

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: October 8, 2024 [X] Consent [] Regular
[] Ordinance [] Public Hearing

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

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

- A) approve First Amendment to Subcontract 23SAS26 with the Florida Council Against Sexual Violence (FCASV) increasing the amount by \$120,000 for a new total amount of \$240,000 for the period retroactive to August 1, 2024 through July 31, 2025 to provide sexual assault services;
B) authorize the County Administrator or designee to execute future awards, contracts, amendments and associated documents that do not substantially change the scope of work, terms or conditions of the agreement after approval of legal sufficiency by the County Attorney's Office and within budget allocations; and
C) approve a Budget Amendment of \$120,000 in the Public Safety Grants Fund to recognize the grant award.

Summary: Palm Beach County, Department of Public Safety, Division of Victim Services (DVS) was awarded a Sexual Assault Services Program (SASP) Formula Grant, Assistance Listing Number (ALN) 16.017 (R2024-0088), from the FCASV in the amount of \$120,000 for the first year of a three-year funding cycle ending in June 2026. The First Amendment to the FCASV Subcontract 23SAS26 (First Amendment), revises the contract amount from \$120,000 to \$240,000. The First Amendment defines tasks/deliverables such as client eligibility, the expansion of advocacy services, accessibility of victim services and outreach to the Hispanic/Latino/a populations by creating partnerships with El Sol and the Guatemalan Maya Center. The First Amendment also revises the subcontract to indicate that data shall be entered into the Department of Health approved database. This subcontract will continue to fund one (1) Victim Services Project Coordinator whose responsibility is to coordinate all activities associated with this project including direct services, outreach, strategic planning and project evaluation. The Victim Services Project Coordinator position will be approved for the length of the grant funding and will be deleted from the DVS complement when funding is discontinued. Retroactive approval is being requested because a complete package of required documents from FCASV was received in late-July, funding was delayed until August 1st, and the agenda item was placed on the next available Board of County Commissioner (BCC) Meeting date to allow ample time to complete the internal review process and meet submission deadlines. As the only certified rape crisis program in Palm Beach County, for the period of July 1, 2023 to June 30, 2024, DVS assisted 1,654 new and ongoing primary and secondary victims with 12,859 units of service. No County matching funds are required for this grant. Countywide (RS)

Background and Justification: The SASP grant was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005, 34 U.S.C. §12511. The purpose of SASP is to help support rape crisis centers provide core services, direct intervention, and related assistance to victims of sexual assault. The Department of Justice Office on Violence Against Women awarded the FL Department of Health funding to support sexual assault victim services in the state of Florida. The Federal Award number is 15JOVW-22-GG-00350-SASP. The ALN is 16.017. This is the second time DVS was awarded this funding through a competitive process solicited by the DOH.

- Attachments:
1) First Amendment to subcontract 23SAS26 (w/Exhibit 1 and attachments) (3)
2) Budget Amendment for 1426

Recommended by: [Signature] Department Director Date: 9/9/24
Approved By: [Signature] Assistant County Administrator Date: 9/17/24

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

| Fiscal Years | <u>2025</u> | <u>2026</u> | <u>2027</u> | <u>2028</u> | <u>2029</u> |
|--------------------------|-------------|-------------|-------------|-------------|-------------|
| Personal Services | \$68,364 | | | | |
| Operating Costs | 39,728 | | | | |
| Capital Expenditures | | | | | |
| External Revenues | (108,092) | | | | |
| Program Income (County) | | | | | |
| In-Kind Match (County) | | | | | |
| Net Fiscal Impact | \$0* | | | | |

ADDITIONAL FTE

| | | | | | |
|-------------------------------|---|---|--|--|--|
| POSITIONS (Cumulative) | 0 | 0 | | | |
|-------------------------------|---|---|--|--|--|

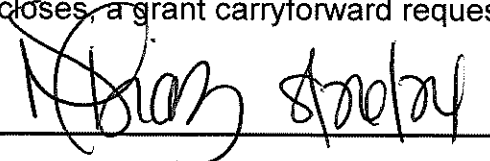
Is Item Included In Current Budget? Yes No
 Is this item using Federal Funds? Yes No
 Is this item using State Funds? Yes No

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

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

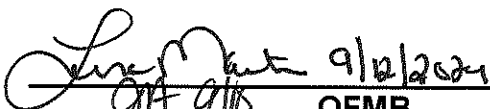
Grant: FCASV (Sexual Assault) Program
 Fund: 1426 – Public Safety Grants
 Unit: 3232 – Sexual Assault Formula Grant


*The FY24 budget is being amended to include this grant. Of the \$120,000, \$11,908 is estimated to be spent in FY24. When the year closes, a grant carryforward request will be submitted.

