



**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact**

Fiscal Years	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>Net Fiscal Impact</b>	* _____	0 _____	0 _____	0 _____	0 _____
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	0 _____	0 _____	0 _____	0 _____	0 _____

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

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

Grant:  
Fund:  
Unit:

\*The budget will be amended if the grant is awarded.

Departmental Fiscal Review: (NC) [Signature] 8/20/23

**III. REVIEW COMMENTS**

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

[Signature] 7/26/2023  
 YA 7/25 OFMB  
 B 7/26 MF 7/26

[Signature] 8/12/23  
 Contract Administration  
 8/11/23

**B. Legal Sufficiency:**

[Signature] 8/2/23  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director



APR 27 2023

Interoffice Correspondence

**To:** The Honorable Gregg K. Weiss, Mayor  
Board of County Commissioners

**From:** Stephanie Sejnoha, Director, Public Safety Department

**Date:** April 25, 2023

**Subject:** Emergency request to sign grant application requiring Board Approval – FCASV SASP Victim Services Project

Digitally signed  
by Stephanie  
Sejnoha  
Date: 2023.04.25  
15:18:39 -0400

Department of Public Safety  
Division of Victim Services  
205 North Dixie Highway, 5.1100  
West Palm Beach, FL 33401  
(561) 355-2418  
FAX: (561) 355-2757  
www.pbcgov.com

**Palm Beach County  
Board of County  
Commissioners**

Gregg K. Weiss, Mayor

Maria Sachs, Vice Mayor

Maria G. Marino

Michael A. Barnett

Marci Woodward

Sara Baxter

Mack Bernard

**County Administrator**

Verdenia C. Baker

"An Equal Opportunity  
Affirmative Action Employer"

Official Electronic Letterhead

Pursuant to PPM#CW-F-003, your approval is required for a grant application with the Florida Council Against Sexual Violence for the solicitation titled "2023 SASP Victim Services Project" in an amount of \$120,000 for the first year. Awards for subsequent years are anticipated to be the same or similar amount. The grant application is due to the funding agency on May 15, 2023 as a competitive proposal.

This grant would operate from August 1, 2023 through July 31, 2026 and does not require a County match. Staff will submit the grant application to ratify the Mayor's signature at the next available Board of County Commissioner's meeting.

This project would enhance the existing county Certified Rape Crisis Center program by increasing and enhancing services to victims of sexual assault (including affected friends and family members) more specifically, the availability of specialized victim services for the Indigenous Maya and Hispanic/Latino/a adult, youth and child victims of reported and non-reported sexual assault, family and household members of such victims in Palm Beach County.

Reviewed by: [Signature] 4/26/23 [Signature] 4/26/23  
County Attorney Date OFMB Date

Approved by: [Signature] 4/27/23  
Gregg K. Weiss, Mayor Date

Pursuant to Section 309.00 of the Palm Beach County Administrative Code, and in accordance with the above designation by the Mayor, I hereby designate Director of Public Safety, or Director of Victim Services to sign and submit, via e-mail to the FCASV single point of contact, the attached application for the 2023 SASP Victim Services Project.

Approved by: [Signature] 5/3/23  
Verdenia C. Baker, County Administrator Date

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



**Florida Council Against Sexual Violence**

**Request for Proposals (RFP)  
2023 SASP Victim Services Project**

**Award Period**

**August 1, 2023 to July 31, 2026**

**Deadlines**

**Statements of Intent to Apply - 5:00 PM EST, on April 4, 2023**

**Applications - 5:00 PM EST, on May 15, 2023**

**Single Point of Contact**

**Beverly Gregory ([bgregory@fcasv.org](mailto:bgregory@fcasv.org))**

This project was supported by Grant No. 15JOVW-22-GG-00350-SASP awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Justice.

## Schedule of Events

Event	Due Date	Location
RFP Advertised	3/22/23	FCASV website <a href="https://www.fcasv.org">https://www.fcasv.org</a>
Statement of Intent to Apply - Mandatory (Submit to single point of contact only)	4/4/23 5:00 PM EST	Submit to: Beverly Gregory <a href="mailto:bgregory@fcasv.org">bgregory@fcasv.org</a>
Written Questions (Submit to single point of contact only)	4/14/23	Submit to: Beverly Gregory <a href="mailto:bgregory@fcasv.org">bgregory@fcasv.org</a>
Responses to Written Questions Posted	4/20/23	FCASV website <a href="https://www.fcasv.org">https://www.fcasv.org</a>
Application / Proposal (Submit to single point of contact only)	5/15/23 5:00 PM EST	Submit to: Beverly Gregory <a href="mailto:bgregory@fcasv.org">bgregory@fcasv.org</a>
Intent to Award Posted	6/6/23 (tentative date)	FCASV website <a href="https://www.fcasv.org">https://www.fcasv.org</a>

## INTRODUCTION

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The Sexual Assault Services Program (SASP) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005, 34 U.S.C. § 12511, (VAWA). The program directs grant dollars to states to assist them in supporting rape crisis centers and nonprofit, nongovernmental organizations that provide core services, direct intervention, and related assistance to victims of sexual assault, regardless of age. Funds provided through the SAS Formula Program are designed to supplement other funding sources directed at addressing sexual assault.

The Department of Justice (DOJ), Office on Violence Against Women (OVW) awarded the FL Department of Health (DOH) the amount of \$1,019,433.00 in response to the 2022 OVW Sexual Assault Services Formula Program Solicitation to support sexual assault victim services in the state of Florida. Award number 15JOVW-22-GG-00350-SASP. Assistance Listing Number (ALN) 16.017.

FCASV is designated as the pass-through entity for the distribution of SASP funds to certified sexual assault centers.

## PROGRAM SCOPE

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Activities supported by the SASP are determined by statute, federal regulations, and OVW policies. Successful applicants will be bound by the provisions of this solicitation, the DOJ Financial Guide (and subsequent updates), OVW Special Conditions, and FCASV subaward terms and conditions.

## ELIGIBILITY

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Eligible applicants are limited to Florida's certified sexual assault programs, serving victims of sexual assault (and their dependents) and have a documented history of effective work involving sexual assault victims. Applicants must also meet the following threshold requirements:

1. *Unique Entity ID:* A Unique Entity ID (UEI) issued through the System for Award Management (SAM) will be required instead of a DUNS number to receive funding. For more information and/or to obtain a UEI, please visit the [SAM.gov](https://sam.gov) website. (Note: On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID.)
2. *System for Award Management (SAM) Registration:* SAM is a federally owned and operated free website, and it is used to reference the information needed to report subaward information to the federal government. In order to register at [SAM.gov](https://sam.gov) you must have a UEI number.

## FUNDING AVAILABILITY / AWARD PERIOD

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Final allocations are dependent on the number and quality of applications received. Subawards resulting from this RFP will be in effect for 36 months; from August 1, 2023 through July 31, 2026.

Awards are contingent on the availability of funds and any modifications or additional requirements that may be imposed by the FL Department of Health, FCASV, DOJ, OVW or Florida Statutes.

A total \$969,752.00 will be available for sexual assault services subawards for the initial project term, August 1, 2023 through July 31, 2024. Each applicant may request up to \$120,000.00. Funding for the subsequent year is anticipated to be the same as the initial annual term.

If, after the initial award period, the provider has failed to perform as specified in the submitted proposal or the resulting subaward terms and conditions the subaward may be terminated by FCASV.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. Therefore, applicants are encouraged to develop a plan to sustain project activities if federal funding through the SASP ceases to be available.

#### **Subaward Renewals**

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

#### **Activities That Compromise Safety and Recovery**

OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions.

### **PURPOSE AREAS**

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Pursuant to 34 U.S.C. § 12511(a)(1), funds under this program must be used for one or more of the following purposes:

To provide intervention, advocacy, accompaniment, support services, and related assistance to:

1. Adult, youth, and child victims of sexual assault.
2. Family and household members of such victims.
3. Those collaterally affected by the victimization, except the perpetrator of such victimization.

*Specifically, funds under the SASP must be used to support the establishment, maintenance, and expansion of rape crisis centers and other nongovernmental or tribal programs and projects to assist individuals who have been victimized by sexual assault, without regard to the age of the individual. See 34 U.S.C. § 12511(b)(1).*

SASP grants shall be used by states and territories to provide grants to rape crisis centers and other nonprofit, nongovernmental organizations or tribal programs for programs and activities that provide direct intervention and related assistance. The term "rape crisis center" means a

nonprofit, nongovernmental, or tribal organization, or governmental entity in a state other than a territory that provides intervention and related assistance to victims of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services. See 34 U.S.C. § 12291(a)(25). Pursuant to 34 U.S.C. § 12511(b)(2)(C) intervention and related assistance may include:

1. 24-hour hotline services providing crisis intervention services and referral.
2. Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings.
3. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members.
4. Information and referral to assist the sexual assault victim and family or household members.
5. Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities.
6. Development and distribution of materials on issues related to the services described in numbers 1 through 5 above.

