

Applicant Information

Provide the legal name of the Applicant Agency. If awarded funding, this information will be used for contract purposes.

*Nassau County Board of County Commissioners **

Federal Data Universal Numbering System (DUNS) Number: 829978514 *

Federal Employee Identification Number (FEIN): 591863042 *

Registered with the System of Award Management (formally CCR)? Yes *

In elected official offices, the elected official must be included as the Agency Director. In all other agencies the top executive of the agency must be included

Agency Director:

Prefix (Mr., Ms., Honorable., etc.) Mr. * Title: Chairman *

Name: Aaron C Bell *

Telephone #: (904) 530-6010 * Fax #: (904) 321-5917 *

Mailing Address: 96135 Nassau Place
(Street, P.O. Box, etc.) Ste 1 *

City: Yulee * State: Florida * Zip Code: 32097 *

Email Address: acbell@nassaucountyfl.com *

Performance Report Contact:

Prefix (Mr., Ms., Honorable., etc.) Ms. * Title: Victim's Advocate *

Name: Brittany Reynolds *

Telephone #: (904) 548-4079 * Fax #: (904) 548-4079 *

Mailing Address: 77151 Citizens Circle *
(Street, P.O. Box, etc.)

City: Yulee * State: Florida * Zip Code: 32097-5405 *

Email Address: bmreynolds@nassaucountyfl.com *

Financial Contact:

Prefix (Mr., Ms., Honorable, Ms. * Title: Grants Specialist *
etc.)

Name: Carol Gilchrist *

Telephone #: (904) 530-6020 * Fax #: (904) 321-5917 *

Mailing Address: 96135 Nassau Place
(Street, P.O. Box, etc.) Ste 2 *

City: Yulee * State: Florida * Zip Code: 32097 *

Email Address: cgilchrist@nassaucountyfl.com *

I acknowledge that I have read, understand, and agree to the conditions set forth in the Victims of Crime Act (VOCA) Grant Application, Instructions and the VOCA Rules for the duration of the grant period. I certify that the information contained in this application is true, complete and correct.

I acknowledge that the applicant agency, if awarded a VOCA grant, will comply with Federal Rules Regulating Grants and State Criteria. Subrecipients must comply with the applicable provisions of VOCA, the VOCA Rules, the requirements of the OJP Financial Guide, effective edition, and all laws, rules and regulations applicable to expenditures of State funds including the Reference Guide for State Expenditures. Subrecipients must maintain appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; client files; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit. Subrecipients will abide by any additional eligibility or service criteria as established by the state grantee including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested.

PUBLIC AGENCIES ONLY: I hereby certify that pursuant to the VOCA Rules, grant funds will be used to enhance or expand services and will not be used to supplant state and local funds that would otherwise be available for crime victim services.

Signature of Agency Director: * _____
Aaron C. Bell, Chairman

Date: January 24, 2022

Agency Eligibility

1) Identify which of the following categories best describes the applicant agency:

*Public **

2) Describe the type of implementing agency (choose only one category):

✓

Government Agencies Only (choose one from the drop-down menu):

Law Enforcement

Describe Other:

Campus Organizations Only (choose one from the drop-down menu):

Describe Other:

Non-profit Organization Only (choose one from the drop-down menu):

**Federally Recognized Tribal Governments, Agencies, and Organizations Only
(choose one from the drop-down menu):**

Describe Other:

3) Judicial circuit to be served:

*Fourth **

4) Subgrantee counties served: (Check only the counties that will be served under this application in the selected judicial circuit)

Nassau County *

5) List the total population of the service area, not the population of the counties selected above, unless all counties will be served under this application:

*73,314 **

6) Describe the geographic characteristics of the service area (choose one from the drop-down menu):

*Rural **

7) Congressional District(s) served:

4th *

8) Describe the purpose of the Proposed VOCA sub award (choose one from the drop-down menu):

*Continue a VOCA funded victim project funded in a previous year **

9) Funds will primarily be used to (choose one from the drop-down menu):

*Continue existing services to crime victims **

10)Is the applicant organization faith-based? (choose one from the drop-down menu):

*No **

11)Include the address of the location(s) victim services will be provided:

*77151 Citizens Circle
Yulee, Florida 32097-8635 **

12)Provide the agency's website address:

www.nassauso.com

Certification Regarding Debarment

Instructions for Certification

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

U. S. DEPARTMENT OF JUSTICE

OFFICE OF THE COMPTROLLER

OFFICE OF JUSTICE PROGRAMS

Certification Regarding

Debarment, Suspension, Ineligibility and Voluntary Exclusion

Lower Tier Covered transactions

(Sub-Recipient)

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

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

*Aaron C Bell, Chairman **

Name and Title of Authorized Official

*

Signature of Authorized Official

January 24, 2022

Date Signed

Nassau County Board of County Commissioners
Name of Organization

96135 Nassau Place
Ste 1

Yulee

Florida

32097

Address of Organization

Special Conditions Certification

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

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

Computer Network Requirement

The Agency understands and agrees that:

- a) No award funds may be used to maintain or establish a computer network system unless such network blocks the viewing, downloading, and exchanging of pornography, and
- b) Nothing in item (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

- Each agency must have some type of blocking software, if their networks are supported ("maintained") by VOCA funds;
- This includes the purchase of new computer equipment (computers, monitors and printers), or software of any kind (new and/or updates) for the computer network system.

AGENCY CERTIFICATION:

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

OR

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

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

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

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

Agency Name: *Nassau County Board of County Commissioners*

Name and Title of Authorized Official: *Aaron C Bell, Chairman **

Signature of Authorized Official: * _____

Date of Certification: *1/24/2022 **

OAG Staff Only:

Approved

Not Approved

Approved By

Date Approved

Standard Assurances

U.S. Department of Justice

Office of Justice Programs

Office for Victims of Crime

AWARD CONTINUATION

SHEET

Grant

1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" (<https://www.ojp.gov/funding/explore/legal-notices>), and incorporated by reference into the award.

By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized recipient official, all assurance or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance.

Failure to comply with any one or more of these award requirements—whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period—may result in the Office of Justice Programs ("OJP") taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. DOJ, including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or unenforceable, such provision shall be deemed severable from this award.

2.

Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2021 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2021 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2021 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain – typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies – and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

3. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

4. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

5. Requirements related to "de minimis indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

6. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate), in writing of the potential duplication, and, if so requested by the DOJ awarding agency and/or OAG, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

7. Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants) to first-tier subrecipients (first-tier "subgrantees), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by the reference here.

This condition does not apply to an award, to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

8. Employment eligibility verification for hiring under the award

1. The recipient (and any "subrecipient" at any tier) must—

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provision of 8 U.S.C. 1324a(a) and (2).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both—

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allowable cost (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify(<https://www.e-verify.gov/>), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

9. Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subgrantee at any tier), must have written procedures in place to respond in the event of an actual or imminent "breach (OMB M-17-12) if it (or a subrecipient) – (1) creates, collects ,uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (P11) (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of P11 to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

10. All subawards ("subgrants) must have specific federal authorization

The recipient, and any subrecipient ("subgrantee) at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that—for purposes of federal grants administrative requirements—OJP considers a "subaward (and therefore does not consider a procurement "contract).

The details of the requirements for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants) must have specific federal authorization), and are incorporated by reference here.

11. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The recipient, and any subrecipient ("subgrantee) at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that—for purposes of federal grants administrative requirements—OJP considers a procurement "contract (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

12. Unreasonable restrictions on competition under the award; association with federal government

SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in Part) by this award, whether by the recipient or by a subrecipient at any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

1. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements-including as set at 2 C.F.R. 200.300 (requiring awards to be “manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements) and 200.319(a) (generally requiring “[a]ll procurement transactions [to] be conducted in a manner providing full and open competition and forbidding practices “restrictive of competition , such as “[p]lacing unreasonable requirements on firms in order for them to qualify to do business and taking “[a]ny arbitrary action in the procurement process) – no recipient (or subrecipient, at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity’s status as an “associate of the federal government (or on the basis of such person or entity’s status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

2. Monitoring

The recipient’s monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. The term “associate of the federal government means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government – as an employee, contractor or subcontractor (at any tier), grant recipient or “subrecipient (at any tier), agent, or otherwise – in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake such work, project, or activity (or to provide such goods or services) in future.

