

FLORIDA COALITION AGAINST DOMESTIC VIOLENCE

THIS CONTRACT is entered into between the Florida Coalition Against Domestic Violence, hereinafter referred to as the "FCADV" and **Orlando Police Department**, hereinafter referred to as the "Provider".

1. Contract Document

The Provider shall provide services in accordance with the terms and conditions specified in this contract including all attachments, exhibits, and documents incorporated by reference which constitute the contract document. This contract and its attachments and exhibits, together with any documents incorporated by reference, contain all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of this contract is legally determined unlawful or unenforceable, the remainder of the contract shall remain in full force and effect and such term or provision shall be stricken.

2. Contract Enforcement and Venue

This contract is executed and entered into in the State of Florida, and shall be construed, performed and enforced in all respects in accordance with Florida law, without regard to Florida provisions for conflict of laws. Courts of competent jurisdiction in Florida shall have exclusive jurisdiction in any action regarding this contract and venue shall be in Leon County, Florida.

3. Effective Dates

This contract shall begin on **July 1, 2014**, or on the date on which the contract has been signed by the last party required to sign it, whichever is later. It shall end at midnight, local time of the Provider, on **June 30, 2015**, unless terminated earlier pursuant to Section 22 herein. All Provider services shall be performed during this period except that preparation and submission of reports may be required after expiration or termination of this contract, to the extent expressly stated in this contract, and payment for services may be rendered after the expiration or termination of the contract term. Certain terms of this contract survive expiration or termination of the contract as described in Section 23 herein.

4. Contract Amount

The FCADV shall pay for contracted services according to the terms and conditions of this contract of an amount not to exceed **\$107,315.02**, subject to the availability of funds and satisfactory performance of all terms by the Provider. The FCADV's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Florida Legislature to the Florida Department of Children and Families (the "Department") and the Department's contract with the FCADV. Any Provider costs or services paid for from any other contract or source are not eligible for payment under this contract.

5. Funding Sources

The breakdown by funding source for the contract amount is as follows:
STOP Violence Against Women Formula Grant Program (VAWA/STOP) **\$107,315.02**.

6. Match Requirement

A match is required for this contract in the amount of **\$23,847.78**.

7. Purpose/Scope of Service

The FCADV is engaging the Provider for the purpose of enhancing the safety of domestic and dating violence victims in high lethality cases and increasing perpetrator accountability through gathering evidence, making arrests, and maintaining an overall zero tolerance approach to domestic and dating violence perpetration in Provider's service area.

8. Definition of Terms

a. Contract Terms

Contract terms used in this document can be found in the *FCADV Glossary of Contract Terms*, which is incorporated by reference and located at the following website: <http://www.fcadv.org/quality/contract-resources>.

b. Program or Service Specific Terms

Program or service specific terms used in this document can be found in the *FCADV Glossary of Program Terms*, which is incorporated by reference and located at the following website: <http://www.fcadv.org/quality/contract-resources>.

9. Authorities for Service Provision and Administration

The authority for this contract is the STOP Violence Against Women Formula Grant Program authorized by the Violence Against Women Act, Title IV of the Violent Crime Control and Law Enforcement Act of 1994 (Public Law No. 103-322), and reauthorized and amended by Public Law No. 106-386 and Public Law No. 109-162, as well as FCADV's contract with the Florida Department of Children and Families to administer STOP grant funding.

a. Section 39.908 F.S. Confidentiality of Client Information

The Provider shall not use or disclose any information concerning a recipient of services under this contract for any purpose prohibited by state or federal law or regulations except with the written consent of a person legally authorized to give that consent or when authorized by law.

- i. To ensure the safety, confidentiality, and privacy of persons receiving services, the Provider shall safeguard hard copy and electronic information identifying domestic violence emergency shelters and center participants as provided in Section 39.908 F.S. Access to any participant-identifying information shall be limited to Provider staff members who have a need to know to carry out their job duties.
- ii. The Provider shall permit all persons duly authorized by the FCADV to have access to Provider's records, in both hard copy and electronic form, to the extent necessary to perform its oversight and monitoring function. Providers may not provide individual participant records to stakeholders, partner agencies, and other entities that have an interest in Provider operations, except as expressly authorized in Section 39.908, F.S. Client communications that satisfy the criteria for a privileged communication under Section 90.5036, F.S. may be disclosed only as provided in that statute.
- iii. The Provider shall ensure all of its employees and volunteers, and its subcontractors and their employees and volunteers, understand their obligation to comply with Section 39.908 F.S.

10. Service Provision

a. Individuals to be Served

i. General Description

Clients to be served are victims of domestic and dating violence at high risk for homicide.

ii. Individual Eligibility

Client eligibility for services shall be governed by Federal and State laws, rules and regulations.

iii. Eligible Individual Determination

Provider shall not deny services to any person on account of race, religion, national origin, sex, age, disability, sexual orientation, citizenship, marital status, language spoken, and immigration status. FCADV has final determination in any dispute over individual eligibility.

iv. Persons with Limited English Proficiency

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

b. Services to be Provided

- i. The Provider shall provide services in accordance with the requirements of ss 39.901 through 39.908, Florida Statutes, all applicable federal, state and local laws and regulations, and this contract's provisions. The Provider's proposed deliverables must be approved by the FCADV's designated contract manager. A document reflecting the approved deliverables shall be signed by the FCADV contract manager and a designated representative of the Provider and shall be maintained in both the parties' contract files. Notwithstanding anything to the contrary in this contract, the deliverables document may be changed provided that any revised version of the deliverables document is signed by the FCADV's contract manager and the designated representative of the Provider. The deliverables document shall be binding on both parties and any changes made as provided in this provision shall be effective as if they were an amendment to this contract.
- ii. The Provider shall document the number of domestic violence, dating violence, sexual assault and/or stalking victims receiving services through this project. This includes perpetrator data such as how many cases were presented for prosecution to the local state attorney office.
- iii. The Provider shall identify and track activities and demographics of victims served under this contract in compliance with requirements of the Federal Annual Progress Report as specified in Section 14.b.
- iv. The Provider shall maintain records sufficient to calculate the applicable performance measure(s) outlined in Section 10.c. of this contract and report the results of that calculation on the monthly invoice.
- v. The Provider shall designate one staff person to attend an FCADV Grantee Meeting and Learning Exchange during the contract period. The FCADV will provide the date and time of said conferences once the information has been determined.
- vi. The Provider shall designate one staff person to attend an FAPR Data Collection web conference during the contract period. The FCADV will provide the date and time of said web conference once the information has been determined.

c. Performance Measures

i. General Description

The performance measure or measures that apply to this contract depend on the service(s) the Provider is performing as follows:

1. STOP Law Enforcement Services: 80% of arrests (domestic violence, sexual assault, stalking) shall result in being filed for prosecution.

ii. Performance Evaluation Methodology

The Provider must use the corresponding performance evaluation methodology listed below depending on the performance measure in Section 10.c.i. above that is applicable depending on the services provided under this contract:

1. STOP Law Enforcement Services: The numerator is the number of arrests filed for prosecution and the denominator is the number of perpetrator arrests.

