

**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

**SUBJECT:** Seminole County/Seminole County Victim's Rights Coalition, Inc. HUD/ESG Subrecipient Agreement Program Year 2005-2006

**DEPARTMENT:** Planning and Development **DIVISION:** Community Resources

**AUTHORIZED BY:** Dan Matthys  **CONTACT:** Robert Heenan  **EXT.** 7380

Agenda Date: 11/15/2005 Regular  Consent  Work Session  Briefing   
Public Hearing – 1:30  Public Hearing – 7:00

**MOTION/RECOMMENDATION:**

Approve and authorize the Chairman to execute a Seminole County/Seminole County Victim's Rights Coalition, Inc. HUD/ESG Subrecipient Agreement Program Year 2005-2006.

(County-wide)

**BACKGROUND:**

On August 9, 2005, the Board of County Commissioners (Board) approved the submission of the Five-Year 2005-2009 Consolidated Plan and the One-Year 2005-2006 Action Plan (Plans) to the US Department of Housing and Urban Development (HUD). HUD has approved the Plans.

In the 2005-2006 One-Year Action Plan, the Board approved Emergency Shelter Grant (ESG) funding in the amount of \$36,946.00 to Seminole County Victim's Rights Coalition, Inc., to help offset shelter operating expenses.

**Staff Recommendation:**

Staff recommends the Board approve and authorize the Chairman to execute the attached Subrecipient Agreement.

Attachment: Seminole County/Seminole County Victim's Rights Coalition, Inc. HUD/ESG Subrecipient Agreement Program Year 2005-2006

Reviewed by: \_\_\_\_\_  
Co Atty:  \_\_\_\_\_  
DFS: \_\_\_\_\_  
Other:  \_\_\_\_\_  
DCM:  \_\_\_\_\_  
CM:  \_\_\_\_\_  
File No. CPDC02

SEMINOLE COUNTY/SEMINOLE COUNTY VICTIM'S RIGHTS COALITION, INC.  
HUD/ESG SUBRECIPIENT AGREEMENT  
PROGRAM YEAR 2005-2006

**THIS AGREEMENT**, entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between **SEMINOLE COUNTY**, a political subdivision of the State of Florida, whose address is 1101 East First Street, Sanford, Florida 32771, hereinafter referred to as "COUNTY," and **SEMINOLE COUNTY VICTIM'S RIGHTS COALITION, INC.**, a Florida non-profit corporation, whose mailing address is P.O. Box 2921, Sanford, Florida 32772-2921, hereinafter referred to as "COALITION".

**WHEREAS**, COUNTY has made application and entered into a contract with the United States Department of Housing and Urban Development, hereinafter referred to as "HUD," pursuant to Title I, Housing and Community Development Act of 1974, as amended, and implementing regulations set forth in Title 24 Code of Federal Regulations (CFR) Part 576, relating to Emergency Shelter Grants ("ESG"); and

**WHEREAS**, COALITION shall operate an emergency shelter known as SafeHouse of Seminole, for the benefit of Low Income and Very Low Income victims of domestic violence and/or victims of physical, sexual or mental abuse; and

**WHEREAS**, the COUNTY has deemed that such services will serve a COUNTY purpose; and

**WHEREAS**, the COUNTY has allocated THIRTY-SIX THOUSAND NINE HUNDRED FORTY-SIX AND NO/100 DOLLARS (\$36,946.00) of HUD/ESG funds for such services provided by COALITION; and

**WHEREAS**, COALITION has agreed to financially match certain funds provided by HUD through the COUNTY pursuant to this Agreement,

**NOW, THEREFORE**, in consideration of the mutual covenants, promises and representations contained herein and other good and valuable

consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

**Section 1. Recitals.** The above recitals are true and form a material part of the agreement upon which the parties have relied.

**Section 2. Definitions.**

(a) "CD Administrator" means the Community Resources Division Manager or their designee.

(b) "County Approval" means written approval by the Planning and Development Director, Community Resources Division Manager, or their designee.

(c) "Low and Moderate Income" means gross household income not to exceed eighty percent (80%) of the median family income within the Orlando Metropolitan Statistical Area during the term of this Agreement.

(d) "Planning Department" means the COUNTY's Planning and Development Department Director or his designee for the Community Development Office.

(e) "Very low income" means gross household income not to exceed fifty percent (50%) of the median family income within the Orlando Metropolitan Statistical Area during the term of this Agreement.

**Section 3. Statement of Work.** COALITION, in a manner satisfactory to the COUNTY, shall perform all services described in the Scope of Services, attached hereto as Exhibit "A" and incorporated herein by reference. Such services shall be performed, except as otherwise specifically stated herein, by persons or instrumentalities solely under the dominion and control of COALITION.

**Section 4. Term.** This Agreement shall be effective upon its execution by all parties. COALITION shall complete all services required and expend all funds appropriated by this Agreement on or before September 30, 2006. This Agreement shall terminate on September 30, 2006.

**Section 5. Payments.**

(a) The COUNTY shall reimburse COALITION for funds paid to the service providers described in the Project Budget, attached hereto as Exhibit "B" and Request for Payment, attached hereto as Exhibit "C", both incorporated herein by reference.