Departmental Fiscal Review: 

III. REVIEW COMMENTS

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

 9/12/2024
 OFMB
 VS 9/11 AMF 111

 9/16/24
 Contract Administration

B. Legal Sufficiency:

 9/17/24
 Assistant County Attorney

C. Other Department Review:

 Department Director

AMENDMENT 1

This Amendment, entered into between the Florida Council Against Sexual Violence, hereinafter referred to as the "Council," and Palm Beach County, A Political Subdivision of the State of Florida, hereinafter referred to as the "Provider," amends subcontract number 23SAS26.

Accordingly, the subcontract is amended as follows:

1. The Provider shall receive an increased award in the amount of \$120,000.00 for the period August 1, 2024 – July 31, 2025.
2. Attachment I. All references to reporting service data in the Sexual Violence Data Registry (SVDR) are revised to indicate that data shall be entered into the Department of Health approved database. Notification of the appropriate reporting system shall be provided by the Council. All other related requirements, including entry due date, remain.
3. Attachment II, Exhibit 1, Financial and Compliance Audit, is deleted entirely and replaced as attached hereto.
4. Attachment III (invoice) is deleted entirely and replaced as attached hereto.

This amendment shall begin on August 1, 2024 and shall be retroactive to that date if executed thereafter.

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

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

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

The remainder of this page left intentionally blank

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this four (4) page amendment on behalf of the COUNTY and ENTITY has hereunto set its hand the day and year above written.

ATTEST:
JOSEPH ABRUZZO
CLERK AND COMPTROLLER

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS:

By: _____
Deputy Clerk

By: _____
Maria Sachs, Mayor

FLORIDA COUNCIL AGAINST SEXUAL VIOLENCE

By: _____

Name: Jennifer L. Dritt, LCSW

Title: Executive Director

Date: _____

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: 
County Attorney

APPROVED AS TO TERMS
AND CONDITIONS

By: 
Department Director

EXHIBIT 1

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

Federal Agency 1 Sexual Assault Services Program (SASP) CFDA# 16.017

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

TOTAL FEDERAL AWARDS \$120,000.00

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

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

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

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

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

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

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

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Matching and Maintenance of Effort *

Matching resources for federal Agency(s):

Agency: _____ CFDA# _____ Title _____ \$ _____

Maintenance of Effort (MOE):