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

13. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient (“subgrantee) at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients (“subgrantees), or individuals defined (for purposes of this condition) as “employees of the recipient or of any subrecipient.

The details of the recipient’s obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

14. Determination of suitability to interact with participating minors

SCOPE. The condition applies to this award if it is indicated – in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute – that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP website at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

15. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements in the DOJ Grants Financial Guide).

16. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

17. OJP Training Guiding Principles

Any training or training materials that recipient—or any subrecipient ("subgrantee") at any tier—develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>

18. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ award agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

19. Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the performance of this award, if the recipient is designated as "high-risk for purposes of the DOJ high-risk grantee list.

20. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

21. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs.

22. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current data."

23. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awards by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law).

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

24. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2021). The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions that may be set out in applicable appropriations acts are indicated at <https://ojp.gov/funding/Explore/FY20AppropriationsRestrictions.htm>, and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

25. Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award— (1) submitted a claim that violates the False Claim Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by— (1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW. Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG web site at <https://oig.justice.gov/hotline>.

26. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which related to classified information), Form 4414 (which related to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient—

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants), procurement contracts, or both—

a. it represents that—

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

27. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

28. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Message While Driving, 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

29. Requirements to disclose whether recipient is designated "high risk by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

30. The Victims of Crime Act (VOCA) of 1984 states that VOCA funds are available during the federal fiscal year in which the award was actually made, plus the following three fiscal years. At the end of this period, VOCA funds will be deobligated. OJP has no discretion to permit extensions beyond the statutory period (E.g., VOCA funds awarded in FY 2021, are available until the end of FY 2023).

31. Discrimination Findings

The recipient assures that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this award, the recipient will forward a copy of the findings to the Office for Civil Rights of OJP.

32. VOCA Requirements

The recipient assures that the State and its subrecipients will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required. Specifically, the State certifies that funds under this award will:

a) be awarded only to eligible victim assistance organizations, 34 U.S.C. 20103(a)(2);

b) not be used to supplant State and local public funds that would otherwise be available for crime victim assistance, 34 U.S.C. 20103(a)(2); and

c) be allocated in accordance with program guidelines or regulations implementing 34 U.S.C. 20103(a)(2)(A) and 34 U.S.C. 20103(a)(2)(B) to, at a minimum, assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes as identified by the State.

33. The recipient authorizes the Office for Victim of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, papers, or documents related to this grant.

34. FFATA reporting: Subawards and executive compensation

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants) of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees) of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to (1) an award of less than \$25,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

35. Recipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").

The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <https://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.

36. The recipient must receive and engage in any training and technical assistance activities recommended by the Office for Victims of Crime.

Agency Name: *Nassau County Board of County Commissioners*

Name and Title of Authorized Official: *Aaron C Bell, Chairman **

Signature of *
Authorized
Official: _____

Date Signed: *January 24, 2022*

EEOP Certification Form

Recipient's Name: Nassau County Board of County Commissioners			DUNS Number:	829978514
Address: 96135 Nassau Place Yulee Florida 32097 Ste 1				
Grant Title: VOCA 2022	Grant Number: VOCA-2022-Nassau County Board of County Comm-00035		Requested Award Amount:	\$60,454.70
Name and Title of Contract Person: Mr. Aaron C Bell Chairman				
Telephone Number: (904) 530-6010		E-Mail Address: acbell@nassaucountyfl.com		

Section A - Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply:

Recipient has less than fifty employees.

Recipient is an educational institution.

Recipient is a nonprofit organization.

Recipient is a medical institution.

Recipient is an Indian tribe.

Recipient is receiving an award less than \$25,000.

I, [responsible official],

certify that [recipient] is

not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.

I further certify that [recipient]

will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

✓ **Section B - Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying that an EEOP is on File for Review**

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$750,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Aaron C Bell [responsible official],

certify that Nassau County Board of County Commissioners [recipient],

which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$750,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

Nassau County Human Resources [organization],

96135 Nassau Place, Suite 5, Yulee, FL 32097 [Address].

Section C - Declaration Stating that an EEOP Utilization Report Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$750,000 or more, then the recipient agency must send an EEOP Utilization Report to the OCR for review.

OFFICE OF THE FLORIDA ATTORNEY GENERAL VOCA 2022-2023

VOCA-2022-Nassau County Board of County Comm-00035

I, *[responsible official]*,

certify that *[recipient]*,

which has fifty or more employees and is receiving a single award of \$750,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on *[date]* to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Aaron C Bell, Chairman *
Name and Title of Authorized Official.

Signature of Authorized Official

Date Signed January 24, 2022

Related Parties Questionnaire

Agency Name: Nassau County Board of County Commissioners

Yes *

1) Are there currently any family relationships that exist between the board of directors, the agency's principal officers, the agency's employees, and any independent contractors?

If yes, describe any and all family relationships that exist and upload the agency's related parties' policy on the Required Documentation form.

Nassau County Sheriff's Office Related Parties' List

NAME POSITION RELATIONSHIP POSITION RELATIONSHIP
 BLACKWELL, B PTRL SGT MERCER, M EXECU ASST SIL
 BLOUNT, J DET DPTY SILCOX, J BAILIFF SIL
 DAVIS, K BAILFF SGT REYNOLDS, B VICTIM ADV FTHR
 DELACRUZ, M PTRL DPTY DELACRUZ, M PTRL DPTY FTHR
 FENCIAK, M CALL TAKER HALL, J DISPTCHR CSN
 FENCIAK, M CALL TAKER HALL, K HR MGR CSN
 GASKILL, G IT MGR GASKILL, N FLT MGR BRTHR
 GASKILL, N FLT MGR WOODS, W PTRL DPTY FIL
 HALL, J DISPTCHR HALL, K HR MGR SON
 HINSON, P DET LT HINSON, J DTNT DPTY UNCLE
 HODGES, D PROP CLK PINKSTON, I PTRL DPTY GRNDMTHR
 HODGES, K DET DPTY VAN TASSELL, A PTRL DPTY SIS
 HODGES, K DET DPTY SMITH, E DTNT DPTY NIECE
 HYERS, J INVSTGTR HYERS, J DTNT SGT CSN
 OSBORNE, C DET DPTY OSBORNE, B OPS DIR NPHW
 OSBORNE, C DET DPTY OSBORNE, T CIVIL DPTY NPHW
 OSBORNE, B OPS DIR OSBORNE, T CIVIL DPTY HUBS
 REYNOLDS, H CFO REYNOLDS, M SCHL CRSS GRD NPHW
 RHODEN, E INVSTGTR RHODEN, G PTRL SGT CSN
 SCHMIDT, B PTRL SGT SCHMIDT, R PTRL DPTY BRTHR
 STULL II, J DET LT STULL SR, J PROP/EVID SUPER SON
 VAN TASSELL, A PTRL DPTY VAN TASSELL, R PTRL CAPT SON

Attached is the Related Parties' List from the implementing agency, the Nassau County Sheriff's Office. The Nassau County Board of County Commissioners does not maintain a Related Parties List.

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

A) Sale, purchase, exchange, or leasing of property?

No *

B) Receiving or furnishing of goods, services, or facilities?

No *

C) Transfer or receipt of compensation, fringe benefits, or income or assets?

No *

D) Maintenance of bank balances as compensating balances for the benefit of another?

No *

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

N/A

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

No *

If yes, describe any and all family relationships that exist and indicate if your agency has a related parties policy.

N/A

No *

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

If yes, describe any and all family relationships that exist and indicate if your agency has a related parties policy.

N/A

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

*Aaron C Bell, Chairman **

Name and Title of Authorized Official

* _____

Signature of Authorized Official

January 24, 2022

Date Signed

VOCA Personnel Budget

VOCA Personnel Budget Report

Agency Name: Nassau County Board of County Commissioners

Complete the summary table and salary grid below and provide information about each position requested. The position title included in each summary table must be exactly as it appears on the job description. In the Budget Narrative section indicate if the salary/benefit expenses listed include raises and increases in benefit costs, as well as any other information needed to support the request.