By execution of this contract, the Provider hereby acknowledges and agrees that its performance under the contract must meet the performance measurement standards set forth above and will be bound by the terms and conditions set forth in this contract.

d. Service Limitations

i. Charges for Services

Participants shall not be charged for services.

ii. Serving Children

Children's services supported under this contract must be inextricably linked to providing services to adult victims of domestic and dating violence, sexual assault and/or stalking. Funds may not be used to support services that focus exclusively on children.

iii. School Curriculum

The Provider agrees that funds under this contract will not be used to support the development or presentation of a domestic and dating violence, sexual assault and/or stalking curriculum for primary or secondary schools. The Provider further agrees that contract funds will not be used to teach primary or secondary school students from an already existing curriculum.

iv. Public Awareness

The Provider agrees that funds under this contract will not be used to conduct public awareness or community education campaigns or related activities. Contract funds may be used to support, inform, or educate victims about available services.

v. Activities That May Compromise Victim Safety

The Provider agrees that funds under this contract will not support activities that may compromise victim safety, such as: domestic violence pre-trial diversion programs or the placement of offenders in such programs as; mediation, couples counseling, family counseling or any other manner of joint victim-offender counseling; mandatory counseling for victims, penalizing victims who refuse to testify, or promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, file formal complaint); or the placement of perpetrators in anger management programs or inappropriate sexual offender treatment programs.

vi. Research with Human Subjects

The Provider shall not enter into any research projects without prior written permission from FCADV. Any research that is to be conducted that involves participants that may include, but not be limited to focus groups,

surveys, or observations shall have prior written approval. FCADV shall safeguard the rights and welfare of human subjects in research by ensuring that all human subject research receives appropriate approval as outlined in CFOP 215-8.

vii. Victim Contacts

Contacting a victim through the mail may not be counted in statistical, demographic, or other reporting mechanisms as a victim served under this contract.

11. Manner of Service Provision

a. Records and Documentation

i. Service Delivery Documentation

The Provider must maintain records documenting the total number of recipients and names, or unique identifiers, of recipients to whom services were provided and the date(s) that the services were provided, so that an audit trail documenting service provision can be maintained.

ii. Information Security Obligations

1. The Provider shall maintain an appropriate level of data security for any information the Provider is collecting or using in the performance of this contract. An appropriate level of security includes approving and tracking all employees that request or have access to any data system or information. The Provider will ensure that user access to the data system or information has been removed from all terminated employees.
2. The Provider agrees to notify FCADV's Contract Manager as soon as possible, but no later than five (5) business days following the determination of any breach or potential breach of personal and confidential or other sensitive data. The Provider shall require the same notification requirements of all subcontractors.
3. The Provider shall at its own cost provide notice to affected parties no later than 45 days following the determination of any potential breach of personal or confidential data in accordance with s. 817.5681, F.S. The Provider shall require the same notification requirements of all subcontractors. The Provider shall also at its own cost implement measures deemed appropriate by FCADV to avoid or mitigate potential injury to any person due to a breach or potential breach of personal and confidential data.
4. All Provider employees who have access to departmental information shall comply with, and be provided a copy of CFOP 50-2, and shall sign the Department's Security Agreement form CF 0114 annually. A copy of CF 0114 may be obtained from FCADV's Contract Manager. The Provider shall also comply with the following to the extent that it has access to Departmental information in providing services under this contract:
 - a) The Provider shall provide the latest Departmental security awareness training to its staff and subcontractors who have access to departmental information.
 - b) The Provider shall make every effort to protect and avoid unauthorized release of any personal or confidential information by ensuring both data and storage devices are encrypted as prescribed in CFOP 50-2. If encryption of these devices is not possible, then the Provider shall assure that unencrypted personal and confidential departmental data will not be stored on unencrypted storage devices. The Provider shall require the same of all subcontractors.

b. Service Location and Times

i. Service Delivery Location

The Provider's administrative offices shall be located at the address specified on the *Provider Contact Information Form*, Exhibit B. Services shall be provided in the jurisdiction(s), circuit(s) and county(ies) covered by the Provider.

ii. Changes in Location

The Provider shall notify FCADV at least thirty (30) calendar days prior to making any changes in the street or mailing address, telephone number, electronic mail address, or facsimile number that affects the FCADV's ability to contact the Provider.

iii. Service Times

Delivery of services is not limited to normal business hours. However, the Provider shall be available for contact by the FCADV between the hours of 9 AM and 5 PM, Monday through Friday.

c. Subcontracts

i. The Provider shall not assign the responsibility for this contract to another party. The Provider shall not subcontract for any of the work contemplated under this contract without prior written approval of the FCADV.

ii. Should approval to subcontract be granted, a copy of each executed subcontract shall be provided to the FCADV within ten (10) calendar days of the effective date of each subcontract. Payment to the Provider shall not be authorized until the FCADV is in receipt of each executed subcontract.

iii. To the extent permitted by Florida Law, the Provider is responsible for all work performed pursuant to this contract whether actually furnished by the Provider or its subcontractors. Any subcontracts shall be evidenced by a written document. The Provider further agrees that the FCADV shall not be liable to the subcontractor in any way or for any reason. The Provider, at its expense, will defend the FCADV against such claims.

iv. The Provider shall make payments to any subcontractor within seven (7) working days after receipt of full or partial payments from the FCADV, unless otherwise stated in the contract between the Provider and subcontractor.

v. This contract shall be binding upon the successors in interest of either the Provider or the FCADV.

vi. The Provider shall include, or cause to be included, in all subcontracts (at any tier) the substance of all clauses contained in this contract that mention or describe subcontract compliance.

d. Coordination with Other Providers/Entities

The Provider must coordinate services with FCADV, the Department and other community organizations as needed to provide comprehensive services for participants, including law enforcement, state agencies, the School Board and other social service agencies serving dating, stalking, domestic, and sexual violence survivors.

12. Administrative Requirements

a. Zero Tolerance

The Provider must have zero tolerance for domestic, dating and sexual violence and stalking on the part of its employees. The provider must be as vigorous in its response to suspected crimes on the part of its own employees as it is to all other domestic, dating, sexual violence and stalking crimes. However, the Provider shall also uphold its duty to the employee in terms of providing employee assistance; preventing harm to self or family; and continuing employment where appropriate, safe and within the provider agency guidelines and the law.

b. Model Policy for Law Enforcement

The Provider must be in compliance with the following model policies: 1) Responding to Domestic Violence, Model Policy Number Two for Florida Law Enforcement, November 1999, and 2) Responding to Sexual Violence, Model Policy Number Two for Florida Law Enforcement, November 1999. A copy of these model policies can be obtained through the FCADV Contract Manager. Although these model policies pertain only to sworn personnel, the Provider also should consider a provision in their agency guidelines that encompasses non-sworn personnel.

c. E-Verify

The Provider must also maintain with respect to each employee, either in the employee's personnel file, or in a separate file, verification, using E-Verify, of employment eligibility of all new employees performing services under this contract.

d. Employment Eligibility Verification

i. Definitions

As used in this clause—

"Employee assigned to the contract" means all persons employed during the contract term by the Provider to perform work pursuant to this contract within the United States and its territories, and all persons (including subcontractors) assigned by the Provider to perform work pursuant to the contract with the FCADV.

"Subcontract" means any contract entered into by the Provider and a subcontractor pursuant to which the subcontractor provides services for performance of a portion of this contract.

"Subcontractor" means any person or entity that subcontracts with the Provider to provide services to the Provider in its performance of this contract.

ii. Enrollment and verification requirements

1. The Provider shall—

- a)** Enroll as a Provider in the E-Verify program within 30 calendar days of contract award.
- b)** Within 90 calendar days of enrollment in the E-Verify program, begin to use E-Verify to initiate verification of employment eligibility. All new employees assigned by the Provider/subcontractor to perform work pursuant to the contract with FCADV shall be verified as employment eligible within three (3) business days after the date of hire.

2. The Provider shall comply, for the period of performance of this contract, with the requirement of the E-Verify program enrollment.

- a)** The Department of Homeland Security (DHS) or the Social Security Administration (SSA) may terminate the Provider's enrollment and deny access to the E-Verify system in accordance with the terms of the enrollment. In such case, the Provider will be referred to a DHS or SSA suspension or debarment official.
- b)** During the period between termination of the enrollment and a decision by the suspension or debarment official whether to suspend or debar, the Provider is excused from its obligations under paragraph (ii) of this clause. If the suspension or debarment official determines not to suspend or debar the Provider, then the Provider must re-enroll in E-Verify.