Agency: _____ CFDA# _____ Title _____ \$ _____

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

Attachment III

| | | | | | | | | | | | | | |
|--|---|--|--|--|---|--|----------------------|---------|--|--|--|-----------|------|
| Provider: Palm Beach County, A Political Subdivision of the State of Florida | Subcontractor Number: 23SAS26 | | | | | | | | | | | | |
| Address: 205 N. Dixie Highway Suite 5100, West Palm Beach, FL 33415 | | | | | | | | | | | | | |
| <p align="center"><u>Service Quarter</u> (check one)</p> Aug 2024-Oct 2024 (invoice due 11/10/24) <input type="checkbox"/> Nov 2024-Jan 2025 (invoice due 2/10/25) <input type="checkbox"/> Feb 2025 - Apr 2025 (invoice due 5/10/25) <input type="checkbox"/> May 2025- July 2025 (invoice due 8/10/25) <input type="checkbox"/> | <p align="center"><u>SASP Quarterly Rate</u></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; padding: 5px;"> Aug 2024 - Oct 2024 \$30,000.00 </td> <td style="width:50%; padding: 5px;"> Feb 2025 - Apr 2025 \$30,000.00 </td> </tr> <tr> <td style="padding: 5px;"> Nov 2024 - Jan 2025 \$30,000.00 </td> <td style="padding: 5px;"> May 2025 - July 2025 \$30,000.00 </td> </tr> </table> | Aug 2024 - Oct 2024 \$30,000.00 | Feb 2025 - Apr 2025 \$30,000.00 | Nov 2024 - Jan 2025 \$30,000.00 | May 2025 - July 2025 \$30,000.00 | | | | | | | | |
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| Amount of this invoice: | \$ | | | | | | | | | | | | |
| <p align="center">(NOTE: ALL FUNDS MUST BE ENCUMBERED BY July 31st.)</p> <p>I certify that the above report is a true and correct reflection of this period's activities, as stipulated in this subcontract.</p> | <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:80%; border-bottom: 1px solid black;"></td> <td style="width:20%; text-align: right;">\$ _____</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="text-align: right; padding-top: 10px;">Total:</td> <td style="text-align: right; padding-top: 10px;">\$ _____</td> </tr> </table> <p align="center"><u>Payment Approval</u></p> <p align="right">Total Approved For Payment:</p> <p align="right">\$ _____</p> | | \$ _____ | | \$ _____ | | \$ _____ | Total: | \$ _____ | | | | |
| | \$ _____ | | | | | | | | | | | | |
| | \$ _____ | | | | | | | | | | | | |
| | \$ _____ | | | | | | | | | | | | |
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| | | | | | | | | | | | | | |
| Signature of Provider Agency Official | Date | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Print Name and Title | Phone # | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Signature | Date | | | | | | | | | | | | |

SASP Timeline of Activities
August 1, 2024 – July 31, 2025

| Provider Name: | <u>Palm Beach County Victim Services</u> | | |
|--|---|--|---|
| Activity | Target | Projected Completion Period | Required Documentation |
| 1. Provide 500 direct services to 36 clients. | Annual | 07/31/2025 | VELA entry monthly, quarterly progress report |
| 2. Provide onsite services at El Sol and Guatemala Maya Center | Quarterly | 07/31/2025 | Log with dates of service |
| 3. Document all services in VELA and Victim Services Database Case Manager Professional (CMP) | On-going | 07/31/2025 | VELA entry monthly, CMP reports |
| 4. Host one outreach session quarterly aimed at collateral victims, friends and family members of sexual assault victims to increase awareness of services. | Quarterly | 10/31/2024 1/31/2025 04/30/2025 7/31/2025 | Enter services into VELA monthly, report on progress each quarter |
| 5. Host listening sessions with indigenous Maya and Latino/a community. | Semi-Annually | 1/31/2025 7/31/2025 | Sign in sheets |
| 6. Train PBCVS Victim Advocates about service provision to collateral victims two times per year. | On-going | 7/31/2025 | Training Curriculum/Sign-In Sheets |
| 7. Increase PBCVS organizational capacity by developing and implementing training for PBCVS victim services staff about cultural differences and specific cultures in our community. | On-going | 7/31/2025 | Training materials |

| | | | |
|--|----------------|-----------|--|
| 8. Develop bus shelter ads in Spanish and strategically place in high density Hispanic Latino/a areas to increase awareness of and access to services. | Fourth Quarter | 7/31/2025 | Photos of bus shelters |
| 9. Participate in Guatemala Maya Center Community events twice per year. | On-going | 7/31/2025 | Photos, social media posts |
| 10. Participate in El Sol events twice per year. | On-going | 7/31/2025 | Photos, social media posts |
| 11. Cross promote Guatemala Maya Center/Victim Services/El Sol on Facebook, website and other social media. | On-going | 7/31/2025 | Copies and or screen shots of social media posts |
| 12. Complete SASP Federal Annual Progress Report. The Provider shall complete an electronic copy of the fillable form on an annual basis. | Second Quarter | 1/15/2025 | Completion of Report The report is due by January 15, 2025 (for the period of August through December 2024). SASP APR: https://reporting.vawamei.org/ta-form-new/?inviteKey=350CF909-DFA4-4695-B668-96953DC8C29A [reporting.vawamei.org] |

Submitted by: Palm Beach County Board of County Commissioners

Signature

Maria Sachs
Name

Mayor
Title

Date

AMENDMENT 1

This Amendment, entered into between the Florida Council Against Sexual Violence, hereinafter referred to as the "Council," and Palm Beach County, A Political Subdivision of the State of Florida, hereinafter referred to as the "Provider," amends subcontract number 23SAS26.