Provide a job description for all proposed VOCA-funded staff and indicate the percentage of time by each job duty (do not lump duties under one header, unless each sub-duty also includes percentages). Failure to provide VOCA allowable job descriptions may result in a reduction to the request. The job description must reflect VOCA allowable activities that are equal to or greater than the percentage of the position that is requested as VOCA funded and/or utilized as Match.

RATE: A percentage should be indicated for those benefits that are calculated by using a percentage of the gross salary, e.g., retirement is often calculated in this manner.

Personnel:

	Total Actual Cost (from chart below)	Total Amount VOCA Funded	Percent VOCA Funded	VOCA Funded FTE
Position: <i>Victim Advocate *</i>	\$60,709.56	\$60,709.56	100% *	1.00
Personnel Narrative:	<i>The Victim Advocate salary and benefits are based on the 2022 projected costs that includes a 2.5% increase effective October 1, 2022.*</i>			
Sub-Total	\$60,709.56	\$60,709.56		1.00

Agency Contribution for Personnel Expenses

\$0.00

Pay Schedule: (choose one from the drop-down menu)

Bi-Weekly *

Position Number: 1

Hours per week = 40 *

Hourly Rate = \$20.97 *

		RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary	\$43,617.60		\$43,617.60	\$1,677.60
FICA		7.6500% *	\$3,336.75	\$128.34
Retirement		10.8200% *	\$4,719.42	\$181.52
Health Ins.			\$8,966.00 *	\$344.85
Life Ins.			\$0.00 *	\$0.00
Dental Ins.			\$0.00 *	\$0.00
Workers Comp		.1600% *	\$69.79	\$2.68
Unemployment (1st \$7K)		0.0000% *	\$0.00	\$0.00
Other:			\$0.00	\$0.00
TOTAL			\$60,709.56	\$2,334.99

Explanation (if applicable):

Is this position used as a matching expense Y/N?

No *

VOCA Training Budget

- Training requested must be to enhance delivery of victim services.
- Travel associated with training must adhere to the State of Florida Travel Rules.
- If awarded funds in this category, additional information may be required prior to incurring costs associated with training.
- The narrative must include the name of the training, detailed information on the training, how attendance at the requested training will benefit crime victims and specific costs requested. VOCA funds will reimburse registration, lodging, travel and meals.

Agency Nassau County Board of County Commissioners
Name:

Florida Administrative Rules related to travel expenses:

[Click Here](#)

Section 112.061, Florida Statutes- Travel Expenses:

[Click Here](#)

Reference Guide for State Expenditures:

[Click Here](#)

Training Expenses:				
Description of Training Expenses and a Budget Narrative		Number	Cost Per Item	Total
Description of Training Expenses: <i>Course, lodging, and per diem. Travel not needed.</i>	Budget Narrative: <i>The VA will attend the FL Crime Prevent Train Inst for current courses for the most current info & to enhance services. Place & dates TBD. \$399 Course @ 2 = \$798 Per Diem \$72 @ 2 = \$144 Hotel \$139@ 4 = \$556 Est Total for 2 trips = \$1,498</i>	2	\$749.00	\$1,498.00
Training Subtotal				\$1,498.00

VOCA Budget Request

Budget Summary By Category	Total VOCA Budget Request	Total VOCA Approved Budget
Personnel (10A)	\$60,709.56	\$
Contractual Services (10B)	\$	\$
Equipment (10C)	\$	\$
Operating Expenses (10D)	\$0.00	\$
Training Expenses (10E)	\$1,498.00	\$
Total	\$62,207.56	\$

Required Match Part 11	\$0.00
------------------------	--------

Total paid staff for agency's victim services program (total number of full-time equivalent staff (FTE) for the current fiscal year):

1.0000 *

Number of staff requested from VOCA, expressed in FTE's:

1.0000

Number of staff requested as matching expenses, expressed in FTE's:

Total staff requested, expressed in FTE's:

1.0000

Type of Agency

Type of Victims Served

Child Abuse (Include services for child physical abuse/neglect and child sexual assault/abuse)	\$7,148.07
Domestic and Family Violence	\$37,479.09

Adult Sexual Assault	\$965.96
Underserved (includes DUI/DWI crashes, survivors of homicide victims, assault, adults molested as children, elder abuse, victims with disabilities, robbery, other violent crimes)	\$15,648.49

MATCH (financial support from other sources)

Value of in-kind match	\$
Cash match	\$
Total match	\$0.00

MATCH (financial support from other sources)

Match waiver	
Match waiver upload:	

Funding Source Chart

Applicants must provide information that demonstrates community support of its services; financial support from non-federal sources; non-federal resources for the required 20% program match (unless in-kind match is utilized); and, if a new program, shows that 25-50% of the total financial support is from non-federal sources.

Budget and Staffing

Provide the amount of funding that is allocated to victim services within the applicant agency for the current fiscal year and the amount requested for the proposed VOCA project. Do not report the entire agency budget, unless the entire budget is devoted to victim services programs. Round amounts to the nearest dollar, and include all expenses which are budgeted for the victim services program (i.e., personnel costs which include salaries for directors, clerical/support staff, victim advocates, counselors, etc.; training costs; equipment such as computers, fax machines, printers, copiers, telephones, and furnishings, etc.; operating costs such as utilities, postage, printing, office supplies, travel, counseling supplies, etc.)

Please note: Do not include in-kind match.

What is the fiscal year of your subgrantee agency?
(choose one from the drop-down menu to the right)

October 1 to September 30 *

Other Defined:

Funding Source

Agency Total Victim
Services
Budget (Current
Fiscal Year)

Proposed
VOCA Project
Budget

Federal Funding *Describe below

\$67,320.00

\$

VOCA grant request (excluding match)

\$62,208.00

State Funds *Describe below

\$0.00

\$

Local, Public or Private Funds

\$0.00

\$

Other:
(Describe at right)

\$0.00

\$

Totals

\$67,320.00

\$62,208.00

*For the judicial circuit you are requesting funding with this application

*If the applicant agency currently receives Federal or State funding for victim services, indicate the source(s) and the use of those funds.

Do not include VOCA funding. (Response is limited to 1000 characters.)

If this is not applicable, please indicate "N/A."

Use of VOCA and Match Funds

INSTRUCTIONS: For this request, check the category of service and subcategory that best identifies the types of services or activities that will be provided by the VOCA-funded project as described below.

Note: Report only those program activities that will be implemented with VOCA and Match funds.

INFORMATION & REFERRAL

Check all that apply

- | | |
|---|---|
| <input checked="" type="checkbox"/> Information about the criminal justice process | <input checked="" type="checkbox"/> Referral to other victim service programs |
| <input checked="" type="checkbox"/> Information about victim rights, how to obtain notification, etc. | <input checked="" type="checkbox"/> Referral to other services, supports and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.) |

PERSONAL ADVOCACY/ACCOMPANIMENT

Check all that apply

- | | |
|---|--|
| <input checked="" type="checkbox"/> Victim advocacy/accompaniment to emergency medical care | <input checked="" type="checkbox"/> Performance of medical forensic exam or interview, or medical evidence collection |
| <input checked="" type="checkbox"/> Victim advocacy/accompaniment to medical forensic exam | <input checked="" type="checkbox"/> Immigration assistance (e.g. special visa, continued presence application, and other immigration relief) |
| <input checked="" type="checkbox"/> Law enforcement interview advocacy/accompaniment | <input checked="" type="checkbox"/> Intervention with employer, creditor, landlord, or academic institution |
| <input checked="" type="checkbox"/> Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and with victim/witness) | <input checked="" type="checkbox"/> Child and/or dependent care assistance (provided by agency) |
| <input checked="" type="checkbox"/> Criminal advocacy/accompaniment | <input checked="" type="checkbox"/> Transportation assistance (provided by agency) |
| <input checked="" type="checkbox"/> Civil advocacy/accompaniment (includes victim advocate assisting with protection orders) | <input checked="" type="checkbox"/> Interpreter services |

✓ Individual advocacy (assistance in applying for public benefits, return of personal property or effects)

✓ Assistance with victim compensation *

EMOTIONAL SUPPORT OR SAFETY SERVICES**Check all that apply**

✓ Crisis intervention (in-person, includes safety planning, etc.)

