration. Work involves initiating and/or coordinating all activities of a contract, grant and/or lease project which has operational responsibilities of a major scope. Work involves serving as staff to the OVW Grant Project Steering Committee as well as liaison with other county, state, federal and community agencies.

An employee in a position allocated to this class is expected to initiate, coordinate and manage operations with considerable independence, although all major decisions are referred to an administrative superior for advice and direction. Supervision is received through conferences with an administrative superior and by adherence to established policies and procedures. Work is reviewed through conferences, reports and program achievements.

EXAMPLES OF WORK

Assists in the research and development of the OVW grant according to the grant goals and objectives;

Assists with programs and contracts and grants policies, procedures and schedules;

Performs analysis of grants, contracts and/or leases; prepares statistical reports, project reports and related data;

Assist with coordinating SART and SANE training and other professional and community trainings and presentations;

Assist with scheduling of grant staff, SART members and contracted SANE;

Researches and writes new and extended grant proposals;

Provides professional level staff assistance to an administrative superior, division or department head in specially assigned areas of operation; assists and advises on matters pertaining to contract, grant and/or lease project assigned;

May assist in planning, coordinating and directing the work of subordinates as required by work assignment;

Develop and implement grant surveys relevant to client and community services;

Provides administrative liaison among various county operational and administrative functions related to an assigned contract grant and/or lease; interprets and explains policy regulations and operating procedures;

Performs related work as required;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles of management, organization and administration.

Considerable knowledge of the standard practices in the fields of local government, budgeting and accounting.

GRANT COORDINATOR OVW GRANT CONT'D

Considerable knowledge of contract and grant administration.

Considerable knowledge of modern office practices, systems and equipment.

Considerable knowledge of the functions and operations of the unit to which assigned.

Ability to plan, direct, and coordinate the work of subordinates as required by work assignments.

Ability to communicate effectively both orally and in writing.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited four year college or university with major coursework in public or business administration, or field related to area of assignment; two (2) years experience in a staff or administrative capacity initiating, managing and/or coordinating contracts, grants and/or leases; equivalent combination of training and experience. Preference for coursework and training in the areas of criminal justice and/or victimology.

NECESSARY SPECIAL REQUIREMENTS

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

LICENSED THERAPIST OVW GRANT

NATURE OF WORK

This is professional mental health therapy and counseling work for OVW grant related activities including participating on the OVW grant Project Steering Committee.

The nature of the work is to provide short and long-term treatment for grant related clients and their families who are sexual assault and domestic violence victims suffering from the trauma experienced by the exposure to crime. An employee in a position allocated to this class is expected to provide an independent professional level of individual, family and group therapy services for adult and adolescent crime victims in a variety of crisis and non-crisis situations.

Work includes the conceptualization and analysis of problems presented by the client, development and implementation of an effective plan of intervention and treatment and periodic assessment of the effectiveness of the determined treatment. Preparation of written documentation to reflect case status is ongoing as is the implementation of written policy.

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

EXAMPLES OF WORK

For Sexual Assault and Domestic Violence Related Cases, conducts individual, family and group therapy and evaluates, conceptualizes and responds appropriately to verbal and non-verbal information provided by the client.

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

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

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

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

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

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

Interacts with staff, criminal justice and social service agencies and other professionals in order to provide client-needed services.

Referrals and follow-up may be required.

Performs related work as required.

LICENSED THERAPIST OVW GRANT CONT'D

REQUIRED KNOWLEDGE AND SKILLS

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

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

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

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

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

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

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

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

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

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

MINIMUM ENTRANCE REQUIREMENTS

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

NECESSARY SPECIAL REQUIREMENTS

Florida license as a licensed Clinical Social Worker or Licensed Mental Health Counselor or Licensed Marriage and Family Therapist as defined by Florida Statutes. Must successfully complete Office of Attorney General Victim Practitioner Certification and Florida Council Against Sexual Violence Rape Crisis Certification during probationary period. Must possess certification throughout employment.

SEXUAL ASSAULT CRISIS ADVOCATE OVW GRANT

NATURE OF WORK

This is professional and specialized work serving victims of sexual assault assigned to the OVW Grant for Victim Services and Rape Crisis Center.

An employee in a position allocated to this class is responsible for providing crisis intervention, supportive counseling and advocacy as part of the grant SART project. Work is performed under the general supervision of the Division Director, but the employee is expected to exercise initiative and responsibility. Work is reviewed through conferences, reports and effectiveness of work results.

EXAMPLES OF WORK

Work includes responding as part of the SART and providing follow-through services on a 24-hour rotation basis for sexual assault victims and domestic violence related cases as outlined in the OVW grant activities.

Participates in the OVW Grant Project Steering Committee meetings and activities;
Provides legal, social and medical referrals; assists with filing crimes compensation;
Arranges for transportation for court related functions when possible;
Acts as a liaison for victims with assistant state attorneys, law enforcement officers, social and welfare agencies;
Assists with the training and supervision of volunteers and interns;
Provides public awareness and professional training on victimization and victims' rights issues;
Attends meetings and conferences.

Performs related work as required according to OVW grant guidelines as well as Division, Department and County policies and guidelines.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of criminal victimization and related Florida laws.

Knowledge of the dynamics of sexual assault, domestic assault, general felonies and homicide.

Knowledge and experience with crisis intervention and short term supportive counseling and advocacy.

