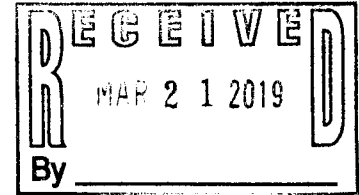


FY 2018/2019  
(GRANT PERIOD)



AGREEMENT BETWEEN THE STATE OF FLORIDA  
DEPARTMENT OF LEGAL AFFAIRS  
OFFICE OF THE ATTORNEY GENERAL

AND

**Center For Public Safety Innovation at St. Petersburg College**

GRANT NO. VF012

THIS AGREEMENT is entered into between the State of Florida, Department of Legal Affairs, Office of the Attorney General (OAG), the pass-through agency for the Victims of Crime Act (VOCA), Catalog of Federal Domestic Assistance (CFDA) Number - 16.575, ("the OAG), located at PL-01, The Capitol, Tallahassee, Florida 32399-1050, and the Center for Public Safety Innovation at St. Petersburg College ("the Provider), and jointly referred to as "the parties." The parties agree as follows:

**ARTICLE 1. ENGAGEMENT OF THE PROVIDER**

The OAG engages the Provider to perform services as set forth herein. All services are to be performed solely by the Provider and may not be subcontracted or assigned without prior written consent of the OAG. The consent of the OAG does not vest any rights in the subcontractor or create any obligation on behalf of the OAG to the subcontractor. All subcontract agreements will contain a disclosure to this effect.

The Provider will provide the OAG with written notification of any change in its designated representative for this Agreement.

**ARTICLE 2. SCOPE OF WORK**

For the Grant Period and the term of this Agreement, the Provider will maintain a training program that will be available to provide training services as specified in the Provider's Grant Application and as for the term of this Agreement as approved by the OAG, Attachment A to this Agreement and as defined in Attachment B , VOCA Course Summary and as further specified in this Agreement, unless otherwise approved by the OAG in writing. All services are to be performed solely by the Provider and may not be subcontracted or assigned without prior written consent of the OAG. The consent of the OAG does not vest any rights in the subcontractor or create any obligation on behalf of the OAG to the subcontractor. All subcontract agreements will contain a disclosure to this effect.

Training

This Agreement will be performed in accordance with the rules implementing the provisions of Victims of Crime Act (VOCA), 34 U.S.C. § 20103, Crime Control and Law Enforcement, 28 C.F.R. §§ 94.101 through 94.122, the federal government-wide grant rules as set forth in the C.F.R., Title 2, Subtitle A, Ch. II, Pt. 200, beginning at 2 C.F.R. § 200.0, and the U.S. Department of Justice, (DOJ), Office of Justice Programs, DOJ Grants Financial Guide, (Financial Guide), incorporated herein by reference, and any other regulations or guidelines currently or subsequently required by the U.S. Department of Justice and state or federal laws

#### ARTICLE 3. TIME OF PERFORMANCE

This Agreement will become effective on March 15, 2019, or on the date when the Agreement has been signed by all parties, whichever is later, and will continue through September 30, 2019.

#### ARTICLE 4. GRANT FUNDS

The Provider will not commingle grant funds with other personal or business accounts. The U.S. Department of Justice, DOJ Grants Financial Guide does not require physical segregation of cash deposits or the establishment of any eligibility requirements for funds which are provided to a Provider. However, the Provider's accounting systems must ensure OAG grant funds are not commingled with funds on either a program-by-program or a project-by-project basis. Grant funds specifically budgeted or received for one project may not be used to support another. Where the Provider's existing accounting system cannot comply with this requirement, the Provider will establish an additional accounting system to provide adequate grant fund accountability for each project.

In accordance with the provisions of Section 287.0582, Florida Statutes, if the terms of this Agreement and reimbursement contemplated by this Agreement extend beyond the current fiscal year, the OAG's performance and obligation to reimburse under this Agreement are contingent upon an annual appropriation and spending authority by the Florida Legislature, pursuant to Section 287.0582, Florida Statutes. In addition, the OAG's performance and obligation to reimburse under this Agreement is contingent upon the OAG's Victims of Crime Act award, as funded through the U.S Department of Justice, Office for Victims of Crime.

#### ARTICLE 5. PERFORMANCE MEASURES AND FINANCIAL CONSEQUENCES

In accordance with Section 215.971, Florida Statutes the Provider will be held responsible for maintaining a training program, providing training and meeting the deliverables and the performance standards as specified in Attachment A, unless otherwise modified as approved by the OAG in writing. If the Provider does not maintain a training program and provide the required training or otherwise meet the required service levels as specified in Attachment A, the Grant Application, the OAG will impose a corrective action plan and reduce

the final payment for the grant period under this Agreement by five percent of the total award amount listed in Article 32. Imposition of financial consequences does not bar other remedies available by law or the terms of this Agreement.

#### ARTICLE 6. REGISTRATION REQUIREMENTS

Prior to execution of this Agreement, the Provider will be registered electronically with the State of Florida at MyFloridaMarketPlace.com. If the parties agree that exigent circumstances exist that would prevent such registration from taking place prior to execution of this Agreement, then the Provider will so register within 21 days from execution. The online registration may be completed at:

<http://dms.myflorida.com/dms/purchasing/myfloridamarketplace>

The Provider will comply with the applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by the Federal Office of Management and Budget and the DOJ's Office of Justice Programs), and to acquire and provide a Data Universal Numbering System (DUNS) number. Restrictions on subcontractors that do not acquire and provide a DUNS number apply. The details of Provider obligations are posted on the Office of Justice Programs' website at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference. This special condition does not apply to the Provider who is an individual and received the grant award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

#### ARTICLE 7. W-9 REQUIREMENT

The State of Florida Department of Financial Services requires that vendors have a verified Substitute Form W-9 on file in order to avoid delays in payments. Information on how to register and complete your Substitute Form W-9 can be found at <http://flvendor.myfloridacfo.com>. The Vendor Management Section can also be reached at (850) 413-5519.

#### ARTICLE 8. AUTHORIZED EXPENDITURES

Only expenditures which are detailed in the approved budget in Attachment A, or a revised budget, are eligible for reimbursement with grant funds. Any requested modification to the budget must be submitted by the Provider in writing to the OAG and will require prior approval by the OAG. Budget modification approval is at the sole discretion of the OAG. Any grant funds reimbursed under this Agreement must be used in accordance with the rules implementing the provisions of Victims of Crime Act (VOCA), 34 U.S.C. § 20103, Crime Control and Law Enforcement 28 C.F.R. §§ 94.101 through 94.122, the federal government-wide

grant rules as set forth in the C.F.R., Title 2, Subtitle A, Ch. II, Pt. 200, beginning at 2 C.F.R. § 200.0, and the Financial Guide and any other regulations or guidelines currently or subsequently required by the U.S. Department of Justice and State or Federal laws. Expenditures for the acquisition and maintenance of telephones and equipment will be proportional to the percentage of VOCA grant funded staff who utilize the telephones and equipment, as contemplated by this Agreement.

Grant funds cannot be used as a revenue generating source. Third party payers may not be billed for services provided by grant funded personnel to clients. Travel expenses will be reimbursed with grant funds only in accordance with Section 112.061, Florida Statutes.

Expenditures of state financial assistance must be in compliance with all laws, rules and regulations applicable to expenditures of state funds, including, but not limited to, the Florida Reference Guide for State Expenditures.

Only allowable costs resulting from obligations incurred during the term of the Agreement are eligible for reimbursement, and any balances of unobligated cash that have been advanced or paid that are not authorized to be retained for direct program costs in a subsequent period must be refunded to the OAG. Any funds paid in excess of the amount to which the Provider is entitled under the terms of this Agreement must be refunded to the OAG.

The Provider will reimburse the OAG for all unauthorized expenditures and the Provider will not use grant funds for any expenditures made by the Provider prior to the execution of this Agreement or after the termination date of the Agreement. If the Provider is a unit of local or state government, the Provider must follow the written purchasing procedures of that governmental agency or unit. If the Provider is a non-profit organization, the Provider will obtain a minimum of three written quotes for all single item grant-related purchases equal to or in excess of \$2,500, unless it is documented that the vendor is a sole source supplier. The Provider will use the lowest dollar amount quote for the purchase.

The Provider will not use any federal funds (including grant funds), either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of the U.S. Department of Justice, Office of Justice Programs.

The Provider must report suspected fraud, waste and abuse to the OAG's Office of the Inspector General at 850-414-3300.

## ARTICLE 9. PROGRAM INCOME

The Provider will maintain a training program and provide training, at no charge, through the grant funded project. Upon request, the Provider will provide the OAG with financial records and internal documentation regarding the collection and disposition of program income, including, but not limited to direct client fees.

## ARTICLE 10. METHOD OF PAYMENT

Payment for services performed under the Agreement will be issued in accordance with the provisions of Section 215.422, Florida Statutes. The method of payment is cost reimbursement.

All required performance reports must be completed by the Provider and received by the OAG to document the provision of the required deliverables. Processing of payment is contingent upon timely completion of the required training, approval by the OAG of the level of service provided during the report period, and approval by the OAG of all performance reports due. The Provider will provide supporting documentation on a monthly basis unless otherwise requested by the OAG.

Each invoice and all required supporting documentation must be submitted by the Provider to the OAG by the last day of the month immediately following the month for which reimbursement is requested. The Provider will maintain appropriate documentation of all costs represented on the invoice. The OAG may require any appropriate documentation of expenditures prior to approval of the invoice and may withhold payment if services are not satisfactorily completed or if the documentation is not satisfactory. The final invoice is due to the OAG no later than 45 days after the expiration or termination of the Agreement. If complete and correct documented invoices are not received within these time frames, all right to reimbursement may be forfeited, the OAG may not honor any subsequent requests for payment, and the OAG may terminate the Agreement.

Any payment due or any approval necessary under the terms of the Agreement will be withheld until all evaluation, financial and program reports due from the Provider, and necessary adjustments thereto, have been approved by the OAG. The Provider is required to inform the OAG if they are being investigated by any governmental agency for financial, programmatic, or other issues. If it comes to the attention of the OAG that the Provider is being investigated, all pending requests for reimbursement may not be processed until the matter is resolved to the satisfaction of the OAG.

The Provider will maintain and timely submit such progress, fiscal, inventory, and other reports as the OAG may require pertaining to this Agreement.

