

## Child Advocacy Trust Fund Award Agreement

Agreement made the date set forth below, between the Florida Network of Children's Advocacy Centers, Inc., a not-for-profit corporation qualified to do business in Florida (hereinafter referred to as the "FNCAC"), and **Broward County, a political subdivision of the State of Florida, on behalf of its Nancy J. Cotterman Center**, a Children's Advocacy Center as defined in Section 39.3035, Florida Statutes (hereinafter referred to as the "CAC"):

### Recitals

WHEREAS, the FNCAC has entered into a contract effective July 1, 2019 with the Florida Department of Children and Families (hereinafter referred to as the "Department") providing for the disbursement of funds from the Grants and Donations Trust Fund to the FNCAC (hereinafter referred to as the "Contract"); and

WHEREAS, funds disbursed to the FNCAC by the Department under the Contract are to be used by the CAC with the goal of improving the safety, permanency, and well-being of families and children involved in an allegation of child maltreatment by providing community-based services that augment, but that do not duplicate, services provided by state agencies;

THEREFORE, the FNCAC and the CAC, in consideration of the mutual promises contained in this Agreement, agree as follows:

Section 1. Term of Agreement. The term of this Agreement commences on July 1, 2019 and continues through June 30, 2020.

Section 2. Amount of Agreement. The amount awarded to the CAC under this Agreement shall be \$6,038.78. Any funds not utilized by June 30, 2020 shall be refunded to the FNCAC.

Section 3. Services Funded by Agreement. The CAC agrees to use the funds awarded under this Agreement to fund only direct services to victims of child abuse (primary victim) or their non-offending family member/caregiver. The CAC further agrees that the funds awarded under this Agreement will augment, but not duplicate, services provided by state agencies.

Section 4. Scope of Work. The Scope of Work is attached to this Agreement as Exhibit A and the List of Services that this Agreement will fund is attached to this Agreement as Exhibit B, which are incorporated herein by reference.

Section 5. Compliance with Statutory Requirements. By signing this Agreement, the CAC affirms that it complies with all of the standards set forth in Section 39.3035(1) and the screening requirements set forth in Section 39.3035(2), Florida Statutes. If, during the term of this Agreement, the CAC fails to comply with the standards or screening requirements set forth in subsections (1) and (2) of Section 39.3035, Florida Statutes, the CAC shall immediately notify the

FNCAC. Failure to comply with those standards and screening requirement shall require the CAC to refund all unused funds awarded under this Agreement to the FNCAC.

Section 6. Duty of CAC to Collect and Submit Data. During the term of this Agreement, the CAC shall collect and submit to the FNCAC no later than the tenth day of each month a Monthly Activity Report setting forth the number of augmented and unduplicated units of service and number of victims of child abuse or their non-offending family member/caregiver seen delivered under this Agreement. The Monthly Services Detail Report must accompany the Monthly Activity Report. The Monthly Activity Report and Monthly Services Detail Report are attached to this Agreement as Attachment A, which is incorporated herein by reference.

All Monthly Reports shall be submitted via Track-It! Track-It! is an electronic document management system for child advocacy centers to utilize in the submission of reports and other documents to the FNCAC. The Track-It! URL is:  
<https://trackitweb.fncac.org/trackitweb/selfservice>.

The CAC shall submit to the FNCAC via Track-It! no later than July 15, 2020 the Final Report Data Form providing demographic data, year-to-date units of service provided and number of clients, which is attached to this Agreement as Attachment B, and is incorporated herein by reference.

Section 7. Budget. Upon the execution of this Agreement, the CAC shall submit to the FNCAC, on the form attached to this Agreement as Exhibit C, which is incorporated herein by reference, a budget and a narrative describing how the funds awarded under this Agreement will be used during the term of this Agreement.

Section 8. Service Delivery Documentation Requirements. The CAC shall maintain records documenting the total number of clients and names (or unique identifiers) of clients to whom augmented and unduplicated services were provided and the date(s) that the services were provided so that an audit trail documenting service provision can be maintained.

Section 9. Civil Rights Requirements. 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 CAC shall not discriminate against any employee (or applicant for employment) in the performance of this Agreement because of race, color, religion, sex, national origin, disability, age, or marital status. Further, the CAC 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, Parts 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. If employing fifteen or more employees, the CAC shall complete the Civil Rights Compliance Checklist, CF Form 946 within thirty (30) days of execution of this Agreement and annually thereafter in accordance with CFOP 60-16 and 45 CFR, Part 80.