Knowledge of the criminal justice system, social and legal referral systems.

Knowledge of SART and SANE programs.

Ability to exercise mature judgment and initiative in responding to 24hour crisis, court advocacy, and other client needs.

Ability to work effectively with a minimum of supervision.

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

SEXUAL ASSAULT CRISIS ADVOCATE OVW GRANT CONT'D

Ability to effectively communicate with primary and secondary victims, and referral sources in a professional manner.

Ability to maintain accurate records and prepare written reports on a timely basis.

MINIMUM ENTRANCE REQUIREMENTS

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

SPECIAL REQUIREMENTS

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

DOMESTIC VIOLENCE CRISIS ADVOCATE OVW GRANT

NATURE OF WORK

This is professional and specialized work serving victims of domestic violence and assisting with sexual assault related cases assigned to the OVW Grant for Victim Services and Rape Crisis Center.

An employee in a position allocated to this class is responsible for providing crisis intervention, supportive counseling and advocacy as part of the grant SART project. Work is performed under the general supervision of the grant's non-profit partner, AVDA, but the employee is expected to exercise initiative and responsibility. Work is reviewed through conferences, reports and effectiveness of work results.

EXAMPLES OF WORK

Work includes responding as part of the SART and providing follow-through services on a 24-hour rotation basis for sexual assault victims and domestic violence related cases as outlined in the OVW grant activities.

Participates in the OVW Grant Project Steering Committee meetings and activities.

Provides legal, social and medical referrals; assists with filing crimes compensation; arranges for transportation for court related functions when possible. Acts as a liaison for victims with assistant state attorneys, law enforcement officers, social and welfare agencies.

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

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of criminal victimization and related Florida laws.

Knowledge of the dynamics of sexual assault, domestic assault, general felonies and homicide.

Knowledge and experience with crisis intervention and short term supportive counseling and advocacy.

Knowledge of the criminal justice system, social and legal referral systems.

Knowledge of SART and SANE programs.

Ability to exercise mature judgment and initiative in responding to 24hour crisis, court advocacy, and other client needs.

Ability to work effectively with a minimum of supervision.

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

DOMESTIC VIOLENCE CRISIS ADVOCATE OVW GRANT CONT'D

Ability to effectively communicate with primary and secondary victims, and referral sources in a professional manner.

Ability to maintain accurate records and prepare written reports on a timely basis.

MINIMUM ENTRANCE REQUIREMENTS

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

SPECIAL REQUIREMENTS

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

SECRETARY FOR OVW GRANT

NATURE OF WORK

This is responsible work specifically assigned to the OVW grant under the supervision of the OVW Grant Coordinator performing recurring and nonrecurring secretarial and clerical duties involving grant activities.

An employee in a position allocated to this class is responsible for composing correspondence and/or taking and transcribing notes using word processing software. Assignments are frequently technical in nature and require a familiarity with specialized terminology. Work requires the exercise of initiative, independent judgment and discretion in handling delegated administrative details. This position differs from the Senior Clerk Typist class in the level of decision making, the variety of tasks performed and is usually responsible for independently performing routine administrative tasks such as maintaining budget records, purchasing or personnel records. Work is performed under general supervision and is reviewed upon completion for adherence to established policies and procedures.

EXAMPLES OF WORK

Attends grant related conferences and meetings, distributes agendas, takes and/or transcribes minutes, types and distributes reports of proceedings.

Keeps supervisor's appointment calendar and schedules appointments.

Receives and screens callers, gives information on the operation of the office and on procedures for satisfying ordinances and regulations.

Independently composes routine correspondence or selects appropriate form letter reply using word processing software.

Types correspondence, forms, reports, statistical tables and other materials from rough draft, steno notes, and/or oral instructions using word processing software.

Reads and routes incoming mail and assembles files and other materials related to grant activities to facilitate reply by a superior.

Independently initiates, processes, and follows-up on forms and records such as payroll, purchasing and personnel to keep the grant operation running efficiently.

Assembles data for the preparation of the grant budget.

Performs related work as required.

SECRETARY FOR OVW GRANT- CONT'D

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of business English, spelling, grammar and arithmetic.
Considerable knowledge of office practices and procedures.
Knowledge of word processing software.
Skill in taking and/or transcribing dictation.
Skill in the use of a personal computer, calculator, typewriter, photocopier and other office equipment.
Ability to compose original correspondence from general instructions.
Ability to understand and carry out moderately complex oral and written instructions.
Ability to set up and maintain grant records and to prepare reports from such records.
Ability to receive the public with considerable poise, tact, and courtesy.
Ability to perform word processing, excel data entries, simple graphics.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from high school or an equivalent recognized certification; two (2) years of general office experience which includes six (6) months of word processing; or any equivalent combination of related training and experience. Must pass a written general clerical examination and a typing proficiency test.

Addendum

Two

Applicants'

Résumés

SANDRA S. REYNOLDS, M.P.A.
205 North Dixie Hwy., Suite 5.1100
West Palm Beach, Florida 33401
(561) 355-4409

RESUME SUMMARY

EMPLOYMENT HISTORY:

8/29/77 to Present PALM BEACH COUNTY VICTIM SERVICES
205 N. Dixie Highway, Suite 5.1100
West Palm Beach, Florida 33401
561-355-4409

SENIOR PROGRAM COORDINATOR/SUPERVISOR:

Palm Beach County Division of Victim Services, 11/1/97 to Present

Reports directly to the Division Director and assist with supervision. Research, prepare, and monitor grant funding. Evaluate program needs including staff training and victim service delivery. Prepare and evaluate monthly and quarterly reports for all services. Provide in service training and materials to staff and out service training to other professionals within the County, State and U.S. Represent the Division and the County at State and National meetings regarding victim service delivery, victim rights and victim service professional standards.