## ARTICLE 11. VENDOR OMBUDSMAN

Pursuant to Section 215.422(7), Florida Statutes, the Florida Department of Financial Services has established a Vendor Ombudsman, whose duties and responsibilities are to act as an advocate for vendors who may have problems obtaining timely payments from state agencies. The Vendor Ombudsman may be reached at (850) 413-5516.

## ARTICLE 12. LIABILITY AND ACCOUNTABILITY

The Provider, if a non-profit entity, will provide continuous and adequate director, officer, and employee liability insurance coverage against any personal liability or accountability by reason of actions taken while acting within the scope of their authority during the existence of this Agreement and any renewal or extension thereof. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida.

## ARTICLE 13. INDEPENDENT CONTRACTOR

The Provider is an independent contractor and not an officer, employee, agent, servant, joint venture, or partner of the State of Florida. Neither the Provider nor its agents, employees, subcontractors or assignees will represent to others that the Provider has the authority to bind the OAG. This Agreement does not create any right to any state retirement, leave or other benefits applicable to State of Florida personnel as a result of the Provider performing its duties or obligations under this Agreement. The Provider will take such actions as may be necessary to ensure that each subcontractor of the Provider will be deemed an independent contractor and will not be considered or permitted to be an officer, employee, agent, servant, joint venturer, or partner of the State of Florida. The OAG will not furnish support services (e.g., office space, office supplies, telephone service, and administrative support) to the Provider, or its subcontractor or assignee, unless specifically agreed to in writing by the OAG.

All deductions for social security, withholding taxes, income taxes, contributions to unemployment compensation funds and all necessary insurance for the Provider, the Provider's officers, employees, agents, subcontractors, or assignees will be the sole responsibility of the Provider.

## ARTICLE 14. DOCUMENTATION AND RECORD RETENTION

The Provider will maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of grant funds. The Provider will maintain a file for inspection by the OAG or its designee, Chief Financial Officer, Auditor General, or the U.S. Department of Justice that contains written invoices for all fees, or other compensation for services and expenses, in detail sufficient for a proper pre-audit and post-audit.

This includes the nature of the services performed or expenses incurred, the identity of the persons who performed the services or incurred the expenses, the daily time and attendance records and the amount of time expended in performing the services (including the day on which the services were performed), and if expenses were incurred, a detailed itemization of such expenses. All documentation, including audit working papers, will be maintained at the office of the Provider for a period of five years from the termination date of the Agreement, or until any audit has been completed and any findings have been resolved, whichever is later.

The Provider will give authorized representatives of the OAG the right to access, receive and examine all records, books, papers, case files, documents, goods and services related to the grant funds. If the Provider fails to provide access to such materials, the OAG may terminate this Agreement. The Provider will allow public access to all documents, papers, letters, or other materials made or received in conjunction with this Agreement, except for those records exempt from disclosure under Section 119.071, Florida Statutes or other Florida law. Failure by the Provider to allow the public access constitutes grounds for unilateral cancellation by the OAG at any time.

The Provider will also keep and maintain all public records Chapter 119, Florida Statutes and consistent with the State of Florida's record retention schedule. The Provider will provide the OAG with a copy of all requested public records or allow the records to be inspected and copied within a reasonable time or as otherwise provided by law. The Provider will ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion of the Agreement if the Provider does not transfer the records to the OAG at that time.

Upon completion of the Agreement, the Provider will keep and maintain public records required by the OAG to perform the services to be provided in the scope of this Agreement or electronically transfer, at no cost, to the OAG all public records in possession of the Provider. In the event the Provider's business closes or the Provider is permanently unable to perform under this Agreement, the Provider will electronically transfer all public records, at no cost, to the OAG upon becoming aware of any impending closure or event that renders the Provider unable to perform. If the Provider transfers all public records upon the Provider's business closing or becoming unable to perform services, the Provider will destroy all duplicate public records that are exempt or confidential and exempt from public record disclosure requirements. All public records stored electronically must be provided to the OAG, upon request of its Custodian of Public Records, in a format compatible with the information technology systems of the OAG.

**IF THE PROVIDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PROVIDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT,**

**CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 850-414-3634, [publicrecordsrequest@myfloridalegal.com](mailto:publicrecordsrequest@myfloridalegal.com), OFFICE OF THE ATTORNEY GENERAL, PL-01, THE CAPITOL, TALLAHASSEE, FL 32399-1050.**

#### ARTICLE 15. PROPERTY

The Provider will be responsible for the proper care and custody of all property purchased with grant funds and agrees not to sell, transfer, encumber, or otherwise dispose of property acquired with grant funds without the written permission of the OAG. If the Provider is no longer a grant funds recipient, all property acquired by grant funds will be subject to the provisions of the U.S. Department of Justice, Office of Justice Programs, Office of the Comptroller Financial Guide.

#### ARTICLE 16. AUDITS

The administration of funds disbursed by the OAG to the Provider may be subject to audits and or monitoring by the OAG, as described in this section.

This Article is applicable if the Provider is a non-federal entity, meaning a state, local government, Indian tribe, institution of higher learning, or nonprofit organization that carries out a Federal award as a recipient or subrecipient, as defined in Title 2 C.F.R. Part 200, Subpart A.

1. In the event the Provider expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards, it must have a single or program-specific audit conducted for that year in accordance with the provisions of federal government-wide grant rules as set forth in the C.F.R., Title 2, Subtitle A, Ch. II, Pt. 200, beginning at 2 C.F.R. § 200.0. Article 32 to this Agreement indicates the amount of Federal funds disbursed through the OAG by this Agreement. In determining the Federal awards expended in its fiscal year, the Provider will take into account all sources of Federal awards, including Federal resources received from the OAG. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by federal government-wide grant rules as set forth in the C.F.R., Title 2, Subtitle A, Ch. II, Pt. 200, beginning at 2 C.F.R. § 200.0. An audit of the Provider conducted by the Auditor General in accordance with Title 2 C.F.R. Part 200, Subpart F, will meet the requirements of this part.

2. In connection with the audit requirements addressed in this part, the Provider will fulfill the requirements relative to auditee responsibilities as provided in 2 C.F.R. § 200.508.



3. If the Provider expends less than \$750,000 in Federal awards in its fiscal year, an audit conducted in accordance with the C.F.R., Title 2, Subtitle A, Ch. II, Pt. 200, Subpart F, beginning at 2 C.F.R. § 200.500, is not required. In the event the Provider expends less than \$750,000 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the C.F.R., Title 2, Subtitle A, Ch. II, Pt. 200, Subpart F, beginning at 2 C.F.R. § 200.500, the cost of the audit must be reimbursed from non-Federal funds (i.e., the cost of such an audit must be reimbursed from Provider resources obtained from other than Federal entities), as mandated in the C.F.R., Title 2, Subtitle A, Ch. II, Pt. 200, Subpart E, beginning at 2 C.F.R. § 200.400.

#### ARTICLE 17. AUDIT REPORT SUBMISSION

Audit reports must be submitted no later than 150 days following termination or expiration of this Agreement.

1. Copies of audit reports for audits conducted in accordance with the C.F.R., Title 2, Subtitle A, Ch. II, Pt. 200, Subpart F, beginning at 2 C.F.R. § 200.500, and required by this Agreement will be submitted, when required by 2 C.F.R. § 200.512, by or on behalf of the Provider directly to the following:
  - A. Office of the Attorney General  
Bureau of Advocacy and Grants Management  
PL-01, The Capitol  
Tallahassee, Florida 32399-1050
2. Any reports, management letters, or other information required to be submitted to the OAG pursuant to this Agreement will be submitted timely in accordance with federal government-wide grant rules as set forth in the C.F.R.s, Part 200, Subtitle A, Ch. II, Pt. 200, beginning at 2 C.F.R. § 200.0, as applicable.
3. The Provider will indicate the date the financial reporting package was delivered in correspondence accompanying the financial reporting package.

#### ARTICLE 18. COOPERATION WITH THE INSPECTOR GENERAL

Pursuant to Section 20.055, Florida Statutes, the PROVIDER, and any subcontractor to the PROVIDER understand and will comply with their duty to cooperate with the Inspector General in any investigations, audit inspection or review.

#### ARTICLE 19. MONITORING

In addition to reviews of audits conducted in accordance with the C.F.R., Title 2, Subtitle A, Ch. II, Pt. 200, Subpart F, beginning at 2 C.F.R. § 200.500, the Provider will comply and cooperate with any monitoring procedure and processes, and additional audits deemed

appropriate by the OAG, including but not limited to on-site visits. The Provider will comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the OAG, Chief Financial Officer, Auditor General or the U.S. Department of Justice.

The Provider may not accept duplicate funding for any cost, position, service or deliverable funded by the OAG. Duplicative funding is defined as more than 100 percent payment from all funding sources for any cost, position, service or deliverable. If there are multiple funding sources and a program is funded by the OAG, the OAG or its designee has the right to review all documents related to those funding sources to determine whether duplicative funding is an issue. If duplicate funding is found, this Agreement may be suspended, terminated or both while the extent of the overpayment is determined. Failure to comply with state law, the Code of Federal Regulations, or the U.S. Department of Justice Programs, Financial Guide, may also result in the suspension, termination or both of this Agreement while the extent of the overpayment is determined. Absent fraud, in the event that there has been an overpayment to a Provider for any reason, if the amount of the overpayment cannot be determined to a reasonable degree of certainty as determined in the sole discretion of the OAG, the Provider will reimburse to the OAG one half of the monies previously paid to the Provider for that line item for the grant year in question.

#### ARTICLE 20. RETURN OF FUNDS

The Provider will return any overpayments made to the Provider for unearned income or disallowed items pursuant to the terms and conditions of this Agreement to the OAG. In the event the Provider or any outside accountant or auditor determines that an overpayment has been made, the Provider will immediately return to the OAG such overpayment without prior notification from the OAG. In the event the OAG discovers that an overpayment has been made, the Contract Manager, on behalf of the OAG, will notify the Provider and the Provider will forthwith return the funds to the OAG. Should the Provider fail to immediately reimburse the OAG for any overpayment, the Provider will be charged interest at the rate in effect on the date of the overpayment, as determined by the State of Florida, Chief Financial Officer, pursuant to Chapter 55, Florida Statutes, on the amount of the overpayment or outstanding balance thereof. Interest will accrue from the date of the Provider's initial receipt of funds up to the date of reimbursement of said overpayment funds to the OAG.