Section 10. Emergency Preparedness Plan. If the tasks to be performed pursuant to this Agreement include the physical care or supervision of clients, the CAC shall, within thirty (30) days of the execution of this Agreement, submit to the FNCAC's Contract Manager an emergency preparedness plan which shall include provisions for records protection, alternative

accommodations for clients in substitute care (any kind of custodial or residential care for a child that is ordered or otherwise sanctioned by the court, and in which a child does not continue to live with either of the birth parents. Foster Care and Adoption are examples for substitute care), supplies, and a recovery plan that will allow the CAC to continue functioning in compliance with the executed Agreement in the event of an actual emergency. For the purpose of disaster planning, the term “supervision” includes a child who is under the jurisdiction of a dependency court. Children may remain in their homes, be placed in a non-licensed relative/non-relative home or be placed in a licensed foster care setting. If during the course of this agreement, there are any modifications to the plan, the CAC shall submit the updated plan to the FNCAC Contract Manager. The FNCAC agrees to respond in writing within thirty (30) days of receipt of the updated plan, accepting, rejecting, or requesting modifications. In the event of an emergency, the FNCAC may exercise oversight authority over such CAC in order to assume implementation of agreed emergency relief provisions.

Section 11. Emergency Support to the Deaf or Hard-of-Hearing. The CAC and its subcontractors shall comply with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, as implemented by 45 CFR Part 84 (hereinafter referred to as “Section 504”), the Americans with Disabilities Act of 1990, 42 U.S.C. § 12131, as implemented by 28 CFR Part 35 (hereinafter referred to as the “ADA”), and the Children and Families Operating Procedure (CFOP) 60-10, Chapter 4, entitled Auxiliary Aids and Services for the Deaf or Hard-of-Hearing.

If the CAC or any of its subcontractors employs fifteen (15) or more employees, the CAC shall designate a Single Point of Contact (one per firm) to ensure effective communication with deaf or hard-of-hearing customers/clients or companions in accordance with Section 504 of the ADA, and CFOP 60-10, Chapter 4. The CAC’s Single Point of Contact and that of its subcontractors will process the compliance data into the Department’s Health and Human Services (hereinafter referred to as the “HHS”) Compliance Reporting Database ([https://fs16.formsite.com/DCFTraining/Monthly-Summary-Report/form\\_login.html](https://fs16.formsite.com/DCFTraining/Monthly-Summary-Report/form_login.html)) by the fifth (5<sup>th</sup>) business day of the month, covering the previous month’s reporting, and forward confirmation of submission to the FNCAC’s Contract Manager. The name and contact information for the CAC’s Single Point of Contact shall be furnished to the FNCAC’s Contract Manager within fourteen (14) calendar days of the effective date of this requirement.

The CAC shall, within thirty (30) days of the effective date of this requirement, 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 fifteen (15) or more employees. This Single Point of Contact will ensure effective communication with deaf or hard-of-hearing customers/clients or companions in accordance with Section 504 and the ADA and coordinate activities and reports with the CAC’s Single Point of Contact.

The CAC’s Single Point of Contact shall ensure that employees are aware of the requirements, roles & responsibilities, and contact points associated with compliance with Section 504, the ADA, and CFOP 60-10, Chapter 4. Further, employees of the CACs and its subcontractors with fifteen (15) or more employees shall attest in writing 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.

The CAC’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/clients or companions are posted near where people enter or are admitted within the CAC locations. Such notices must be posted immediately by the CAC and its subcontractors. The approved notice is available at: <https://myflfamilies.com/service-programs/deaf-and-hard-hearing/CACs/dcf-posters.shtml>.

The CAC and its subcontractors shall document the customer/client's or companion's preferred method of communication and any requested auxiliary aids/services provided in the customer/client's record. Documentation, with supporting justification, must also be made if any request was not honored. The CAC shall distribute Customer Feedback forms to customers/clients or companions and provide assistance in completing the forms as requested by the customer/client or companion.

If customers/clients or companions are referred to other agencies, the CAC must ensure that the receiving agency is notified of the customer/client's or companion's preferred method of communication and any auxiliary aids/service needs.

The Department and the FNCAC require each CAC agency's direct service employees and/or subcontractors to complete training on serving our Customers who are Deaf or Hard-of-Hearing and sign the Attestation of Understanding (Deaf and Hard-of-Hearing Training Attestation). Direct service employees performing services under this Agreement will also print their certificate of completion, attach it to their Attestation of Understanding, and maintain them in their personnel file.