MANAGER: Palm Beach County Victim Services and Support, 12/14/85 to 10/31/97

Reported directly to the Division Director. Hired, trained and evaluated staff. Supervised all Team Supervisors. Prepared annual budgets, grant requests and division reports. Researched victims' rights issues. Reviewed case notes and staff efficiency in order to revise policies and training programs. (All services were incorporated under one program in 1989 and manager cross-trained staff). Provided on-call and direct services to crime victims. Represented Division at government and public meetings. Provided state-wide training including health providers, social workers, criminal justice officers and presented public awareness seminars concerning victims' rights.

PROJECT COORDINATOR: Palm Beach County Sexual Assault Program, 12/14/85 to 1/1/87 (Concurrent with Manager Position)

Supervised staff and provided advocacy and crisis intervention for victims. Provided guidance and expertise to staff, direct comprehensive services for victims of sexual assault.

PROJECT COORDINATOR: Palm Beach County Domestic Assault Program, 5/1/83 to 12/13/85

Supervised staff and advocated for domestic violence victims. Prepared forms and procedures to comply with legislative requirements. Developed policies and compiled procedural manual for county audit.

CRIMINAL JUSTICE SPECIALIST: Palm Beach County Victim Witness Services, 8/29/77 to 4/30/83

Provided crisis counseling, transportation and court advocacy for sexual assault victims, elderly and homicide survivors.

TEACHER: Castries Comprehensive School, St. Lucia, West Indies, 9/74 to 7/77

Instructed students from ages eleven to adults in English, art and music. Prepared students for public performances and presentations in music and art.

UNITED STATES PEACE CORPS: Grenada, West Indies, 7/70 to 5/74

Assigned to the Tanteen Teacher's College, St. George's, Grenada to train teachers in music theory and performance. Conducted workshops and concerts throughout the island. Director of the Grenada Boys Secondary School Choir. Participated in many community services and activities as a volunteer.

Sandra S. Reynolds

EDUCATION: Master of Public Administration, Florida Atlantic University, 1990; Bachelor of Education, Oregon State University, 1970; High School Diploma, Marshfield High, Coos Bay, Oregon, 1966.

SPECIAL TRAINING and SKILLS: Certified trainer for the Florida Council Against Sexual Violence; Co-Chair and Trainer for PBC Human Trafficking working Group; FNVWS Community Crisis Response Team Training; Attorney General's Designation Training in Victim Services; advanced training received in all areas of Victimology including Domestic Violence, Homicide, Sexual Assault, Crisis Intervention, Criminal Justice Advocacy. Advanced training in Performance Standards, Research and Evaluation of Staff Efficiency and Grant Writing. Provide basic and advance training in all areas of victim services for advocates, law enforcement, health providers and other professionals.

Attended workshops and advanced training on communication styles, critical thinking strategies, customer focused management, management by objectives, personnel policies, budgeting, interview techniques, ethics in public administration, writing skills, Americans with Disabilities Act, Equal Employment Opportunities. Excellent computer skills. Design and publish brochures, victim rights cards, flyers, announcements and training manuals.

Served two years as Palm Beach County Human Trafficking Working Group, Chair; Served two terms as PBC Domestic Violence Coalition Chair; President for the Florida Network of Victim Witness Services; served as Co-Chair for the Network's 22 Annual Training Conference held in June of 1999. Served as Vice-President for two years and chair of Training, Network Development and Professional Standards. Adjunct Instructor for Florida Atlantic University; actively participating on the PBC Human Trafficking Work Group; PBC Criminal Justice Commission's Court Task Force; Drug Court, Byrne Grant and Community Court Committees; Home Safe Program and Policy Committee; and Home Safe's Child on Child Task Force. Trainer and consultant for Oakwood Center of Palm Beach County, Inc. Sexual Violence Awareness and Prevention Project and Department of Juvenile Justice's Restorative Justice Initiatives.

Participated on the Florida Law Enforcement Research Center Task Force to develop State-Wide Model Policies on Domestic Violence and Sexual Assault Response for Criminal Justice Officers.

HONORS and APPRECIATION AWARDS: Recipient of PBC Victims' Rights Coalition Advocate of the Year for 2007. Governor and Attorney General's Proclamation for the 1999 National Victims' Rights Week; 1999 FNVWS Conference Chair Award; 1998 National Organization for Victim Assistance Volunteer Appreciation Award; Florida Network of Victim Witness Services' 1997 Sharon Komlas D'Eusanio Award for Outstanding Services to the Florida Network of Victim Witness Services; 1997 Appreciation Award from 100 Black Men of Palm Beach County for volunteer work with juveniles; Governor's Recognition for Serving on The Governor's Coordinating Council on Victim Rights; Palm Beach County Employee Service Award; University Scholarship Recipient from Zonta Women's Club; John Phillip Sousa Band Award; Choral Director's Award.