#### ARTICLE 21. PUBLIC ENTITY CRIME, DEBARMENT

Pursuant to Sections 287.133 Florida Statutes, and the definitions of terms set forth therein, a person or affiliate (as defined) who has been placed on the convicted Contractor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract to with a public entity for the construction or repair of a

public building or public work; perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount for Category Two (as defined in Section 287.017, Florida Statutes), for a period of 36 months from the date of being placed on the convicted Contractor list, pursuant to Section 287.133, Florida Statutes. The Contractor certifies that neither it nor any affiliate has been placed on such convicted Contractor list and will notify the OAG within five days of its, or any of its affiliate's, placement thereon.

The Provider must provide certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion from participation in this transaction by any federal department or agency, as required by the federal regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R., Part 67.510. The Certification Form established for use by the U.S. Department of Justice with instructions are incorporated herein by reference and attached hereto as Attachment "C".

#### ARTICLE 22. GRATUITIES

The Provider will not offer or give any gift or any form of compensation to any OAG employee. As part of the consideration for this Agreement, the parties intend that this provision will survive the Agreement for a period of two years. In addition to any other remedies available to the OAG, any violation of this provision will result in referral of the Provider's name and description of the violation of this term to the Department of Management Services for the potential inclusion of the Provider's name on the suspended vendors list for an appropriate period. The Provider will ensure that its subcontractors, if any, comply with these provisions.

#### ARTICLE 23. PATENTS, COPYRIGHTS, AND ROYALTIES

If any discovery or invention arises or is developed in the course of or as a result of work or services performed under this Agreement, or in any way connected herewith, the discovery or invention will be deemed transferred to and owned by the State of Florida. Any and all patent rights accruing under or in connection with the performance of this Agreement are hereby reserved to the State of Florida.

In the event that any books, manuals, films, or other copyrightable materials are produced, the Provider will identify all such materials to the Agency. The Provider assigns to the OAG and its assigns or successors, all rights accruing under or in connection with performance under this Agreement, including the United States Copyright, all other literary rights, all rights to sell, transfer or assign the copyright, and all rights to secure copyrights anywhere in the world.

The Provider will indemnify and hold the OAG, and all its officers, agents, and employees harmless from any claim or liability whatsoever, including costs and expenses, arising

out of any copyrighted, patented, or unpatented invention, process, or article manufactured or used by the Provider in the performance of this Agreement. The Provider will indemnify and hold the OAG all its officers, agents, and employees harmless from any claim against the OAG for infringement of patent, trademark, copyright or trade secrets. The OAG will provide prompt written notification of any such claim. During the pendency of any claim of infringement, the Provider may, at its option and expense, procure for the OAG, the right to continue use of, or to replace or modify the article to render it non-infringing. If the Provider uses any design, device, or materials covered by letters patent, or copyright, the compensation paid pursuant to this Agreement includes all royalties or costs arising from the use of such design, device, or materials in any way involved in the work contemplated by this Agreement.

Subcontracts must specify that all patent rights and copyrights are reserved to the State of Florida.

#### ARTICLE 24. INDEMNIFICATION AND ASSUMPTION OF LIABILITY

To the extent permissible under Florida law, the Provider will be liable for and indemnify, defend, and hold the OAG and all of its officers, agents, and employees harmless from all claims, suits, judgments, or damages, including attorney's fees and costs, arising out of any act or omission or neglect by the Provider and its agents, employees and subcontractors during the performance or term of this Agreement or any subsequent modifications or extensions thereof.

The Provider's evaluation or inability to evaluate its liability will not excuse the Provider's duty to defend and to indemnify the OAG within seven days after notice by the OAG. After the highest appeal taken is exhausted, only an adjudication or judgment specifically finding the Provider not liable will excuse performance of this provision. The Provider will pay all costs and fees including attorney's fees related to these obligations and their enforcement by the OAG. The OAG's failure to notify the Provider of a claim will not release the Provider from these duties. The Provider will not be liable for any claims, suits, judgments, or damages arising solely from the negligent acts of the OAG.

This Agreement and the rights and obligations created by it are intended for the sole benefit of the OAG and the Provider. This Agreement creates no third party rights, and, no third party may rely upon this Agreement or the rights and representations created by it for any purpose.

The Provider will assume all liability associated with providing services under the terms and conditions of this Agreement. This includes, but is not limited to, premises liability and any travel taken by any employee of Provider or any recipient of Provider's services.

## ARTICLE 25. TERMINATION OF AGREEMENT

The Provider's failure to perform pursuant to the terms of this Agreement may result in non-payment, imposition of the financial consequences contained in this Agreement, delay of payment, or termination as provided under this Agreement.

This Agreement may be terminated by the OAG for any reason upon five days written notice via certified U.S. mail, hand delivery, or email to the Provider to the physical or email address provided by the Provider in the application.

In the event this Agreement is terminated by the OAG, the Provider will deliver documentation of ownership or title, if appropriate for all supplies, equipment and personal property purchased with grant funds to the OAG, within 30 days after termination of the Agreement. Any finished or unfinished documents, data, correspondence, reports and other products prepared by or for the Provider under this Agreement will be made available to and for the exclusive use of the OAG.

Notwithstanding the above, the Provider will not be relieved of liability to the OAG for damages sustained by the OAG by virtue of any termination by the OAG or breach of this Agreement by the Provider. In the event this Agreement is terminated by the OAG, the Provider will be reimbursed for satisfactorily performed and documented services provided prior to the effective date of termination.

## ARTICLE 26. AMENDMENTS

Modification of any provision of this Agreement must be mutually agreed upon by all parties and requires a written and fully executed amendment to this Agreement, except as provided for budget modifications submitted by the Provider in writing which have been previously approved by the OAG pursuant to the terms of Article 8, Authorized Expenditures.

## ARTICLE 27. NONDISCRIMINATION

Recipients of federal financial assistance must comply with applicable federal civil rights laws, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228 (c) and 10221 (a)); the Victims of Crime Act (34 U.S.C. § 20110 (e) The Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C § 11182 (b) Title VI of the Civil Rights Act of 1964 (42 U.S.C§ 2000d); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794), Title II of the Americans with Disabilities Act of 1990 (42 U.S.C.§ 12131-34); Title IX of the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); and Exec. Order 13279 (67 Fed. Reg.241).

Pursuant to applicable federal laws and Chapter 760, Florida Statutes, the Provider will not to discriminate against any client or employee in the performance of this Agreement or

against any applicant for employment because of age, race, religion, color, disability, national origin, marital status or sex. The Provider will ensure that all contractors, subcontractors, sub-grantees, or others with whom it arranges to provide services or benefits to clients or employees in connection with any of its programs and activities are not discriminating against those clients or employees because of age, race, religion, color, disability, national origin, marital status or sex.

The Provider must have policies and procedures in place for responding to complaints of discrimination that employees and beneficiaries file directly with the Provider. Information provided by the U.S. Department of Justice, Office of Justice Programs, to assist with policy and procedure development is available at <http://ojp.gov/about/offices/ocr.htm>. The Provider must certify either: compliance with any Equal Employment Opportunity Plan (EEO) Requirements which apply as a result of being a recipient of financial assistance from the U.S. Department of Justice, or make a declaration claiming complete exemption for the EEO Requirement through the completion and submission of the Certification Form Compliance with the Equal Employment Opportunity Plan (EEO) Requirements, which form is incorporated herein by reference and attached hereto as Attachment "D."

In the event a Federal or State court, or a Federal or State administrative agency, makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, marital status or sex against the Provider, the Provider will forward a copy of the findings to the Office of Justice Programs, Office for Civil Rights (OCR), and the OAG.

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Safe Streets Act and Title VI of the Civil Rights Act of 1964, the Provider must take reasonable steps to ensure that LEP persons have meaningful access to its programs and activities. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The Provider is encouraged to consider the need for language services for LEP persons served or encountered both in developing its budgets and in conducting its programs and activities. Additional assistance and information regarding your LEP obligations can be found at <http://www.lep.gov>.

In accordance with federal civil rights laws, the Provider will not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

All Providers must complete a review of the Office of Justice Programs, Office for Civil Rights training modules and confirm compliance with this requirement to the OAG through self-reporting by December 31, 2019. The training modules are available at <http://ojp.gov/about/ocr/assistance.htm>.

The OCR issued an advisory document for Federal grant recipients on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 2013), available at [http://ojp.gov/about/ocr/pdfs/UseofConviction\\_Advisory.pdf](http://ojp.gov/about/ocr/pdfs/UseofConviction_Advisory.pdf). Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the Advisory, recipients should consult local counsel in reviewing their employment practices. If warranted, recipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOs).

#### ARTICLE 28. NONDISCRIMINATION IN PROGRAMS INVOLVING STUDENTS

The Provider will not use award funding to discriminate against students that are participating in (or benefiting from) programs that are funded by those same federal funds. As an example, provided by the Office for Victims of Crime, Office of Justice Programs, the Provider cannot use VOCA funding to treat a Catholic student differently than a non-Catholic student when both are applying for, or receiving benefits from, the VOCA program. This same protection also applies to the students' parents or legal guardians.

#### ARTICLE 29. ACKNOWLEDGMENTS; ADDITIONAL REQUIREMENTS

All publications, advertising or written descriptions of the sponsorship of the program will state: "This project was supported by Award No. \_\_\_\_\_ awarded by the Office for Victims of Crime, Office of Justice Programs. Sponsored by the Center for Public Safety Innovation at St. Petersburg College and the State of Florida."

The Provider is required to display a civil rights statement prominently on all publications, websites, posters and informational materials mentioning USDOJ programs in bold print and no smaller than the general text of the document. The full civil rights statement must be used whenever possible. Single page documents that do not have space for the full civil rights statement may contain a condensed version in a print size no smaller than the text used throughout the document. If the civil rights statement is missing on a publication, the statement must be included the next time the publication is revised or reprinted and printed copies of the statement must be attached to the current supply of the publication until the next revision is reprinted.

Full Civil Rights Statement: In accordance with federal law and U.S. Department of Justice policy, this organization is prohibited from discriminating on the basis of race, color, national origin, religion, sex, age, or disability. To file a complaint of discrimination, write the

Florida Department of Legal Affairs, Federal Discrimination Complaint Coordinator, PL-01, The Capitol, Tallahassee, Florida, 32399-1050, or call 850-414-3300, or write Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, NW, Washington, DC 20531 or call 202-307-0690 (Voice) or 202-307-2027 (TDD/TYY). Individuals who are hearing impaired or have speech disabilities may also contact OCR through the Federal Relay Service at 800-877-8339 (TTY), 877-877-8982 (Speech), or 800-845-6136 (Spanish).