- iii. Information on registration for and use of the E-Verify program can be obtained via the Internet at the Department of Homeland Security Website: <http://www.dhs.gov/E-Verify>.
- iv. The Provider is not required by this clause to perform additional employment verification using E-Verify for any employee whose employment eligibility was previously verified by the Provider through the E-Verify program.
- v. Employees assigned to and performing work pursuant to this contract prior to February 4, 2011 do not require employment eligibility verification through E-Verify.
- vi. Evidence of the use of the E-Verify system will be maintained in the employee's personnel file.
- vii. The Provider shall include the requirements of this clause, including this paragraph (vii) (appropriately modified for identification of the parties), in each subcontract.

e. Sufficiency of Records

The Provider shall maintain and implement current, accurate and complete service and financial records, and other reports and statistics in such form as to permit programmatic evaluation by authorized FCADV personnel. The provider shall maintain records documenting the deliverables generated, services provided, and the dates that the services were provided so that an audit trail documenting service provisions can be maintained.

f. Record Retention

- i. The Provider shall establish and maintain books, records and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by the FCADV under this contract.
- ii. Retention of all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract shall be maintained by the Provider during the term of this contract and retained for a period of six (6) years after completion of the contract or longer when required by law. In the event an audit is required by this contract, records shall be retained for a minimum period of six (6) years after the audit report is issued or until resolution of any audit findings or litigation based on the terms of this contract, at no additional cost to the FCADV.
- iii. Upon demand, at no additional cost to the FCADV, the Provider will facilitate the duplication and transfer of any records or documents during the terms of this contract and the required retention period in Section 12.f.ii.
- iv. At all reasonable times for as long as records are maintained, the FCADV, the Department, the Federal grantor agency, or persons duly authorized by the FCADV, the Department, the Chief Financial Officer, the Auditor General of the State of Florida, and Federal auditors, pursuant to 45 CFR, section 92.36(i) (10), shall be allowed full access to and the right to examine any of the Provider's contracts and related records and documents, regardless of the form in which kept.
- v. The Provider shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Department's Office of the Inspector General (section 20.055, F.S.).
- vi. No record required to be retained under this section may be withheld from the FCADV or the Department, nor may the Provider attempt to limit the scope of any of the foregoing inspections, reviews, copying, transfers or audits based on any claim that any record is exempt from the Public Records Act or is confidential, proprietary or trade

secret in nature. Production or disclosure of any record under this paragraph, however, shall not result in waiver of any exemption from the Public Records Act.

- vii.** The Provider shall ensure that audit working papers are made available to the FCADV, the Department or its designee, the Chief Financial Officer of the State of Florida, or Florida's Auditor General upon request for a period of three years from the date an audit report is issued, unless extended in writing by the FCADV or the Department.
- viii.** The Provider must allow public access to all documents, papers, letters or other public records as defined in subsection 119.011(12), F.S., and as prescribed by subsection 119.07(1), F.S., made or received by the Provider in conjunction with this contract except that public records which are made confidential by law must be protected from disclosure. It is expressly understood that the Provider's failure to comply with this provision shall constitute an immediate breach of contract for which the FCADV may unilaterally terminate the contract.

g. Equipment

The Provider shall maintain Excel and Word for Windows, Adobe Write/Reader, e-mail capability and Internet access for staff working on this contract. The Provider must have Adobe Reader installed on any computer used for filing or submitting reports.

h. Property and Inventory

- i.** The word "property" as used in this section means equipment, fixtures, and other tangible personal property of a nonconsumable and nonexpendable nature, the value or cost of which is \$1,000 or more and the normal expected life of which is 1 year or more, and hardback-covered bound books that are circulated to students or the general public, the value or cost of which is \$25 or more, and hardback-covered bound books, the value or cost of which is \$250 or more. Each item of property which it is practicable to identify by marking shall be marked in the manner required by the Auditor General. Each custodian shall maintain an adequate record of property in his or her custody, which record shall contain such information as shall be required by the Auditor General. Once each year, on July 1 or as soon thereafter as is practicable, and whenever there is a change of custodian, each custodian shall take an inventory of property in his or her custody. The inventory shall be compared with the property record, and all discrepancies shall be traced and reconciled. All publicly supported libraries shall be exempt from marking hardback-covered bound books, as required by this section. The catalog and inventory control records maintained by each publicly supported library shall constitute the property record of hardback-covered bound books with a value or cost of \$25 or more included in each publicly supported library collection and shall serve as a perpetual inventory in lieu of an annual physical inventory. All books identified by these records as missing shall be traced and reconciled, and the library inventory shall be adjusted accordingly.
- ii.** No state property will be assigned to the Provider for use in performance of this contract.
- iii.** If any property is purchased by the Provider with funds provided by this contract, the provider shall inventory all nonexpendable property including all computers. A copy of which shall be submitted to the FCADV on a quarterly basis whether new purchases have been made or not. By July 15, 2015, the Provider shall submit a complete inventory of all such property to the FCADV whether new purchases have been made or not.
- iv.** The inventory shall include, at a minimum, the identification number; year and/or model; a description of the property, its use and condition; current location; the name of the property custodian; class code (use state standard codes for capital assets); if a group, record the number and description of the components making up the group; name, make, or manufacturer; serial number(s), if any, and if an automobile, the VIN and certificate number; acquisition date; original acquisition cost; funding source; and, information needed to calculate the federal and/or state share of its cost. The FCADV's Contract Manager shall provide disposition instructions to the Provider prior

to the end of the contract period. The provider cannot dispose of any property that reverts to the Department through FCADV without the Contract Manager's approval.

- v. The Provider hereby agrees that all inventories required by this contract shall be current and accurate and reflect the date of the inventory. If the original acquisition cost of a property item is not available at the time of inventory, an estimated value shall be agreed upon by both the provider and the FCADV, with the further agreement of the Department and shall be used in place of the original acquisition cost.
- vi. Title (ownership) to and possession of all property purchased by the Provider pursuant to this contract shall be vested in the Department upon completion or termination of this contract, except to the extent that the FCADV authorizes disposal of such property. During the term of this contract, the Provider is responsible for insuring all property purchased by or transferred to the Provider is in good working order. The Provider hereby agrees to pay the cost of transferring title to and possession of any property for which ownership is evidenced by a certificate of title. The Provider shall be responsible for repaying to the FCADV for remittance to the Department the replacement cost of any property inventoried and not transferred to the Department upon completion or termination of this contract. When property transfers from the Provider to the Department, the provider shall be responsible for paying for the title transfer.
- vii. If the Provider replaces or disposes of property purchased by the provider pursuant to this contract, the Provider is required to provide accurate and complete information pertaining to replacement or disposition of the property as required on the provider's annual inventory.

i. Information Technology Resources

The Provider must receive written approval from the FCADV prior to purchasing any information technology resource or service with contract funds. The Provider agrees to secure prior written approval by means of an Information Resource Request (IRR) form, Exhibit I, before the purchase of any information technology resource or service. The Provider will not be reimbursed for any information technology resource or service purchases made prior to obtaining the FCADV's written approval. The Provider agrees to remove any sensitive and confidential data in accordance with CFOP 50-2 prior to disposing of information technology resources, including receiving prior approval from the FCADV contract manager through submission of the Disposition of Property Form, Exhibit K.

j. Transportation Disadvantaged

The provider agrees to comply with the provisions of Chapter 427, F.S., Part I, Transportation Services, and Chapter 41-2, Florida Administrative Code, Commission for the Transportation Disadvantaged, if public funds provided under this contract will be used to transport eligible individuals. No funds provided under this contract will be used to purchase vehicles.

k. Purchasing

The Provider shall, to the extent practicable, procure any recycled products or materials, which are the subject of or are required to carry out this contract.

l. Insurance

i. Liability Insurance

Continuous adequate liability insurance coverage shall be maintained by the Provider during the existence of this contract and any renewal(s) and extension(s) of it. By execution of this contract, unless it is a state agency or subdivision as defined by subsection 768.28(2), F.S., the Provider accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for the

Provider and the clients to be served under this contract. The limits of coverage under each policy maintained by the Provider do not limit the Provider's liability and obligations under this contract. Documentation of insurance coverage is required upon submission of the application to the FCADV for funding and annually thereafter. The FCADV reserves the right to require additional insurance as specified in this contract. The Provider is responsible for providing FCADV with documentation of any insurance renewals or changes to the Provider's insurance coverage that occur during the contract period.