MEMBERSHIPS: Florida Council Against Sexual Violence; Florida Network of Victim Witness Services, Past President, Vice-President and Secretary; National Organization of Victim Assistance; Florida Council of Sexual Abuse Services, Past President; Domestic Violence Council of PBC, Co-Chair; PBC Criminal Justice Court Task Force Committee; PBC Victims Rights Coalition; Management and Analysis of State and Local Government; Past Y.W.C.A. Advisory Board; Crime Prevention Council Past Board Member; Criminal Justice Assembly Committee Member; Governor's Coordinating Council on Victim Rights; and Masterworks Chorus of the Palm Beaches, past President.

CERTIFICATES: Certified Trainer for the Florida Council Against Sexual Violence; Credential Advocate through National Organization of Victim Assistance; FNVWS Community Crisis Response Team Training; Office of the Attorney General's Victim Practitioner Designation Training; Hurricane Preparedness Training; Florida Network of Victim Witness Services Conference Trainings, 1985 to present; Human Trafficking Community Trainer; Adjunct Teacher for Palm Beach Community College; Florida Atlantic University Executive Certificate Program in Public Administration, 1988.

Nicole A. Bishop, M.S.W.

205 North Dixie Hwy
West Palm Beach, FL 33401
561-355-1723

Education

- ❖ Masters Degree in Social Work, Barry University, 1999
- ❖ Bachelor of Arts Degree, University of Central Florida, 1993

Professional Activities/Involvement

- Member National Association of Court Management
- Member Florida Council Against Sexual Violence
- Member National Association of Drug Court Professionals
- Certified in Family Mediation by the Supreme Court, 2000
- Designee Palm Beach County Community Alliance Child Welfare Reform Task Force, 2006
- Member Statewide Domestic Violence Needs Assessment Task Force, 2006
- Member Domestic Violence Council of Palm Beach County
- Presenter, 2007 Florida Dependency Summit
- Designee, Department of Juvenile Justice Board, 2006
- Non Voting Member Criminal Justice Commission Court System and Corrections Taskforce

Work History

2010 to present

***Director, Division of Victim Services and Rape Crisis Center
Palm Beach County, Florida***

Responsible for administrative and professional work in planning, directing and implementing the Victim Services and Rape Crisis Center, including the planning, development, direction, evaluation and administration of victim services programs in an efficient manner and in accordance with State and County Commission guidelines. Programs include short term counseling; advocacy for crime victims including domestic and sexual assault, general felony crimes, homicide and DUI fatalities.

This position has the responsibility to work effectively with Federal, State and County officials. Supervision is exercised over a large number of subordinates involved in the delivery of services to victims. The work is performed under the general direction of the Director, Department of Public Safety.

2008 to present

***Director, Division of Justice Services
Palm Beach County, Florida***

Direct and administer of major functional areas within the Criminal, Family and Juvenile Courts of the 15th Judicial Circuit, including three

drug courts (Criminal, Family and Delinquency), Supervised Release Program, Pretrial Services, Forensic Psychology, Elder Justice and Family Violence Intervention Program. Reviews and recommends organizational goals, standards, operating procedures and systems; reviews existing organizational patterns, work relationships, space, equipment and manpower utilization; monitors the quality, quantity, timeliness and procedural compliance for work conducted. Coordinates the activities of the Division with those of other County departments, community groups and with comparable organizations in other public and private jurisdictions; provides information to and answers questions from judges, attorneys, court officials and the general public. Prepares and monitors budget, directs and participates in the development of narrative and statistical reports, prepares special reports as requested by the Department Director, Court administrator and/or Chief Judge.

2006

***Operations Manager, Unified Family Court (UFC)
Fifteenth Judicial Circuit Court***

Responsible managerial and administrative work directing the operations of Unified Family Court, including staffing, strategic long-range planning, daily operations. Provides specialized technical assistance to the judiciary, court administrator, program managers and court staff regarding court operations

Participation on Boards and committees as assigned by the TCA or Chief Judge. Performs advanced work designing, implementing and managing projects for improvement of court operations and policies. Provides oversight of, UFC Screening Unit, Family Court Manager, Juvenile Alternative Sanctions Coordinator and the Social Service component of UFC. Acts as Domestic Violence Coordinator for 15th Circuit.

2004-2005

***Senior Court Program Specialist/Domestic Violence
Coordinator/Mediator
Fifteenth Judicial Circuit Court***

Acted as liaison between court and community regarding domestic violence issues. Represented court on statewide level regarding Domestic Violence issues. Served as court representative on DV Council and CJC BIP workgroup. Performed family Mediation and Parenting Coordination sessions.

2003-2004

***Court Program Specialist/Americans with Disabilities Coordinator,
Fifteenth Judicial Circuit Court***

Responsible for coordinating accommodations for disabled individuals according to the Americans with Disabilities Act throughout the 15th Judicial Circuit. Worked to develop and implement policies and

procedures and outcome measures for the Elder Justice Center. Recruited, organized and supervised volunteers. Provided community education and outreach on Elder Justice issues. Assisted individuals over 60 regarding court-related issues. Performed special investigations for Probate Court regarding Guardianship/Probate issues.

1999-2003

Custody Evaluation Specialist, Fifteenth Judicial Circuit Court

Conducted extensive background investigations of the social, economic, psychological and family history of principal parties involved in custody disputes. Prepared detailed comprehensive reports of findings for judicial review. Testified as an expert witness during legal proceedings, as required. Analyzed information using psycho-social and clinical assessment techniques and made recommendations to the court based on the "best interest" of the child. Additional duties included acting as the Americans with Disabilities Act Coordinator for the Fifteenth Judicial Circuit.