## PRIORITY AREAS

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For the purposes of this solicitation, applicants are encouraged to allocate grant funds to improve meaningful support to victims of sexual violence from underserved communities and/or those with special needs. Collaborative efforts with other community partners are encouraged.

All sexual assault recovery services must align with FCASV certification standards.

## CONFIDENTIALITY

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All subrecipients providing services to victims and receiving VAWA funding from the OVW must comply with the VAWA Confidentiality Provision. The VAWA Confidentiality Provision (34 U.S.C. 12291(b)(2)) is a provision of the VAWA that requires all recipients receiving VAWA funding to protect the confidentiality and privacy of persons to whom those grantees and subgrantees provide services.

In order to ensure the safety of adult, youth, and child victims of sexual assault subgrantees shall protect the confidentiality and privacy of persons receiving services. Subgrantees shall not disclose, reveal, or release *personally identifying information* or individual information collected in connection with services requested, utilized, or denied through subgrantees' programs.

The term "personally identifying information" means individually identifying information for or about an individual including information likely to disclose the location of a victim, regardless of whether the information is encoded, encrypted, hashed, or otherwise protected. Personally



identifying information includes information such as an individual's name, address, other contact information (including a postal address, e-mail address, and telephone number), and a social security number, driver license number, passport number, or student identification number. It also includes other information, including date of birth, racial or ethnic background, or religious affiliation, that would serve to identify an individual.

## OUT OF SCOPE ACTIVITIES

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

1. Research projects. Funds under this program may not be used to conduct research, defined in 28 C.F.R. § 46.102 as a systematic investigation designed to develop or contribute to generalizable knowledge. Surveys and focus groups, depending on their design and purpose, may constitute research and therefore be out-of-scope.
2. Implementation of a program involving the use of chemicals.
3. Activities focused on prevention efforts and education (e.g., bystander intervention, social norms campaigns, presentations on healthy relationships, etc.).
4. Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews.
5. Sexual Assault Forensic Medical Examiner programs.
6. Sexual Assault Response Team coordination.
7. Providing training to allied professions and the community (e.g., law enforcement, child protection services, prosecution, other community-based organizations, etc.).
8. Domestic violence services unrelated to sexual violence.

## UNALLOWABLE ACTIVITIES/BUDGET ITEMS

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This grant program does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. The following activities have been found to jeopardize victim safety, deter, or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. In planning a SASP proposal, please ensure that the following activities and budget items are not included:

- Lobbying
- Fundraising (including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions) and time spent procuring funding including completing federal and state funding applications
- Purchase of real property or vehicles
- Construction and physical modifications to buildings, including minor renovations (such as painting or carpeting)
- Food and beverages; except emergency food or beverages for victims
- Overtime is allowed, but to claim the overtime rate, there must be a separate line item in the budget that includes the overtime rate of pay
- Costs incurred prior to the start date of the subaward may not be assigned to the project.

## ADMINISTRATIVE COSTS

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Administrative costs are an allowable expense but are limited to 10% of the total grant funded budget. Administrative costs include time to complete SASP required time and attendance sheets and programmatic documentation, reports, and required statistics; administrative time to collect and maintain satisfaction surveys; and needs assessments used to improve services delivery within the SASP funded project.

## CONTRACTORS & CONSULTANTS

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When contracting for work or services to support the funded SASP project, the following is required:

1. All contractual services must appear in a pre-approved (by FCASV) line-item budget.
2. All consultant and contractual services shall be supported by written contracts, signed by all parties, stating the services to be performed, rate of compensation, and length of time over which the services will be provided.
3. A copy of all written contracts for contractual or consultant services shall be submitted in advance to FCASV for approval.
4. Payments shall be supported by statements outlining the services rendered, date of service, and cost of service.
5. Any consultant costs exceeding the allowable rate (maximum of \$81.25 per hour or \$650 per day) will not be allowed.

## INDIRECT COSTS

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Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Indirect costs are those that benefit more than one activity and are common or joint purpose costs. Requesting indirect costs is optional. Applicants do not have to request indirect costs, but it is allowable. To calculate indirect costs, applicants must first determine the Modified Total Direct Costs (MTDC) amount of the project budget. Indirect costs that can be requested are not based on the entire project budget, but on the MTDC amount. Applicants have two options when requesting indirect costs: using a formal Indirect Cost Rate Agreement (ICRA) or using a De Minimis Rate. These two options are outlined below.

### **Indirect Cost Rate Agreement (ICRA)**

- This is a formal rate agreement that an organization has applied for and received from the federal cognizant agency (ICJI does not approve ICRA's).
- Organizations must have a letter or other documentation that lists the federally negotiated rate.
- The rate in the ICRA must be accepted, unless otherwise specified by the federal awarding agency.
- Applicants can request the percentage (as outlined in the ICRA) of the Modified Total Direct Costs (MTDC) of their budget for indirect costs.
- If an applicant elects to include indirect costs in their proposed grant budget, this intent must be included the Budget Narrative section of the application.

**De Minimis Rate**

- This can be used by organizations that have never had a federally approved Indirect Cost Rate Agreement.
- Applicants can use a rate of up to 10% of the MTDC of their budget for indirect costs.
- If an applicant elects to use the *de minimis* rate of 10% of MTDC, then it must provide a list of indirect costs and the calculation used to determine the amount charged.

**TRAVEL COSTS**

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- Expenses and reimbursements for in state and out-of-state travel must follow the most current State of Florida Reference Guide for State Expenditures.
- Any travel expenses incurred beyond the local community and funded under this award must be identified on a completed State of Florida Voucher for Reimbursement of Travel Expenses, incorporated herein by reference.
- Local mileage must be maintained on either a mileage log or the state voucher form to document per trip the destination (i.e., the person/organization if not a victim), number of miles traveled, the purpose of travel and how it relates to sexual assault activities, and date of travel along with the name of the person to be reimbursed.
- Prior approval shall be obtained from FCASV for any travel and/or training not specifically identified and approved in the current cost proposal. If line items include travel to a conference or training, an agenda, presenter credentials and itemized costs are required to be submitted for prior approval.

**ALLOWABLE PROGRAM COSTS**

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- Successful applicants must comply with the following:
  - Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200 (<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>)
  - DOJ Grants Financial Guide (current edition) (<https://www.ojp.gov/funding/financialguidedojo/overview>); including any updated version that may be posted during the period of performance
  - SASP Grant Program Requirements
  - 2022 OVW Terms and Conditions
  - Subaward terms and conditions
- Costs must be necessary and reasonable for the stated purpose of the grant.
- Costs must be in accordance with generally accepted accounting principles.
- Costs must be consistent with policies and procedures of this grant program and applied uniformly.
- Costs must be adequately documented with supporting materials including receipts, invoices, timesheets, paystubs, etc.
- All financial records pertinent to the subaward, including the general accounting ledger and all supporting documents, are subject to review.
- Direct payments must be for costs related to the sexual assault. Where possible, subrecipients are encouraged to pay vendors directly.

## SUPPLANTING

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Federal funds are not permitted to be used to take the place of or replace the state and local funds used to offer those programs and services. Therefore, federal funds must only be used to supplement existing state or local funds for program activities.

## REPORTING REQUIREMENTS

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In accordance with subaward terms all successful applicants will be required to submit the following reports, incorporated herein by reference, during the course of the subaward term.

- **SASP Quarterly Activity Report.** Submitted quarterly to document achievement of service tasks.
- **Quarterly Expenditure Report (QER).** Submitted (November, February, May, August) to identify the previous 3-month period of expenditures, in accordance with the current pre-approved line-item budget.
- **Projected Contract Expense Report.** Submitted monthly during the last five months of each annual term to identify subaward expenditure totals to date and project expenditures for the months remaining.
- **Federal Annual Progress Report (FAPR).** Submitted in January for the previous calendar year to address funded activities.
- **Annual Financial Report.** To identify annual subaward expenditures.

## MONITORING

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- FCASV will monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, OVW Special Conditions, and the terms and conditions of the subaward.
- Monitoring will include the review of financial and performance reports.
- Subrecipients must permit FCASV, those acting on its behalf, and auditors to have access to subrecipient records, financial statements, and other pertinent documents.
- FCASV will have final authority in monitoring, reporting, and payment disputes.

## STATEMENT OF INTENT

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Applicants are required to submit an Intent to Apply via email notification **no later than the time and date specified on the Schedule of Events**. All communications must be submitted electronically to Beverly Gregory ([bgregory@fcasv.org](mailto:bgregory@fcasv.org)), the single point of contact for this solicitation.