**Condensed Civil Rights Statement:** The Center for Public Safety Innovation at St. Petersburg College is an equal opportunity provider and employer.

The Provider is required to display the OAG's "Civil Rights Fact Sheet" at locations open to the public. The "Civil Rights Fact Sheet" will be made available to the Provider via the OAG E-Grants Management System.

As a Special Condition Certification, the Provider must verify and certify its understanding that VOCA Grant Funds cannot be used for certain purposes, as required by the Victims of Crime Act (42 U.S.C. §10604(e)), Section 539, through the Special Conditions Certification Form. This Certification Form is incorporated herein by reference and attached hereto as Attachment "E".

The Provider must complete and execute the Related Parties Questionnaire, incorporated herein by reference and attached hereto as Attachment "F".

#### ARTICLE 30. EMPLOYMENT

The employment of unauthorized aliens by the Provider is considered a violation of Section 274A(a) of the Immigration and Nationality Act. If the Provider knowingly employs unauthorized aliens, such violation will be cause for unilateral cancellation of this Agreement. Any services performed by any such unauthorized aliens will not be paid.

The Provider will utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of all persons hired during the Agreement term.

#### ARTICLE 31. ADMINISTRATION OF AGREEMENT

All approvals referenced in this Agreement must be obtained from the parties' contract administrators or their designees. The OAG's contract administrator is the Bureau Chief, Christina F. Harris. All notices must be given to the parties' contract administrator.



ARTICLE 32. CONTROLLING LAW AND VENUE

This Agreement will be governed by the laws of the State of Florida. Any and all litigation arising under the Agreement will be instituted in the appropriate court of general jurisdiction in Leon County, Florida.

ARTICLE 33. AMOUNT OF FUNDS

The OAG will reimburse the Provider for contractual services as approved in the budget for the entire time of performance, as set forth in Article 3 of this Agreement, and completed in accordance with the terms and conditions of the Agreement. The total sum of monies available for reimbursement to the Provider for training will not exceed \$712,824.00.

ARTICLE 34. AGREEMENT AS INCLUDING ENTIRE AGREEMENT

This instrument with Attachments A, the approved 2018-2019 grant application and the approved budget, B, C, D, E and F embody the entire Agreement of the parties. There are no provisions, terms, conditions, or obligations other than those contained herein. This Agreement supersedes all previous communications, representations or Agreements on this same subject, verbal or written, between the parties.

There are no representations or statements that are relied upon by the Provider that are not expressly set forth herein.

The Provider's signature below specifically acknowledges understanding of the fact that the privilege of obtaining a Training grant is not something this or any Provider is entitled to receive. This Agreement is for one-time funding only, covering one fiscal year. There is absolutely no expectation or guarantee, implied or otherwise, the Provider will receive funding in the future. The OAG strongly encourages the Provider to secure funding from other sources if the Provider anticipates the program will continue beyond the current grant year.

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Each of the parties executing this Agreement have full authority to do so and have received all lawfully necessary approvals to enter into this Agreement.

IN WITNESS WHEREOF, the parties through their legally authorized representatives have executed this agreement.

**PROVIDER:**

**Center for Public Safety Innovation  
at St. Petersburg College**

Tonjua Williams  
Authorizing Official

Tonjua Williams, Ph.D., College President  
and Secretary to the Board of Trustees  
Print Name

3/20/19  
Date

  
FEID# of Provider

\_\_\_\_\_  
SAMAS Code

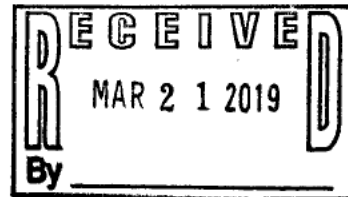
**AGENCY:**

**Department of Legal Affairs,  
Office of the Attorney General**

[Signature]  
Authorizing Official

EMERY A. GAINES  
Print Name

3/26/19  
Date



# ATTACHMENT A



## General Instructions & Resources

## [View Budget Summary](#)

OMB APPROVAL NO.: 1121-0329  
EXPIRES 7/31/2016

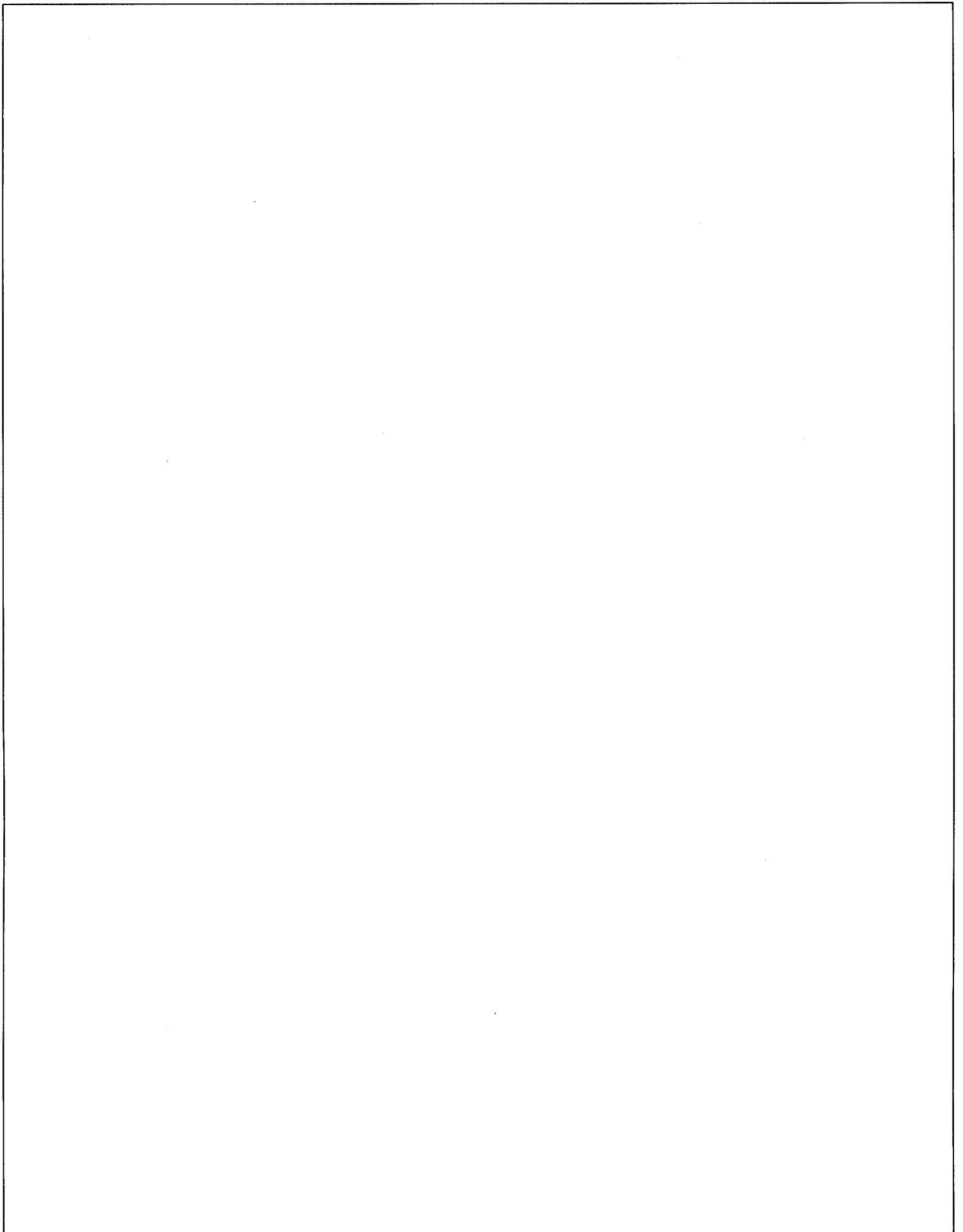
### Budget Detail Worksheet

- (1) **Purpose:** The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any non-federal( match ) amount in the appropriate category, if applicable.
- (2) For each budget category, you can see a sample by clicking (To View an Example, [Click Here](#)) at the end of each description.
- (3) There are various hot links listed in red in the budget categories that will provide additional information via documents on the internet.
- (4) **Record Retention:** In accordance with the requirements set forth in [28 CFR Parts 66](#) and [70](#), all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
- (5) The information disclosed in this form is subject to the Freedom of Information Act under 5 U.S.C. 55.2.

**A. Personnel** – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. (Note: Use whole numbers as the percentage of time, an example is 75.50% should be shown as 75.50) [To View an Example, Click Here](#)

**PERSONNEL (FEDERAL)**

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
Eileen LaHaie	Director, CPSI	\$8,927.86	Month	10.00	9	\$8,035
Training Manager	Training Manager	\$6,103.50	Month	15.00	9	\$8,240
Project Coordinator	Project Coordinator	\$5,120.00	Month	100.00	9	\$46,080
Curriculum Designer	Curriculum Designer	\$6,031.17	Month	20.00	9	\$10,856
Staff Instructor/SME	Staff Instructor/SME	\$5,248.29	Month	40.00	9	\$18,894
Webmaster	Webmaster	\$5,374.48	Month	30.00	9	\$14,511
Administrative Assistant	Administrative Assistant	\$2,846.69	Month	60.00	9	\$15,372
Project Administration Manager	Project Administration Manager	\$5,712.98	Month	25.00	9	\$12,854
					<b>FEDERAL TOTAL</b>	<b>\$134,842</b>



## **PERSONNEL NARRATIVE (FEDERAL)**

Positions Summary: This proposal is budgeting for positions, not individuals. The Center for Public Safety Innovation (CPSI) is a grant-based department where staff members work on multiple projects. Their time and effort is allocated based on the specific grants upon which they perform their duties. While there are eight positions listed, the total effort is only 3.0 FTE positions.

Director: \$107,134.26 x 10% x 9 mo = \$8,036.00

The Director directs all day-to-day functions, supervises department managers and will be the primary point of contact for this initiative. The Director works with the rest of the management team to ensure all goals and deliverable are met on time and on budget.