1999

Martin Memorial Health Systems, Cancer Center

Counseled individuals diagnosed with cancer and family members affected by the diagnosis. Performed psycho-social assessment of patients to determine acuity level. Facilitated support groups for cancer patients. Developed a community based workshop for the care givers of cancer patients. Produced psycho-social screening tool to determine acuity level and group evaluation tool for quality assurance.

1998-1999

Family Service Counselor, Florida Department of Children and Families

Provided in-home case management and child safety assessments for high risk families. Served as a member of a multi-disciplinary team. Assisted in referrals for concrete and psycho-social needs for abused and neglected children. Performed court ordered home studies. Provided emotional support and counseling.

1996-1998

Human Service Counselor, Florida Department of Children and Families

Implemented the Family Transition Program moving generational welfare recipients into the workforce. Assessed family for federal and state funding eligibility.

1993-1996

Public Assistance Specialist, Department of Health and Rehabilitative Services

Determined eligibility for public assistance. Served as member of Quality Assurance Committee. Provided referrals for community service agencies.



County Administration

P.O. Box 1989

West Palm Beach, FL 33402-1989

(561) 355-2030

FAX: (561) 355-3982

www.pbcgov.com



**Palm Beach County
Board of County
Commissioners**

Karen T. Marcus, Chair

Shelley Vana, Vice Chair

Paulette Burdick

Steven L. Abrams

Burt Aaronson

Jess R. Santamaria

Priscilla A. Taylor

County Administrator

Robert Weisman

*"An Equal Opportunity
Affirmative Action Employer."*

 printed on recycled paper

February 22, 2011

Re: US Department of Justice
Office on Violence Against Women (OVW)
OVW Fiscal Year 2011
Grants to Encourage Arrest Policies and Enforcement of Protection Orders
Program

To whom it may concern:

I am writing to extend signature authority to Ms. Nicole A. Bishop, Director of the Palm Beach County Division of Victim Services and Rape Crisis Center, to execute all related documents for the OVW Fiscal Year 2011 Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program. This authorization includes submitting the application electronically and the execution of all necessary forms and documents as required by the U.S. Department of Justice, Office on Violence Against Women.

If you have any questions, please feel free to call Mrs. Bishop at (561) 355-1723.

Thank you for your cooperation and attention to this matter.

Sincerely,

Robert Weisman
County Administrator

Attachment # 2



Department of Justice
Office on Violence Against Women

September 26, 2011

Washington, D.C. 20531

Ms. Nicole A. Bishop
Palm Beach County Board of County Commissioners
301 North Olive Avenue
West Palm Beach, FL 33401-4036

Dear Ms. Bishop:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office on Violence Against Women has approved your application for funding under the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program in the amount of \$906,949 for Palm Beach County Board of County Commissioners. This award provides the opportunity for recipients to develop and strengthen effective responses to violence against women. The Grants to Encourage Arrest Policies and Enforcement of Protection Orders (Arrest) Program encourages communities to treat domestic violence, sexual assault, dating violence, and stalking as serious crimes by strengthening the criminal justice response to these crimes and promoting a coordinated community response. Victim safety and offender accountability are the center piece of Arrest Program projects.

Enclosed you will find the award package. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact Nicolette Gantt at (202) 307-3333. For financial grants management questions, contact the OVW Grants Financial Management Division at (202) 514-8556, or by e-mail at ovw.gfmd@usdoj.gov. For payment questions, contact the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or by email at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

Susan B. Carbon
Director

Enclosures

Attachment # 3



Department of Justice
Office of Justice Programs
Office for Civil Rights

Washington, D.C. 20531

September 26, 2011

Ms. Nicole A. Bishop
Palm Beach County Board of County Commissioners
301 North Olive Avenue
West Palm Beach, FL 33401-4036

Dear Ms. Bishop:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of Federal funding to compliance with Federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice is responsible for ensuring that recipients of financial aid from OJP, its component offices and bureaus, the Office on Violence Against Women (OVW), and the Office of Community Oriented Policing Services (COPS) comply with applicable Federal civil rights statutes and regulations. We at OCR are available to help you and your organization meet the civil rights requirements that come with Justice Department funding.

Ensuring Access to Federally Assisted Programs

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

Providing Services to Limited English Proficiency (LEP) Individuals

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

Ensuring Equal Treatment for Faith-Based Organizations

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, *Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants*, and known as the Equal Treatment Regulation 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the Department of Justice funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see OCR's website at <http://www.ojp.usdoj.gov/ocr/ctfbo.htm>.

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees.

Questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment may be directed to this Office.

Enforcing Civil Rights Laws

All recipients of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

Complying with the Safe Streets Act or Program Requirements

In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEO), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

1) Meeting the EEO Requirement

In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEO reporting requirements:

~~If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEO and submit it to OCR for review within 60 days from the date of this letter.~~ For assistance in developing an EEO, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEO specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEO, but it does not have to submit the EEO to OCR for review. Instead, your organization has to maintain the EEO on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEO requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

2) Submitting Findings of Discrimination

In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR for review.

Ensuring the Compliance of Subrecipients

If your organization makes subawards to other agencies, you are responsible for assuring that subrecipients also comply with all of the applicable Federal civil rights laws, including the requirements pertaining to developing and submitting an EEO, reporting Findings of Discrimination, and providing language services to LEP persons. State agencies that make subawards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.