Please indicate "SASP Statement of Intent" in the subject line of the email and provide the following information in the message:

1. Name of the applicant rape crisis center
2. The county/counties to be served with SASP funds
3. Contact name, title, email, and telephone number (related to this RFP)

*Note: Submission of a Statement of Intent does not obligate the agency to apply but is a*

requirement to continue with the application process. It will also help FCASV anticipate resources required to complete the application reviews. **Proposals submitted without prior/timely submission of the Statement of Intent will not be considered for funding.**

#### **Applicant Inquiries and Proposals**

Applicants are welcome to submit questions regarding this RFP in accordance with the Schedule of Events. Any communication regarding this RFP, including proposal submissions, must be emailed to FCASV's single point of contact, Beverly Gregory ([bgregory@fcasv.org](mailto:bgregory@fcasv.org)). No telephone calls will be accepted. Answers to all questions will be posted electronically on FCASV's website ([www.fcasv.org](http://www.fcasv.org)) in accordance with the Schedule of Events.

Applicants are prohibited from contacting any FCASV personnel regarding this solicitation other than the single point of contact. Any occurrence of a violation may result in the disqualification of the applicant.

### **APPLICATION REQUIREMENTS**

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#### • **Proposal Submission Deadline**

All applications/proposals must be submitted as email attachments no later than the time and date specified on the Schedule of Events to Beverly Gregory ([bgregory@fcasv.org](mailto:bgregory@fcasv.org)), the single point of contact. No proposals will be accepted thereafter. If you do not receive a response to your emailed application within 24 hours, please email the single point of contact to be sure your application was received. It is anticipated that official notice of successful applicants will be posted on the FCASV website ([www.fcasv.org](http://www.fcasv.org)).

#### • **Application (Attachment A)**

Submit a fully completed application form with the following attachments:

Eligible applicants are limited to Florida's certified sexual assault programs, serving victims of sexual assault (and their dependents) and have a documented history of effective work involving sexual assault victims. Applicants must also meet the following threshold requirements:

- **Unique Entity ID:** A Unique Entity ID (UEI) issued through the System for Award Management (SAM) will be required instead of a DUNS number to receive funding. For more information and/or to obtain a UEI, please visit the SAM.gov website. (Note: On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID.)
- **System for Award Management (SAM) Registration:** To enable ICJI to report subawards in a timely manner, subgrantees are also required to register with the System for Award Management (SAM). SAM is a federally owned and operated free website, and it is used to reference the information needed to report subaward information to the federal government. In order to register at SAM.gov you must have a UEI number.
- **SAM Verification** - Provide a copy of the agency's current online, active SAM registration. To register with SAM, go to <https://www.uscontractorregistration.com>.
- **Federal Indirect Cost Rate Agreement (if applicable)** - Provide a copy of the current approved indirect cost rate from a federal cognizant agency, if referenced in the proposed budget.

- **Agency Organizational Chart(s)** – Provide a copy of the current organizational chart. If applicant is a large/umbrella agency, also include an organizational chart for the sexual assault program.
- **Proposal Format**
  - 8½ x 11-inch paper
  - Double-spaced (with noted exceptions)
  - 1-inch margins
  - Type no smaller than 12 point, Times New Roman font
  - Page numbers
  - Provide a Table of Contents
  - Page limitations

- **Project Narrative**

Projects must align with one or more Purpose Areas outlined in this solicitation. Restate headings and address each numbered element separately (proposal abstract, statement of need, project description). The project narrative is limited to 14 pages. Any additional pages will not be considered. Proposals will be evaluated based on their meaningful engagement with community partners, resulting in enhanced opportunities for sexual assault survivors to access services.

1. **Proposal Abstract (1 page limit)**

When read separately from the rest of the application the Proposal Abstract should serve as a succinct and accurate description of the proposed project.

2. **Statement of Need**

This section should clearly identify the need(s) to be addressed and provide relevant data to justify the request for the services/activities being proposed.

- a. Describe the target population and why it was selected as the focus of this project.
- b. Describe the need to be addressed within the proposed community, county (counties), and/or population to be served. Statements should be supported with up-to-date statistical or other factual information/data or relevant literature. The sources or methods used for assessing the problem should also be identified and described.
- c. Describe how this project would enhance the services currently provided by your program.

3. **Project Description**

Describe in detail how the needs identified above will be met. Using the table below list, single spaced, the goals and activities that will be completed each award year. Stated goals and related activities must be specific and verifiable. The table may be extended to additional pages and altered to reflect the actual number of goals to be addressed and the number of activities specific to each goal.

- a. Number and clearly describe the unique goals to be completed by the end of the first year, second year and third year of the grant cycle. (Year 1, 2, or 3)
- b. Identify goal-specific activities to be conducted in support of goal achievement. Include completion dates (month/year) for each.
- c. An emphasis on priority areas should be considered.

<b>Project Goals &amp; Activities</b> (Indicate 1, 2, or 3 as the year each goal will be accomplished)		
<b>Activities in Support of Each Goal</b> (1.1, 1.2, 2.1, 2.2, etc.)	<b>Assigned staff by</b> <b>Title/Name</b>	<b>Completion Date</b> (Month/Year)
<b>Goal #1/Year ___:</b>		
1.1		
1.2		
1.3		
<b>Goal #2/Year ___:</b>		
2.1		
2.2		
2.3		
<b>Goal #3/Year ___:</b>		
3.1		
3.2		
3.3		
<b>Goal #4/Year ___:</b>		
4.1		
4.2		
4.3		

(Expand table to add goals and/or activities as needed.)

**4. Collaborative Process**

Improving services to underserved populations requires strong collaboration with organizations in their communities. Using the table below, identify the active/intended partners that will participate in this project. Describe the role of each, by agency and individual. Single-space; add rows as needed.

COLLABORATIVE PROCESS		
Agency Name	Contact Name, Email and Phone #	Describe Collaboration/Roles

**5. Memorandum of Understanding (MOU)** (The MOU may be single or double-spaced; it is not included in the Project Narrative 14-page limit.)

- a. As part of the project proposal a MOU should be submitted to demonstrate the meaningful collaboration with a partnering organization(s) that serves victims/survivors representative of the selected underserved population.
- b. The MOU should be a single document (rather than separate MOUs with individual partners), that includes the signature(s) and date(s) signed by all partners. Separate signature pages for partners are not acceptable. Signatories should include their title and agency represented.

**6. Evaluation Plan**

Provide an evaluation strategy to assess the achievement of assigned goals and related activities. Include a measurement baseline, as applicable, to verify progress. Also address the effectiveness of working with collaborative partners. The plan should include an annual assessment and an overall evaluation of the three-year project.



- **Project Budget (Attachment B)**
  - Applicants must submit a one-year budget with their proposal for the period August 1, 2023 through July 31, 2024, using the form provided. The budget form must be completed in its entirety and include the following information:
  - Line-Item Budget. Detail all anticipated expenses.
  - Budget Narrative. Justify how each cost directly supports the project. Detailed cost calculations should also be included to demonstrate how the applicant arrived at the total amount requested.
  - Budget Summary. Provide funding category totals and project grand total.
- **Position Description(s)**
  - If personnel costs are identified in the budget a job description for each funded position must be submitted with the proposal.
  - The job description should specify the tasks/activities to be performed and the percentage of time allocated to each to support the project.
  - The heading "100% Grant Funded" should appear at the top of any position/job description to be fully funded under this project.
  - Likewise, the heading "\_\_\_\_\_ % Grant Funded" should appear at the top of any position/job description to be partially funded under this project, indicating appropriate percentage amount as assigned in the budget. Clearly indicate what tasks/activities are supported under this project and the percentage of time allocated to each.

## SOLICITATION RESULTS

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### Successful Applicants

Successful applicants will be required to submit additional documentation in accordance with federal/state and FCASV requirements prior to the execution of a subaward. Related information and certification forms will be provided by FCASV. In addition to the requirements stated above, subrecipients will be bound by all subaward terms and conditions, including FY 2022 OVW General Terms and Conditions ([Appendix A](#)).

### Protest

Any person seeking to challenge a successful applicant award must ensure a written Notice of Intent to protest is received within 72 hours after the challenged award notice was posted. Notice of Intent to protest must be submitted via email to Beverly Gregory ([bgregory@fcasv.org](mailto:bgregory@fcasv.org)), the single point of contact listed in the solicitation. Failure to provide a notice of intent to protest within the timeframe prescribed shall constitute a waiver of proceedings. The computation of the 72-hour time limit for notice of intent excludes weekends and state-approved holidays.

**Holly Dibenedetto**

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**From:** Beverly Gregory <bgregory@fcasv.org>  
**Sent:** Wednesday, May 10, 2023 3:03 PM  
**To:** Nicole Bishop  
**Cc:** Holly Dibenedetto; Carol Messam-Gordon  
**Subject:** RE: SASP Submission Documents

**This Message Is From an External Sender**

This message came from outside your organization.