Training Manager: \$73,241.96 x 15% x 9 mo = \$8,240.00

The Training Manager oversees all training operations and will make sure all staff are performing duties as assigned. The Training Manager will also be responsible for addressing any changes to courses deemed necessary based on course evaluations. Additionally, the Training Manager will oversee the hiring of subject matter experts and consultants.

Project Coordinator: \$61,440.00 x 100% x 9 mo = \$46,080.00

The Project Coordinator is responsible for the coordination and implementation of the trainings and overseeing many aspects of grant management including filing required reports. Coordinates onboarding of all subject matter experts.

Curriculum Designer: \$72,374.04 x 20% x 9 mo = \$10,856.00

The Curriculum Designer is responsible for the conversion and adaptation of existing curriculum and trainings into new formats applying the ADDIE model of instructional design. The Curriculum Designer works with subject matter experts (SMEs) on the content revisions, graphics, audiovisual presentations, course manuals, pre/post tests, and evaluations.

Staff Instructor/SME: \$62,979.49 x 40% x 9 mo = \$18,894.00

The Staff Instructor/SME is responsible for instruction and delivery of the Effective Communication with People who are Deaf or Hard of Hearing and others with Access and Functional Needs course across the State of Florida. The Staff Instructor/SME works as the subject matter expert (SME) on the content revisions, graphics, audiovisual presentations, course manuals, pre/post tests, and evaluations.

Webmaster: \$64,493.79 x 30% x 9 mo = \$14,511.00

The Webmaster is responsible for design and coding for any internet-based resources and for adapting existing training materials into an online format.

Administrative Assistant: \$34,160.28 x 60% x 9 mo = \$15,372.00

The Administrative Assistant is responsible for providing administrative and clerical support in order to ensure the effective and efficient operation of the proposed project. Primary activities include the distribution of deliverables, logistics planning, coordinating travel needs for staff and SMEs including all correspondence to arrange travel, booking all travel arrangements including airfare and hotel, coordinating meeting facility arrangements, and processing all SMEs/staff reimbursements.

Project Administration Manager: \$68,555.76 x 25% x 9 mo = \$12,854.00

The Project Administration Manager will be responsible for general fiscal coordinating and financial oversight of the awards progress and tracking of deliverables. Duties will include monthly fiscal review, project tracking, project budgetary forecasting and coordinating with training staff and CPSI management.

NOTE #1: Under the Personnel Narrative portion of the budget, the percentage of time estimated and the duties affiliated for personnel are cumulative percentages/estimates spanning the full period of performance.

NOTE #2:

Under the Personnel Narrative portion of the budget, the percentage of time estimated and the duties affiliated for personnel specifically working on the VOCA project are listed. The job descriptions that were submitted are the College's official job descriptions that are assigned to those positions and reflect any and all duties that could be performed by a person in that role anywhere in the College. All grant funded personnel are required to complete a Time and Effort report every two weeks that allocates how many hours they spent each day on a specific project. That document is certified by the employee and their supervisor. Only that time is charged to the specific grant on which they worked.

**PERSONNEL (NON-FEDERAL)**

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
			Year			\$0
NON-FEDERAL TOTAL						\$0

**PERSONNEL NARRATIVE (NON-FEDERAL)**

	<b>\$134,842</b>
<b>TOTAL PERSONNEL</b>	

**B. Fringe Benefits** – Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation and Unemployment Compensation. (Note: Use decimal numbers for the fringe benefit rates, an example is 7.65% should be shown as .0765) [To View an Example, Click Here](#)

**FRINGE BENEFITS (FEDERAL)**

Description	Computation		Cost
	Base	Rate	
CPSI uses a fixed rate for Fringe Benefits projections. However, only the actual fringe benefit expenses are charged to the award. Calculation Breakdown: FICA-OASDI = 6.20%, FICA-MED=1.45%, FRS=10.33%, HMO=\$584/monthly, Base Life=\$0.237 per thousand per month and other 3.38% = 38%	\$134,842.00	0.38	\$51,240
	FEDERAL TOTAL		\$51,240

**FRINGE BENEFITS NARRATIVE (FEDERAL)**

Regular full-time staff fringe benefits contain elements that are associated with required insurances and other benefits required by Federal and State regulations. Since the Executive Director, Training Manager, Project Coordinator, Curriculum Designer, Staff Instructor/SME, Webmaster, Administrative Assistant, and Project Admin. Services Manager, are employed by SPC full-time, the fringe benefits computation will be according to the established rate of 38% which consists of FICA, Unemployment Compensation, Paid Sick Leave, Paid Vacation, Medical Benefits, Dental Benefits, Life Insurance, and \*Tuition Reimbursement; Medicare, Retirement; and, Workers Compensation.

CPSI uses a fixed rate for Fringe Benefits projections. However, only the actual fringe benefit expenses are charged to the award. Calculation Breakdown: FICA-OASDI = 6.20%, FICA-MED=1.45%, FRS=10.33%, HMO=\$584/monthly, Base Life=\$0.237 per thousand per month and other 3.38% = 38%

\*There are no direct costs related to Tuition Reimbursement benefits that are charged back to the grant, but rather Tuition Reimbursement is mentioned only as a part of the overall benefit package extended to college employees.



**FRINGE BENEFITS (NON-FEDERAL)**

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

**FRINGE BENEFITS NARRATIVE (NON-FEDERAL)**

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TOTAL FRINGE BENEFITS \$51,240



**TRAVEL (FEDERAL)**

Purpose of Travel	Location	Computation						Cost	
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips		Cost
Chris Littlewood's travel to instruct 16-hour face to face courses.	MIAMI, PANAMA CITY, ST. AUGUSTINE, MELBOURNE, AND JACKSONVILLE (All cities listed above are subject to change or substitution)	Lodging	\$147.00	Night	2	1	6	\$1,764.00	
		Meals	\$36.00	Day	3	1	6	\$648.00	
		Mileage		Mile				\$0.00	
		Transportation:							
		Airfare	\$500.00	Round-trip			1	6	\$3,000.00
		Local Travel	\$200.00				1	6	\$1,200.00
		Other							
		Rental Car\Gas	\$50.00			3	1	6	\$900.00
		Subtotal							\$7,512.00
									FEDERAL TOTAL

**TRAVEL NARRATIVE (FEDERAL)**

The travel budget line provides for travel of appropriate CPSI project personnel for up to two (2) 3-day trips over the year project period to evaluate, monitor the quality of the face to face training, travel to meet with SMEs and other project related contractors as necessary. Travel costs include: airfare, lodging, meals and miscellaneous costs include but are not limited to: Baggage fees, parking fees, tolls, taxi, ground transportation, vicinity mileage, and other miscellaneous travel charges. All "other miscellaneous" travel will have to be preapproved by the OAG to determine allowability. Car rental for SPC employees will be reimbursed at the State of Florida rate or \$25.55 plus tax or \$38.71 when applicable.

The travel budget for Chris Littlewood provides for up to six (6) 3-day trips over the year project period to instruct face to face trainings as necessary. Travel costs include: airfare, lodging, meals and miscellaneous costs include but are not limited to: Baggage fees, parking fees, tolls, taxi, ground transportation, vicinity mileage, and other miscellaneous travel charges. All "other miscellaneous" travel will have to be preapproved by the OAG to determine allowability. Car rental for SPC employees will be reimbursed at the State of Florida rate or \$25.55 plus tax or \$38.71 when applicable.

**TRAVEL (NON-FEDERAL)**

Purpose of Travel	Location	Computation							Cost	
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost		
		Lodging		Night					\$0.00	
		Meals		Day					\$0.00	
		Mileage		Mile					\$0.00	
		Transportation:								
				Round-trip					\$0.00	
		Local Travel							\$0.00	
		Other							\$0.00	
		Subtotal							\$0	
									NON-FEDERAL TOTAL	\$0

**TRAVEL NARRATIVE (NON-FEDERAL)**

	<b>TOTAL TRAVEL</b>	<b>\$10,016</b>
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**D. Equipment** – List non-expendable items that are purchased (Note: Organization’s own capitalization policy for classification of equipment should be used). Expendable items should be included in the “Supplies” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. [To View an Example, Click Here](#)

**EQUIPMENT (FEDERAL)**

Item	Computation		Cost
	Quantity	Cost	
			\$0
<b>FEDERAL TOTAL</b>			<b>\$0</b>

**EQUIPMENT NARRATIVE (FEDERAL)**

**EQUIPMENT (NON-FEDERAL)**

Item	Computation		Cost
	Quantity	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

**EQUIPMENT NARRATIVE (NON-FEDERAL)**

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TOTAL EQUIPMENT	\$0
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**E. Supplies** – List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

To View an Example, Click Here

**SUPPLIES (FEDERAL)**

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
General Office Supplies	9	\$75.00	\$675
FEDERAL TOTAL			\$675

**SUPPLIES NARRATIVE (FEDERAL)**

This budget line item provides for General Office/Meeting Supplies such as file folders, pencils, pens, paper clips, staples, copy paper, computer print cartridges, copier toner, labels, notepads, tape, markers, etc. Office supplies, postage and expendable equipment items costing less than \$5,000. Generally, supplies may include any materials that are expendable or consumed during the course of the project.

(\$75 per month x 9 months= \$675)

**SUPPLIES (NON-FEDERAL)**

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

**SUPPLIES NARRATIVE (NON-FEDERAL)**

TOTAL SUPPLIES	\$675
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**F. Construction** – Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Minor repairs and renovations should be classified in the "other" category. Consult with the program office before budgeting funds in this category. [To View an Example, Click Here](#)

**CONSTRUCTION (FEDERAL)**

Purpose	Description of Work	Cost
<b>FEDERAL TOTAL</b>		<b>\$0</b>

**CONSTRUCTION NARRATIVE (FEDERAL)**

**CONSTRUCTION (NON-FEDERAL)**

Purpose	Description of Work	Cost
NON-FEDERAL TOTAL		\$0

**CONSTRUCTION NARRATIVE (NON-FEDERAL)**

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TOTAL CONSTRUCTION	\$0
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**G. Consultants/Contracts** – Indicate whether applicant’s formal, written Procurement Policy or the Federal Acquisition Regulations are followed.  
**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day or \$56.25 per hour require additional justification and prior approval from OJP. [To View an Example, Click Here](#)

**CONSULTANT FEES (FEDERAL)**

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

**CONSULTANT FEES NARRATIVE (FEDERAL)**

**CONSULTANT FEES (NON-FEDERAL)**

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
<b>SUBTOTAL</b>					<b>\$0</b>

**CONSULTANT FEES NARRATIVE (NON-FEDERAL)**

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, partners, etc.