The CAC shall submit monthly HHS reports to the FNCAC via Track-It!

Section 12. Employment Screening. All CAC employees and/or subcontractors utilized by the CAC for this Agreement who are required by Florida law to be screened in accordance with Chapter 435, Florida Statutes, are of good moral character and meet the "Level 2 Employment Screening" standards specified by Sections 435.04, 110.1127, and Subsection 39.001(2), Florida Statutes, as a condition of initial and continued employment that shall include but not be limited to:

- a. Employment history checks;
- b. Fingerprinting for all criminal record checks;
- c. Statewide criminal and juvenile delinquency records checks through the Florida Department of Law Enforcement ("FDLE");
- d. Federal criminal records checks from the Federal Bureau of Investigation via the FDLE; and
- e. Security background investigation, which may include local criminal record checks through local law enforcement agencies.
- f. Attestation by each employee, subject to penalty of perjury, to meeting the requirements for qualifying for employment pursuant to Chapter 435 and agreeing to inform the employer immediately if arrested for any of the disqualifying offenses while employed by the employer.

The CAC shall sign an affidavit each state fiscal year for the term of the Agreement stating that all required CAC employees have been screened and submit to the FNCAC.

Section 13. Records, Retention, Audits, Inspections and Investigations.

The CAC shall establish and maintain books, records and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by the FNCAC under this Agreement.

Retention of all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement shall be maintained by the CAC during the term of this Agreement and retained for a period of six (6) years after completion of the Agreement or longer when required by law. In the event an audit is required under this Agreement, 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 Agreement, at no additional cost to the Department or the FNCAC.

Upon demand, at no additional cost to the Department or the FNCAC, the CAC will facilitate the duplication and transfer of any records or documents during the term of this Agreement and the required retention period stated above. These records shall be made available at all reasonable times for inspection, review, copying, or audit by federal, state, or other personnel duly authorized by the Department or the FNCAC.

The CAC shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Office of the Inspector General (Section 20.055, Florida Statutes). No record may be withheld nor may the CAC 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 public inspection or is confidential, proprietary or trade secret in nature; provided, however, that this provision does not limit any exemption to public inspection or copying to any such record.

Section 14. Security Agreement. All CAC employees and/or subcontractors who have access to the Department's information shall comply with, and be provided a copy of CFOP 50-2, and shall sign the DCF Security Agreement form CF 0114 annually. A copy of CF 0114 can be found at <https://www.myflfamilies.com/service-programs/samh/155-2/155-2-v13/Security%20Agreement%20Form.pdf>.

The CAC shall make every effort to protect and avoid unauthorized release of any personal or confidential information by ensuring both data and mobile storage devices are encrypted as prescribed in CFOP 50-2. If encryption of these devices is not possible, then the CAC shall assure that unencrypted personal and confidential Department data will not be stored on unencrypted storage devices.

The CAC agrees to notify the FNCAC'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 Department data. The CAC shall at its own cost provide notice to affected parties no later than forty-five (45) days following the determination of any potential breach of personal or confidential Department data as provided in Section 501.171, Florida Statutes. The CAC shall also at its own cost implement measures deemed appropriate by the Department to avoid or mitigate potential injury to any person due to a breach or potential breach of personal and confidential Department data.

The CAC shall cause each of its subcontractors having access to Department data systems or maintaining any client or other confidential information in electronic form to comply with these provisions and the term “CAC” shall be deemed to mean the subcontractor for such purposes.

Section 15. Entire Agreement. This Agreement constitutes the entire Agreement between the parties concerning the subject matter herein and all prior representations, statements, negotiations and undertakings are superseded or restated herein. The titles and headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement. All personal pronouns used in this Agreement shall include the other gender, and the singular shall include the plural, and vice versa, unless the context otherwise requires. No amendment to this Agreement shall be effective unless it is in writing and signed by the CAC and an authorized corporate officer or employee of the FNCAC.

Section 16. Assignment. Neither this Agreement nor any duties or obligations under this Agreement shall be assignable by the CAC without the prior written consent of the FNCAC.