Accordingly, the subcontract is amended as follows:

1. The Provider shall receive an increased award in the amount of \$120,000.00 for the period August 1, 2024 – July 31, 2025.
2. Attachment I. All references to reporting service data in the Sexual Violence Data Registry (SVDR) are revised to indicate that data shall be entered into the Department of Health approved database. Notification of the appropriate reporting system shall be provided by the Council. All other related requirements, including entry due date, remain.
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All provisions in the subcontract and any attachments thereto in conflict with this amendment shall be and are hereby changed to conform to this amendment.

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IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this four (4) page amendment on behalf of the COUNTY and ENTITY has hereunto set its hand the day and year above written.

ATTEST:
JOSEPH ABRUZZO
CLERK AND COMPTROLLER

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS:

By: _____
Deputy Clerk

By: _____
Maria Sachs, Mayor

FLORIDA COUNCIL AGAINST SEXUAL VIOLENCE

By: _____

Name: Jennifer L. Dritt, LCSW

Title: Executive Director

Date: _____

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By:  _____
County Attorney

APPROVED AS TO TERMS
AND CONDITIONS

By:  _____
Department Director

EXHIBIT 1

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

Federal Agency 1 Sexual Assault Services Program (SASP) CFDA# 16.017

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

TOTAL FEDERAL AWARDS \$120,000.00

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

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Matching resources for federal Agency(s):

Agency: _____ CFDA# _____ Title _____ \$ _____

Maintenance of Effort (MOE):

Agency: _____ CFDA# _____ Title _____ \$ _____

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Attachment III

| | | | | | | | | | | | | | | | | | |
|---|---|--|--|--|---|-------|----------|-------|----------|-------|----------|--|-----------------|-------|----------|-----------|------|
| Provider: Palm Beach County, A Political Subdivision of the State of Florida | Subcontractor Number: 23SAS26 | | | | | | | | | | | | | | | | |
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| _____ | \$ _____ | | | | | | | | | | | | | | | | |
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| Signature | Date | | | | | | | | | | | | | | | | |

SASP Timeline of Activities
August 1, 2024 – July 31, 2025

| Provider Name: | <u>Palm Beach County Victim Services</u> | | |
|--|---|--|---|
| Activity | Target | Projected Completion Period | Required Documentation |
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| 5. Host listening sessions with indigenous Maya and Latino/a community. | Semi-Annually | 1/31/2025 7/31/2025 | Sign in sheets |
| 6. Train PBCVS Victim Advocates about service provision to collateral victims two times per year. | On-going | 7/31/2025 | Training Curriculum/Sign-In Sheets |
| 7. Increase PBCVS organizational capacity by developing and implementing training for PBCVS victim services staff about cultural differences and specific cultures in our community. | On-going | 7/31/2025 | Training materials |

| | | | |
|--|----------------|-----------|--|
| 8. Develop bus shelter ads in Spanish and strategically place in high density Hispanic Latino/a areas to increase awareness of and access to services. | Fourth Quarter | 7/31/2025 | Photos of bus shelters |
| 9. Participate in Guatemala Maya Center Community events twice per year. | On-going | 7/31/2025 | Photos, social media posts |
| 10. Participate in El Sol events twice per year. | On-going | 7/31/2025 | Photos, social media posts |
| 11. Cross promote Guatemala Maya Center/Victim Services/El Sol on Facebook, website and other social media. | On-going | 7/31/2025 | Copies and or screen shots of social media posts |
| 12. Complete SASP Federal Annual Progress Report. The Provider shall complete an electronic copy of the fillable form on an annual basis. | Second Quarter | 1/15/2025 | Completion of Report The report is due by January 15, 2025 (for the period of August through December 2024). SASP APR: https://reporting.vawamei.org/ta-form-new/?inviteKey=350CF909-DFA4-4695-B668-96953DC8C29A [reporting.vawamei.org] |

Submitted by: Palm Beach County Board of County Commissioners

Signature

Maria Sachs
Name

Mayor
Title

Date

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
CONTRACTS / SUBCONTRACTS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, signed February 18, 1986. The guidelines were published in the May 29, 1987 Federal Register (52 Fed. Reg., pages 20360-20369).