ii. Bond Insurance

The provider shall furnish documentation of an insurance bond from a responsible commercial surety company covering all officers, employees and agents of the provider authorized to handle funds received or disbursed under this contract in an amount commensurate with the funds handled, as determined by the surety company, and consistent with good business practice.

m. Sponsorship/Publicity

The Provider shall, in publicizing, advertising, or describing the sponsorship of the program state: "Sponsored by (Provider's name), the Florida Coalition Against Domestic Violence and the State of Florida, Department of Children and Families." If the sponsorship reference is in written material, the words "State of Florida, Department of Children and Families" shall appear in at least the same size letters or type as the name of the Provider. Without limitation, the Provider and its employees, agents, and representatives will not, without prior FCADV written consent in each instance, use in advertising, publicity or any other promotional endeavor, any FCADV logo or mark, State mark, or the name of the State's mark, the name of the FCADV or the State or any FCADV or State agency or affiliate or an officer or employee of the FCADV or the State, or any FCADV or State program or service or represent, directly or indirectly, that any service provided by the Provider has been approved or endorsed by the FCADV or the State, or refer to the existence of this contract in press releases, advertising or other materials distributed by the Provider.

The Provider, in accordance with STOP Violence Against Women (STOP) federal funding requirements, shall submit to the FCADV for review one (1) copy of all reports and proposed publications resulting from STOP funding at least forty-five (45) days prior to public release. Written materials generated under this contract shall be developed in English and any other language deemed appropriate by the Provider for the population to be served. If the written material is found to be outside the scope of the program, or in some way to compromise victim safety, the Provider will revise the material according to FCADV specifications. All materials and publications (written, visual or sound) resulting from this contract shall contain the following statements:

"This project was supported by Contract No. LN967 awarded by the state administering office for the STOP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice, Office on Violence Against Women."

n. Fiscal Management

The Provider shall be knowledgeable of and fully comply with all applicable Federal and state laws, rules and regulations governing services provided under this contract. The Provider shall maintain sound financial policies in order to meet its stewardship obligations in accordance with the provisions of federal, state and local laws and regulations, Florida Coalition Against Domestic Violence Policies and Procedures, and Generally Accepted Accounting Principles. These principles are mandated by the American Standards Board, American Institute of Certified Public Accountants, Federal Regulations of the Office of Management (OMB) Circulars, A-87 (2 CFR, Part 225), A-102, A-110 (2 CFR, Part 215), A-122 (2 CFR, Part 230), A-133, along with the statutes of the State of Florida.

i. Fund Accounting

The Provider shall establish and maintain books, records and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by the FCADV under this contract. All records of income and expenditures shall be kept separately from those relating to other funding the Provider may receive.

ii. Cost Allocation

The Provider shall incur expenses and obligations in accordance with the approved Cost Allocations in the Budget incorporated by reference and maintained in the FCADV Contract Manager's file.

iii. Budget

Prior to execution of this contract, the Provider shall submit to FCADV an award budget utilizing the Budget Form. The budget must be provided by line item in the table provided and shall be accompanied with projected sources and amounts of match if voluntarily provided. In addition, a line item budget narrative describing the anticipated expenses to be funded under this contract must be provided. The Provider shall make expenditures in accordance with the approved operating budget.

iv. Budget Amendments

The Provider shall request written approval from the FCADV Contract Manager prior to incurring any expenditures that require modifications to the approved operating budget as a result of proposed additions and/or deletions to budget line items utilizing the Budget Adjustment/Amendment Form, which is incorporated by reference. Any changes to the Cost Allocation Plan or allocation percentages, including any resulting budget amendments shall be submitted in writing with justification to the FCADV Contract Manager for approval.

v. Grant Expenditures and Match

1. All STOP grant funds disbursed to the Provider under this contract shall be fully expended on eligible project costs and actual expenditures as approved by the Contract Manager and accounted for through the Monthly Financial Report, Exhibit G. Any funds received by the Provider under this contract that are not reflected in actual expenditures accounted for through Monthly Financial Reports and that remain unexpended by the end of the state fiscal year shall be returned to the FCADV within fifteen (15) days of the end of the state fiscal year with the submission of the final Monthly Financial Report.
2. Cash and in-kind match must comply with Department of Justice VAWA/STOP regulations. Cash or in-kind resources used as match for STOP funds must be directly related to the project goals and objectives for which the STOP funds are utilized. Sources of match for STOP funds are restricted to the same uses allowed under the STOP Program and must be documented in the same manner as STOP funds, including financial and programmatic reports.
3. The Provider shall document the required amount of cash or in-kind match monthly. By the end of the contract period, the total required match amount by funding source shall be expended. Supporting documentation shall detail cash or in-kind contributions. Federal dollars are not allowable as match for state funds or federal funds.
4. The Provider shall certify its commitment of cash or in-kind match through Exhibit A of this contract.
5. If the Provider fails to meet the match requirements, the Provider shall remit a payment to FCADV (for further remittance to the Department) for the amount of the unmatched federal dollars within fifteen (15) calendar days of the end of each corresponding state fiscal year.

vi. Audit Requirements

Audits that are required to be conducted pursuant to OMB Circular A-133 or Section 215.97, Florida Statutes, as described below, shall be provided to the FCADV within 180 days after the end of the Provider's fiscal year or within 30 days of receipt of the audit report, whichever occurs first. Providers should include, when available, correspondence from the auditor indicating the date the audit report package was delivered to them, or when such correspondence is not available the Provider must submit its own correspondence indicating the date the audit report package was delivered by the auditor to the Provider.

1. Federal Requirements:

This part is applicable if the Provider is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised. In the event the Provider expends \$500,000 or more in Federal awards during its fiscal year, the Provider must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. In determining the Federal awards expended during its fiscal year, the provider shall consider all sources of Federal awards, including Federal resources received from the FCADV and the Department. The determination of amounts of Federal awards expended should be in accordance with guidelines established by OMB Circular A-133, as revised. An audit of the provider conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part. In connection with the above audit requirements, the provider shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised. The schedule of expenditures should disclose the expenditures by contract number for each contract with the Department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the FCADV or the Department shall be fully disclosed in the audit report package with reference to the specific contract number.

2. State Requirements:

This part is applicable if the provider is a non-state entity as defined by Section 215.97(2)(l), Florida Statutes. In the event the Provider expends \$500,000 or more in state financial assistance during its fiscal year, the Provider must have a State single or project-specific audit conducted in accordance with Section 215.97, F.S.; applicable rules of the Florida Department of Financial Services, the Chief Financial Officer and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. In determining the state financial assistance expended during its fiscal year, the provider shall consider all sources of state financial assistance, including state financial assistance received from the FCADV, the Department, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements. In connection with the audit requirements addressed in the preceding paragraph, the Provider shall ensure that the audit complies with the requirements of Section 215.97(8), F.S. This includes submission of a financial reporting package as defined by Section 215.97(2)(e), Florida Statutes, and Chapters 10.550 or 10.650, Rules of the Auditor General. The schedule of expenditures should disclose the expenditures by contract number for each contract with the FCADV or the Department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due to the FCADV or the Department shall be fully disclosed in the audit report package with reference to the specific contract number.