**Florida Network of Children’s Advocacy Centers, Inc.**

**Broward County, a political subdivision of the State of Florida, on behalf of its Nancy J. Cotterman Center**

\_\_\_\_\_  
Cindy Vallely  
Executive Director

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Authorized Representative

Reviewed and approved as to form:  
Andrew J. Meyers, County Attorney

By: Angela M. Rodríguez 4/1/2020  
Angela M. Rodríguez  
Assistant County Attorney

## EXHIBIT A – SCOPE OF WORK

### A-1 Major Agreement Goals

The major goal of this service is to improve the safety, permanency, and well-being of families and children involved in an allegation of child maltreatment by providing community-based *services that augment, but that do not duplicate, services provided by state agencies.*

### A-2 Service Area/Locations/Times

A-2.1 Services for clients shall be delivered at the eligible Child Advocacy Centers.

A-2.2 Client services shall be available from 8:00 A.M. to 5:00 P.M., where there are eligible Child Advocacy Centers.

A-2.3 The CAC's administrative offices shall be open from 8:00 A.M. to 5:00 P.M., Monday through Friday, with the exception of the CAC's Board approved holidays.

A-2.4 The CAC shall notify FNCAC's Contract Manager, in writing, thirty (30) calendar days in advance of any changes in the street or mailing address, telephone number, electronic mail address, or facsimile number that affects the FNCAC's ability to contact the CAC.

### A-3 Clients To Be Served

A-3.1 Victims of child abuse (primary victim) and/or their non-offending family member/caregiver.

### A-4 Client Eligibility

A-4.1 Eligible clients are families and children who are involved in an investigation of alleged child maltreatment and identified by a child advocacy center to be in need of the services provided by a Children's Advocacy Center.

### A-5 Client Determination

A-5.1 The Child Advocacy Center shall determine eligibility for services based on the signed Grants and Donations Trust Fund Award Contract.

### A-6 Equipment

A-6.1 No equipment or property shall be purchased with these funds.

## EXHIBIT B – LIST OF SERVICES

Below is a list of services funded under this Agreement. The list is only for direct services to victims of child abuse or their non-offending family member/caregiver. The services will **augment, but not duplicate**, services provided by state agencies to the victim of child abuse or their non-offending family member who has already received one of the below services from the CAC. The services provided under this Agreement are for additional services not funded by other state agencies. The child or non-offending caregiver must have already received services, which are listed below, before the CACs can use the DCF grant funds under this Agreement for the same child or non-offending caregiver.

- Primary victim is defined as: the child who has alleged abuse/neglect/witness to violence, drug endangered etc. (refer to the National Children’s Alliance (“NCA”) Standards and NCA required statistics reporting). If two siblings make allegations, then there are two primary victims.
- Direct service is direct contact with a person – not just leaving a message or sending correspondence.

### B-1 Advocacy:

Advocacy services include the following activities on behalf of/for the primary victim and/or family member/caregiver and child witness:

- Crisis assessment and intervention, risk assessment, and safety planning and support for children and family member/caregiver at all stages of involvement with CAC
- Assessment of individual needs and cultural considerations for the child and family to ensure those needs are addressed
- Presence at CAC during the forensic interview in order to participate in information sharing; inform and support family about the coordinated, multidisciplinary response; and assess needs of child and non-offending family member/caregiver
- Provision of education and access to victims’ rights and crime victims’ compensation
- Assistance in procuring concrete services (housing, protective orders, domestic violence intervention, food, transportation, public assistance, etc.)
- Provision of referrals for specialized, trauma focused, evidence-supported mental health and medical treatment, if not provided at the CAC
- Access to transportation to interviews, court, treatment and other case-related meetings
- Engagement in child and family response regarding participation in the investigation and/or prosecution
- Participation in case review in order to discuss the unique needs of the child and family and plan associated support services, ensure the seamless coordination of services, and ensure the child and family’s concerns are heard and addressed



- Provision of updates to the family on case status, continuances, dispositions, sentencing, and inmate status notification (including offender release from custody)
- Provision of court education and courthouse/courtroom tours, support, and accompaniment
- Coordinated case management meetings with all individuals providing victim advocacy services.