INSTRUCTIONS

1. Each provider whose contract/subcontract contains federal monies or state matching funds must sign this certification prior to execution of each contract/subcontract. Additionally, providers who audit federal programs must also sign, regardless of the contract amount. DOH cannot contract with these types of providers if they are debarred or suspended by the federal government.
2. This certification is a material representation of fact upon which reliance is placed when this contract/subcontract is entered into. If it is later determined that the signer knowingly rendered an erroneous certification, the Federal Government may pursue available remedies, including suspension and/or debarment.
3. The provider shall provide immediate written notice to the contract manager at any time the provider learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "debarred", "suspended", "ineligible", "person", "principal", and "voluntarily excluded", as used in this certification, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the contract manager for assistance in obtaining a copy of those regulations.
5. The provider agrees by submitting this certification that, it shall not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this contract/subcontract unless authorized by the Federal Government.
6. The provider further agrees by submitting this certification that it will require each subcontractor of this contract/subcontract, whose payment will consist of federal monies, to submit a signed copy of this certification.
7. The Department of Health may rely upon a certification of a provider that it is not debarred, suspended, ineligible, or voluntarily excluded from contracting/subcontracting unless it knows that the certification is erroneous.
8. This signed certification must be kept in the contract manager's file. Subcontractor's certifications must be kept at the contractor's business location.

CERTIFICATION

- (1) The prospective provider certifies, by signing this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract/subcontract by any federal department or agency.
- (2) Where the prospective provider is unable to certify to any of the statements in this certification, such prospective provider shall attach an explanation to this certification.

Name: Maria Sachs Title: Mayor

Signature: _____ Date: _____

- (3) By initialing, the Contract Manager certifies that the prospective provider does not have an active exclusion record in the System for Award Management (SAM) database.

Initials: _____ Verification Date: _____

CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS
Contract # 23SAS26

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) 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 an employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in the connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
- (2) 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 an employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in the connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. §1352 (1996). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Date

Maria Sachs
Name of Authorized Individual

23SAS26
Application or Contract Number

Palm Beach County Board of County Commissioners
Name of Organization

301 N. Olive Avenue West Palm Beach FL 33401
Address of Organization

[Provider Name]

E-Verify Affidavit

This affidavit attests that the subcontractor identified below:

- has registered with and utilizes the federal work authorization program (E-Verify) to verify employment eligibility of all newly hired employees, pursuant to section 448.095, Florida Statutes, in support of subcontracted services.
- does not employ, contract with, or subcontract with an unauthorized alien.

Subcontractor Name PBC Board of County Commissioners

Signature _____

Title Maria Sachs, Mayor

Date _____

Federal Civil Rights Compliance Checklist for Use by Recipients

1. Has the subrecipient completed the OCR's Equal Employment Opportunity (EEO) Verification Form on an annual basis acknowledging its reporting requirements or claiming an exemption from the requirements, and has it on file? (Subrecipients can complete a Verification Form at <https://eeop.ocr.ojp.gov/certsub/homepage>.)

Yes No

2. If required by [the SAA], has the subrecipient submitted its EEO Verification Form to [the SAA]?

Yes No

If yes, on what date did the subrecipient submit the Verification Form to [the SAA]? **November 23, 2023**

3. If the subrecipient is required to prepare a written EEO Plan in accordance with 28 C.F.R. pt. 42, subpt. E, does the subrecipient have an EEO Plan on file for review? (If a subrecipient is unsure as to whether it is required to prepare a written EEO Plan, it can find out at <https://ojp.gov/about/ocr/eeop.htm>, where it can also prepare its EEO Plan electronically.)

Yes No

If yes, on what date did the subrecipient complete the EEO Plan?