3. Report Submission:

Copies of the reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by this contract shall be submitted, when required by Section .320(d), OMB Circular A-133, as revised, by or on behalf of the Provider directly to the Federal Audit Clearinghouse using the Federal Audit

Clearinghouse's Internet Data Entry System at: <http://harvester.census.gov/fac/collect/ddeindex.html> and other Federal agencies and pass-through entities in accordance with Sections .320(e) and (f), OMB Circular A-133, as revised. Copies of reporting packages required by State reporting requirements shall be submitted by or on behalf of the Provider directly to the following address:

Auditor General's Office
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

13. Notice Requirements

a. Contract Notices

To be effective, a notice or other communication required or permitted under this contract must be given in writing. A notice delivered by fax or similar electronic means (including by e-mail) is considered to be in writing and is effective if the sender obtains a receipt from the computer or fax machine sending the notice indicating that it has been delivered to the recipient's fax number or e-mail address. Any other type of written notice or other communication is considered effectively given when it is delivered to the intended recipient in person or by certified or registered United States mail. The individual designated as the Grant Contact on the Provider Contact Information Form, Exhibit B, shall be the Provider's designated contact person for notices provided under this contract.

b. Provider Contact Changes

The Provider shall notify the FCADV in writing within five (5) business days when any position listed on the Provider Contact Information Form is vacated. The notification shall identify the person(s) assuming the responsibilities of the vacant position. When the vacant position is filled, the Provider shall notify the FCADV within five (5) business days of the change by the submission of an updated Provider Contact Information Form, Exhibit B.

c. Incident Reporting

- i.** The Provider and any subcontractors shall, in accordance with the client risk prevention system, report those reportable situations listed in CFOP 215-6 in the manner prescribed in CFOP 215-6 or circuit or region operating procedures. The Provider shall immediately report any knowledge or reasonable suspicion of abuse, neglect, or exploitation of a child, aged person, or disabled adult to the Florida Abuse Hotline on the statewide toll-free telephone number (1-800-96ABUSE). As required by Chapters 39 and 415, F.S., this provision is binding upon both the Provider and its employees.
- ii.** The Provider shall also include language in all of its subcontracts requiring subcontractors and their employees to immediately report knowledge or reasonable suspicion of abuse, neglect or exploitation of a child, aged person, or disabled adult to the Florida Abuse Hotline as required by Chapter 39 and 415, F.S.

d. Legal Actions

The Provider shall notify the FCADV of any legal actions or civil rights complaints filed against them related to the services provided through this contract or that may impact the Provider's ability to deliver the contractual services, or adversely impact the FCADV or the Department. The FCADV's contract manager will be notified within ten (10) calendar days of Provider becoming aware of such actions or complaints or from the day of the legal filing, whichever comes first.

14. Service Units**a. Definition**

A service unit is the report documenting tasks that the provider shall accomplish to benefit survivors of domestic, dating, sexual assault and stalking crimes in the provider's designated service area as identified in Section 10.b., Services to be Provided.

b. Reports

The following reports shall be received by FCADV on or before the dates listed below in order to execute timely payment of this contract. If that date falls on an established Federal or State holiday or weekend, such report will be due the next business day. Submission of reports after the dates listed must be requested in writing with prior written approval by the FCADV Contract Manager. The Provider shall furnish other reports and information that the FCADV may require within the time requested.

Report Title	Frequency	Due Date(s)	Submission Requirements	Submission Method
Monthly Invoice (Exhibit C)	Monthly	15 th day of the month for the previous month's activities	Electronic signed copy in PDF format	Box.com
Monthly Financial Report (Exhibit G)	Monthly	15 th day of the month for the previous month's activities	Electronic copy in Excel	Box.com
Monthly Status Report (Exhibit E)	Monthly	15 th day of the month for the previous month's activities	Electronic copy in Excel	Box.com
Auxiliary Aid Service Record Monthly Summary (HHS) Report	Monthly	3 rd business day of the following month	Electronic copy in Word format	Email: massey_chelsea@fcadv.org
Updated Auxiliary Aid Plan	As necessary	Within 30 days of any updates	Electronic copy in Word format	Box.com
Quarterly Inventory Report (Exhibit F)	Quarterly	15 th day of the month following the end of each of the first three quarters	Electronic copy in Excel format	Box.com
Final Inventory Report (Exhibit F)	Annually	July 15, 2015, inclusive of all quarters	Electronic copy in Excel format	Box.com
Federal Annual Progress Report	Semi-Annually	January 15, 2015 for the period of July through December 2014 and July 15, 2015 for the period of January through June 2015	Electronic copy of "fillable" FAPR Form	Box.com
Financial External Audit, including Management Letter or Other Information, if applicable	Annually	Within 180 days after the end of the provider's fiscal year or within 30 days of receipt of the audit report, whichever occurs first	Electronic copy in PDF format	Box.com

Completed Funding Application Including Budget for FY 2015-2016	Annually	TBD	Electronic copies in Word, Excel, and PDF formats as required	Box.com
Provider Contact Information Form (Exhibit B)	As necessary	Within 5 business days of vacancy and when position filled	Electronic copy in Word format	Box.com
Certificate of Liability, and Bonding Insurance	Annually	Upon renewal	Electronic copy in PDF format	Box.com
Information Resource Request (IRR) (Exhibit I)	As necessary	As necessary	Electronic copy in Word format	Box.com
Fiscal Back-up Documentation Detail Worksheets	As required with submission of Full and Complete backup	15 th of the month following the requested month(s) of Full & Complete submission	Electronic copy in Excel format	Box.com
Additional Fiscal Back-up Documentation	As requested by the FCADV and required for designated month(s)	TBD	Electronic copy in PDF format	Box.com
Pre-Monitoring Documents Request	As required	TBD	Electronic submission in Word, Excel or PDF format (see monitoring document request)	Box.com
Budget Amendments and Adjustments	As required	TBD	Electronic copy in Excel and PDF format	Box.com
Monitoring Corrective/Certification Action Plan (MCAP)	As necessary	Within 10 business days of receipt of monitoring report	Electronic signed copy in PDF format	Box.com
Disposition of Property Form (Exhibit K)	As necessary	TBD	Electronic signed copy in PDF format	Box.com

15. Payment

a. Payment Chart

FCADV will make payments to the Provider for the provision of services up to the maximum number or units of service and at the rates listed below:

Service Unit	Unit Price	Maximum # of Units
Month of Services: (Monthly Invoice, Monthly Financial Report, Monthly Status Report, and HHS Report)	Total Unit: \$8,942.91	11
Month of Services: (Monthly Invoice, Monthly Financial Report, Monthly Status Report, and HHS Report)	Total Unit: \$8,943.01	1
TOTAL CONTRACT		\$107,315.02

b. Invoice Approval Process

FCADV's Contract Manager will have ten (10) working days to inspect and approve the monthly invoice or request from the provider any additional documentation and/or necessary adjustments to support the invoice. It is agreed that FCADV's determination of acceptable service and work products shall be conclusive. Payment shall be made within forty (40) days from the date a properly completed invoice and accompanying documents as required by Section 14.b. are received and approved by the FCADV.

c. Payment Withholding

Any payment due under the terms of this contract may be withheld until all deliverables and reports (due from the Provider) have been received and approved by the FCADV including approval of any and all necessary adjustments to deliverables and reports as determined by the FCADV.

d. Supporting Documentation

- i. Expenditures shall meet the minimum requirements established by the Department of Financial Services, Division of Accounting and Auditing, Bureau of Auditing, Reference Guide for State Expenditures, which is available at the Department of Financial Services website.
- ii. Supporting documentation shall detail any voluntary in-kind and material contributions to local match.
- iii. The Provider must provide units of deliverables, including reports, findings, and drafts, as specified in this contract. The Provider shall submit invoices for payment in sufficient detail for proper pre-audit and post-audit. Where payment for travel expenses is permitted in this contract, the Provider must submit invoices and documentation for any travel expenses in accordance with Section 112.061, F.S., or at such lower rates as may be provided in this contract.

e. Invoicing

Any payment due under the terms of this contract may be withheld until all reports due from the Provider and necessary adjustments thereto, have been approved by the FCADV. FCADV reserves the right to request any fiscal documentation, including reconciliation reports and back-up documentation showing that all grant funds were properly expended. The final invoice for payment shall be submitted to the FCADV no more than 15 days after the contract ends or is terminated. If the Provider fails to do so, all rights to payment are forfeited and the FCADV will not honor any requests submitted after the aforesaid time period.

f. Return of Funds

The Provider shall return to the FCADV any overpayments due to unearned funds or funds disallowed that were disbursed to the Provider by the FCADV and any interest attributable to such funds pursuant to the terms and conditions of this contract. In the event that the Provider or its independent auditor discovers that an overpayment has been made, the Provider shall repay said overpayment immediately without prior notification from the FCADV. Should repayment not be made, the Provider may be charged interest on the outstanding balance after the FCADV notification or Provider discovery. Payments made for services subsequently determined by the FCADV to not be in full compliance with contract requirements shall be deemed overpayments.