If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 307-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston
Director

cc: Grant Manager
Financial Analyst



Department of Justice
Office on Violence Against Women

Grant

PAGE 1 OF 7

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Palm Beach County Board of County Commissioners 301 North Olive Avenue West Palm Beach, FL 33401-4036		4. AWARD NUMBER: 2011-WE-AX-0027	
		5. PROJECT PERIOD: FROM 10/01/2011 TO 09/30/2013 BUDGET PERIOD: FROM 10/01/2011 TO 09/30/2013	
1A. GRANTEE IRS/VENDOR NO. 596000078		6. AWARD DATE 09/26/2011	7. ACTION Initial
		8. SUPPLEMENT NUMBER 00	
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE Palm Beach County's Coordinated Response and Training for Sexual Assault, Domestic Violence, Dating Violence and Stalking Cases.		10. AMOUNT OF THIS AWARD \$ 906,949	
		11. TOTAL AWARD \$ 906,949	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under 42 U.S.C. 3796hh - 3796hh-4 (OVW - Arrest)			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Susan B. Carbon Director		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Nicole A. Bishop Director	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 	19A. DATE 10/6/11
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X A W4 29 00 00 00 906949		21. W411ED00011	

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)

Attorney, Aid to Victims of Domestic Abuse (AVDA) and Palm Beach County Sheriff's Office, seek to improve their joint efforts to hold offenders accountable for their criminal behavior. This will be done by centralizing and coordinating dedicated teams comprised of law enforcement, prosecutors, advocates, and medical providers to respond to crimes of sexual assault, domestic violence, dating violence and stalking. Additionally, the Project Steering Committee will lead the community in developing and implementing policies and training for police, prosecutors, advocates, and medical providers.

With this Arrest award, Palm Beach County Board of County Commissioners and its partners will: (1) encourage more arrests, prosecute more violent offenders, and provide victims the opportunity to participate in an enhanced victim-centered criminal justice system; (2) provide dedicated and specifically trained staff to coordinate the formation of the SART and SANE training; (3) provide standby on-call nurse examiners; (4) offer rape and domestic violence victims four advocates and a trauma therapist for comprehensive services; (5) assist with expanding professional training programs for law enforcement, judiciary, victim advocates, and medical providers; (6) provide clerical assistance dedicated to grant activities; and (7) acquire the necessary office supplies and equipment for communication, case management, and trainings.

CA/NCF



Department of Justice
Office on Violence Against Women

**AWARD CONTINUATION
SHEET**
Grant

PAGE 2 OF 7

PROJECT NUMBER 2011-WE-AX-0027

AWARD DATE 09/26/2011

SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office on Violence Against Women (OVW) Financial Grants Management Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audit of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of DOJ grant funds) are not satisfactory and promptly addressed as further described in the current edition of the OVW Financial Grants Management Guide.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government without the express prior written approval of OVW, in order to avoid violation of 18 USC § 1913. The recipient may, however, use federal funds to collaborate with and provide information to Federal, State, local, tribal and territorial public officials and agencies to develop and implement policies to reduce or eliminate domestic violence, dating violence, sexual assault, and stalking (as those terms are defined in 42 USC 13925(a)) when such collaboration and provision of information is consistent with the activities otherwise authorized under this grant program.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

6. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OVW.

NB



Department of Justice
Office on Violence Against Women

**AWARD CONTINUATION
SHEET
Grant**

PAGE 3 OF 7

PROJECT NUMBER 2011-WE-AX-0027

AWARD DATE 09/26/2011

SPECIAL CONDITIONS

7. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.
8. The recipient agrees to comply with applicable requirements regarding Central Contractor Registration (CCR) and applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office on Violence Against Women web site at <http://www.ovw.usdoj.gov/docs/ccr-award-term.pdf> (Award condition: Central Contractor Registration and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
9. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
10. The grantee agrees to comply with all relevant statutory and regulatory requirements which may include, among other relevant authorities, the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C 3711 et seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, and OVW's implementing regulations at 28 CFR Part 90.
11. The Director of OVW, upon a finding that there has been substantial failure by the grantee to comply with applicable laws, regulations, and/or the terms and conditions of the grant or cooperative agreement, will terminate or suspend until the Director is satisfied that there is no longer such failure, all or part of the grant or cooperative agreement, in accordance with the provisions of 28 CFR Part 18, as applicable mutatis mutandis.
12. The grantee agrees to submit semiannual progress reports that describe project activities during the reporting period. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1-June 30 and July 1 - December 31 for the duration of the award. Future awards may be withheld if progress reports are delinquent. Grantees are required to submit this information online, through the Grants Management System (GMS), on the semi-annual progress report for the relevant OVW grant programs.
13. Under the Government Performance and Results Act (GPRA) and VAWA 2000, grantees are required to collect and maintain data that measure the effectiveness of their grant-funded activities. Accordingly, the grantee agrees to submit semi-annual electronic progress reports on program activities and program effectiveness measures. Information that grantees must collect under GPRA and VAWA 2000 includes, but is not limited to: 1) number of persons served; 2) number of persons seeking services who could not be served; 3) number and percentage of arrests relative to the number of police responses to domestic violence incidents; 4) number of protection orders issued; and 5) number of victim advocates supported by grant funding.
14. A final report, which provides a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award, is due 90 days after the end of the award. The Final Progress Report should be submitted to the Office on Violence Against Women through the Grants Management System with the Report Type indicated as "Final".