(b) The COUNTY has allocated THIRTY-SIX THOUSAND NINE HUNDRED FORTY-SIX AND NO/100 DOLLARS (\$36,946.00) of HUD/ESG funds for completion of this Agreement. The COUNTY will pay/reimburse COALITION for the services rendered under this Agreement up to THIRTY-SIX THOUSAND NINE HUNDRED FORTY-SIX AND NO/100 DOLLARS (\$36,946.00). In the event that COALITION does not require the full amount of THIRTY-SIX THOUSAND NINE HUNDRED FORTY-SIX AND NO/100 DOLLARS (\$36,946.00), the CD Administrator reserves the right to reallocate such funds to other HUD/ESG projects.

(c) In no event shall the COUNTY reimburse COALITION until all goods and services rendered are invoiced and approved in writing by the Executive Director of COALITION and the CD Administrator.

(d) In order to process reimbursement payment requests, COALITION shall submit to the COUNTY a Request for Payment Form (Exhibit "C") along with an invoice signed by the entity requesting payment and COALITION's Project Manager. Copies of receipts or other acceptable documentation demonstrating incurrence of each expense must be submitted with the invoice.

(e) Upon receipt of the documentation listed above, the COUNTY shall initiate reimbursement to COALITION. The COUNTY reserves the right to verify, by site inspection when necessary, that all goods, materials, labor, and services have been properly invoiced. Payment shall be made as soon as practicable; provided, however, that if COALITION and its service providers have performed services in full compliance with all

HUD requirements and properly invoiced the request for payment, payment shall be rendered by the COUNTY within thirty (30) days of its receipt of payment request.

(f) On or before September 30, 2006, COALITION shall render a final and complete statement to the COUNTY of all costs for goods and services not previously invoiced. The COUNTY shall not be obligated to pay any charges, claims or demands of COALITION not properly invoiced and received by the COUNTY by September 30, 2006.

(g) Any goods or services not allotted in the Project Budget, or not undertaken in compliance with this Agreement, will only be reimbursed by the COUNTY if the CD Administrator has issued prior written approval of such goods or services.

(h) COALITION must demonstrate dollar per dollar matching of HUD funds distributed by the COUNTY which may be in the form of dollars or for professional services or in-kind services. COALITION shall, as soon as practicable after the execution of this Agreement and no less frequently than monthly thereafter during the term of this Agreement, provide adequate documentation to COUNTY of the matching funds or in kind services obtained. Such information shall be included in the information supplied with the Request for Payment Form attached as Exhibit "C" hereto. Failure to obtain such matching funds or services in kind may, at the option of the COUNTY, be declared a breach of this Agreement and result in the denial of reimbursements from ESG funds beyond the amounts for which matching funds are available.

(i) COALITION shall not be reimbursed for any acquisition, purchase, donation or receipt of any interest in real property or benefits by a real property owner of any real property unless COALITION has first received written authorization from the CD Administrator. The acquisition, purchase, donation, or receipt of any

interest in real property or benefits by a real property owner of any real property by COALITION shall automatically terminate this Agreement.

**Section 6. Compliance With Federal Regulations.**

(a) COALITION shall comply with all Federal, State and local laws and regulations in its performance of this Agreement. It is understood that the following are laws and regulations which will directly govern implementation of this Agreement:

(1) 42 U.S.C. §§ 11371-11378-Title IV, Subtitle B of the Stewart B. McKinney Homeless Assistance Act.

(2) Title 24, Code of Federal Regulations, Part 576 including particularly the following sections:

- (a) 24 CFR § 576.1-Applicability and Purpose;
- (b) 24 CFR § 576.21-Eligible Activities;
- (c) 24 CFR § 576.23-Faith-based Activities;
- (d) 24 CFR § 576.51-Matching Funds;
- (e) 24 CFR § 576.53-Use As an Emergency Shelter;
- (f) 24 CFR § 576.55-Building Standards;
- (g) 24 CFR § 576.56-Homeless Assistance and

Participation;

- (h) 24 CFR § 576.57-Other Federal Requirements;
- (i) 24 CFR § 576.59-Relocation and Acquisition;
- (j) 24 CFR § 576.65-Recordkeeping.

(3) Public Law 90-285, "1968 Civil Rights Act of 1968".

(4) Public Law 90-448, "Housing and Urban Development Act of 1968".

(5) 42 USCA Chapter 51, "Design and Construction of Public Buildings to Accommodate Physically Handicapped".

(6) Office of Management and Budget Circular No. A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations".

(7) Office of Management and Budget Circular No. A-122, "Cost Principals for Non-Profit Organizations".

(c) COALITION shall not assume the COUNTY's environmental responsibilities, as described in 24 CFR Sec. 576.57(e) "Environmental Review Responsibilities", nor the COUNTY's responsibility to initiate an environmental review process. However, if applicable, COALITION is not exempt from performing a Phase I environmental or site-specific environmental review in accordance with State and local regulations. COALITION shall be fully liable for any environmental pollution that it may cause or may have caused pursuant to any activities funded by this Agreement.