March 1, 2022

4. If required by [the SAA], has the subrecipient submitted the Utilization Report portion of its EEO Plan to [the SAA]?

Yes No

If yes, on what date did the subrecipient submit the Utilization Report to [the SAA]? **November 23, 2023**

5. How does the subrecipient notify program participants and beneficiaries (e.g., through brochures, postings, or policy statements) that it does not discriminate in the delivery of services or benefits based on race, color, national origin, religion, sex, disability, and age (as well as sexual orientation and gender identity if the subrecipient receives funding from the Office on Violence Against Women (OVW) or under the Violence Against Women Act (VAWA) of 1994, as amended)?

Comments:

6. How does the subrecipient notify employees and prospective employees (e.g., through advertisements, recruitment materials, postings, dissemination of orders or policies) that it does not discriminate on the basis of race, color, national origin, religion, sex, and disability (as well as sexual orientation and gender identity if the subrecipient receives funding from OVW or under VAWA)?

Comments:

Posters, Brochures and distribution of County Policies and Procedures

7. Does the subrecipient have written policies or procedures for notifying employees and applicants on how to file complaints alleging discrimination by the subrecipient?

Yes No

If yes, explain these policies and procedures.

PBC Policy CWP-029 establishes the policy and outlines the procedure for filing a complaint alleging discrimination.

8. Does the subrecipient have written policies or procedures for notifying program participants and beneficiaries on how to file complaints alleging discrimination by the subrecipient, including how to file complaints with the [State Administering Agency] and the OCR?

Yes No

If yes, explain these policies and procedures.

PBC Policy CWP-029 establishes the policy and outlines the procedure for filing a complaint alleging discrimination.

9. If the subrecipient has fifty or more employees and receives DOJ funding of \$25,000 or more, has the subrecipient taken the following actions:

a. Adopted grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Section 504 of the Rehabilitation Act of 1973, found at 28 C.F.R. pt. 42, subpt. G, which prohibit discrimination on the basis of disability in employment practices and the delivery of services?

Yes No

b. Designated a person to coordinate compliance with the prohibitions against disability discrimination contained in 28 C.F.R. pt. 42, subpt. G?

Yes No

c. Notified program participants, beneficiaries, employees, applicants, and others that the subrecipient does not discriminate on the basis of disability?

Yes No

Comments:

10. If the subrecipient operates an educational program or activity, has the subrecipient taken the following actions:

a. Adopted grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Title IX of the Education Amendments of 1972, found at 28 C.F.R. pt. 54, which prohibit discrimination on the basis of sex?

Yes No

b. Designated a person to coordinate compliance with the prohibitions against sex

Revised June 2024

discrimination contained in 28 C.F.R. pt. 54?

Yes No

- c. Notified applicants for admission and employment, employees, students, parents, and others that the subrecipient does not discriminate on the basis of sex in its educational programs or activities?

Yes No

Comments:

11. Has the subrecipient complied with the requirement to submit to the OCR any adverse findings of discrimination against the subrecipient based on race, color, national origin, religion, or sex that are the result of a due process hearing conducted by a federal or state court or a federal or state administrative agency?

Yes No

Comments:

12. What steps has the subrecipient taken to provide meaningful access to its programs and activities to persons who have limited English proficiency (LEP)?

Comments:

The program has multi-lingual staff in several languages including Spanish, Creole and Portuguese. Additionally, a language line interpretation service is utilized. The agency also has a TTY line. There is a written policy related to speakers of other languages and deaf/hard of hearing.

13. Does the subrecipient have a written language-access policy on providing services to LEP persons?

Yes No

14. Does the subrecipient conduct any training for its employees on the requirements of applicable federal civil rights laws?

Yes No

Comments:

15. Does the subrecipient provide federally funded services to eligible beneficiaries regardless of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice?

Yes No

16. If the subrecipient engages in explicitly religious activities, does the subrecipient:

a. Separate the explicitly religious activities in either time or location from the federally funded activities?

Yes No

b. Ensure that participation in the explicitly religious activities is voluntary for participants in the federally funded program?

Yes No

Comments:

17. If the subrecipient provides federally funded social services, does it give written notice

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to beneficiaries and prospective beneficiaries of certain civil rights protections in accordance with 28 C.F.R. § 38.6?