16. Monitoring by the FCADV

The FCADV will conduct evaluations of Providers to ensure compliance with FCADV's Contract No. LN967 with the Department of Children and Families, as well as the requirements of this contract.

- a. The FCADV shall monitor the Provider in accordance with existing FCADV procedures. The monitoring shall be structured to ensure the satisfactory delivery of services as well as the appropriate expenditure of funds.
- b. By entering into this agreement, the Provider agrees to comply and cooperate with any monitoring and corrective action procedures deemed appropriate by FCADV. In the event FCADV determines that management review or a limited scope audit of the Provider is appropriate, the Provider agrees to comply with any additional instructions provided by FCADV regarding such management review or audit. The Provider further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the FCADV or the FCADV's Allocation and Grant Oversight Committee, the Department, the State of Florida's Chief Financial Officer, or the Florida Auditor General.
- c. To conduct evaluations, the FCADV shall have access to a Provider or subcontractor, its location, hard copy and electronic records relevant to the operation of said Provider or subcontractor, hard copy and electronic records of participants served, and any other information necessary for evaluation of compliance.
- d. The Provider shall permit all persons who are duly authorized by the FCADV or the Department to inspect and copy any hard copy and electronic records, papers, documents, facilities, goods and services of the Provider which are relevant to this contract or the operation of the provider's program and to interview any clients, employees, volunteers, and subcontractor employees of the Provider to assure the FCADV or the Department of the satisfactory performance of the terms and conditions of this contract.
- e. Records shall be made available at all reasonable times for inspection, review, copying, or audit by any individual duly authorized by the FCADV.
- f. The evaluation shall occur annually at a minimum, onsite or desktop, as determined by the FCADV. However, an evaluation may occur at any time there is a complaint to the Department or FCADV.
- g. Within 60 days after the evaluation, FCADV will issue a written report to the Provider indicating whether or not compliance has been met. A monitoring report shall be issued for each review with corrective action, as necessary. The Provider agrees to submit to the FCADV a corrective action plan within 10 business days of receipt of the written report. The corrective action plan is subject to approval by the FCADV. In no event shall the corrective action period to correct deficiencies on non-budget related items exceed 90 calendar days from the date of FCADV's approval of the corrective action plan unless there are circumstances beyond the Provider's reasonable controls such as manmade or natural disasters, local zoning ordinances, or permitting processes. Corrective action items which involve budget items shall be corrected within 90 calendar days from the date of the approval of the corrective action plan or by the last business day in June, whichever comes first, unless an extension is granted by the FCADV. The FCADV will determine if the corrective action has been implemented and/or completed.
- h. This provision will not limit the FCADV's termination rights under Section 22 herein.

17. Indemnification

- a. The Provider shall be fully liable for the actions of its agents, employees, partners, or subcontractors and shall fully indemnify, defend, and hold harmless the State, the Department and the FCADV, and their officers, agents, and employees, from suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from

or relating to any alleged act or omission by the Provider, its agents, employees, partners, or subcontractors alleged to be caused in whole or in part by Provider, its agents, employees, partners, or subcontractors, provided, however, that the Provider shall not indemnify for that portion of any loss or damages caused by the sole negligent act or omission of the FCADV.

- b.** The Provider shall fully indemnify, defend, and hold harmless the State, the Department and FCADV from any suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to violation or infringement of a trademark, copyright, patent, trade secret or intellectual property right, provided, however, that the foregoing obligation shall not apply to FCADV's misuse or modification of Provider's products or a FCADV's operation or use of Provider's products in a manner not contemplated by the contract or the purchase order. If any product is the subject of an infringement suit, or in the Provider's opinion is likely to become the subject of such a suit, the Provider may at its sole expense procure for the FCADV the right to continue using the product or to modify it to become non-infringing. If the Provider is not reasonably able to modify or otherwise secure the FCADV the right to continue using the product, the Provider shall remove the product and refund the FCADV the amounts paid in excess of a reasonable rental for past use. The FCADV shall not be liable for any royalties. The Provider's indemnification for violation or infringement of a trademark, copyright, patent, trade secret or intellectual property right shall encompass all such items used or accessed by the Provider, its officers, agents or subcontractors in the performance of this contract or delivered to the FCADV for the use of the FCADV, its employees, agents or contractors.
- c.** The Provider shall not be liable for any cost, expense, or compromise incurred or made by the FCADV in any legal action without the Provider's prior written consent, which shall not be unreasonably withheld. The Provider's inability to evaluate liability or its evaluation of liability shall not excuse its duty to defend and indemnify after receipt of notice. Only an adjudication or judgment after the highest appeal is exhausted finding the FCADV negligent shall excuse the Provider of performance under this provision, in which case the FCADV shall have no obligation to reimburse the Provider for the cost of its defense. If the Provider is an agency or subdivision of the State, its obligation to indemnify, defend and hold harmless the FCADV shall be to the extent permitted by section 768.28, F.S. or other applicable law, and without waiving the limits of sovereign immunity.
- d.** The indemnification obligations of the Provider under this contract include indemnification by the Provider of the FCADV for any financial penalties that may be imposed by the Department on the FCADV due to the acts or omissions of the Provider, its agents, employees, partners or subcontractors.

18. State and Federal Laws/Authority

In performing its obligations under this Contract, the Provider shall without exception be aware of any compliance with State and Federal laws, rules and regulations relating to its performance under this Contract, including but not limited to those described below.

a. Federal Law

- i.** If this contract contains federal funds, the Provider shall comply with the provisions of federal law and regulations including, but not limited to, 45 Code of Federal Regulations (CFR), Part 74, 45 CFR, Part 92, and other applicable regulations.
- ii.** If this contract contains over \$100,000 of federal funds, the Provider shall comply with all applicable standards, orders, or regulations issued under section 306 of the Clean Air Act, as amended (42 United States Code (U.S.C.) 7401 et seq.), section 508 of the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq.), Executive Order 11738, as amended and where applicable, and Environmental Protection Agency regulations (40 CFR, Part 30). The Provider shall report any violations of the above to the FCADV.

- iii. No federal funds received in connection with this contract may be used by the Provider, or agent acting for the Provider, or subcontractor to influence legislation or appropriations pending before the Congress or any State legislature. If this contract contains federal funding in excess of \$100,000, the Provider must, prior to contract execution, complete the Certification and Assurances form, Exhibit A. If a Disclosure of Lobbying Activities form, Standard Form LLL, is required, it may be obtained from FCADV's Contract Manager. All disclosure forms as required by the Certification Regarding Lobbying form must be completed and returned to the contract manager, prior to payment under this contract.
- iv. Unauthorized aliens shall not be employed. Employment of unauthorized aliens shall be considered a violation of section 274A(e) of the Immigration and Nationality Act (8 U.S.C. 1324 a) and section 101 of the Immigration Reform and Control Act of 1986. Such violation shall be cause for unilateral cancellation of this contract by the FCADV.
- v. If this contract contains \$10,000 or more of federal funds, the Provider shall comply with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order 11375 and others, and as supplemented in Department of Labor regulation 41 CFR, Part 60 and 45 CFR, Part 92, if applicable.
- vi. If this contract contains federal funds and provides services to children up to age 18, the Provider shall comply with the Pro-Children Act of 1994 (20 U.S.C. 6081). Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation or the imposition of an administrative compliance order on the responsible entity, or both.

b. Civil Rights

The Provider must maintain compliance with the below requirements:

- i. In accordance with Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, or the Florida Civil Rights Act of 1992, as applicable the Provider shall not discriminate against any employee (or applicant for employment) in the performance of this contract because of race, color, religion, sex, national origin, disability, age, or marital status. Further, the Provider agrees not to discriminate against any applicant, client, or employee in service delivery or benefits in connection with any of its programs and activities in accordance with 45 CFR 80, 83, 84, 90, and 91, Title VI of the Civil Rights Act of 1964, or the Florida Civil Rights Act of 1992, as applicable and CFOP 60-16. These requirements shall apply to all contractors, subcontractors, subgrantees or others with whom it arranges to provide services or benefits to clients or employees in connection with its programs and activities. The Provider shall complete the Civil Rights Compliance Checklist, CF Form 946 in accordance with CFOP 60-16 and 45 CFR 80. This is required of all Providers that have fifteen (15) or more employees.
- ii. Federal Civil Rights/Nondiscrimination requirements may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C § 3789d); the VOCA (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. 2000d); the Rehabilitation Act of 1973 (29 U.S.C. 794); the Americans with Disability Act of 1990 (42 U.S.C. 12131-34); 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); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-based Organizations); and Ex. Order 13279 (equal protection of the laws for faith-based and community organizations). The subrecipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.
- iii. In the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the

recipient will forward a copy of the finding to the FCADV, Office for Civil Rights (OCR), Office of Justice Programs and the Department.