Therapy (traditional, cultural, or alternative healing: art, writing, or play therapy; etc.)

Hotline/crisis line counseling

Support groups (facilitated or peer)

Individual counseling

Emergency financial assistance (includes emergency loans and petty cash, payment for items such as food and/or clothing, changing windows and/or locks, taxis, prophylactic and non prophylactic meds, durable medical equipment, etc.)

✓ On-scene crisis response (e.g., community crisis response)

SHELTER/HOUSING SERVICES**Check all that apply**

Emergency shelter or safe house

✓ Relocation assistance

Transitional housing

CRIMINAL/CIVIL JUSTICE SYSTEM ASSISTANCE**Check all that apply**

✓ Notification of criminal justice events (e.g., case status, arrest, court proceedings, case disposition, release, etc.)

Immigration attorney assistance (e.g., special visas, continued presence application, and other immigration relief)

✓ Victim impact statement assistance

Other civil legal attorney assistance (e.g., landlord/tenant, employment, etc.)

✓ Assistance with restitution (includes assistance in requesting and when collection efforts are not successful)

✓ Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and with victim/witness)

✓ Emergency justice-related assistance

✓ Criminal advocacy/accompaniment

✓ Civil legal attorney assistance in obtaining protection or restraining order

✓ Civil advocacy/accompaniment (includes victim advocate assisting with protection orders)

✓ Civil legal attorney assistance with family law issues (e.g., custody, visitation, or support)

Statement of Need

Statement of Need: The statement of need must provide a description about why this project is needed. Be clear and avoid acronyms.

Underserved Victims: Applicants are encouraged to identify gaps in available services for "underserved" victims and to seek funding to provide services to these victims. Underserved populations may include, but are not limited to, child-on-child abuse, child abuse by non-caretaker, crimes against the elderly, non-English speaking persons, persons with disabilities, victims of federal crimes, victims of workplace violence and members of racial or minorities.

- 1) Briefly describe the need for services to victims of crime that will be addressed using VOCA funding. If needed, define the deficiency of services to victims.

*The Nassau County Sheriff's Office Victim Advocate (VA) is needed to provide services for those who have been a victim of crimes against persons. As a growing county with a substantial population of victims in a rural area, the ability to have this resource to make contact with victims is imperative. The VA will provide services to include, consoling victims, explanations of the investigative process, assistance with injunctions, financial needs, relocation, housing needs and providing police reports to victims. The victims of domestic violence, sexual assault, sex crimes, battery assaults, families of homicide survivors, child abuse and elder abuse will be served by the VA. **

- 2) Provide information about crime statistics for the service area that will be served with VOCA funding. For example, if the applicant agency only serves particular cities or counties in the requested judicial circuit, statistics related only to the specific city or county must be provided. Specifically, detail the statistics related to the need described in #1.

*The number of violent crimes reported in Nassau County increased by 5% and arrests were up as well in the year of 2021. During this period, violent offenses included, 1 murder, 3 forcible rapes, and 166 aggravated assaults. There were 187 domestic violent offenses, 14 child abuse, 4 elder abuse, and 4 stalking/harassment offenses. Batteries increased by 5% and lewd and lascivious remained the same. **

- 3) Provide demographic information **about the population of the service area requested in the application.** For example, if the applicant agency only serves particular cities in the requested judicial circuit, demographic information related only to the city must be provided. At a minimum, provide information about gender, race, or national origin and age for the service area.

*Nassau County is a rural county in NE FL at the FL/GA border surrounded by deep water on the north and west borders, the Atlantic Ocean on the eastern border and Duval County on the southern border. I95 and US1 extend north/south through the entire County. Nassau County serves as a retreat for tourist populations and welcomed over 700,000 visitors in 2020. The Census Bureau estimates that Nassau County is home to 73,314 residents comprised of 50.9% females and 49.1% males. The demographic breakdown is as follows: Caucasian 90.5%, African American 6.1%, American Indian .5%, and Asian at 1%. Additionally, Native Hawaiian/other Pacific Islander .1 and 1.8% is comprised of two or more races. Approximately 8.1% of the population live below the poverty level with the median income is estimated at \$69,943 and approximately 8,727 military veterans reside in the county. **

- 4) Provide demographic information **about the population to be served through the proposed VOCA project.** If the applicant agency is a current VOCA subgrantee, utilize the information included in the 4 most recently submitted Quarterly Performance Reports. If the applicant agency is a new applicant agency provide demographic information collected on crime victims served.

*Of the victims that were served in Nassau County from October 1, 2020 through September 30, 2021, 94% were Caucasians, 5% African American and 1% were of some other race or not reported. The majority were female victims at 61.6% and male at 38.4%. The three highest age groups were 25-59 at 66.2%, 13-17 at 14%, and 60 plus also at 14%. Although, all age groups were affected from 0-60 and above. **

Project Proposal

The project proposal must clearly outline what needs to be done and by whom in order to address the needs identified in the statement of need. The project proposal pertains only to the services related to the proposed Total VOCA Project (VOCA grant plus match activities).

- 1) Describe which services will be provided to the crime victims described in the statement of need. Summarize which services will be provided by each proposed VOCA funded personnel position or contractor. Specifically, indicate how the proposed expenses in each budget category are associated with the provision of services to crime victims. The response should not include match sources.

*The Nassau County Sheriff's Office Victim Advocate provides information to assist victims in understanding their rights, applying for compensation, and coordinating various services provided through distribution of written and in person communication with victims. The Sheriff's Office believes constant education is extremely important in providing the best services available. The training budget will be utilized to allow for training that is both relevant to the Sheriff's Office mission and to the needs of victims. While there are numerous programs available, the needs of advocating for the victim remain the same. Training in these areas will ensure the services offered to the victims are the most helpful available. The overall productivity, safety and well-being of the Victim Advocate and the victim would be compromised without training specific to the victim's needs of comfort, and services available during this onerous time. **

- 2) Provide a listing of other agencies that will coordinate services with the applicant for the VOCA project and the services provided by each agency.

*Many community colleagues have joined the Victim Advocate in serving those in need including: Micah's Place - a safe haven for battered women; Child advocate Rapid Response Team (CARTT) - an intervention and prevention program through the School Board; Starting Point Behavioral Health Services - a community based behavioral health care provider of counseling services; The Office of the State Attorney - assists in many levels within the criminal justice system; The Barnabas Center - a crisis center and community social service outreach providing food, clothing, dental/vision care and financial assistance with utility bills and housing to individuals and families who are in crisis situations; The Department of Children and Families (DCF)/Child Protective Investigations Unit - works with the Victim Advocate to ensure that advocacy services are available and accessible to children and families. **

- 3) Describe in detail how the coordination of services will be accomplished with those agencies included in the response to Question 2. How will the coordination be accomplished, for example, email, phone call, local coalition meetings, etc. Indicate if Memorandum of Agreement are in place or not, or other formal coordination plans are in place.

*The coordination of services is accomplished through strategic planning with the community colleagues. Personal advocacy is used when transporting victims to ensure immediate response to their needs and that the appropriate agency is contacted depending on the type of victim (physical, sexual, homicide, robbery, assault of an adult or child). The Victim Advocate partners with each agency through email, phone calls and meetings when needed to ensure that the victim is cared for, receives compensation, needed services, and followup support. There is not a Memorandum of Agreement in place with any agency. **

- 4) Does a duplication of service exist? (Choose one from the drop-down menu): No *
If yes, please explain.

N/A

- 5) The VOCA Rules mandate that grant recipients use volunteers in the victim services program. Describe how volunteers will be utilized to provide services to crime victims. If the agency does not currently utilize volunteers, please explain how they will be recruited and incorporated into the victim services program.
*Volunteers are used on a continuing basis to assist with telephone calls 20%, completing reports and maintaining files 30%, gathering information from the victim 10%, compiling statistical data 20%, that is required to assist the victim and other clerical duties i.e. copies, faxes, filing, emailing related to the victim services 20%. **

- 6) Identify the number of volunteer hours supporting the work of this VOCA award for subgrantee agency's victimization program/services.

1 * Volunteers provided

312 * Hours of Service annually

.1500 FTE equivalent (hours provided divided by 2080)

- 7) Are the services requested in the application allowable under the Victim Compensation Program?