Thank you,

Bev Gregory  
Single Point of Contact  
FCASV

---

**From:** Nicole Bishop <NBishop@pbcgov.org>  
**Sent:** Wednesday, May 10, 2023 2:05 PM  
**To:** Beverly Gregory <bgregory@fcasv.org>  
**Cc:** hdibened@pbcgov.org; cmessamg <cmessamg@pbcgov.org>  
**Subject:** FW: SASP Submission Documents

Hi Beverly,  
Please accept PBC Victim Services submission of the 2023 SASP Victim Services Project. If you have any questions, please do not hesitate to reach out.  
Thanks  
Nicole Bishop

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Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

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**Attachment A  
RFP Application Form  
2023 SASP Victim Services Project**

<b>Implementing Agency Information</b>	
Agency name:	Palm Beach County Victim Services
Project coordinator's name / title:	Nicole Bishop, Director
Project coordinator's email address:	NBishop@pbcgov.org
Project coordinator's phone number:	561-355-1723
Physical address:	205 N. Dixie Hwy. Suite 5.1100 WPB, FL 33401
Mailing address:	205 N. Dixie Hwy. Suite 5.1100 WPB, FL 33401
CFO / finance manager's name:	Marianela Diaz, Director Finance
CFO / finance manager's email address:	MDiaz@pbcgov.org
Agency website address:	<a href="https://discover.pbcgov.org/publicsafety/victimservices/p">https://discover.pbcgov.org/publicsafety/victimservices/p</a>
Unique Entity ID (UEI) number: (issued through SAM.gov)	XL2DNFMPCR44
Federal tax ID number:	59-6000785
Fiscal year end date:	September 30, 2023
Applicant has expended \$750,000 in federal funds in the last fiscal year: (indicate Yes or No)	Yes
Federal indirect cost rate: (Only if rate used in line-item budget)	

**Supplemental Documentation:**

- SAM verification – provide a copy of current, active SAM registration (submit scanned copy)
- Agency Organizational Chart
- Federal Indirect Cost Rate Agreement (if applicable)

*I attest that all information provided in this proposal is true and accurate:*

Nicole Bishop  5/9/2023  
 Executive Director (Print name / Signature / Date)

---

COUNTY OF PALM BEACH ● Active Registration

Unique Entity ID:  
XL2DNFMPCR44

Doing Business As:  
(blank)

Purpose of Registration:  
All Awards

Expiration Date  
Dec 7, 2023

CAGE/NCAGE:  
1RFV4

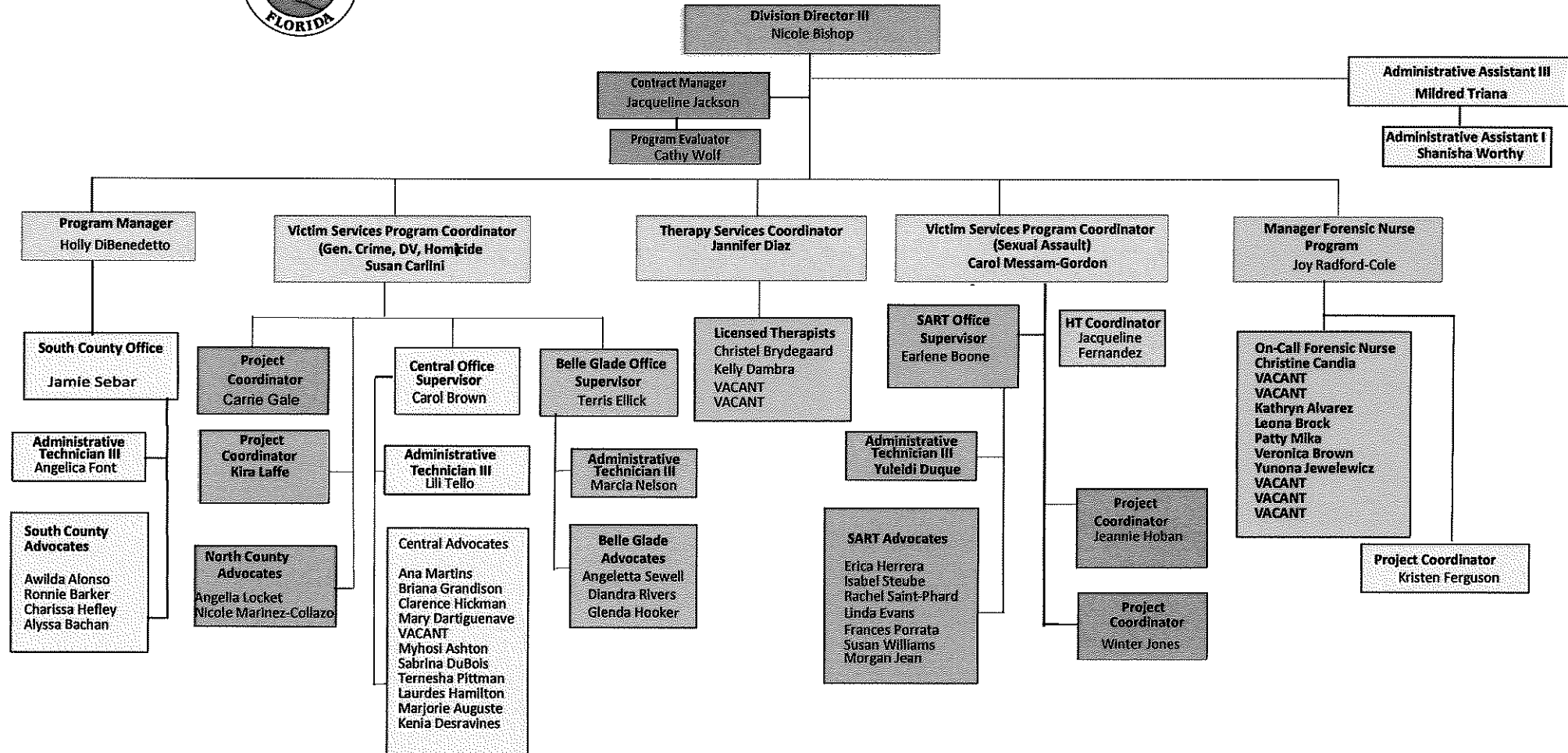
Physical Address:  
301 N OLIVE AVE  
WEST PALM BEACH, FL 33401-  
4700 USA

a.

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# Victim Services & Certified Rape Crisis Center



04/26/2023

b.

**1. Proposal Abstract**

The Palm Beach County Board of County Commissioners, through its Division of Victim Services and Certified Rape Crisis Center seek to increase and enhance services to victims of sexual assault (including affected friends and family members) in Palm Beach County, Florida. To accomplish this principal goal, four key goals were developed: 1.) Increase the availability of specialized victim services for indigenous Maya and Latino/a adult, youth and child victims of reported and non- reported sexual assault, family and household members of such victims; 2.) Ensure culturally specific advocacy services are available to collateral victims; 3.) Meaningfully increase awareness and accessibility of victim services, especially within the indigenous Maya and Latino/a populations by enhancing outreach in a culturally appropriate manner; 4.) Collaborate and enter into a Memorandum of Understanding (MOU) with the Guatemalan Maya Center and El Sol Neighborhood Resource Center to increase access to services for indigenous Maya and Latina/o communities. To support these goals, sixteen objectives and several accompanying tasks were identified. Central objectives for this project include hiring a project coordinator to coordinate all activities associated with this project, including direct services, outreach, staff education regarding cultural competency and project evaluation; enhanced agency service provision to collateral victims, strategic planning regarding targeted outreach to the indigenous Maya and Latino/a communities; and integration and collaboration with the Guatemala Maya Center and El Sol Neighborhood Resource Center. Tangible work products include updated forms and policies, bus shelter advertisements in Spanish in targeted areas of Palm Beach County, an outreach strategic plan, Memorandum of Understanding with El Sol and the Guatemala Maya Center and training material.

## **2. Statement of Need**

Palm Beach County (PBC), Florida (project service area), is located in the southeast coastal region of Florida. With a year round population of 1.498 million (US Census Bureau), it is the third most populous county in the state with 7% of Florida's population. Palm Beach is the second largest county in Florida covering 1,977 square miles, extending 53 miles from East to West and 45 miles from North to South with a terrain of urban, rural and coastal areas. The US Census indicates that 23.9% of the population identifies as indigenous Maya or Latino and 33.1% speak a language other than English at home. The percentage of foreign-born citizens (23%) exceeds the national figure of 13%, reflecting PBC's vast diversity. The Migration Policy Institute indicated that individuals from Guatemala and Mexico make up 42% of the undocumented population in PBC.