**CONSULTANT EXPENSES (FEDERAL)**

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:							
		Local Travel		Round-trip				\$0.00	
		Other						\$0.00	
		Tolls						\$0.00	
		Subtotal						\$0	
								SUBTOTAL	\$0
								FEDERAL TOTAL	\$0

**CONSULTANT EXPENSES NARRATIVE (FEDERAL)**

**CONSULTANT EXPENSES (NON-FEDERAL)**

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:							
				Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	
								SUBTOTAL	\$0
								NON-FEDERAL TOTAL	\$0

**CONSULTANT EXPENSES NARRATIVE (NON-FEDERAL)**

TOTAL CONSULTANTS	\$0

**Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000. A sole source contract may not be awarded to a commercial organization that is ineligible to receive a direct award.

**CONTRACTS (FEDERAL)**

Item	Cost
Instructors and Travel for a minimum of Ten (10) 16-hour Victims' Service Training Face to Face Courses-	\$55,700
Instructors and Travel for a minimum of Twenty-Five (25) 8-hour Victims' Service Training Face to Face Courses -	\$47,550
Florida Crisis Response Team Trainings Seven (7) 40-hour Trainings	\$140,000
Instructors and Travel for a minimum of Two (2) 40-hour SANE Trainings Lead by SME Summer Seibert	\$10,402
Bob Neri Consultant Services - Contracted SME will serve as a technical advisor to the training project.	\$50,000
CART & Interpreting Services - For Access and Functional Needs Training - AQI & Realtime	\$38,400
Graphics and Closed Captioning for online courses	\$10,000
<b>FEDERAL TOTAL</b>	<b>\$352,052</b>

## **CONTRACTS NARRATIVE (FEDERAL)**

Instructors and Travel for a minimum of Ten (10) 16-hour Victims' Service Training Face to Face Courses - CPSI will send two (2) instructors to each of the ten (10) 16-hr training iterations. Travel costs include: airfare, lodging, meals and misc. transportation costs include but are not limited to: Baggage fees, parking fees, tolls, taxi, ground transportation, vicinity mileage, and other miscellaneous travel charges. All "other miscellaneous" travel will have to be preapproved by the OAG to determine allowability.

Fee \$650/day x 2 days x 2 Instructors x 10 Courses \$26,000  
Airfare \$500/trip x 2 Instructors x 10 Courses \$10,000  
Lodging \$147/night x 3 nights x 2 Instrs x 10 Courses \$8,820  
Meals \$36/day x 4 days x 2 Instructors x 10 Courses \$2,880  
Rental Car \$50/day x 4 days x 2 Instructors x 10 Courses \$4,000  
Misc. Trans. \$200/trip x 2 Instructors x 10 Courses \$4,000

Subtotal \$55,700

Instructors and Travel for a minimum of Twenty-Five (25) 8-hour Victims' Service Training Face to Face Courses -

Travel costs include: airfare, lodging, meals and misc. transportation costs include but are not limited to: Baggage fees, parking fees, tolls, taxi, ground transportation, vicinity mileage, and other miscellaneous travel charges. All "other miscellaneous" travel will have to be preapproved by the OAG to determine allowability.

Fee \$650/day x 1 day x 1 Instructor x 25 Courses \$16,250  
Airfare \$500/trip x 1 Instructor x 25 Courses \$12,500  
Lodging \$147/night x 2 nights x 1 Instr x 25 Courses \$7,350  
Meals \$36/day x 3 days x 1 Instructor x 25 Courses \$2,700  
Rental Car \$50/day x 3 days x 1 Instructor x 25 Courses \$3,750  
Misc. Trans. \$200/trip x 1 Instructor x 25 Courses \$5,000

Subtotal \$47,550

Florida Crisis Response Team Trainings Seven (7) 40 hour Trainings - \$20,000 x 7 Trainings - \$140,000

As quoted by the vendor, the all-inclusive fee per 40-hour training includes the cost of two (2) instructors per iteration, travel for each of the instructors, training materials, student workbooks, student manuals, certificate of successful completion, practicum exercises, location sites/facilities rental, as well as any and all other costs required to satisfactorily deliver each training

Instructor and Travel for Two (2) 40-hour SANE Trainings Lead by Summer Seivert - \$10,402

Instructor and Travel for a minimum of Two (2) 40-hour Victims Service Training Face to Face Courses. CPSI will send one SME instructor to each of the two (2) 40-hr SANE training iterations. Costs include Instructor Fee, Travel costs such as Airfare, Lodging, Meals, Rental Car and Misc. Transportation costs that include but are not limited to: Baggage fees, Parking fees, tolls, taxi, ground transportation, vicinity mileage, and other miscellaneous travel charges. All "other miscellaneous" travel will have to be preapproved by the OAG to determine allowability. The number of participants in each SANE training will be up to 20 health care professionals.

Bob Neri Consultant Services - Contracted - \$50,000

SME will serve as a technical advisor in this role and will assist with identifying survey targets, data analysis, training research and training identification.



**CONTRACTS (NON-FEDERAL)**

Item	Cost
NON-FEDERAL TOTAL	\$0

**CONTRACTS NARRATIVE (NON-FEDERAL)**

RAN OUT OF SPACE ABOVE IN FEDERAL CONTRACTS NARRATIVE - MOVED BALANCE HERE

CART/Interpreting Services - For Access and Functional Needs Training SME Vendors are AQI and Realtime - \$38,400  
 We are proposing a total of six iterations of the course titled Effective Strategies for Communicating with the Deaf or Hard of Hearing and Others with Access and Functional Needs. Our Lead SME and Co-Facilitator for this course are both culturally deaf or hard of hearing. Therefore, both CART & Interpreter Services are required for all six (6) proposed iterations. Interpreter services for the 16-hour course ranges from \$2400 to \$3100 (\$1200-\$1550 daily rates) depending on the travel distance and location. The CART services provider fees ranges from \$1800 to \$2550 (\$900-\$1275 daily rate) depending on the travel distance and location. We budgeted for a combined daily cost not to exceed \$3200. The total is also inclusive of all travel costs.

Graphics and Closed Captioning for Courses - 10,000  
 The cost estimate for Graphics and Closed Captioning was derived from previous similar expense/costs for comparable services.

Total Consultants/Contracts: \$352,052

TOTAL CONTRACTS	\$352,052
TOTAL CONSULTANTS/CONTRACTS	\$352,052

H. **Other Costs** – List items (e.g., rent ( arms-length transaction only ), reproduction, telephonic or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent or provide a monthly rental cost and how many months to rent. The basis field is a text field to describe the quantity such as square footage, months, etc. [To View an Example, Click Here](#)

**OTHER COSTS (FEDERAL)**

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
Printing and Course Manuals for 35 Specialized Training Courses	1050	per manual	\$5	1	\$5,250
Specialized Training Materials - Including SANE Training Materials	1	ea	\$11000	1	\$11,000
Shipping of Course Materials	35	ea	\$75	1	\$2,625
Collaborative-Labs Training Venue	1	per session	\$2995	1	\$2,995
<b>FEDERAL TOTAL</b>					<b>\$21,870</b>

**OTHER COSTS NARRATIVE (FEDERAL)**

Printing and Course Materials for 35 Courses including Student Manuals 35 Courses x 30 students = 1050 manuals x \$5.00ea. = \$5,250

Specialized Training Materials and Training Courses Student Paperwork - Including SANE Training Materials = \$11,000

The cost estimate for SANE Training materials/administration were derived from previous quotes from the vendor. This vendor's previous fee all-inclusive quote equaled \$5,186.67 per iteration. The FLORIDA COUNCIL AGAINST SEXUAL VIOLENCE quote included ALL TRAINING AIDS, SUPPLIES, PURCHASE, UPDATING AND ASSEMBLING ALL STUDENT MANUALS AND THE SHIPPING OF ALL MATERIALS MENTIONED ABOVE. REGISTRATION PORTAL SETUP, TRACKING, PARTICIPANT NOTIFICATION, AND ISSUING OF ALL CONTINUING EDUCATION UNITS (CEU) FOR THE 40 HOUR ADULT/ADOLESCENT SEXUAL ASSAULT NURSE EXAMINER (SANE) TRAININGS.

For clarification the difference between the "student paperwork" and the SANE training materials: Student paperwork includes sign-in sheets, additional upcoming course offerings, instructor information sheets, course agendas, note pads, certificates of completion for each student, name tents, evaluations, and any other misc. course related student paperwork for all VOCA courses offered. SANE training materials include the items listed above.

Shipping \$75 x 35 Courses = \$2,625

Collaborative-Labs Training Venue = \$2,995

The Collaborative Labs is the name of an interactive classroom used with larger groups during training to record consensus, priorities, voting and other participant input to create a more comprehensive learning experience when multiple disciplines are in attendance at the same course.

Total = 21,870

**OTHER COSTS (NON-FEDERAL)**

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
					\$0
NON-FEDERAL TOTAL					\$0

**OTHER COSTS NARRATIVE (NON-FEDERAL)**

	<b>TOTAL OTHER COSTS</b>	<b>\$21,870</b>
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I. **Indirect Costs** – Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories. (Note: Use whole numbers as the indirect rate, an example is an indirect rate of 15.73% should be shown as 15.73) [To View an Example, Click Here](#)

**INDIRECT COSTS (FEDERAL)**

Description	Computation		Cost
	Base	Rate	
33% MTDC ICR	\$430,695.00	33	\$142,129
	FEDERAL TOTAL		\$142,129

**INDIRECT COSTS NARRATIVE (FEDERAL)**

St. Petersburg College's current negotiated indirect cost rate (ICR) is 33% of Modified Total Direct Cost (MTDC). We are applying the 33% MDTC ICR to this project. Indirect Cost Rate Agreement is attached for you review.