No*

- 8) If the agency selected "Yes, in number 7, include a justification for not billing the Victim Compensation Program for the allowable services.

N/A *

- 9) The agencies that receive VOCA grant funding are required to comply with the Federal statutes and regulations that prohibit discrimination in federally assisted programs or activities. Recipients may not discriminate in employment on the basis of race, color, national origin, religion, sex, and disability. Also, recipients may not discriminate in the delivery of services or benefits on the basis of race, color, national origin, religion, sex, disability, and age. In order to ensure VOCA-funded agencies fulfill the expectations of the Federal civil rights obligations all organizations that receive VOCA funding must complete the online civil rights training curriculum for recipients offered by the Office for Civil Rights. If awarded VOCA grant funding will the applicant agency complete the required training and comply with all applicable Federal statutes and regulations related to civil rights and nondiscrimination?

(Choose one from the drop-down menu below)

Yes *

- 10) Are any portions of the requested positions or requested costs, to be funded or to be used as Match, being requested in another VOCA grant application?

No *

- 11) If the agency selected "Yes, in number 10, include the position title, application number, cost, percentage requested in the grant and/or the percentage to be utilized as match. If funded, this documentation will also be required with each monthly invoice submission.

N/A *

Victims Served and Types of Services

Agency Name: Nassau County Board of County Commissioners

The number of victims indicated should include the number of new victims provided services by VOCA funded and matching staff during the grant period. The figures indicated should be based on historical data and/or the anticipated need of the population served through the VOCA project. If awarded funding, the applicant agency will be expected to fulfill these performance measures.

Recipients of VOCA funding are required to provide services to victims of Federal crimes and to provide assistance with the VOCA Crime Victim Compensation program.

VOCA Grant Request
(from the Budget Summary Page)

\$62,207.56

# of Victims to be Served	Type of Victim	\$ Amount per Category	% of Total Grant Amount	# of Other Types of Victims to be Served	For other types of crimes, identify and list each separately below.
76	Adult Physical Assault (Includes Aggravated and Simple Assault)	\$14,682.53	23.60 %	0	
5	Adult Sexual Assault	\$965.96	1.55 %	0	
0	Adults Sexually Abused/Assaulted as Children	\$0.00	0.00 %	0	
0	Arson	\$0.00	0.00 %	0	
0	Bullying (Verbal, Cyber or Physical)	\$0.00	0.00 %	0	
0	Burglary	\$0.00	0.00 %	0	
14	Child Physical Abuse or Neglect	\$2,704.68	4.35 %	0	
1	Child Pornography	\$193.19	.31 %	0	
23	Child Sexual Abuse/Assault	\$4,443.40	7.14 %	0	
194	Domestic and/or Family Violence	\$37,479.09	60.25 %	0	
0	DUI/DWI Incidents	\$0.00	0.00 %	0	
4	Elder Abuse or Neglect	\$772.76	1.24 %	0	
0	Hate Crime: Racial/Religious/Gender/Sexual Orientation/Other (Explanation Required)	\$0.00	0.00 %	0	

0	Human Trafficking: Labor	\$0.00	0.00 %	0			
0	Human Trafficking: Sex	\$0.00	0.00 %	0			
0	Identity Theft/Fraud/Financial Crime	\$0.00	0.00 %	0			
0	Kidnapping	\$0.00	0.00 %	0			
0	Mass Violence (Domestic/International)	\$0.00	0.00 %	0			
0	Other Vehicular Victimization (e.g., Hit and Run)	\$0.00	0.00 %	0			
0	Robbery	\$0.00	0.00 %	0			
4	Stalking/Harassment	\$772.76	1.24 %	0			
1	Survivors of Homicide Victims	\$193.19	.31 %	0			
0	Teen Dating Victimization	\$0.00	0.00 %	0			
0	Terrorism (Domestic/International)	\$0.00	0.00 %	0			
Total Victims Served	322	\$62,207.56	100.00 %	0	SubTotal	\$0.00	\$0.00

Indicate the number of victims projected to receive the following services. In this section, only count a victim once, regardless of how many times the victim received a particular service. The total amount for any one service may not exceed the total number of victims projected to be served. See the VOCA Definitions for a description of each service.

# of Victims to be Served	Type of Service	# of Other Types of Services to be Provided	For other types of services, identify and list each separately below.
322	Information and Referral		
8	Personal Advocacy/Accompaniment		
14	Emotional Support or Safety Services		
0	Shelter/Housing Services		
88	Criminal/Civil Justice System Assistance		
1	Number of Victims Assisted with a Victim Compensation Application		
Total Services	433	0	Subtotal of "Other" Services

Required Documentation

Job Descriptions

A job description is required for all proposed VOCA-funded personnel and match personnel and must indicate the percentage of time allocated for each task totaling 100% of the job duties (see instructions in the Personnel budget section). Job descriptions must reflect VOCA allowable activities that are equal to or greater than the percentage of the position that is VOCA funded and/or utilized as Match. If the Project Proposal, Statement of Need or Letters of Support indicate the position will provide crime victim services for another organization, that duty must be included in the job description.

Failure to provide VOCA allowable job descriptions may result in a reduction to the request.

Letters of Support

Attach three (3) current letters of support from **local community or government groups**. A current letter is one that is dated during the current calendar year. It is the responsibility of the applicant agency to ensure letters highlight the applicant agency's record of providing effective services to victims of crime (if applicable), demonstrates the writer's support as well as the community's support of the services that are requested as part of VOCA Grant project. Do not provide more than three letters. Each letter of support must be uploaded separately. The following will not be accepted:

- * Letters from one individual that is not writing on behalf of a local community or government group
- * Letters from individuals or units within the applicant agency
- * Letters acknowledging conference or meeting participation
- * Letters that are similar in content

Documentation of the agency's 501(c)3 ruling from the Internal Revenue Service

This documentation must be uploaded separately. Provide documentation to document the nonprofit status of the applicant agency. This may include:

- * proof that the Internal Revenue Service recognizes the organization as being tax exempt under 501(c)(3) of the Internal Revenue Code;
- * a statement from a state taxing body or state secretary of state certifying that the organization is a nonprofit organization and that no part of the organization's net earnings may benefit any private shareholder or individual;
- * a certified copy of a certificate of incorporation or similar document establishing nonprofit status;
- * any of the above, if it applies to a state or national parent organization, with a statement by the state or national parent organization that the applicant is a local nonprofit affiliate

Current Listing of Agency's Board of Directors

Attach a current listing of all Board Members to include name, affiliation, and contact information (address, phone number).

Standard Assurance Requirement

Pursuant to the Standard Assurances, the following two items must be provided to the Office of the Attorney General. Attach a document that addresses each of the following:

1. The subgrantee's quarterly report data collection process. The agency must submit an enumerated, step-by-step process; explaining the agency's process for data collection. This document must be a summary and no more than 1 page. Do not include sample documents.
2. A listing to include the names and total compensation of the five most highly compensated executives of the organization.

990 Requirement

Upload a copy of the applicant agency's most recent 990, if the agency is a not-for-profit.

New Applicant Agency Requirement

The applicant agency must attach a document that responds to each of the following requirements for purposes of VOCA, at 42 U.S.C. 10603(b)(1)(B): Record of effective services to victims of crime and support from sources other than the Crime Victims Fund.

1. A program has demonstrated a record of effective direct services and support from sources other than the Crime Victims Fund when, for example, it demonstrates the support and approval of its direct services by the community, its history of providing direct services in a cost-effective manner, and the breadth or depth of its financial support from sources other than the Crime Victims Fund.
2. Substantial financial support from sources other than the Crime Victims Fund. A program has substantial financial support from sources other than the Crime Victims Fund when at least twenty five percent of the program's funding in the year of, or the year preceding the award comes from such sources, which may include other federal funding programs. If the funding is non-federal (or meets the DOJ Grants Financial Guide exceptions for using federal funding for match), then a program may count the used funding to demonstrate non-VOCA substantial financial support toward its project match requirement.