Sexual Assault is a life-threatening crime that affects thousands of people in Palm Beach County each year. According to the Florida Department of Law Enforcement (FDLE), there were 537 rapes in 2021. PBC Victim Services (PBCVS) data indicates that 587 victims of sexual assault received services during that same timeframe. Four hundred-four were over 18 and 183 were children. Services were provided to 155 victims self-identifying as indigenous Maya or Latino/a, 151 identified as Black/African American, and 5 identified as Asian. According to the Department of Justice, Office of Justice Programs, Bureau of Justice Statistics, National Crime Victimization Survey, 2010-2014 (2015), two out of three sexual assaults go *unreported*. People from marginalized and underserved communities are disproportionately affected. Secondary victims, the friends and family of those sexually assaulted, are marginalized and often go unassisted. Secondary victims often experience the effects of trauma as well, sometimes with similar symptoms to those of primary victims. The needs of secondary victims warrant attention in their



own right. Collateral victims, those who are affected, but are not family or household members rarely receive services. By recognizing the impact of sexual assault on the people who care about victim/survivors and addressing their needs, it will not only assist a group whose needs have been previously overlooked, it will also better equip these people to provide a support net.

According to the National Crime Victimization Survey (Bureau of Justice Statistics, 2004), one in six females ages 13 and older are victims of rape, attempted rape, or sexual assault. Based on the U.S. Census, projections for the indigenous Maya and Latina female population in the future, and the one-in-six victimization calculation, by the year 2050, the number of females of indigenous Maya and Latina origin who have experienced some form of sexual violence could reach 10.8 million. Victim service agencies across the Nation have not kept up with the rapid growth of indigenous Maya and Latina/o victim populations, which include subcultures with more than two dozen countries of origin. Consequently, many indigenous language and Spanish-speaking survivors of sexual violence are unidentified and beyond the reach of victim advocates, social services, legal service providers, the criminal justice system, and others who could help them. Similarly, it is a challenge to reach marginalized and underserved victims of sexual assault in PBC. Due to this challenge, it is difficult to provide information to underserved populations regarding the services that exist in their area. It becomes complicated to meet the needs of underserved populations due to this lack of knowledge of services. In order to engage victims and increase awareness and meaningful access to services, additional and targeted outreach is necessary.

PBCVS seeks to address underreporting and increase meaningful access to sexual assault services by improving support to victims in the underserved indigenous Maya and Latino/a populations in PBC. Enhanced opportunities for support in this identified population will be

accomplished by focusing services and outreach to primary and secondary victims of sexual assault along with collateral victims. This will be accomplished by increasing outreach activities, increasing the availability of specialized advocacy services and entering into formal relationships with agencies serving the identified population. The first is the Guatemalan-Maya Center of PBC. The Guatemalan-Maya Center was founded in 1992. They lobby and advocate for the migrant community in areas including education, health, immigration, cultural continuity and family preservation and empowerment. It is a Not for Profit corporation that supports the refugee, migrant, indigenous and farm-working community in PBC Florida. Their doors are open to anyone in need. The Center is home to people of 28 different countries with their niche being the Indigenous Maya. In their set programs, they currently serve about 16,000 families a year. The second organization is El Sol Neighborhood Center. El Sol was created in 2006 to improve the quality of life for day laborers, their children and families. They meet the needs of the community by providing services in 7 different areas: Labor, Adult Education, Health, Community Life, Legal, Food and Nutrition and Youth Development.

PBCVS target population for this project is indigenous Maya and Latino/a adult, youth and child victims of reported and non- reported sexual assault, family and household members of such victims, and those collaterally affected by the victimization. They were chosen based on the density of these populations in PBC and the lack of services targeted toward them, coupled with their demonstrated need for services based on known underreporting among these people. PBCVS (applicant) serves victims of violent crime, domestic violence, dating violence and stalking and is the only Certified Rape Crisis Center in PBC. Considered a part of local government, PBCVS is not part of the criminal justice system and is able to offer confidentiality for victims of sexual assault. PBCVS operates the county's Forensic Nurse program and coordinates the Sexual

Assault Response Team (SART). Services offered are a 24-hour helpline, advocacy, outreach, prevention and trauma based individual therapy and support groups. No other agencies in Palm Beach County are addressing this need.

### **3. Project Description**

Currently, PBCVS serves all victims of violent crime in PBC through twenty-six advocates, who provide crisis response 24 hours a day, 7 days per week. Five advocates *primary* focus is sexual assault, while twenty-two are general crime advocates available to respond to all types of violent crime, including sexual assault. We have a SART Center, which serves as the hub of sexual assault response for the community where the SART advocates, Forensic Nurse Coordinator, SART Coordinator and Sexual Assault Program Coordinator are housed. Through this grant, we are seeking to implement a Project Coordinator whose *primary* focus is sexual assault response and outreach to indigenous Maya and Latino/as. They will be housed at the SART Center. This will allow our agency to centralize response to sexual assault cases from the SART center and increase the number of cases handled by specialized sexual assault advocates. We plan to extend advocacy services to friends and family members of those who were sexually assaulted. Additionally, PBCVS seeks to increase sexual assault outreach (specifically within the indigenous Maya and Latino/a communities) by becoming more integrated into the agencies that serve them, allowing us to build trust. This position will create awareness and a working knowledge of the existing services that are available for victims of sexual assault, while also providing direct services.

Project goals and activities include the following:

#### **Project Goal 1:**

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

**Objectives**

1. *Hire Project Coordinator and house at SART Center.* Increase the availability of specialized advocacy victim services for adult, youth and child victims of reported and non- reported sexual assault, family and household members of such victims. The Sexual Assault Program Coordinator will be responsible for this task. It will be completed within the first quarter, following the grant being ratified by the PBC Board of County Commissioners.

The new Project Coordinator will work alongside the five sexual assault responders to increase the capacity to respond to sexual assaults during the day and will be assigned to indigenous Maya and Latino/a sexual assault cases. The internal Standard Operational Procedure (SOP) regarding case assignment will be updated to reflect this change upon the hiring of the coordinator.

2. *Project Coordinator will provide direct services to victims.* The position will be responsible for providing 500 services to 36 clients in the first year.
3. *Services will be documented in Victim Services Case Management System (CMP) and the SVDR.* Documentation will occur monthly throughout the project.

**Project Goal 2:**

Ensure culturally specific advocacy services are available to collateral victims.

**Objectives:**

1. *Review Standard Operational Procedures and PPM to ensure process for service provision to collateral victims.* The Sexual Assault Program Coordinator will be the responsible party for completing the SOP within the first quarter of the grant.
2. *Host quarterly outreach sessions aimed at collateral victims, friends and family members of sexual assault victims to increase awareness of services.* The Sexual Assault Project Coordinator shall be responsible for the scheduling of these sessions, which will serve 50 clients annually. The Project Coordinator will create a curriculum and lead the sessions. Information will be entered into the CMP case management system and the SVDR (if applicable). This activity will occur quarterly, at a minimum.
3. *Update victim intake form to inquire about collateral victims.* The Sexual Assault Program Coordinator will update the intake form within the first quarter of the grant.
4. *Update CMP to capture collateral victim information.* The Sexual Assault Program Coordinator will update CMP within the first quarter of the grant.
5. *Train PBCVS Victim Advocates about service provision to collateral victims.* The Project Coordinator will develop and implement training (with input from our grant partners) regarding service provision to collateral victims one time each grant year.

**Project Goal 3:**

Meaningfully increase awareness and accessibility of victim services, especially within the indigenous Maya and Latino/a populations by enhancing outreach in a culturally appropriate manner.

**Objectives:**

1. *Develop three year strategic outreach plan.* The Sexual Assault Program Coordinator and Project Coordinator will be responsible for developing a strategic plan for outreach. It will be completed by the second quarter of the grant. Grant partners will participate.
2. *Build relationships with the indigenous Maya and Latino/a communities.* Time will be dedicated to developing relationships with families, individuals, businesses and organizations. The Project Coordinator will listen to what people value, their concerns, needs, interest areas, and learn about assets and resources within the indigenous Maya and Latino/a communities in order to reduce fear. This activity will be conducted semiannually.
3. *Incorporate a family outreach approach by PBCVS.* According to a 2003 report by the National Latino Children's Institute, indigenous Mayans and Latino/a's are more inclined to engage as a family rather than only as adults. This includes multigenerational family members as well. Specific outreach activities will be geared toward the entire family. The Project Coordinator will coordinate this type of outreach each quarter of the grant.
4. *Increase PBCVS organizational capacity by developing and implementing training for PBCVS victim services staff about cultural differences and specific cultures in our community.* The Project Coordinator and the project partners will provide information to PBCVS staff to better equip them to serve the indigenous Maya and Latino/a populations. Training material will be developed in consult with project partners. This will occur semiannually.

5. *Develop bus shelter ads in culturally appropriate languages and strategically place in high density indigenous Maya and Latino/a areas to increase awareness of and access to services.* The Project Coordinator will work with Outfront Media and our grant partners to complete development and placement of the ads in the second year. They will be ongoing in each quarter as budget allows.
6. *Perform targeted outreach.* The Project Coordinator will perform one targeted outreach event each quarter, beginning the first quarter after they are hired.

#### **Project Goal 4**

##### **Objectives:**

Collaborate and enter into a Memorandum of Understanding (MOU) with the Guatemalan Maya Center and El Sol Neighborhood Resource Center to increase access to services for indigenous Maya Latina/o community.