**INDIRECT COSTS (NON-FEDERAL)**

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

**INDIRECT COSTS NARRATIVE (NON-FEDERAL)**

	TOTAL INDIRECT COSTS	\$142,129
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**Budget Summary** – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Federal Request	Non-Federal Amounts	Total
A. Personnel	\$134,842	\$0	\$134,842
B. Fringe Benefits	\$51,240	\$0	\$51,240
C. Travel	\$10,016	\$0	\$10,016
D. Equipment	\$0	\$0	\$0
E. Supplies	\$675	\$0	\$675
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$352,052	\$0	\$352,052
H. Other	\$21,870	\$0	\$21,870
Total Direct Costs	\$570,695	\$0	\$570,695
I. Indirect Costs	\$142,129	\$0	\$142,129
<b>TOTAL PROJECT COSTS</b>	<b>\$712,824</b>	<b>\$0</b>	<b>\$712,824</b>

<b>Federal Request</b>	<b>\$712,824</b>
<b>Non-Federal Amount</b>	<b>\$0</b>
<b>Total Project Cost</b>	<b>\$712,824</b>

*Public Reporting Burden*

*Paperwork Reduction Act Notice: Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this application is four (4) hours per application. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write the Office of Justice Programs, Office of the Chief Financial Officer, 810 Seventh Street, NW, Washington, DC 20531; and to the Public Use Reports Project, 1121-0188, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.*

# **ATTACHMENT B**

## **VOCA Course Summaries**

### **Beyond the Power and Control Model: Understanding Pathological Love Relationships**

This course will explore the specific dynamics that exist in intimate partner violence relationships when one partner displays behaviors associated with the Cluster B Personality Disorders (Anti-Social, Borderline and Narcissism). We must move beyond the Power and Control model of understanding abuse and explore the components of each person's personality. By doing so, we can better understand a type of batterer that is not able to change who they are.

This deeper understanding has helped survivors chose to leave and stay gone because they can better understand that the abuser will not change. The personality traits of the victim can show us her resilience and offer clinical tools to assist her in maintaining no contact and creates a framework for recovery.

Discussion on the personality of the batterer and the victim will also include information on the neuroscience of personality. We can no longer rely on the Power and Control Wheel as a way to understand what is happening – power and control are at the core of IPV but as clinicians, we must use what we know about the permanency of some disorders to help victims really remain free.

- Dangerous Personality Traits-One Type of Batterer
- Survivor Personality Traits – One Type of Survivor
- Pathological Relational Dynamics – The Source of Trauma
- Aftermath Symptoms – Identification and Treatment Options

### **Understanding Intimate Partner Violence and the Impact on Children: Moving Beyond the Power and Control Model**

The first half of this course will explore the specific dynamics that exist in Intimate Partner Violence (IPV) relationships when one partner displays behaviors associated with the Cluster B Personality Disorders (Anti-Social, Borderline and Narcissism).

We must move beyond the Power and Control model of understanding abuse and explore the components of each individual's personality. By doing so, we can better understand a type of batterer that is not able to change *who* they are.

This deeper understanding has helped survivors chose to leave and stay gone because they can better understand that the abuser will not change. The personality traits of the victim can reveal resilience and offer clinical tools to assist victims in maintaining no contact and creates a framework for recovery. We can no longer rely on the Power and Control Wheel as a means to understand “the why” of Intimate Partner Violence. Power and control are at the core of IPV, but as clinicians, we must use what we know about the permanency of specific disorders to help victims really remain free.

Additionally, by better understanding the dangerousness of one parent, we can keep children safe by supporting the survivor parent, thus creating a new way forward – that children need healthy adults, not two parents.

- Dangerous personality traits-one type of batterer



- Survivor personality traits – one type of survivor
- Pathological relational dynamics – the source of trauma
- Shattering the two parent myth

The second half of the course will inform professionals the current facts associated with child victims witnessing Intimate Partner Violence (IPV) in their homes today. It will provide a framework for recognizing the child victims' emotional and behavioral responses as warning signs for IPV exposure.

The presenter will explain the long-term physiological, emotional and relational impact of intimate partner violence in families and options for breaking the cycle. The course will also offer safety plan and current treatment and recovery practices for children who have been exposed to intimate partner violence.

Understanding the impact of intimate partner violence will allow professionals interacting with parents and children to recognize a potential threat of harm in families and to, therefore, adapt interactions with potential child victims and their parents and to offer resources and informed support. It is through this process of recognition and a new treatment focus we can improve the safety of children and survivor parents.

- Current facts and statistics of children as witnesses to IPV
- Recognizing emotional and behavioral responses of child witnesses
- Long term effects to children who witness IPV
- Safety plans and recovery for children exposed to IPV

### **Compassion Fatigue**

This course is designed for victim advocates, social workers, case managers, therapists and other allied professionals who are serving crime victims who have been exposed to trauma. A general awareness of the causes of compassion fatigue, vicarious trauma and the related stress reaction, as well as ways to resolve stress, should lead to more effective job performance.

This program will examine compassion fatigue and provide students with the tools to help manage compassion fatigue and related stressors. Those attending will be exposed to the benefits of physical exercise, nutrition and stress relief therapies and create a self-care plan. Attendees should wear comfortable clothes and shoes suitable for walking.

Course topics include:

- Identifying compassion fatigue in yourself and others
- Compassion fatigue and the related stress reaction
- Personal stress management techniques
- Resources for stress management
- Nutrition
- The role of physical fitness
- Dealing with critical incident and traumatic stress
- Substance abuse
- The role of family and friends

## **Effective Strategies for Communicating with People who are Deaf or Hard of Hearing and others with Access and Functional Needs**

### **Course Description:**

This course is for victim advocates, social workers, case managers, therapists, health care workers and other allied professionals who are serving crime victims who have been exposed to trauma.

During the course of the day, staff at all response levels, can expect to come into contact with people who are deaf or hard of hearing and others with access and functional needs. Victim advocates, social workers, case managers, therapists, health care workers and other allied professionals who have had interaction with people who are D/HH have created legal issues, media problems, serious concerns from advocacy groups, and in some cases injury or death. Included in these issues are important concerns for safety of all and a person's civil rights related to communication access.

This training is designed is to promote awareness of people with access and functional needs. Specifically, this information will increase awareness of communication issues and demonstrate how to provide effective communication for people who are deaf or hard of hearing. Without effective communication, service providers may be put at risk physically and legally. Awareness of communication barriers for people who are deaf or hard of hearing can help reduce dangers, stress, and lack of understanding by these groups and the general public including people who are deaf or hard of hearing to create a stronger community for all.

### **Sexual Assault Nurse Examiner (SANE) 40-hr**

The training is geared toward medical professionals: ARNPs, RNs, and physicians and is an approved International Association of Forensic Nurses course which adheres to the National Training Standards for Sexual Assault Medical Forensics Examiners for adults and adolescents. The training is also valuable for victim advocates and crime lab analysts.

The course includes both lecture and hands on training. Taught by an experienced, highly skilled and well credentialed licensed nurse trainer, this training provides an interesting and interactive format for learning critical information about this important field. Training materials are regularly updated to reflect current best practices and participants are equipped with a comprehensive training manual, complete with color photos for injury documentation, evidence based research articles and references. Group exercises are designed to incorporate lecture materials with hands-on experience.

### **Responding to Community Crisis 40-hr**

This forty (40) hour basic crisis response training allows individuals the opportunity to receive the required instruction to become a Florida Crisis Response Team member. The basic Crisis Response Team training provides a comprehensive study of the elements of the crisis response while also offering practical experience through exercises and skills implementation. Based on a widely accepted model of psychological first aid developed by the National Organization for Victim Assistance, this training allows individuals to respond directly to community and individual crises.

This program will serve a diverse audience with varied job descriptions to include but not limited to: mental health providers, victim service professionals, volunteer crisis interventionists, educators, clergy, and medical health professionals.

### **Surviving Secondary Trauma: *Providing Essential Tools for those who serve Victims* 8-hr**

Secondary trauma is the effect of witnessing and or hearing about traumatic events or a side effect or result of seeing or hearing about acts of cruelty or suffering. Secondary trauma is a real and constant danger to all service providers and causes permanent and often profound changes in them. Those attending will learn the signs and symptoms to include: chronic exhaustion, fear, anger, avoidance, absenteeism and turnover.

The good news is that if individuals, supervisors and senior staff collaborate, secondary trauma can be prevented and employees can learn and grow from their traumatic experiences. Positively dealing with secondary trauma boosts productivity, health, efficacy, morale and retention.

By the completion of this 8-hr training, the attendees are able to define and identify secondary trauma and the risk factors; describe the mind-body connection to secondary trauma in work and life; complete a variety of assessment tools; and practice; reflect upon and develop coping skills to build resiliency for self and peer support. This is accomplished through course content that includes: challenges and barriers member face: alternatives to unhealthy coping; and a review of techniques to more effectively cope with work and life itself.

### **From Surviving to Thriving 8-hr**

Participants will discover how volunteers and professionals can maximize the effectiveness of their work by employing practices that help victims to use coping and resilience skills to overcome the trauma of victimization. This program has evolved from two eight-hour programs *Beyond the Victim Label* and *Building Resilience in the Aftermath of Victimization* presented previously. The experience and feedback of previous participants has shaped this program. The topics found most beneficial to previous audiences have been expanded upon with the goal of delivering the most effective practices for fieldwork in victim services. This program will benefit new and returning participants.

### **Clinical Strategies for Victim Services 8-hr**

Attendees will explore the state-of-the-art in victim services in this high-level overview of evidence-based interventions and best practices in the care and treatment of victimized individuals. This session includes a discussion of the core competencies and skills that are essential for responding to the multidimensional needs of victimized individuals. Attendees will acquire practical skills as they participate in individual and group exercises during this session.

### **Trauma-Informed Care/Communities 8- 16hr**

This session will provide detailed information and research on how trauma works, its effects on individuals and groups, and on those charged with providing critical services to the public. Participants will receive tools that will assist them in dealing with crime victims, witnesses and communities in crisis. In addition, it will provide best practices and tools to examine, assess, and/or develop more focused strategies in communities.

Trauma results from physical and emotional harm and impacts an individual's functioning and mental, physical, social, emotional, or spiritual well-being. How a person responds to trauma often depends on what kinds of internal and external resources they have to help them cope. Understanding trauma and its effects through a greater awareness of a victim's needs, reduces the potential recurrence of negative

behavior through early intervention and direction to appropriate community based services and support builds trust and healing.

This program can be presented in both an eight and sixteen-hour format.

### **Situational Awareness for the Social Worker**

Human behavior is often unpredictable. Stress and emotions often lead to deviation from what is predictable accepted behavior. Violence can result when humans are faced with conditions they feel are beyond their control. Social workers must be aware of their environment and those within it. These professionals are often asked to interact with persons experiencing extreme levels of both stress and emotion. Whether it is an office or home visit their safety often depends on their ability to assess the setting and the victim/client.