Required Documentation Uploads

Upload Name:	<i>Job Description Victim Advocate</i>	Upload Type:	<i>Job Descriptions</i>	<i>Victim Advocate Job Description rev 1 21 16.pdf</i>
Upload Name:	<i>Job Description Volunteer</i>	Upload Type:	<i>Job Descriptions</i>	<i>Volunteer Job Description.pdf</i>
Upload Name:	<i>Federal Tax Status</i>	Upload Type:	<i>501(c) 3</i>	<i>Federal Tax Status.pdf</i>

OFFICE OF THE FLORIDA ATTORNEY GENERAL VOCA 2022-2023

VOCA-2022-Nassau County Board of County Comm-00035

Upload Name:	<i>Related Parties List</i>	Upload Type:	<i>Related Parties List.pdf</i>
Upload Name:	<i>BOCC & NCSO Nepotism Policy</i>	Upload Type:	<i>BOCC and NCSO Nepotism Policy.pdf</i>
Upload Name:	<i>Data Collection</i>	Upload Type:	<i>Data Collection.pdf</i>
Upload Name:	<i>Highest Paid Executives</i>	Upload Type:	<i>Highest Paid Execs.pdf</i>
Upload Name:	<i>Board of Co Commissioners</i>	Upload Type:	<i>Board of Directors</i> <i>Nassau Board of Commissioners.pdf</i>

OAG Only - Upload Section

Upload Name:	Upload Type:
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Nassau County Sheriff's Office

Sheriff Bill Leeper

Job Description: Victim Advocate

Effective Date: 01/01/2007

Last Revision: 01/21/2016

Position Concept:

The Nassau County Sheriff's Office ("NCSO") Victim Advocate assists victims and witnesses of crime(s) and their family members with Essential Functions as outlined below. The Victim Advocate ("VA") may be required to respond to crime scenes, medical facilities, victim's or witness' homes, or other locations as necessary during ordinary business hours and after ordinary business hours for certain crimes that have an extraordinary impact on victims or witnesses (i.e. subject to call-out to assist during homicide or sexual battery investigations). The VA will act as a liaison with the State Attorney's Office ("SAO") to facilitate communication and correspondence between the SAO and victims and witness or the Criminal Investigations Division ("CID") for matters relating to victim and witness appearance, depositions, etc. The VA performs additional operations and documentation and record keeping duties and tasks specific to Victim of Crime Act ("VOCA") Grant compliance and maintaining statistics for the CID. A critical aspect of the job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, NCSO law enforcement officers, Nassau County fire/rescue officers, other local, state and federal law enforcement agencies and other public safety personnel; responding politely and compassionately to the citizens of Nassau County. The VA must be able to function under intense time pressure and respond in a positive manner to supervision. The VA may perform any other related duties and tasks, as required, and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

It is expected that the VA will review the VOCA Grant application and award agreement on an annual basis and will have a working knowledge of all performance expectations and reporting requirements of the VOCA grant, as well as any behavior or other expectations or limitations placed on the VA by the grant award agreement which provides funding for this position (for example, in order to receive Federal grant money the VA may not text while operating a vehicle, etc. See, Article 30 of the Agreement between the State of Florida Office of the Attorney General and Nassau County Sheriff's Office). It is expected the VA will be able to provide at least 5 cases for random audit each week by the Lieutenant of the Criminal Investigations Division to confirm grant funding requirements for the position. If the VA is authorized to drive or is assigned an agency vehicle, the VA must adhere to Nassau County Sheriff's Office Operations Directive 2212.00 (Vehicle Utilization Program).

Essential Functions:

- Transport Victim(s) / Witnesses (5%)
- Act as Liaison for Victim Services (55%)
- Act as Liaison with Other Agencies (2%)
- Compile Records and Statistics (5%)
- Document Information (2%)
- Conduct In-Home Visits (2%)
- Review arrest & incident reports (2%)
- Criminal Justice advocacy (10%)
- Maintain professional training (1%)
- Compose Correspondence (2%)

- Assist / intervene with victim's rights (10%)
- Successful maintenance of proficiency in mandatory in-service training as delineated in NCSO's Operational Directives (1%)
- Actively participate in Nassau County Community-relations functions (2%)
- Maintain Gas Log (1%)

Note: The omission of a specific duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position.

Education, Professional Certification or License:

- High School or GED
- Certification as a Victim Services VA as designated by the Florida Attorney General's office
- Valid Florida Driver's License

Status: ☒ Civilian ☐ Sworn ☐ Certified ☒ Non-Exempt

Blood and Viral Pathogen Risk: ☒ Minimal Risk ☐ Foreseeable Risk

Professional Experience:

- Demonstrated keyboarding proficiency of at least 35 wpm with no more than 5 errors
- Minimum of one (1) year experience as a Victim/Witness Services VA or equivalent training and education
- Demonstrated ability to listen and effectively evaluate emergency service requests
- Demonstrated ability to read maps
- Demonstrated ability to apply various techniques to calm the victims / witnesses involved

Environmental Conditions:

- Works under varying degrees of stressful conditions
- Works under severe emotional conditions
- Works in an environment with many and sometimes competing distractions
- At times, may work in inclement weather conditions and/or temperature extremes
- May involve exposure to morbid crime scenes involving the human body
- May work closely to vehicular traffic flow
- Subject to long, uninterrupted periods of sitting
- Works varying hours (on call 24/7), sometimes for extended periods of time
- Works with a great deal of autonomy requiring discretion and field decision-making

Required Skills and Knowledge:

Knowledge of:

- NCSO's Operational Directives
- Florida State Statutes
- Victim / Witness Program
- Resources; Grants
- Crimes against the elderly
- Location of logs and books
- Computerized reports
- Criminal Justice System
- Civil Process
- County and State Agencies
- Geographical area
- Equipment and functions
- Filing system

Ability to:

- Remain calm / Concentrate & function under stress
- Comprehend
- Operate a motor vehicle
- Coordinate with Resources / Agencies
- Compile data, prepare reports
- Use discretion / confidentiality
- Reason logically
- Perform multiple tasks at once
- Read maps
- Operate a computer
- Operate office equipment
- Maintain records

Skills:

- Interpersonal
- Analytical
- Research
- Organizational
- Stress management
- Decision making
- Telephone
- Basic mathematical
- Basic English grammar
- Reading comprehension
- Computer
- Keyboarding

Physical Requirements:

- Speak, read and write English understandably
- Accurately read, write and articulate numbers
- Manual dexterity
- Recognize colors
- Walk / stoop / bend / squat / kneel / reach
- See at normal range (or with accommodation)
- Hear at normal level (or with accommodation)
- Step up / down a 4 - 5 inch street curb
- Walk up and down residential stairs to victim/witness locations
- Mental alertness
- Ambulate independently
- Sit for long periods
- Stand for long periods
- Lift / drag / carry <50 lbs.
- Sense of smell
- Tolerate strong odors
- Drive a motor vehicle

Reasonable accommodation(s) will be made for otherwise qualified individuals with a disability.

Approved:



Bill Leeper - Sheriff

01/21/2016

Date

Accepted:

I, _____, have read and fully understand the
(Print Name)

Job Description (above). Failure to satisfactorily perform the cited duties (and any related duties, as directed) will result in disciplinary action, up to and including termination of employment.

Signed: _____ Dated: _____



Nassau County Sheriff's Office

Sheriff Bill Leeper

Job Description: Volunteer

Effective Date: 01/08/2013	Last Revision:
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Position Concept:

Nassau County Sheriff's Office VOLUNTEERS relieve and / or assist the Law Enforcement Officers with low-risk functions, duties and special projects involving private citizens and / or businesses. They can serve in a capacity of performing various administrative and clerical duties to help facilitate the efficient operation and coordination of the Sheriff's Office.

An important and essential job function of the position is attitude and includes the following: positive interaction and cooperation with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

Volunteers may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions for Volunteer Personnel :

- Eldercare – do safety checks on the elderly living alone
- Maintain recruiting files and ratios; statistics
- Maintain compliance with State / Federal Laws
- Respond to telephone and visitor inquiries
- Assist Law Enforcement personnel & public
- Compile statistical reports
- Relay accurate information to public
- Perform administrative/clerical duties

Note: The omission of a specific duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position.