1. *Provide onsite services to clients of the Guatemala Maya Center and El Sol.* Efforts will be made to reduce barriers to help-seeking, such as providing services where clients feel comfortable. This will occur quarterly.
2. *Participate in Guatemala Maya Center and El Sol events.* By becoming integrated into the community, we will build trust and credibility. Participation will occur semiannually.
3. *Cross promote Guatemala Maya Center/Victim Services/El Sol on Facebook, website and other social media.* Cross promotion of agencies will contribute to greater trust and credibility within the populations we seek to serve. This will occur by the second quarter and will be ongoing.

**PROJECT GOALS & ACTIVITIES**  
(INDICATE 1, 2, OR 3 AS THE YEAR EACH GOAL WILL BE ACCOMPLISHED)

<b>Activities in Support of Each Goal (1.1, 1.2, 2.1, 2.2, etc.)</b>	<b>Assigned staff by Title/Name</b>	<b>Completion Date (Month/Year)</b>
<b>Goal #1/Year <u>1</u> :</b> <b>Increase the availability of specialized victim services for Indigenous Maya and Latino/a adult, youth and child victims of reported and non- reported sexual assault, family and household members of such victims.</b>		
1.1 Hire Project Coordinator and house at SART Center	Carol Messam-Gordon/Sexual Assault Program Coordinator	October/2023
1.2 Provide 500 direct services to 36 clients.	Sexual Assault Project Coordinator	July/2024
1.3 Document all services in Sexual Violence Data Registry and Victim Services database Case Manager Professional (CMP)	Sexual Assault Project Coordinator and Earlene Boone, Sexual Assault Team Supervisor	July/2024
<b>Goal #2/Year <u>1</u> :</b> <b>Ensure culturally specific advocacy services are available to collateral victims.</b>		
2.1 Review Standard Operational Procedures and PPM to ensure process for service provision to collateral victims.	Carol Messam-Gordon/Sexual Assault Program Coordinator	October/2023
2.2 Host quarterly outreach sessions aimed at collateral victims, friends and family members of sexual assault victims to increase awareness of services.	Sexual Assault Project Coordinator	July/2024
2.3 Update victim intake form to inquire about collateral victims.	Sexual Assault Project Coordinator	October/2023
2.4 Update CMP to capture collateral victim information.	Sexual Assault Project Coordinator	October/2023
2.5 Train PBCVS Victim Advocates about service provision to collateral victims.	Sexual Assault Project Coordinator	October/2023
<b>Goal #3/Year <u>1</u> :</b> <b>Meaningfully increase awareness and accessibility of victim services, especially within the Indigenous Maya and Latino/a populations by enhancing outreach in a culturally appropriate manner.</b>		
3.1 Develop three-year strategic outreach plan.	Sexual Assault Program Coordinator, MOU Partners	January/2024
3.2 Build relationships with the indigenous Maya and Latino/a communities.	Sexual Assault Project Coordinator	July/2024



*2023 SASP Victim Services Project  
PBC Victim Services & Certified RCC*

3.3 Incorporate a family outreach approach.	Sexual Assault Project Coordinator	July/2024
3.4 Increase PBCVS organizational capacity by developing and implementing training for PBCVS victim services staff about cultural differences and specific cultures in our community.	Sexual Assault Project Coordinator	January/2024 June/2024
3.5 Develop bus shelter ads and strategically place in high density indigenous Maya and Latino/a areas to increase awareness of and access to services.	Sexual Assault Project Coordinator	July/2024
3.6 Perform targeted outreach.	Sexual Assault Project Coordinator	July/2024
<b>Goal #4/Year 1 :</b>		
<b>Collaborate and enter into a Memorandum of Understanding (MOU) with the Guatemalan Maya Center and El Sol Neighborhood Resource Center to increase access to services for Indigenous Maya Latina/o community.</b>		
4.1 Provide onsite services to clients of the Guatemala Maya Center and El Sol.	Sexual Assault Project Coordinator/MOU Partners	July/2024
4.2 Participate in Guatemala Maya Center and El Sol events.	Sexual Assault Project Coordinator/MOU Partners	July/2024
4.3 Cross promote Guatemala Maya Center/Victim Services/El Sol on Facebook, website and other social media.	Sexual Assault Project Coordinator/MOU Partners	July/2024
<b>Goal #1/Year 2 :</b>		
<b>Increase the availability of specialized victim services for Indigenous Maya and Latino/a adult, youth and child victims of reported and non- reported sexual assault, family and household members of such victims.</b>		
1.2 Provide 525 direct services to 36 clients.	Sexual Assault Project Coordinator	July/2025
1.3 Document all services in Sexual Violence Data Registry and Victim Services database Case Manager Professional (CMP)	Sexual Assault Project Coordinator and Earlene Boone, Sexual Assault Team Supervisor	July/2025
<b>Goal #2/Year 2 :</b>		
<b>Ensure culturally specific advocacy services are available to collateral victims.</b>		

*2023 SASP Victim Services Project  
PBC Victim Services & Certified RCC*

2.2 Host quarterly outreach sessions aimed at collateral victims, friends and family members of sexual assault victims to increase awareness of services.	Sexual Assault Project Coordinator	July/2025
<b>Goal #3/Year 2 :</b>		
<b>Meaningfully increase awareness and accessibility of victim services, especially within the Indigenous Maya and Latino/a populations by enhancing outreach in a culturally appropriate manner.</b>		
3.2 Build relationships with the Indigenous Maya and Latino/a communities	Sexual Assault Project Coordinator	July/2025
3.5 Develop bus shelter ads in Spanish and strategically place in high density Indigenous Maya and Latino/a areas to increase awareness of and access to services.	Sexual Assault Project Coordinator	July/2025
3.6 Perform targeted outreach.	Sexual Assault Project Coordinator	July/2025
<b>Goal #4/Year 2 :</b>		
<b>Collaborate and enter into a Memorandum of Understanding (MOU) with the Guatemalan Maya Center and El Sol Neighborhood Resource Center to increase access to services for Indigenous Maya Latina/o community.</b>		
4.1 Provide onsite services to clients of the Guatemala Maya Center and El Sol.	Sexual Assault Project Coordinator/MOU Partners	July/2025
4.2 Participate in Guatemala Maya Center and El Sol events.	Sexual Assault Project Coordinator/MOU Partners	July/2025
4.3 Cross promote Guatemala Maya Center/Victim Services/El Sol on Facebook, website and other social media.	Sexual Assault Project Coordinator/MOU Partners	July/ 2025
<b>Goal #1/Year 3 :</b>		
<b>Increase the availability of specialized victim services for Indigenous Maya and Latino/a adult, youth and child victims of reported and non- reported sexual assault, family and household members of such victims.</b>		
1.2 Provide 540 direct services to 36 clients.	Sexual Assault Project Coordinator	July/2026
1.3 Document all services in Sexual Violence Data Registry and Victim Services database Case Manager Professional (CMP)	Sexual Assault Project Coordinator	July/2026
<b>Goal #2/Year 3 :</b>		
<b>Ensure culturally specific advocacy services are available to collateral victims.</b>		

2.2 Host quarterly outreach sessions aimed at collateral victims, friends and family members of sexual assault victims to increase awareness of services.	Sexual Assault Project Coordinator	July/2026
<b>Goal #3/Year 3 :</b>		
<b>Meaningfully increase awareness and accessibility of victim services, especially within the Indigenous Maya and Latino/a populations by enhancing outreach in a culturally appropriate manner.</b>		
3.2 Build relationships with the Indigenous Maya and Latino/a communities.	Sexual Assault Project Coordinator	July/2026
3.5 Develop bus shelter ads in Spanish and strategically place in high density Indigenous Maya and Latino/a areas to increase awareness of and access to services.	Sexual Assault Project Coordinator	July/2026
3.6 Perform targeted outreach.	Sexual Assault Project Coordinator	July/2026
<b>Goal #4/Year 3 :</b>		
<b>Collaborate and enter into a Memorandum of Understanding (MOU) with the Guatemalan Maya Center and El Sol Neighborhood Resource Center to increase access to services for Indigenous Maya Latina/o community.</b>		
4.1 Provide onsite services to clients of the Guatemala Maya Center and El Sol.	Sexual Assault Project Coordinator/MOU Partners	July/2026
4.2 Participate in Guatemala Maya Center and El Sol events.	Sexual Assault Project Coordinator/MOU Partners	July/2026
4.3 Cross promote Guatemala Maya Center/Victim Services/El Sol on Facebook, website and other social media.	Sexual Assault Project Coordinator/MOU Partners	July/2026

#### 4. Collaborative Process

<b>COLLABORATIVE PROCESS</b>		
<b>Agency Name</b>	<b>Contact Name, Email and Phone #</b>	<b>Describe Collaboration/Roles</b>
El Sol	Betzy Rega Betzy@friendsofelsesol 561-745-9860 ext. 4202	Participate in developing/implementing public awareness campaign; develop/coordinate with VS of training related to cultural competency; referrals to project partners to provide direct services to victims of sexual assault.