This program through an examination of both human behavior and environmental factors will allow participants to recognize warning signs of danger. This knowledge may prevent negative emotional or physical encounters with their clientele. Participants will leave with a knowledge of how they can prepare themselves mentally and physically and a plan to deal with negative behavior and have a successful outcome.

## **CERTIFICATION REGARDING DEBARMENT**

### **Instructions for Certification**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause title "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which the transaction originated may pursue available remedies, including suspension and/or debarment.

U. S. DEPARTMENT OF JUSTICE  
OFFICE OF THE COMPTROLLER  
OFFICE OF JUSTICE PROGRAMS

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered transactions  
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67.510. Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160 B 19211).

1. The prospective lower tier participant certifies, by submission of the proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Tonjua Williams, Ph.D., College President  
and Secretary to the Board of Trustees

Name and Title of Authorized Representative

Tonjua Williams  
Signature

3/20/19  
Date

Board of Trustees of St. Petersburg College

Name of Organization

P.O. Box 13489, St. Petersburg, Florida 33733

Address of Organization

**Certification Form Compliance with the Equal Employment Opportunity Plan (EEO) Requirements**

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.

Recipient's Name: <u>Board of Trustees of St. Petersburg College</u>	DUNS Number: <u>06967428</u>
Address: <u>P.O. Box 13489, St. Petersburg, Florida 33733</u>	
Grant Title: <u>Victims of Crime Act (VOCA) Training</u>	Grant Number: <u>VFO12</u>
Award Amount: <u>\$712,824.00</u>	
Name and Title of Contact Person: <u>Eileen Lattaie, Director of Center for Public Safety Innovation</u>	
Telephone Number: <u>727-341-4502</u>	E-Mail Address: <u>lattaie.eileen@spcollege.edu</u>

**Section A—Declaration Claiming Complete Exemption from the EEO Requirement**

Please check all the following boxes that apply:

- Recipient has less than fifty employees.
- Recipient is an Indian tribe.
- Recipient is a medical institution.
- Recipient is a nonprofit organization.
- Recipient is an educational institution.
- Recipient is receiving an award less than \$25,000.

I, Tonjua Williams, Ph.D., College President [responsible official],  
and Secretary to the Board of Trustees  
Board of Trustees of St. Petersburg College [recipient] is  
 certify that \_\_\_\_\_ is  
 not required to prepare an EEO for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.  
 I further certify that Board of Trustees of St. Petersburg College [recipient]  
 will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of  
 services. Tonjua Williams, Ph.D., College President  
and Secretary to the Board of Trustees  
*Tonjua Williams* 3/20/19  
 Print or Type Name and Title Signature Date

**Section B—Declaration Claiming Exemption from the EEO Submission Requirement and Certifying That an EEO Is on File for Review**

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEO to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, \_\_\_\_\_ [responsible official],  
 certify that \_\_\_\_\_ [recipient],  
 which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEO in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEO and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEO is on file at the following office:  
 \_\_\_\_\_ [organization],  
 \_\_\_\_\_ [address].  
 \_\_\_\_\_  
 Print or Type Name and Title Signature Date

**Section C—Declaration Stating that an EEO Utilization Report Has Been Submitted to the Office for Civil Rights for Review**

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEO Utilization Report to the OCR for review.

I, \_\_\_\_\_ [responsible official],  
 certify that \_\_\_\_\_ [recipient],  
 which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEO in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on \_\_\_\_\_ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.  
 \_\_\_\_\_  
 Print or Type Name and Title Signature Date

## INSTRUCTIONS

### Completing the Certification Form

#### Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

The federal regulations implementing the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, require some recipients of financial assistance from the U.S. Department of Justice subject to the statute's administrative provisions to create, keep on file, submit to the Office for Civil Rights (OCR) at the Office of Justice Programs (OJP) for review, and implement an Equal Employment Opportunity Plan (EEOP). *See* 28 C.F.R. pt. 42, subpt.

E. All awards from the Office of Community Oriented Policing Services (COPS) are subject to the EEOP requirements; many awards from OJP, including awards from the Bureau of Justice Assistance (BJA), the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and the Office for Victims of Crime (OVC) are subject to the EEOP requirements; and many awards from the Office on Violence Against Women (OVW) are also subject to the EEOP requirements. If you have any questions as to whether your award from the U.S. Department of Justice is subject to the Safe Streets Act's EEOP requirements, please consult your grant award document, your program manager, or the OCR.

**Recipients should complete *either* Section A *or* Section B *or* Section C, not all three.**

#### Section A

The regulations exempt some recipients from all of the EEOP requirements. Your organization may claim an exemption from all of the EEOP requirements if it meets any of the following criteria: it is a nonprofit organization, an educational institution, a medical institution, or an Indian tribe; *or* it received an award under \$25,000; *or* it has less than fifty employees. To claim the complete exemption from the EEOP requirements, complete Section A.

#### Section B

Although the regulations require some recipients to create, maintain on file, and implement an EEOP, the regulations allow some recipients to forego submitting the EEOP to the OCR for review. Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business; *and* (2) have fifty or more employees; *and* (3) have received a single grant award of \$25,000 or more, but less than \$500,000, may claim the limited exemption from the submission requirement by completing Section B. In completing Section B, the recipient should note that the EEOP on file has been prepared within twenty-four months of the date of the most recent grant award.

#### Section C

Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business, *and* (2) have fifty or more employees, *and* (3) have received a single grant award of \$500,000 or more, must prepare, maintain on file, *submit to the OCR for review*, and implement an EEOP. Recipients that have submitted an EEOP Utilization Report (or in the process of submitting one) to the OCR, should complete Section C.

#### Submission Process

If a recipient receives multiple awards subject to the Safe Streets Act, the recipient should complete a Certification Form for each grant. Recipients of awards from OJP and OVW should download the online Certification Form, have the appropriate official sign it, electronically scan the signed document, and then upload the signed document into the appropriate grant file in OJP's Grants Management System. *The document must have the following title: EEOP Certification.* Recipients of awards from COPS should download the online Certification Form, have the appropriate official sign it, electronically scan the signed document, and then send the signed document to the following e-mail address: [EEOPForms@usdoj.gov](mailto:EEOPForms@usdoj.gov). If you have questions about completing or submitting the Certification Form, please contact the Office for Civil Rights, Office of Justice Programs, 810 7<sup>th</sup> Street, NW, Washington, DC 20531 (Telephone: (202) 307-0690 and TTY: (202) 307-2027).



## Public Reporting Burden Statement

**Paperwork Reduction Act Notice.** Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated minimum average time to complete and file this application is 20 minutes per form. If you have any comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office of Justice Programs, 810 7th Street, N.W., Washington, D.C. 20531.

OFFICE OF THE FLORIDA ATTORNEY GENERAL  
2018-2019 ATTACHMENT E

Special Conditions Certification

Victims of Crime Act (VOCA) Section 539, Consolidated and Further Continuing  
Appropriations Act, 2013, Special Conditions Certification Form

Section 539 of the Consolidation and further Continuing Appropriations Act, 2013 provides the following requirement:

Computer Network Requirement

The Agency understands and agrees that:

a) No award funds may be used to maintain or establish a computer network system unless such network blocks the viewing, downloading, and exchanging of pornography, and

b) Nothing in item (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

" Each agency must have some type of blocking software, if their networks are supported ("maintained") by VOCA funds;

" This includes the purchase of new computer equipment (computers, monitors and printers), or software of any kind (new and/or updates) for the computer network system.

AGENCY CERTIFICATION:

VOCA funding is **NOT USED** to maintain or establish a computer network system.

OR

VOCA funding is **USED** to maintain or establish a computer network system. However, the computer network system is (select one below):

**Is currently** blocking the viewing, downloading, and exchanging of pornography, or

**Is not able** to block the viewing, downloading and exchanging of pornography.  
Anticipated date of blocking software purchase (fill in date), or

Exempt because organization is a Federal, State, tribal, or local law enforcement agency, or an entity carrying out criminal investigations, prosecutions, or adjudication activities.

Agency Name: Board of Trustees of St. Petersburg College

Name of Authorized Official: Tonjua Williams, Ph.D., College President  
and Secretary to the Board of Trustees

Signature and Title of Authorized Official: *Tonjua Williams* 3/20/19

**OFFICE OF THE FLORIDA ATTORNEY GENERAL  
2018-2019 ATTACHMENT E**

**Special Conditions Certification**

Date of Certification

OAG Staff Only:

Approved

Not Approved

Approved By

Date Approved

**RELATED PARTIES QUESTIONNAIRE**

**This form must be completed and signed by the Executive Director or an agency official who is authorized to enter into contractual agreements. Attach additional pages if needed.**

1. Are there currently any family relationships that exist between the board of directors, the agency's principal officers, the agency's employees, and any independent contractors? **YES/NO**  *No*

If yes, describe any and all family relationships that exist.

2. Are you aware of any interests, direct or indirect, that exist with the current board of directors, the current agency principal officers, the current agency employees, or any current independent contractors in the following area?

- YES/NO**
- |           |
|-----------|
| <i>No</i> |
| <i>No</i> |
| <i>No</i> |
| <i>No</i> |
- (a) Sale, purchase, exchange, or leasing of property?  
(b) Receiving or furnishing of goods, services, or facilities?  
(c) Transfer or receipt of compensation, fringe benefits, or income or assets?  
(d) Maintenance of bank balances as compensating balances for the benefit of another?

If yes to any above, describe any and all interests that you are aware of at this time.

3. Are any current board of directors, current agency's principal officers, current agency employees, or any current independent contractors indebted to the agency?

YES/NO  No

If yes, describe the nature of the debt.

4. Have any current board of directors, current agency principal officers, current agency employees, or any current independent contractors misappropriated assets or committed other forms of fraud against the agency?

YES/NO  No

If yes, describe the nature of the misappropriation.

By signing this form, I hereby certify that the information contained in this questionnaire is true and accurate to the best of my knowledge and belief. I acknowledge my obligation to notify the Office of the Attorney General VOCA Grant Manager for this contract of any changes to the information provided.

Tonjua Williams  
Signature

Tonjua Williams, Ph.D., College President  
and Secretary to the Board of Trustees

3/20/19  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name