Yes No

Comments:

18. If the subrecipient receives funding under VAWA or from OVW, does the subrecipient serve male victims of domestic violence, dating violence, sexual assault, and stalking?

Yes No

Comments:

19. If the subrecipient receives funding under VAWA or from OVW, does the subrecipient provide sex-segregated or sex-specific services?

Yes No

If yes, describe how the services are sex-segregated or sex-specific.

If yes, has the subrecipient determined that providing services that are sex-segregated or sex specific is necessary to the essential operation of the program?

Yes No

If yes, describe how the subrecipient determined that providing sex-segregated or

Revised June 2024

sex-specific services is necessary to the essential operation of the program.

Subrecipient Name PBC Board of County Commissioners Date _____

Authorized Signatory (Print Name) Maria Sachs, Mayor

Signature _____

24-0983

**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT**


BGEX 081524*1778


BGRV 081524*523

FUND 1426 Public Safety Grant

| ACCOUNT NUMBER | ACCOUNT NAME | UNIT NAME | ORIGINAL BUDGET | CURRENT BUDGET | INCREASE | DECREASE | ADJUSTED BUDGET | EXPENDED/ ENCUMBERED as of 08/23/24 | REMAINING BALANCE |
|--------------------------------|---------------------------------|---------------------------------|------------------|------------------|----------------|----------|------------------|-------------------------------------|-------------------|
| REVENUES | | | | | | | | | |
| 1426-662-3232-3129 | Federal Gmt Other Public Safety | Sexual Assault Services Program | 0 | 120,000 | 120,000 | 0 | 240,000 | | 240,000 |
| Total Fund Revenues | | | 1,716,213 | 2,652,852 | 120,000 | 0 | 2,772,852 | | |
| EXPENDITURES | | | | | | | | | |
| 1426-662-3232-1201 | Salaries & Wages | Sexual Assault Services Program | 0 | 50,810 | 48,973 | 0 | 99,783 | 59,977 | 39,806 |
| 1426-662-3232-2101 | Fica-Taxes | Sexual Assault Services Program | 0 | 3,219 | 3,036 | 0 | 6,255 | 3,424 | 2,831 |
| 1426-662-3232-2105 | Fica Medicare | Sexual Assault Services Program | 0 | 753 | 710 | 0 | 1,463 | 801 | 662 |
| 1426-662-3232-2201 | Retirement Contributions-FRS | Sexual Assault Services Program | 0 | 7,148 | 6,675 | 0 | 13,823 | 7,686 | 6,137 |
| 1426-662-3232-2301 | Insurance-Life & Health | Sexual Assault Services Program | 0 | 3,410 | 20,878 | 0 | 24,288 | 4,047 | 20,241 |
| 1426-662-3232-3401 | Other Contractual Services | Sexual Assault Services Program | 0 | 0 | 11,000 | 0 | 11,000 | 0 | 11,000 |
| 1426-662-3232-4007 | Travel-Mileage | Sexual Assault Services Program | 0 | 3,500 | 4,200 | 0 | 7,700 | 180 | 7,520 |
| 1426-662-3232-4945 | Advertising | Sexual Assault Services Program | 0 | 47,021 | 18,000 | 0 | 65,021 | 49,291 | 15,730 |
| 1426-662-3232-5101 | Office Supplies | Sexual Assault Services Program | 0 | 0 | 178 | 0 | 178 | 0 | 178 |
| 1426-662-3232-5121 | Data Processing Software/Acc | Sexual Assault Services Program | 0 | 0 | 1,350 | 0 | 1,350 | 1,050 | 300 |
| 1426-662-3232-5402 | Educational Training Materials | Sexual Assault Services Program | 0 | 0 | 5,000 | 0 | 5,000 | 0 | 5,000 |
| Total Fund Expenditures | | | 1,716,213 | 2,652,852 | 120,000 | 0 | 2,772,852 | | |

SIGNATURES


DATES
8/30/24

17

9/12/2024

Administration/Budget Department Approval

OFMB Department - Posted

BY BOARD OF COUNTY COMMISSIONERS

At Meeting of: 10/8/2024

Deputy Clerk to the
Board of County Commissioners