<b>Guatemalan Maya Center</b>	Hafsa Haider <a href="mailto:hdaider@guatemalanmaya.org">hdaider@guatemalanmaya.org</a> 561-547-0085	Participate in developing/implementing public awareness campaign; develop/coordinate with VS of training related to cultural competency; referrals to project partners to provide direct services to victims of sexual assault.
<b>Palm Beach County Victim Services</b>	Nicole Bishop <a href="mailto:NBishop@pbcgov.org">NBishop@pbcgov.org</a> 561-355-1723	Director, PBCVS/Develop policies and procedures; grant oversight
<b>Palm Beach County Victim Services</b>	Carol Messam-Gordon <a href="mailto:cmessamg@pbcgov.org">cmessamg@pbcgov.org</a> 561-625-2567	Sexual Assault Program Coordinator/Develop policies and procedures; supervise SASP project coordinator
<b>Palm Beach County Victim Services</b>	To Be Determined	SASP Project Coordinator/Direct services to victims; outreach

**5. MOU (see attached)**

**6. Evaluation Plan**

An evaluation of this project will be performed to demonstrate positive change toward our goals and objectives. The first step of this process will be to engage stakeholders and create a strategic plan. The Director of Victim Services through the Sexual Assault Program Coordinator will provide oversight to the project. Each year an annual assessment will be performed. At the end of the three years an overall evaluation of the project will be completed based on the prior years assessments. The basis of this assessment will show progress toward meeting our goals and objectives outlined in this narrative and additional goals created through our strategic plan. Additionally, the project goals will be evaluated through regular progress meetings with project related staff and with the MOU partners. Accountability between the partners and PBCVS will be ensured through a MOU, which will outline detailed tasks, goals and objectives for each agency.

**2023-2024 SASP Line Item Budget**

Program Name: PBC Board of County Commissioners

Subcontract #:

Revised Date:

Contact Name: Ngoc Chau

Contact Phone: 561-712-6566

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

	1	2	3	4	5	6
	total cost for each line item entered	% of line item cost assigned to SASP	SASP amount assigned to the line item	% of line item cost assigned to Other funds	Amount paid with other funds assigned to the line item	Auto Calculates total amount of line item
<b>Categories/Line Items</b> Show calculations for total cost (Add line items as needed)	<b>Total Cost</b>	<b>% of SASP</b>	<b>SASP Amount</b>	<b>% Of Other</b>	<b>Other Amount</b>	<b>Total</b>
<b>Salaries &amp; Fringe Benefits</b>						
<i>Include background checks or payroll fees. Check if full or part-time employee.</i>						
Position Title: Project Coordinator						
Staff Name: Fernandez, Jacqueline Altagracia						
Annual salary rate: \$ 34,489						
FTE <input checked="" type="checkbox"/> PT <input type="checkbox"/> Hrs/Wk						
Salary for dates: 08/01/2023 - 09/30/2023	\$ 11,036.48	100%	\$ 11,036.48	0%		\$ 11,036.48
Fringe Benefits: (add any unlisted benefits)						
FICA	\$ 844.29	100%	\$ 844.29	0%		\$ 844.29
Workers Comp						\$ -
Retirement	\$ 1,343.14	100%	\$ 1,343.14	0%		\$ 1,343.14
Insurance	\$ 2,400.00	100%	\$ 2,400.00	0%		\$ 2,400.00
Payroll Fees						\$ -
Background Check						\$ -
<b>Benefits subtotal</b>	<b>\$ 4,587.43</b>	<b>100%</b>	<b>\$ 4,587.43</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ 4,587.43</b>
Position Title: Project Coordinator						
Staff Name: Fernandez, Jacqueline Altagracia						
FTE <input checked="" type="checkbox"/> PT <input type="checkbox"/> Hrs/Wk						
Annual salary rate: \$ 36,558						
Salary for dates: 10/01/2023 - 07/31/2024	\$ 64,342.68	100%	\$ 64,342.68	0%		\$ 64,342.68
Overtime	\$ 4,138.68	100%	\$ 4,138.68			\$ 4,138.68
Fringe Benefits: (add any unlisted benefits)						
FICA	\$ 5,238.82	100%	\$ 5,238.82	0%		\$ 5,238.82
Workers Comp						\$ -
Retirement	\$ 8,334.18	100%	\$ 8,334.18	0%		\$ 8,334.18
Insurance	\$ 12,000.00	100%	\$ 12,000.00	0%		\$ 12,000.00
Background Check						\$ -
<b>Benefits subtotal</b>	<b>\$ 25,573.01</b>	<b>100%</b>	<b>\$ 25,573.01</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ 25,573.01</b>
<b>Subtotal</b>	<b>\$109,678.27</b>	<b>100%</b>	<b>\$ 109,678.27</b>	<b>0%</b>	<b>\$ -</b>	<b>\$109,678.27</b>

	1	2	3	4	5	6
	total cost for each line item entered	% of line item cost assigned to SASP	SASP amount assigned to the line item	% of line item cost assigned to Other funds	Amount paid with other funds assigned to the line item	Auto Calculates total amount of line item
<b>Categories/Line Items</b> Show calculations for total cost (Add line items as needed)	<b>Total Cost</b>	<b>% of SASP</b>	<b>SASP Amount</b>	<b>% Of Other</b>	<b>Other Amount</b>	<b>Total</b>
<b>Contractual Services</b>						
						\$ -
						\$ -
<b>Subtotal</b>	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	\$ -
<b>Building Space/ Storage/ Utilities</b>						
						\$ -
						\$ -
<b>Subtotal</b>	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	\$ -
<b>Communications/ Internet</b>						
						\$ -
						\$ -
<b>Subtotal</b>	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	\$ -
<b>Supplies / Postage / Delivery</b>						
Office Supplies	\$118.73	100%	\$118.73	0%		\$ 118.73
						\$ -
						\$ -
<b>Subtotal</b>	\$118.73	100%	\$ 118.73	0%	\$ -	\$ 118.73
<b>Equipment /Furniture</b>						
						\$ -
						\$ -
						\$ -
<b>Subtotal</b>	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	\$ -
<b>Travel / Training / Local Mileage</b>						
Victim Advocate Monthly Travel	\$1,201.50	100%	\$ 1,201.50	0%		\$ 1,201.50
FCASV Biennial Summit	\$1,001.50	100%	\$ 1,001.50	0%		\$ 1,001.50
<b>Subtotal</b>	\$2,203.00	100%	\$ 2,203.00	0%	\$ -	\$ 2,203.00
<b>Printing / Reproduction</b>						
						\$ -
						\$ -
<b>Subtotal</b>	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	\$ -
<b>Resource Materials /Subscriptions/ Membership Dues</b>						
						\$ -
						\$ -
<b>Subtotal</b>	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	\$ -

	1	2	3	4	5	6
	total cost for each line item entered	% of line item cost assigned to SASP	SASP amount assigned to the line item	% of line item cost assigned to Other funds	Amount paid with other funds assigned to the line item	Auto Calculates total amount of line item
Categories/Line Items Show calculations for total cost (Add line items as needed)	Total Cost	% of SASP	SASP Amount	% Of Other	Other Amount	Total
<b>Advertising (SV Services and Recruitment)</b>						
<b>Billboard and Shelters</b>	\$8,000.00	100%	\$8,000.00	0%		\$ 8,000.00
<b>Subtotal</b>	\$8,000.00	100%	\$ 8,000.00	0%	\$ -	\$ 8,000.00
<b>Insurance/Audit</b>						
						\$ -
<b>Subtotal</b>	\$ -	100%	\$ -	#DIV/0!	\$ -	\$ -
<b>Grand Total</b>	#####	100%	\$ 120,000.00	0%	\$ -	\$ 120,000.00

**Budget Narrative**

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

**Salaries and Fringe Benefits:** Project Coordinator will provide direct services, including crisis field response, advocacy and accompaniment, support services and related assistance to adults, youth and child victims of sexual assault. Services will also be offered to friends and family members of those who were sexually assaulted. The Project Coordinator will also increase outreach to the Hispanic/Latino/a communities.