#### B-2 Mental Health Services:

- Therapy services are defined as specialized, evidence based, trauma focused mental health services.
  - Individual Therapy is a therapy session for one of the following: the primary victim, and/or family member/caregiver and sibling(s). Traditional individual therapy sessions are an hour and count as one service but the occasional 40-minute session with a child is understandable and would count as one service.
  - Family Therapy is with two or more family member/caregivers and counts as one service.
  - Group Therapy is ideally a group of three or more unrelated persons; however, it is understood that at times there may be a no show, or someone leaves the group and there is not another “suitable” member to join at that time. The group can be continued. One service per person in the group session is counted. For example, if there were 6 participants, 1 group therapy service would be counted with six participants and it must be documented in each participant’s file.
- Psychological Evaluation is a concise description of an individual’s current psychological and neurological functioning by a licensed psychologist or credentialed school psychologist through the interpretation of an individual’s psychological testing, history, clinical interviews, behavioral symptoms, and observation for the purpose of providing relevant and professionally sound opinions in matters where a child’s health and welfare may have been or may be harmed. The licensed psychologist or credentialed school psychologist must see the children or parents face-to-face. Service count would be one for the child and if an evaluation is done with a parent, one for the parent.

#### B-3 Forensic and Specialized Interviews conducted in the CAC:

- A forensic interview is a developmental and age appropriate interview conducted by staff designed to collect factual information from a child to determine if that child was the victim of a crime or witnessed a crime against another person. The forensic interview is conducted in a manner that is legally sound, of a neutral fact-finding nature, and is coordinated to avoid duplicative interviewing. Service counts will be on the primary victim and/or child witness and counts as one service.

- A specialized interview (SI) is an interview with a child or a member of the child's family for the purpose of gathering clinical data, family functioning, family history, or other information for assisting with the assessment of alleged child maltreatment. SI's may be done with the primary victim due to their age, developmental issues, not a prosecutable case, and other issues that are unique to each community. Specialized interviews are information gathering in nature, and include the development of a risk assessment, and may be more flexible, not following an interview protocol. Specialized interviews are not used/cannot be used for legal purposes. A specialized interview counts as one service.

#### B-4 Medical Evaluations:

Service counts will be on the primary victim and/or siblings:

- A child who is a suspected victim of child abuse should be assessed to determine the need for a medical evaluation.
- A medical evaluation (exam or consult) is conducted by a qualified medical provider with pediatric experience and child abuse expertise to:
  1. help ensure the health, safety and well-being of the child;
  2. diagnose, document, and address medical conditions resulting from abuse;
  3. differentiate medical findings that are indicative of abuse from those which may be explained by other medical conditions;
  4. diagnose, document, and address medical conditions unrelated to abuse; and
  5. assess the child for any developmental, emotional, or behavioral problems needing further evaluation and treatment and make referrals as necessary.
- Medical evaluations are routinely made available on-site or through linkage agreements with other appropriate agencies or providers.
- A medical evaluation counts as one service.

## **ATTACHMENT A**

**A-1 Monthly Activity Report**

**A-2 Monthly Services Detail Report**

**ATTACHMENT B**  
**2019-2020 DCF TRUST FUND**  
**FINAL REPORT DATA FORM**

*Instructions: The information required by this form relates ONLY to the funds your CAC was awarded from the DCF Child Advocacy Trust Fund by the FNCAC for FY 19-20, and the services that were provided from July 1, 2019 through June 30, 2020 as a result of your CAC being awarded those funds. This report is due by July 15, 2020.*

*DO NOT include statistics for all the children seen by your CAC.*

*For purposes of this Form, “unduplicated child” is defined as follows: A child is counted as a child only once regardless of the number of services that that child received as a result of the child’s referral to the CAC for a specific type of maltreatment. If the child was referred to the CAC during the same fiscal year for a new allegation and received services from the CAC as a result of that allegation, the child may be counted again.*

Name of CAC: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone number: (    ) \_\_\_\_\_

**Demographic Information:**

1. Total number of unduplicated children served with Trust Fund Award: \_\_\_\_\_

2. Total number of families served with Trust Fund Award: \_\_\_\_\_

3. Gender of children served (total number should be equal to line 1):

Male: \_\_\_\_\_ Female: \_\_\_\_\_

4. Age of children in line 1 at the time of service (total number should be equal to line 1):

0-6 years: \_\_\_\_\_ 7-12 years: \_\_\_\_\_ 13-18 years: \_\_\_\_\_

5. Race or ethnicity of children served:

White: \_\_\_\_\_ African American: \_\_\_\_\_ Hispanic: \_\_\_\_\_

Asian: \_\_\_\_\_ Other: \_\_\_\_\_

**6. Of the children in line 1, the number of children seen for the following type of maltreatment (here you may count a child more than once if there were multiple types of maltreatment presenting):**