NB



PROJECT NUMBER 2011-WE-AX-0027

AWARD DATE 09/26/2011

SPECIAL CONDITIONS

15. The recipient agrees that it will submit quarterly financial status reports to OVW on-line (at <https://grants.ojp.usdoj.gov>) using the SF 425 Federal Financial Report form (available for viewing at www.whitehouse.gov/omb/grants/standard_forms/ff_report.pdf), not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the award period.
16. The grantee agrees to allocate project funds as designated by the Office on Violence Against Women for allowable costs to participate in OVW-sponsored technical assistance. Funds designated for OVW-sponsored technical assistance may not be used for any other purpose without prior approval of OVW and the issuance of a Grant Adjustment Notice (GAN) permitting such use. Technical assistance includes, but is not limited to, peer-to-peer consultations, focus groups, mentoring site visits, conferences and workshops conducted by OVW-designated technical assistance providers or OVW-designated consultants and contractors.
17. The grantee will provide the Office on Violence Against Women (OVW) with the agenda for any training seminars, workshops, or conferences not sponsored by OVW that project staff propose to attend using grant funds. The grantee must receive prior approval from OVW before using OVW grant funds to attend any training, workshops, or conferences not sponsored by OVW. To request approval, grantees must submit a Grant Adjustment Notice (GAN) request through the grants management system to OVW with a copy of the event's brochure, curriculum and/or agenda, a description of the hosts or trainers, and an estimated breakdown of costs. The GAN request should be submitted to OVW at least 20 days before registration for the event is due. Approval to attend non-OVW sponsored programs will be given on a case-by-case basis.
18. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the Office on Violence Against Women prior to obligation or expenditure of such funds.
19. The recipient agrees to submit one copy of all required reports and any other written materials or products that are funded under the project to OVW not less than twenty (20) days prior to public release. If the written material is found to be outside the scope of the program, or in some way to compromise victim safety, it will need to be revised to address these concerns or the grantee will not be allowed to use project funds to support the further development or distribution of the materials.
20. All materials and publications (written, visual, or sound) resulting from award activities shall contain the following statements: "This project was supported by Grant No. _____ awarded by the Office on Violence Against Women, U.S. Department of Justice. 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 Department of Justice, Office on Violence Against Women.
21. The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

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Department of Justice
Office on Violence Against Women

**AWARD CONTINUATION
SHEET
Grant**

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PROJECT NUMBER 2011-WE-AX-0027

AWARD DATE 09/26/2011

SPECIAL CONDITIONS

22. The grantee agrees that grant funds will not support activities that may compromise victim safety, such as: pre-trial diversion programs not approved by OVW or the placement of offenders in such programs; mediation, couples counseling, family counseling or any other manner of joint victim-offender counseling; mandatory counseling for victims, penalizing victims who refuse to testify, or promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, file formal complaint); or the placement of perpetrators in anger management programs.
23. The grantee agrees to submit for OVW review and approval any anticipated addition of, removal of, or change in collaborating partner agencies or individuals who are signatories of the Memorandum of Understanding, and if applicable, the Internal Memorandum of Agreement.
24. Pursuant to 28 CFR §66.34, the Office on Violence Against Women reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, in whole or in part (including in the creation of derivative works), for Federal Government purposes:
 - (a) any work that is subject to copyright and was developed under this award, subaward, contract or subcontract pursuant to this award; and
 - (b) any work that is subject to copyright for which ownership was purchased by a recipient, subrecipient or a contractor with support under this award.

In addition, the recipient (or subrecipient, contractor or subcontractor) must obtain advance written approval from the Office on Violence Against Women program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

It is the responsibility of the recipient (and of each subrecipient, contractor or subcontractor as applicable) to ensure that this condition is included in any subaward, contract or subcontract under this award.

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PROJECT NUMBER 2011-WE-AX-0027

AWARD DATE 09/26/2011

SPECIAL CONDITIONS

25. Pursuant to 42 USC 3796hh(d), the grantee understands that 5% of this award is being withheld and that it may not obligate, expend or drawdown that 5% unless, by the period ending on the date on which the next session of the State legislature ends, the State or unit of local government, --

(1) certifies that it has a law or regulation that requires -

(A) the State or unit of local government at the request of a victim to administer to a defendant, against whom an information or indictment is presented for a crime in which by force or threat of force the perpetrator compels the victim to engage in sexual activity, testing for the immunodeficiency virus (HIV) not later than 48 hours after the date on which the information or indictment is presented;

(B) as soon as practicable notification to the victim, or parent and guardian of the victim, and defendant of the testing results; and

(C) follow-up tests for HIV as may be medically appropriate, and that as soon as practicable after each such test the results be made available in accordance with subparagraph (B).

The "next session of the State legislature" means the next session after the date on which the application for this award was submitted.

If the grantee submits a certification, a Grant Adjustment Notice (GAN) will be issued, and the funds will become available for drawdown. If, by the date on which the next session of the State legislature ends, the grantee is not in compliance with this provision, the withheld funds will be deobligated from the amount of funds awarded for this award period.

If the grantee is an Indian Tribe, it should contact OVW to determine whether it falls within the definition of -unit of local government- as defined by 42 USC § 3791. If it does not, a GAN will be issued and the condition will be removed.

