

AMENDMENT  
FLORIDA NETWORK OF CHILDREN'S ADVOCACY CENTERS  
STANDARD CONTRACT

THIS AMENDMENT is entered between the Florida Network of Children's Advocacy Centers, Inc. hereafter referred to as the Network, and Broward County, on behalf of its Nancy J. Cotterman Center, herein referred to as the Provider.

In accordance with the terms of Section III C. of the Standard Contract regarding modification of the contract, it is mutually agreed that it is in the best interest of the parties that the Contract be modified. It is the desire of the parties to make the following changes to the Contract to accommodate and achieve contractual deliverables and maintain the integrity of the deliverables of the Contract.

This Amendment applies to Attachment I of the Contract. FNCAC and Provider agree to revise the following provisions in their entirety to read as follows:

- 1) C.4.b.1) Invoice and Monthly Expenditure Report (MER). The Provider shall submit a completed MER form, incorporated herein by reference, to the Network contract manager to verify that funds are: 1) spent on allowable costs, and 2) used to enhance the provision of services and increase the number of victims served. The report shall be due by the 25<sup>th</sup> day of the month following the month in which services were provided, summarizing all expenditures. This report, to be completed in accordance with instructions provided by the Network, shall identify expenditures made with subcontract funds only.
- 2) C.4.b.2) Monthly Program Service Reports. The Provider shall complete the monthly Program Report form, incorporated herein by reference, by the 25<sup>th</sup> of the month following the month in which services were provided, to document achievement of service tasks identified in Section C.1.a. of this subcontract.
- 3) C.4.b.3) General Revenue Personnel Spreadsheet: This form is used to seek reimbursement of allowable personnel expenses as outlined in the approved Network Budget. This form must be included in the invoice and must be submitted by the 25<sup>th</sup> day of the following month in which the expenses were expended. (This form is not required if the approved budget does not contain personnel expenses).
- 4) C.4.b.4) Actual Expense Report: This form is used to seek reimbursement of allowable contractual, operating and training expenses as outlined in the approved Network Budget. This form must be included with the Invoice and must be submitted by the 25<sup>th</sup> day of the month following the month in which the expenses were expended. (This form is not required if the approved budget does not contain any contractual, operating and training expenses).
- 5) C.5.1.b) The Provider shall comply with the requirements of the Network's Standard Subcontract, section I.E., with reference to monitoring by the Network. The Provider agrees to fully cooperate with the Network in the conduct of both performance audits and financial audits. The Provider will be evaluated through on-site and/or Virtual monitoring visits, and/or desk reviews of service reports and invoices. This component is intended to be in addition to other audit requirements found in other documents incorporated by reference in this

contract and is not to be construed as a limitation upon them. The Provider agrees to include these audit and recordkeeping requirements.

- 6) C.4.b. 5) Project Specific Timesheet: Project Specific Timesheets notating the pay period must be used to report time spent on the General Revenue grant project. Only salary for time spent on activities related to the General Revenue grant is reimbursable. A Project Specific Timesheet must be used by all organizations requesting reimbursement of personnel expenses. The timesheets must be completed for all staff including Executive Directors who are reimbursed from the General Revenue grant. Project Specific Timesheets must be submitted monthly when claiming reimbursement of personnel expenses. The form must be signed and dated by the employee and their supervisor. Executive Directors must sign and date their timesheets and have their timesheets authorized by a member of the Board of Directors or their Supervisor when claiming reimbursement of personnel expenses. Executive Directors may authorize the timesheets of their staff, providing staff is not related to the Executive Director. At least one Project Specific Timesheet must be used for each staff member. The organization may use as many timesheets as necessary to report the appropriate time spent on the General Revenue grant.
- 7) E.1. b. The Provider shall request payment on a monthly basis through the submission of a properly completed invoice (see Attachment III) to the Network contract manager in accordance with the following schedule; the invoice shall be due each month on the 25<sup>th</sup> day of the month following the month of service expenses.

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

**PROVIDER: Broward County, on behalf of its**

**Nancy J. Cotterman Center**

**Florida Network of Children’s Advocacy Centers**

**SIGNED BY:** \_\_\_\_\_

**SIGNED BY:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**NAME:** CINDY VALLELY

**TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TITLE:** EXECUTIVE DIRECTOR **DATE:** \_\_\_\_\_

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

By: Karen S. Gordon 10/22/2020  
Karen S. Gordon  
Senior Assistant County Attorney