Sexual Abuse: \_\_\_\_\_ Physical Abuse: \_\_\_\_\_

Neglect: \_\_\_\_\_ Witness to violence: \_\_\_\_\_

Drug endangered: \_\_\_\_\_ Other: \_\_\_\_\_

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**Amount Spent by CAC:**

**7. Amount of funds awarded CAC:** \_\_\_\_\_

**8. Amount of award spent by CAC:** \_\_\_\_\_

**9. Amount of unspent award returned to FNCAC:** \_\_\_\_\_

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**Services Provided to Clients:**

*The totals for 10 & 11 should match the YTD column on line 1 of the Activity Report*

**10. Number of units of service provided to children by CAC with Trust Fund Award:**

Advocacy: \_\_\_\_\_

Therapy services: \_\_\_\_\_

Psychological evaluations: \_\_\_\_\_

Forensic and specialized interviews: \_\_\_\_\_

Medical evaluations: \_\_\_\_\_

**11. Number of units of service provided to non-offending family members/caregivers with Trust Fund Award:**

Advocacy: \_\_\_\_\_

Therapy services: \_\_\_\_\_

Other (please list services as well as number): \_\_\_\_\_

**12. Number of clients seen under Trust Fund Award:**

*The total should match the YTD column on line 2 of the Activity Report*

Advocacy: \_\_\_\_\_

Therapy services: \_\_\_\_\_

Psychological evaluations: \_\_\_\_\_

Forensic and specialized interviews: \_\_\_\_\_

Medical evaluations: \_\_\_\_\_

**13. Hourly rate for service provided with Trust Fund Award:**

Advocacy: \_\_\_\_\_

Therapy services: \_\_\_\_\_

Psychological evaluations: \_\_\_\_\_

Forensic and specialized interviews: \_\_\_\_\_

Medical evaluations: \_\_\_\_\_

**By signing this Final Report Data Form, I certify that the information contained herein is true and accurate.**

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**

## EXHIBIT C – BUDGET

**1. Legal Name of Children’s Advocacy Center:**

Broward County, a political subdivision of the State of Florida.

**2. Description of Augmented and Unduplicated Direct Services that will be provided by the CAC with funds awarded under this agreement (*Advocacy, Mental Health, Forensic and Specialized Interviews and Medical Evaluation Services, refer to Exhibit B*):**

These funds will be utilized to provide mental health therapy to clients at the Nancy J. Cotterman Center, including therapy provided by counselors trained in Trauma-Focused Cognitive Behavioral Therapy.

**3. Hourly Cost of Services being provided (*Explain how hourly cost is derived*):**

\$75 per individual therapy session.

**4. Number of Units of Service to be provided (*Explain how number of units of service is derived*):**

*NOTE: This number is the baseline to be met for the funds awarded*

Eighty and a half (80.5) hours of therapy will be provided (One therapy hour equals one unit of service). Three counselors will provide 2-3 units of service per week.

**5. Estimated Number of Victims of Child Abuse or their Non-Offending Family Member/Caregiver (clients) that will be served (*Explain how number is derived*):**

A minimum of six (6) clients will be served. A minimum of two (2) clients per counselor.

**2019-2020 DCF Trust Fund Monthly Activity Report**  
**Upload to Track-It No later than the 10<sup>th</sup> of the Month**

Name of CAC: \_\_\_\_\_

CAC #: \_\_\_\_\_

	Activity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD
1	Number of augmented and unduplicated units of service delivered with trust fund dollars													
2	Number of Victims of Child Abuse or their Non-Offending Family Member/Caregiver seen with trust fund dollars													

**Definitions:**

**Augmented Services** – services delivered to families or children that increase the number of units of service delivered to the same family or children, or services delivered that increase the number of units of service and the number of families or children served that do not duplicate services provided by state agencies.

**Unduplicated Services** – services that are not already provided by state agencies.

**Instructions:**

1. Insert the units of service delivered for the current month and the previous month(s) in row #1. You are reporting the number of units of service that augment current services **and** those that do not duplicate services that are provide by other state agencies.
2. Insert the total of all of the units of service delivered year to date in row #1 under “YTD.” The **total YTD** at the end of the contract period should represent the number listed in **Exhibit C #4** of your **Trust Fund Agreement**.
3. Insert the number of clients seen for the current month and the previous month(s) in row #2.
4. Insert the total number of clients seen year to date in row #2 under “YTD.”

**Note: If your previous month(s) numbers have changed from prior submissions, highlight and provide explanation for the change.**

I certify that the above is true and a correct reflection of this period’s activities, as stipulated in this agreement.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