**Contractual Services:**

**Building Space / Storage / Utilities:**

**Communications / Internet:**

**Supplies / Postage / Delivery:** Office supplies include pens, folders, pads, etc for grant funded staff.

**Equipment / Furniture:**

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

1 Victim Advocate to attend FCASV Biennial Summit. Registration Fees \$300; Lodging at \$150 \*3 (\$450) Meals \$88; Miles 300\*.445 (\$133.50) Tolls: \$30  
Project Coordinator to travel to crisis field responses, accompaniment, outreach activities, partner meetings; 225 miles per month .445\*12 Total: \$1,201.50

**Printing/Reproduction:**

**Resource Materials / Subscriptions / Membership Dues:**

**Advertising (SV Services/Recruitment):** Social Marketing Campaign-The advertising providers will assist the project in implementing a social marketing campaign to target the Indigenous Maya and Hispanic/Latino (a) community to create awareness of available sexual assault services (\$8,000)

**Insurance/Audit:**

	1	2	3	4	5	6
	total cost for each line item entered	% of line item cost assigned to SASP	SASP amount assigned to the line item	% of line item cost assigned to Other funds	Amount paid with other funds assigned to the line item	<u>Auto Calculates</u> total amount of line item
<b>Categories/Line Items</b> <b>Show calculations for total cost</b> <i>(Add line items as needed)</i>	<b>Total Cost</b>	<b>% of SASP</b>	<b>SASP Amount</b>	<b>% Of Other</b>	<b>Other Amount</b>	<b>Total</b>



**Memorandum of Understanding  
2023 SASP Victim Services Project**

**WHEREAS**, Palm Beach County Board of County Commissioners through its Division of Victim Services (Applicant); Guatemalan Maya Center (Partner 1); and El Sol Neighborhood Resource Center (Partner 2) have come together to collaborate for the FCASV 2023 SASP Victim Services Project; and

**WHEREAS**, the partners listed below have agreed to enter into a collaborative agreement in which Palm Beach County Board of County Commissioners through its Division of Victim Services will be the lead agency and named applicant and the other agencies will be partners in this application; and

**WHEREAS**, the partners are committed to the stated goals and objectives of the grant and are committed to working together to achieve the stated goals; and

**WHEREAS**, the partners herein desire to enter into this Memorandum of Understanding pertaining to the terms of the partnership and the roles and responsibilities of each organization; and

**WHEREAS**, the application prepared and approved by the collaborative through its partners is to be submitted to FCASV on or before May 15, 2023 and is valid through July 31, 2026;

**I) Description of Partner Agencies**

**Applicant: Palm Beach County Board of County Commissioners through its Division of Victim Services (PBCVS)** has provided comprehensive services in Palm Beach County (PBC) for sexual assault cases from 1975 to present and other crime victim services including domestic violence, dating violence and stalking from 1978 to the present. PBCVS established and serves as the lead coordinating agency of the PBC Sexual Assault Response Team (SART). The agency also provides the following direct services:

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

**Partner 1: Guatemalan Maya Center** has lobbied and advocated for the migrant community in Palm Beach County for over 30 years. They have gained numerous victories, including securing

**Memorandum of Understanding  
2023 SASP Victim Services Project**

special agricultural work visas for nearly 1,000,000 people. They empower the community to speak out against injustice and challenge inequality for all immigrant and underserved communities. They perform advocacy by assisting with wage theft cases, hosting know your rights workshops, helping families navigate the legal system, and working with surrounding agencies to make their services more accessible and culturally competent for immigrant populations. They focus their efforts on early-childhood education, parent education/assistance, and advocacy.

**Partner 2: El Sol Neighborhood Resource Center** originated to provide a controlled, safe, and just labor center that served as a solution to injustices that day laborers faced (wage theft, labor abuse, crime, discrimination, and unsafe hiring conditions) and offered an organized service for employers looking to hire day laborers. However, over the past 16 years El Sol has expanded to offer services in seven different program areas: Labor, Adult Education, Health, Community Life, Legal, Food and Nutrition, and Youth Development. El Sol is a shining example of a community coming together to devise an innovative solution to a challenging problem.

**II. Statement of Collaboration**

Through the SASP Program, PBCVS, Guatemala Maya Center and El Sol Neighborhood Resource Center seek to increase and enhance services to victims of sexual assault (including affected friends and family members) in Palm Beach County, Florida. This includes addressing underreporting and increasing meaningful access to sexual assault services by improving support to victims in the underserved Indigenous Maya and Hispanic/Latino/a population in PBC. Enhanced opportunities for support in this identified population will be accomplished by focusing services and outreach to primary and secondary victims of sexual assault along with

**Memorandum of Understanding  
2023 SASP Victim Services Project**

collateral victims.

**III. Roles and Responsibilities**

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

1. **Applicant: Palm Beach County Victim Services (PBCVS)** will provide the following:
  - A. Fiscal responsibility for the administration of the grant.
  - B. Overall project oversight, including recruiting, hiring, training, and supervising grant staff.
  - C. Staff resources include the Division Director, Project Coordinator, advocacy and therapy services.
  - D. Printing and translation of grant program materials/signage (in-kind through Public Affairs Department).
  - E. Office supplies and materials not available through the grant budget.
  - F. Links to project partners from the agency's website and via social media.
  - G. Referrals to project partners, as appropriate, to address victims' needs.
  - H. Development of radio and video Public Service Announcements (in-kind through Public Affairs Department).
  - I. Space for large-scale training events within available county facilities.
  
- 2) **Partner 1: Guatemalan Maya Center** will provide the following:
  - A. Participation in the development and implementation of public awareness campaign.
  - B. Promote Victim Services on Social Media Sites.
  - C. Development and coordination with PBCVS of training related to cultural competency
  - D. Release time for staff to attend meetings and trainings.
  - E. Collaborate with PBCVS staff to provide direct services to victims of sexual assault.
  - F. Referrals to project partners, as appropriate to address victims' needs.
  
- 3) **Partner 2: El Sol Neighborhood Resource Center** will provide the following:
  - A. Participation in the development and implementation of public awareness campaigns.
  - B. Promote Victim Services on Social Media Sites.
  - C. Development and coordination with PBCVS of training related to cultural competency
  - D. Release time for staff to attend meetings and trainings.
  - E. Collaborate with PBCVS staff to provide direct services to victims of sexual assault.
  - F. Referrals to project partners, as appropriate to address victims' needs.

**Memorandum of Understanding  
2023 SASP Victim Services Project**

**IV) Timeline**

The roles and responsibilities described above are contingent upon PBCVS receiving funds requested for the project described in the 2023 SASP Victim Services Project grant application. Responsibilities under this Memorandum of Understanding would coincide with the grant period, anticipated to be August 1, 2023 through July 31, 2026.

The project goals are:

**Goal 1: Increase the availability of specialized victim services for the Indigenous Maya and Hispanic Latino/a adult, youth and child victims of reported and non-reported sexual assault, family and household members of such victims.**

**Goal 2: Ensure culturally specific advocacy services are available to collateral victims.**

**Goal 3: Meaningfully increase awareness and accessibility of victim services, especially within the Indigenous Maya and Hispanic Latino/a populations by enhancing outreach in a culturally appropriate manner.**

**Goal 4: Collaborate and enter into a Memorandum of Understanding (MOU) with the Guatemalan Maya Center and El Sol Neighborhood Resource Center to increase access to services for the Indigenous Maya and Hispanic Latina/o community.**

Applicant and each Partner will collaborate on all project goals and objectives to ensure the successful use of grant funding and overall improvement of awareness of sexual assault services and direct services to the Indigenous Maya and Hispanic/Latino/a population.

Memorandum of Understanding  
2023 SASP Victim Services Project

Signature Page

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

Applicant: PALM BEACH COUNTY BOARD OF  
COUNTY COMMISSIONERS

By Nicole Bishop  
Nicole Bishop, Director  
Victim Services & Certified Rape  
Crisis Center

Date: 5/2/23

Partner 1: Guatemalan Maya Center

By Hafsa H.  
Hafsa Haider  
Executive Administrative Assistant

Date: 4/25/2023

Partner 2: El Sol Neighborhood Center

By Suzanne Whitbeck  
Suzanne Whitbeck  
Executive Director

Date: 6/23/2023

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

**Attachment D**

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

**NATURE OF WORK**

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

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

An employee in this position will also be responsible for increasing support and enhancing services to victims of sexual assault in the Indigenous Maya and Hispanic Latino/a communities.

**EXAMPLES OF WORK**

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

  - Assists in research and development of specialty programs and projects.

  - Plans and conducts outreach activities and events regarding specialty program.

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

  - Develops awareness through educational materials and trainings.

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

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

  - Coordinates, schedules and facilitates project meetings.

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

  - Tracks project progress against established timelines or strategic plans.

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

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

  - Prepares and delivers community presentations.

  - Performs related work as required.

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

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of community relations, public information and special events.
- Knowledge in specialized project field and related Florida laws.
- Knowledge of the dynamics of sexual assault.
- Knowledge of the principles of management, organization and administration.
- Ability to work effectively with minimal supervision.
- Ability to communicate and express ideas clearly and effectively both orally and in writing.
- Ability to organize, coordinate and manage multiple priorities, work independently and meet deadlines.
- Ability to establish and maintain effective and credible working relationships with general public, county staff and stakeholders.
- Ability to maintain accurate records and prepare written reports on a timely basis.

**MINIMUM ENTRANCE REQUIREMENTS**

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

**NECESSARY SPECIAL REQUIREMENT**

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

Rev. 5/2023