Education, Professional Certification or License:

- High School Diploma or GED equivalent
- Valid Florida driver's license

Status: ☒ Civilian ☐ Sworn ☐ Certified ☐ Exempt

Blood and Viral Pathogen Risk: ☒ Minimal Risk ☐ Foreseeable Risk

Environmental Conditions:

- Administrative/clerical work is performed primarily in an office environment
- Will have public contact; under moderate stress levels
- Requires particular attention to detail
- May require some exposure to inclement weather

Job Description: Volunteers

(continued...)

Required Skills and Knowledge:

Knowledge of:

- NCSO's Operational Directives • Nassau County
- Filing system • Computer / various software programs
- Information that is not public record • Research methods

Ability to:

- Remain calm / Concentrate & function under stress • Reason logically
- Speak, read and write English; Numbers • Concentrate; Organize thoughts
- Follow instructions; Comprehend • Respond to inquiries politely
- Use discretion / Maintain confidentiality

Skills:

- Interpersonal • Organizational • Telephone • Record keeping • Computer
- Basic mathematical • Basic English grammar • Reading comprehension
- Keyboarding • Alphabetical / numerical filing • Remember details

Physical Requirements:

- Speak, read and write English understandably
- Accurately read, write and articulate numbers
- Manual dexterity; Agility
- Mental alertness
- Ambulate independently

Approved:

Bill Leeper - Sheriff

Date

Accepted:

I, _____, have read and fully understand the
(Print Name)


Job Description. Failure to satisfactorily perform the cited duties (and any related duties, as directed) will result in disciplinary action, up to and including dismissal from the program.

Signed: _____ Dated: _____

 **IRS** Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248164798
July 11, 2011 LTR 4076C EO
59-1863042 000000 00

00015043
BODC: TE


BOARD OF COUNTY COMMISSIONERS OF
NASSAU COUNTY
76347 VETERANS WAY STE 4000
YULEE FL 32097-5404

013028

Federal Identification Number: 59-1863042
Person to Contact: Mr Bayer
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This responds to your request for information about your federal tax status. Our records do not specify your federal tax status. However, the following general information about the tax treatment of state and local governments and affiliated organizations may be of interest to you.

GOVERNMENTAL UNITS

Governmental units, such as States and their political subdivisions, are not generally subject to federal income tax. Political subdivisions of a State are entities with one or more of the sovereign powers of the State such as the power to tax. Typically they include counties or municipalities and their agencies or departments. Charitable contributions to governmental units are tax-deductible under section 170(c)(1) of the Internal Revenue Code if made for a public purpose.

ENTITIES MEETING THE REQUIREMENTS OF SECTION 115(1)

An entity that is not a governmental unit but that performs an essential government function may not be subject to federal income tax, pursuant to Code section 115(1). The income of such entities is excluded from the definition of gross income as long as the income (1) is derived from a public utility or the exercise of an essential government function, and (2) accrues to a State, a political subdivision of a State, or the District of Columbia. Contributions made to entities whose income is excluded income under section 115 may not be tax deductible to contributors.

TAX-EXEMPT CHARITABLE ORGANIZATIONS

An organization affiliated with a State, county, or municipal government may qualify for exemption from federal income tax under section 501(c)(3) of the Code, if (1) it is not an integral part of the government, and (2) it does not have governmental powers inconsistent with exemption (such as the power to tax or to exercise enforcement or regulatory powers). Note that entities may meet the requirements of both sections 501(c)(3) and 115 under certain circumstances. See Revenue Procedure 2003-12, 2003-1 C.B. 316.

0248164798
July 11, 2011 LTR 4076C EO
59-1863042 000000 00
00015044

BOARD OF COUNTY COMMISSIONERS OF
NASSAU COUNTY
76347 VETERANS WAY STE 4000
YULEE FL 32097-5404

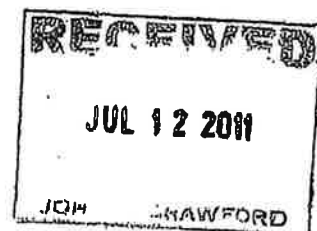
Most entities must file a Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code, to request a determination that the organization is exempt from federal income tax under 501(c)(3) of the Code and that charitable contributions are tax deductible to contributors under section 170(c)(2). In addition, private foundations and other persons sometimes want assurance that their grants or contributions are made to a governmental unit or a public charity. Generally, grantors and contributors may rely on the status of governmental units based on State or local law. Form 1023 and Publication 4220, Applying for 501(c)(3) Tax-Exempt Status, are available online at www.irs.gov/eo.

We hope this general information will be of assistance to you. This letter, however, does not determine that you have any particular tax status. If you are unsure of your status as a governmental unit or state institution whose income is excluded under section 115(1) you may seek a private letter ruling by following the procedures specified in Revenue Procedure 2007-1, 2007-1 I.R.B. 1 (updated annually).

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,


S. A. Martin, Operations Manager
Accounts Management Operations



NASSAU COUNTY SHERIFF'S OFFICE
RELATIONSHIP LIST - AS OF 01/26/2021

NAME	POSITION	RELATED TO NAME	POSITION	RELATIONSHIP
BLACKWELL, BRIAN	PATROL SERGEANT	MERCER, MARY	EXECUTIVE ASSISTANT	SON-IN-LAW
BLOUNT, JUSTIN	DENTENTION DEPUTY	SILCOX, JAMES	BAILIFF	SON-IN-LAW
DAVIS, KENNETH	BAILIFF SERGEANT	REYNOLDS, BRITTANY	VICTIM ADVOCATE	FATHER
DELACRUZ, MARK	PATROL DEPUTY	DELACRUZ, MATTHEW	PATROL DEPUTY	FATHER
DELACRUZ, MATTHEW	PATROL DEPUTY	DELACRUZ, MARK	PATROL DEPUTY	SON
FENCIK, MICHAEL	CALL TAKER	HALL, JOSPEH	DISPATCHER	COUSIN
FENCIK, MICHAEL	CALL TAKER	HALL, KATHRINE	HR MANAGER	COUSIN
MERCER, MARY	EXECUTIVE ASSISTANT	BLACKWELL, BRIAN	PATROL SERGEANT	MOTHER-IN-LAW
GASKILL, GARY	IT MANAGER	GASKILL, NICHOLAS	FLEET MANAGER	BROTHER
GASKILL, NICHOLAS	FLEET MANAGER	GASKILL, GARY	IT MANAGER	BROTHER
GASKILL, NICHOLAS	FLEET MANAGER	WOODS, WILLIAM	PATROL DEPUTY	FATHER-IN-LAW
HALL, JOSEPH	DISPATCHER	HALL, KATHRINE	HR MANAGER	SON
HALL, KATHRINE	HR MANAGER	HALL, JOSPEH	DISPATCHER	MOTHER
HINSON, JAKOB	DETENTION DEPUTY	HINSON, PAUL	DETENTION LIEUTENANT	NEPHEW
HINSON, PAUL	DETENTION LIEUTENANT	HINSON, JAKOB	DETENTION DEPUTY	UNCLE
HODGES, DOROTHY	PROPERTY CLERK	PINKSTON, IVAN	PATROL DEPUTY	GRANDMOTHER
HODGES, KAITLYN	DETENTION DEPUTY	VAN TASSELL, AUSTIN	PATROL DEPUTY	SISTER
HODGES, KAITLYN	DETENTION DEPUTY	SMITH, ELIZABETH	DETENTION DEPUTY	NEICE
HYERS, JEREMY	INVESTIGATOR	HYERS, JOSHUA	DETENTION SERGEANT	COUSIN
HYERS, JOSHUA	DETENTION SERGEANT	HYERS, JEREMY	INVESTIGATOR	COUSIN
OSBORNE, CALEB	DETENTION DEPUTY	OSBORNE, CLYDE "BUTCH"	OPERATIONS DIRECTOR	NEPHEW
OSBORNE, CALEB	DETENTION DEPUTY	OSBORNE, TRACY	CIVIL DEPUTY	NEPHEW
OSBORNE, CLYDE "BUTCH"	OPERATIONS DIRECTOR	OSBORNE, TRACY	CIVIL DEPUTY	HUSBAND
OSBORNE, CLYDE "BUTCH"	OPERATIONS DIRECTOR	OSBORNE, CALEB	DETENTION DEPUTY	UNCLE
OSBORNE, TRACY	CIVIL DEPUTY	OSBORNE, CLYDE "BUTCH"	OPERATIONS DIRECTOR	WIFE
OSBORNE, TRACY	CIVIL DEPUTY	OSBORNE, CALEB	DETENTION DEPUTY	AUNT
PINKSTON, IVAN	PATROL DEPUTY	HODGES, DOROTHY	PROPERTY CLERK	GRANDSON
REYNOLDS, BRITTANY	VICTIM ADVOCATE	DAVIS, KENNEHT	BAILIFF SERGEANT	DAUGHTER