- iv. Recipient will provide an Equal Employment Opportunity Plan (EEO) to the OCR, Office of Justice Programs and the DCF, if required to maintain one; otherwise, it will provide a certification to the OCR, Office of Justice Programs and the DCF that it has a current EEO on file, if required to maintain one. An EEO is not required if the grantee agency is receiving less than \$25,000; the grantee agency is a non-profit organization; or the grantee agency has less than 50 employees, regardless of the amount of the award. For more information visit <http://www.ojp.usdoj.gov/ocr/>.

c. Lobbying

The Provider shall comply with the provisions of sections 11.062 and 216.347, F.S., which prohibit the expenditure of contract funds for the purpose of lobbying the Legislature, judicial branch, or a state agency. In addition, the Provider shall not utilize any federally appropriated funding either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, and any level of government. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB Circulars.

d. Public Entity Crime and Discriminatory Contractors

Pursuant to sections 287.133 and 287.134, F.S., the following restrictions are placed on the ability of persons placed on the convicted vendor list or the discriminatory vendor list. When a person or affiliate has been placed on the convicted vendor list following a conviction for a public entity crime, or an entity or affiliate has been placed on the discriminatory vendor list, such person, entity or affiliate 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 with a public entity for the construction or the repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or 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; provided, however, that the prohibition on persons or affiliates placed on the convicted vendor shall be limited to business in excess of the threshold amount provided in section 287.017, F.S., for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

e. HIPAA

The Provider shall, where applicable, comply with the Health Insurance Portability and Accountability Act (42 U. S. C. 1320d.) as well as all regulations promulgated thereunder (45 CFR Parts 160, 162, and 164).

f. Whistleblower's Act

In accordance with subsection 112.3187(2), F.S., the Provider and any approved subcontractors shall not retaliate against an employee for reporting violations of law, rule, or regulation that creates substantial and specific danger to the public's health, safety, or welfare to an appropriate agency. Furthermore, agencies or independent contractors shall not retaliate against any person who discloses information to an appropriate agency alleging improper use of governmental office, gross waste of funds, or any other abuse or gross neglect of duty on the part of an agency, public officer, or employee. The Provider and any subcontractor shall inform its employees that they and other persons may file a complaint with the Office of Chief Inspector General, Agency Inspector General, the Florida Commission on Human Relations or the Whistle-blower's Hotline number at 1-800-543-5353.

19. Special Provisions

a. Support to the Deaf and Hard-of-Hearing

- i. The Provider and its subcontractors, where direct services are provided, shall comply with section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, as implemented by 45 C.F.R. Part 84 (hereinafter referred to as Section 504), the Americans with Disabilities Act of 1990, 42 U.S.C. 12131, as implemented by 28 C.F.R. Part 35 (hereinafter referred to as ADA), and the Children and Families Operating Instruction (CFOP) 60-10, Chapter 4, entitled “Auxiliary Aids and Services for Persons who are Deaf or Hard-of-Hearing.”
- ii. If the Provider or any of its subcontractors employs 15 or more employees agency-wide, the Provider shall designate a Single-Point-of-Contact (one per firm) to ensure effective communication with deaf or hard-of-hearing customers or companions in accordance with Section 504, the ADA, and CFOP 60-10, Chapter 4. The name and contact information for the Provider’s Single-Point-of-Contact shall be furnished to the FCADV’s grant or contract manager on the Provider Contact Information Form within 14 calendar days of the effective date of this contract, and within five (5) business days of a change in the Single-Point-of-Contact.
- iii. The Provider shall, contractually require that its subcontractors comply with Section 504, the ADA, and CFOP 60-10, Chapter 4. A Single-Point-of-Contact shall be required for each subcontractor that employs 15 or more employees agency-wide. This Single-Point-of-Contact will ensure effective communication with deaf or hard-of-hearing customers or companions in accordance with Section 504 and the ADA and coordinate activities and reports with the Provider’s Single-Point-of-Contact.
- iv. The Single-Point-of-Contact shall ensure that all employees are aware of the requirements, roles and responsibilities, and contact points associated with compliance with Section 504, the ADA, and CFOP 60-10, Chapter 4. Further, employees of providers and its subcontractors with 15 or more employees agency-wide shall have each employee attest in writing, within 60 days of the effective date of this contract, that they are familiar with the requirements of Section 504, the ADA, and CFOP 60-10, Chapter 4. This attestation shall be maintained in the employee’s personnel file. (If using the DCF Support to the Deaf or Hard-of-Hearing Attestation Form located at <http://www.dcf.state.fl.us/admin/training/docs/DCF%20Attestation%20Form.pdf>, the same signed attestation form will fulfill the requirements of both this section and section (viii) below.).
- v. The Provider’s Single-Point-of-Contact will ensure that conspicuous Notices which provide information about the availability of appropriate auxiliary aids and services at no-cost to the deaf or hard-of-hearing customers or companions are posted near where people enter or are admitted within the agent locations. Such Notices must be posted immediately by providers and subcontractors. The approved Notice can be downloaded through the Internet at: <http://www.dcf.state.fl.us/admin/civilrights/>.
- vi. The Provider and its subcontractors shall document the customer’s or companion’s preferred method of communication and any requested auxiliary aids/services provided in the customer’s record. Documentation, with supporting justification, must also be made if any request was not honored. The Provider shall submit compliance reports monthly, by the 3rd business day following the reporting month, to the FCADV’s grant or contract manager. The Provider shall distribute Customer Feedback forms to customers or companions, and provide assistance in completing the forms as requested by the customer or companion.
- vii. If customers or companions are referred to other agencies, the Provider must ensure that the receiving agency is notified of the customer’s or companion’s preferred method of communication and any auxiliary aids/service needs.

- viii. All direct service employees of the Provider and its subcontractors are required to complete the “*Serving Our Customers who are Deaf or Hard-of-Hearing*” online training, located at <http://www.myflfamilies.com/about-us/services-deaf-and-hard-hearing/training>, and sign the “*Support to the Deaf or Hard-of-Hearing Attestation Form*”, located at <http://www.dcf.state.fl.us/admin/training/docs/DCF%20Attestation%20Form.pdf>, within 60 days of the effective date of this contract. All new direct service employees are required to complete the training and sign the attestation within 60 days of hire. All direct service employees are required to print their certificates of completion, attach them to their attestation, and maintain the documents in their personnel files. (The same signed attestation form will fulfill the requirements of both this section and section (iv) above.).