26. The grantee agrees to use grant funds to strengthen legal advocacy service programs for victims of domestic violence, dating violence, sexual assault and stalking, including strengthening assistance to such victims in immigration matters. Grant funds may not be used to provide long-term or short-term legal representation.
27. The grantee agrees that funds will not be used for prevention activities (e.g., outreach to elementary and secondary schools, implementation of educational programs regarding domestic and dating violence intervention, and public awareness campaigns). The grantee may use funds to provide outreach regarding the specific services offered under the grant.
28. As a first time grant recipient under this grant program, the grantee agrees to send its project coordinator to an OVW technical assistance new grantee orientation seminar. Additionally, if there is a change in the project coordinator during the grant period, the grantee agrees to send the new project coordinator, regardless of prior experience with this or any other federal grant, to an OVW technical assistance new grantee orientation seminar.
29. All contracts under this award should be competitively awarded unless circumstances preclude competition. When a contract amount exceeds \$100,000 and there has been no competition for the award, the recipient must comply with rules governing sole source procurement found in the current edition of the OVW Financial Guide.

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Department of Justice
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**AWARD CONTINUATION
SHEET
Grant**

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PROJECT NUMBER 2011-WE-AX-0027

AWARD DATE 09/26/2011

SPECIAL CONDITIONS

30. The recipient agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office on Violence Against Women web site at: <http://www.ovv.usdoj.gov/docs/ffata-award-term.pdf> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own operate in his or her name).

31. The recipient's budget is pending review and approval. The recipient may obligate, expend and draw down funds for travel related expenses to attend OVW-sponsored technical assistance events up to \$10,000. Remaining funds will not be available for draw down until the Office on Violence Against Women, Grants Financial Management Division has approved the budget and budget narrative, and a Grant Adjustment Notice has been issued removing this special condition. Any obligations or expenditures incurred by the recipient prior to the budget being approved are made at the recipient's own risk.

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BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET Amendment

BGEX 662 1228110000000000535
BGRV 662 1228110000000000159

FUND 1426 - Public Safety Grants

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

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED as of 12/28/2011	REMAINING BALANCE
Revenue								
1426-662-3295-3129	Fed Grnt Other Public Safety	0	0	906,949	-	906,949	0	906,949
	Total Revenue and Balance		114,103	906,949	-	1,021,052		
Expense								
1426-662-3295-1201	Salaries	0	0	391,306	0	391,306	0	391,306
1426-662-3295-1501	Wages-Special-no FRS	0	0	8,400	0	8,400	0	8,400
1426-662-3295-2101	FICA	0	0	24,261	0	24,261	0	24,261
1426-662-3295-2105	Medicare	0	0	5,674	0	5,674	0	5,674
1426-662-3295-2201	Retirement	0	0	20,857	0	20,857	0	20,857
1426-662-3295-2301	Insurance	0	0	116,000	0	116,000	0	116,000
1426-662-3295-3401	Other Conteractual Services	0	0	173,694	0	173,694	0	173,694
1426-662-3295-3421	Contracatual Services-Training	0	0	10,106	0	10,106	0	10,106
1426-662-3295-4001	Travel and Per Diem	0	0	15,000	0	15,000	0	15,000
1426-662-3295-4007	Travel-Mileage	0	0	5,461	0	5,461	0	5,461
1426-662-3295-4420	Rent-Motor Pool Vehicles	0	0	9,384	0	9,384	0	9,384
1426-662-3295-4625	Repair & Maintenance-motor Pool Vehicles	0	0	3,000	0	3,000	0	3,000
1426-662-3295-4703	Graphics Charges	0	0	2,500	0	2,500	0	2,500
1426-662-3295-5101	Office Supplies	0	0	1,200	0	1,200	0	1,200
1426-662-3295-5121	Data Proceessing Software/Equipment	0	0	500	0	500	0	500
1426-662-3295-5215	gasoline	0	0	4,600	0	4,600	0	4,600
1426-662-3295-5402	Educational Training Materials	0	0	1,200	0	1,200	0	1,200
1426-662-3295-6405	Data Proceessing Equipment	0	0	10,100	0	10,100	0	10,100
1426-662-3295-9515	Admin Costs-Indirect	0	0	103,706	0	103,706	0	103,706
	Total Appropriations and Expenditures	287,651	1,141,103	906,949	-	2,048,052		

Attachment #

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

Signatures Date

Stephanie Semora 12/28/11
NP/AS 1/10/2012
SP 1/1/12

By Board of County Commissioners
At Meeting of _____
1/24/12
Deputy Clerk to the
Board of County Commissioners

FUND 0001 - General Fund

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

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED as of 12/28/2011	REMAINING BALANCE
<u>Expense</u>								
0001-660-3270-9516	Administrative Costs-Charge Off	0	0					
0001-820-9900-9922	Reserve-Balaces Forward	61,000,000	61,038,888	103,706	0	(103,706)	0	(103,706)
	Total Appropriations and Expenditures			<u>103,706</u>	<u>103,706</u>	61,142,594	0	61,142,594

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

Signatures

Date

Stephan Lejnos
[Signature]

1/4/12
1/10/2012

By Board of County Commissioners
At Meeting of 1/24/2011
Deputy Clerk to the
Board of County Commissioners

* 11412

Attachment #

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