NASSAU COUNTY SHERIFF'S OFFICE
RELATIONSHIP LIST - AS OF 01/26/2021

NAME	POSITION	RELATED TO NAME	POSITION	RELATIONSHIP
REYNOLDS, HERSCHEL A.	CHIEF FINANCIAL OFFICER	REYNOLDS, MERRILL	SCHOOL CROSSING GUARD	NEPHEW
REYNOLDS, MERRILL	SCHOOL CROSSING GUARD	REYNOLDS, HERSCHEL A.	CHIEF FINANCIAL OFFICER	UNCLE
RHODEN, EARICE	INVESTIGATOR	RHODEN, GARLAND	PATROL SERGEANT	COUSIN
RHODEN, GARLAND	PATROL SERGEANT	RHODEN, EARICE	INVESTIGATOR	COUSIN
SCHMIDT, BRANDON	PATROL SERGEANT	SCHMIDT, RYAN	PATROL DEPUTY	BROTHER
SCHMIDT, RYAN	PATROL DEPUTY	SCHMIDT, BRANDON	PATROL SERGEANT	BROTHER
SILCOX, JAMES	BAILIFF	BLOUNT, JUSTIN	DETENTION DEPUTY	FATHER-IN-LAW
SMITH, ELIZABETH	DETENTION DEPUTY	HODGES, KAITLYN	DETENTION DEPUTY	AUNT
STULL II, JEFFREY	DETENTION LIEUTENANT	STULL SR., JEFFREY	PROP/EVID SUPERVISOR	SON
STULL SR., JEFFREY	PROP/EVID SUPERVISOR	STULL II, JEFFREY	DETENTION LIEUTENANT	FATHER
VAN TASSELL, AUSTIN	PATROL DEPUTY	VAN TASSELL, RYAN	PATROL CAPTAIN	SON
VAN TASSELL, AUSTIN	PATROL DEPUTY	HODGES, KAITLYN	DETENTION DEPUTY	BROTHER
VAN TASSELL, RYAN	PATROL CAPTAIN	VAN TASSELL, AUSTIN	PATROL DEPUTY	FATHER
WOODS, WILLIAM	PATROL DEPUTY	GASKILL, NICHOLAS	FLEET MANAGER	SON-IN-LAW

Nassau County Board of Commissioners EMPLOYEE POLICIES & PROCEDURES MANUAL		
Effective: 11/01/2013	Revised:	Page 1 of 1
Section 2: Standards of Conduct	2.03 Nepotism	

Pursuant to Florida Statute, Section 112.3135, Department Heads and Supervisors may not appoint, employ, promote or advance or advocate for appointment, employment, promotion or advancement, in or to a position in the agency, Department or Division in which he/she is serving or over which he/she exercises jurisdiction or control any individual who is a relative of the public office. The term "relative" with respect to a public official, means an individual who is related to the public official as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother or half sister.

The County permits the employment of qualified relatives of existing County employees as long as such employment does not, in the opinion of the County, create actual or perceived conflicts of interest. The County will exercise sound business judgment in the placement of related employees.

Individuals who are related are permitted to work in the same County Department provided they do not regularly work in a position where a direct or indirect reporting relationship exists, which could cause a conflict of interest. That is, no employee is permitted to regularly work within the "chain of command" of a relative such that the relative could influence another relative's work responsibilities, salary and/or career progress.

3030.20 HUMAN RESOURCES ACTIONS

- A. The Human Resources Manager shall have the responsibility of coordinating all personnel requests related to assignments, to ensure that policies and procedures are followed, and that all requirements for each requested action are met.
- B. No personnel change is to be made until it has been reviewed and approved by the Sheriff or his designee. A copy of the personnel change will be sent to the Human Resources Manager and the Finance Manager.
- C. **Nepotism:** under no circumstances shall an individual be appointed, retained, promoted, or transferred to any position where a relative of the individual has direct supervision, or control over the position, or who is within two ranks/levels of chain of command having responsibility for preparing, rating, or approving the related member's Performance Reports. For the purpose of Operational Directives, a relative shall be defined as spouse, child, parent, foster parent, sister, brother, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, stepfather, stepmother, stepchildren, grandparents and grandchildren, of either the member or their spouse.

3030.25 TRANSFERS

- A. Employees who desire a change of assignment from one division or unit to another division or unit, may request a transfer by forwarding a memorandum through the Chain of Command to the Sheriff. Any employee still in their 12 month probationary period will not be eligible to request a transfer, unless approved by the Sheriff, if it is in the best interest of the agency.
- B. The transfer of personnel from one division to another may only be approved by the Sheriff or his designee.
- C. Lateral transfers between divisions or divisions will only be approved if the transfer is believed to be in the best interest of the agency.
- D. Assignments from one division to another, one shift to another shall be at the sole discretion of the Sheriff or his designee.

Nassau County
Quarterly Report Data Collection Process

The Nassau County Sheriff's Office Victim's Advocate quarterly report data collection is a 3-step process.

- 1) A folder is created with reports that are updated daily and compiled from New World Mobile into an Excel spreadsheet.
- 2) A Victim Advocate checklist is created for each victim and is used in documenting everything from age, gender etc. to victimization type, services offered etc. that is maintained in the folder.
- 3) Using the Victim Advocate checklists an additional Excel spreadsheet is compiled of all the victimization types, ages, gender, etc. that is used for quarterly reporting.



NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
96135 Nassau Place, Suite 1
Yulee, Florida 32097

John F. Martin
Aaron C. Bell
Jeff Gray
Thomas R. Ford
Klynt A. Farmer

Dist. No. 1 Fernandina Beach
Dist. No. 2 Amelia Island
Dist. No. 3 Yulee
Dist. No. 4 Bryceville/Hilliard
Dist. No. 5 Callahan/West Yulee

JOHN A. CRAWFORD
Ex-Officio Clerk

MICHAEL S. MULLIN
County Attorney

TACO E. POPE, AICP
County Manager

Five Most Highly Compensated Executives
As of Fiscal Year starting October 1, 2021

Michael Mullin – County Attorney - \$180,130.00
Taco Pope – County Manager - \$166,502.00
Denise May – Assistant County Attorney - \$158,874.98
Marshall Eyerman – Assistant County Manager - \$154,547.54
Keith Ellis – Building Official - \$144,482.03

(904) 530-6010 or (866)-474-1446

An Affirmative Action / Equal Opportunity Employer

Nassau County Board of County Commissioners

District One

Commissioner: John F. Martin, MBA

District One: Fernandina Beach

Term: November 17, 2020 - November 16, 2024

County Cell: (904) 570-2594

jmartin@nassaucountyfl.com

District Two

Commissioner: Aaron C. Bell, Chairman (through December 2022)

District Two: South Amelia Island, Nassauville, O'neil

Term: November 20, 2018 - November 14, 2022

County Cell: (904) 451-4094

acbell@nassaucountyfl.com

District Three

Commissioner: Jeff Gray, Vice-Chairman (through December 2022)

District Three: Yulee, Chester, Blackrock

Term: November 17, 2020 - November 16, 2024

County Cell: (904) 570-1946

jgray@nassaucountyfl.com

District Four

Commissioner: Thomas R. Ford,

District Four: Hilliard, Bryceville, Boulougne, Kingsferry, Nassau Oaks

Term: November 20, 2018 - November 14, 2022

County Cell: (904) 451-0766

tford@nassaucountyfl.com

District Five

Commissioner: Klynt A. Farmer

District Five: Callahan, West Yulee

Term: November 17, 2020 - November 16, 2024

County Cell: (904) 570-1357

kfarmer@nassaucountyfl.com