b. Independent Capacity of the Contractor

In performing its obligations under this contract, the Provider shall at all times be acting in the capacity of an independent contractor and not as an officer, employee, or agent of FCADV or the Department. Neither the Provider nor its agents, employees, or subcontractors shall represent to others that it has the authority to bind the FCADV or the Department unless specifically authorized in writing to do so. This contract does not create any right to retirement, leave benefits or any other benefits of FCADV or Department employees as a result of performing the duties or obligations of this contract. The parties agree that no joint employment is intended and that, regardless of any provision directing the manner of provision of services, the Provider and its subcontractors, if any, shall be responsible for the supervision, control, hiring, firing, rates of pay and terms and conditions of employment of their own employees. Neither the FCADV nor the Department will furnish services of support (e.g., office space, office supplies, telephone service, secretarial or clerical support) to the Provider, or its subcontractor or assignee, unless specifically agreed to by the FCADV in this contract. All deductions for social security, withholding taxes, income taxes, contributions to unemployment compensation funds and all necessary insurance for the Provider, its officers, employees and agents shall be the sole responsibility of the Provider.

c. Gratuities

The Provider agrees that it will not offer to give or give any gift to any Department or FCADV employee. As part of the consideration for this contract, the parties intend that this provision will survive the contract for a period of two years. In addition to any other remedies available to the Department or the FCADV, any violation of this provision will result in referral of the Provider's name and description of the violation of this term to the Florida 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.

d. Patents, Copyrights and Royalties

- i. All intellectual property, inventions, written or electronically created materials, including manuals, presentations, films, or other copyrightable materials, arising in relation to Provider's performance under this contract, and the performance by all of its officers, agents and subcontractors in relation to this contract, are works for hire for the benefit of the Department, fully compensated by the contract amount. Neither the Provider nor any of its officers, agents nor subcontractors may claim any interest in any intellectual property rights accruing under or in connection with the performance of this contract.
- ii. If the Provider uses or delivers to the FCADV for its use, use by the Department or the use of FCADV or Department employees, agents or contractors, any design, device, or materials covered by letters, patent, or copyright, it is mutually agreed and understood without exception that the compensation paid pursuant to this contract 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 contract. The Federal awarding agency reserves all patent rights with respect to any discovery or invention that arises or is developed in the course of or under the subcontract.

e. Dispute Resolution

- i. Any dispute concerning the performance of the contract or payment hereunder shall be decided by the FCADV's contract manager, who shall reduce the decision to writing and provide a copy to the Provider. The decision shall be final unless within twenty-one (21) days from the date of receipt of the contract manager's decision, the Provider delivers to the contract manager a petition for alternative dispute resolution. After receipt of a petition for alternative dispute resolution, the FCADV and the Provider shall attempt to amicably resolve the dispute through negotiations.
- ii. Timely delivery of a petition for alternative dispute resolution and completion of the negotiation process shall be a condition precedent to any legal action by the Provider concerning this contract. After timely delivery of a petition for alternative dispute resolution, the parties may employ any dispute resolution procedure described in this contract, or mutually agree to an alternative binding or nonbinding dispute resolution process, the terms of which shall be reduced to writing and executed by both parties. Completion of such agreed process shall be deemed to satisfy the requirement for completion of the negotiation process.
- iii. This provision shall not limit the parties' rights of termination under Section 22 of this contract.

f. Construction or Renovation of Facilities Using State Funds

The purchase of or improvements to real property are not allowed with funds from this contract.

g. Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List

The Provider agrees to refrain from any of the prohibited business activities with the Governments of Sudan and Iran as described in s.215.473, F.S. Pursuant to section s.287.135(5), F.S., the FCADV or the Department may immediately terminate this contract for cause if the Provider is found to have submitted a false certification or if the Provider is placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List during the term of the contract.

h. Special Conditions for Department of Justice (DOJ) STOP Funding

For STOP funding provided, the Provider agrees to comply with the administrative and financial requirements and special conditions as set forth for subrecipients in applicable grant award(s) to the Department of Children and Families from the Department of Justice.

20. Renegotiations or Modifications

Modifications of provisions of this contract shall be valid only when they have been reduced to writing and duly signed by both parties. The rate of payment and the total dollar amount may be immediately adjusted by FCADV without a contract amendment when necessary to reflect changes in the rate of payment or a reduction in the dollar amount of payment under FCADV's contract with the Department pursuant to which FCADV receives funding for this contract.

21. Financial Penalties

Financial penalties may be imposed by FCADV if: the Provider fails to meet the minimum level of service or performance identified in this agreement; fails to submit a corrective action plan that is accepted by the FCADV; or fails to correct, within the timeframe granted by the FCADV, the deficiencies noted in any corrective action plan approved by FCADV under this contract or any prior contract or as identified in any monitoring activity. The financial penalties may include, but are not limited to, refusing payment, withholding payments until deficiency is cured, tendering only partial payments, imposition of penalties, and termination of contract and requisition of services from an alternate source.

22. Termination

- a.** This contract may be terminated by either party without cause upon no less than thirty (30) calendar days notice in writing to the other party unless a sooner time is mutually agreed upon in writing. Said notice shall be delivered by U.S. Postal Service or any expedited delivery service that provides verification of delivery or by hand delivery to the contract manager or the representative of the Provider responsible for administration of the program.
- b.** This contract shall terminate immediately upon termination or expiration of the FCADV's contract with the Department pursuant to which the FCADV receives funding for this contract or upon amendment of FCADV's contract with the Department that adversely affects the funding provided by the FCADV to the Provider under this contract.
- c.** In the event the Provider fails to fully comply with the terms and conditions of this contract, the FCADV may terminate the contract upon no less than twenty-four (24) hours (excluding Saturday, Sunday, and holidays) notice in writing to the Provider after Provider's failure to fully cure such noncompliance within the time specified in a written notice of noncompliance issued by the FCADV specifying the nature of the noncompliance and the actions required to cure such noncompliance. The FCADV's failure to demand performance of any provision of this contract shall not be deemed a waiver of such performance. The FCADV's waiver of any one breach of any provision of this contract shall not be deemed to be a waiver of any other breach and neither event shall be construed to be a modification of the terms and conditions of this contract. The provisions herein do not limit the FCADV's right to remedies at law or in equity.
- d.** Failure to have performed any contractual obligations under any other contract with the FCADV will be a sufficient cause for termination. To be terminated as a Provider under this provision, the Provider must have: (1) previously failed to satisfactorily perform in a contract with the FCADV, (2) been notified by the FCADV of the unsatisfactory performance, and (3) failed to correct the unsatisfactory performance. Termination shall be upon no less than twenty-four (24) hours notice in writing to the Provider.

23. Survival of Terms

The following provisions of this contract survive the "ending date" or an earlier termination of this contract: Section 9.a. (Section 39.908 F.S. Confidentiality of Client Information), Section 11.a.ii. (Information Security Obligations), Section 12.e. (Record Retention), Section 13.d. (Legal Actions), Section 15.b. (Invoice Approval Process), Section 15.d.iii. (Supporting Documentation), Section 15.e. (Invoicing), Section 15.f. (Return of Funds), Section 16 (Monitoring by the FCADV), Section 17 (Indemnification), Section 18 (State and Federal Laws/Authority), Section 19.c. (Gratuities), Section 19.d. (Patents, Copyrights and Royalties), Section 19.e. (Dispute Resolution), and Section 21 (Financial Penalties). In addition, the reporting and invoicing obligations by the Provider, and the payment obligations by the FCADV, for services provided by the Provider prior to expiration or termination shall survive the expiration or earlier termination of this contract.

24. List of Exhibits

- a.** Exhibit A – Certification and Assurances Form
- b.** Exhibit B – Provider Contact Information Form
- c.** Exhibit C – Monthly Invoice
- d.** Exhibit E – Monthly Status Report
- e.** Exhibit F – Quarterly Inventory Report
- f.** Exhibit G – Monthly Financial Report
- g.** Exhibit H – Fiscal Detail Worksheet
- h.** Exhibit I – Information Resource Request Form
- i.** Exhibit K – Disposition of Property Form

By signing this contract, the parties agree that they have read and agree to the entire contract.

IN WITNESS THEREOF, the parties hereto have caused this contract to be executed by their undersigned officials as duly authorized.

PROVIDER: Orlando Police Department

FLORIDA COALITION AGAINST DOMESTIC VIOLENCE

Signature: _____

Signature: _____

Name: _____

Name: Tiffany Carr

Title: _____

Title: President/CEO

Date: _____

Date: _____