**Section 7. Project Publicity.** Any news release, project sign, or other type of publicity pertaining to the project described herein shall recognize the Seminole County Board of County Commissioners as the recipient of funding by HUD and providing funds to COALITION.

**Section 8. Management Assistance.**

(a) The CD Administrator shall be available to COALITION to provide guidance on HUD requirements.

(b) In the event that COALITION does not complete any of the terms of this Agreement within the time frames allotted herein, COUNTY may provide notices to COALITION advising COALITION that it is in default of this Agreement and the pending consequences thereof. Nothing set forth herein however, shall prohibit the COUNTY from taking any action prior to such dates to enforce the terms of this Agreement.

**Section 9. Maintenance of Records.**

(a) COALITION shall maintain all records required by Federal, State and local laws, rules and regulations for a period of no less than five (5) years from the date of the final project audit. This requirement shall include:

(1) All accounts, property and personnel records, as deemed necessary by the COUNTY to ensure proper accounting of all project funds and compliance with this Agreement.

(2) Financial records regarding the following:

(A) invoices, receipts and cancelled checks of all items purchased by COALITION pursuant to this Agreement;

(B) bills and invoices for all services purchased by COALITION pursuant to this Agreement;

(C) force account construction including the records indicating COALITION, position, number of hours and total labor costs.

(D) all capital expenditures in excess of SEVEN HUNDRED FIFTY AND NO/100 DOLLARS (\$750.00), including a description, model, serial number, date and cost of acquisition.

(b) COALITION shall perform or cause to be performed an annual audit and provide copies of such audits to the CD Administrator within thirty (30) days of its completion. If COALITION is receiving more than FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$500,000.00) from HUD through the COUNTY pursuant to this Agreement, such auditing procedures shall be undertaken in compliance with Management and Budget Circular A-133 and provided to the CD Administrator in a timely manner.

(c) All records and contracts, of whatsoever type or nature, required by this Agreement shall be available for audit, inspection and copying in accordance with Chapter 119, Florida Statutes. The COUNTY shall have the right to obtain and inspect any audit or other documents

pertaining to the performance of this Agreement made by any Federal, State or local agency.

(d) COALITION shall complete and provide to the CD Administrator a monthly report on the Monthly Report form attached hereto as Exhibit "D". Such reports shall be due no later than the fifteenth (15<sup>th</sup>) day of each month, commencing on the date of execution of this Agreement and concluding upon the completion of all services described in Exhibit "A".

(e) COALITION shall submit to the COUNTY an End of Project Report attached hereto as Exhibit "E".

**Section 10. Liability.** Except for any payment specifically set forth herein, the COUNTY shall not be liable to any person, firm, entity, or corporation in connection with the services COALITION has agreed to perform hereunder, or for debts or claims accruing to such parties against COALITION. This Agreement shall not create a contractual relationship, either express or implied, between COUNTY and any other person, firm, or corporation supplying any work, labor, services, goods or materials to COALITION as a result of this Agreement, including the contractors, subcontractors and vendors who may from time to time be employed by COALITION.

**Section 11. Subcontracts.** All contracts made by COALITION to perform the activities described in Exhibit "A" shall comply with all applicable laws, rules and regulations set forth in this Agreement. Only subcontracts for work or services as set forth in Exhibit "A" are authorized by this Agreement. Any further work or services which COALITION wishes to subcontract must be approved in writing by the CD Administrator and may not exceed the financial restraints forth in Section 5 of this Agreement.

**Section 12. Indemnification.**

(a) COALITION shall hold harmless and indemnify the COUNTY from and against any and all liability, loss, claims, damages, costs, attorney's fees and expenses of whatsoever kind, type, or nature which the COUNTY may sustain, suffer or incur or be required to pay by reason of the following: loss of any monies paid to COALITION or whomsoever, resulting out of COALITION's fraud, defalcation, dishonesty, or failure of COALITION to comply with applicable laws or regulations; any act or omission of COALITION in the performance of this Agreement or any part thereof; a judgment over and above the limits provided by the insurance required hereunder or by any defect in the construction of any project or service rendered pursuant to this Agreement;<sup>6</sup> or as may otherwise result in any way or instance whatsoever arising from this Agreement.

(b) In the event that any action, suit or proceeding is brought against the COUNTY upon any alleged liability arising out of this Agreement, or any other matter relating to this Agreement, the COUNTY shall promptly provide notice in writing thereof to COALITION by registered or certified mail addressed to COALITION at the address provided hereinafter. Upon receiving such notice, COALITION, at its own expense and to the extent permitted by law, shall diligently defend against such action, suit or proceeding and take all action necessary or proper to prevent the issuance of a judgment against the COUNTY. The COUNTY shall cooperate to a reasonable extent in COALITION's defense of any such action, suit or proceeding.

(c) Nothing herein or in any other section of this Agreement shall be construed as a waiver of the COUNTY's sovereign immunity conferred by section 768.28, Florida Statutes.

**Section 13. Insurance.** COALITION shall ensure that its insurance coverage or self-insurance program, and the insurance coverage of its

contracted agents, conforms to and complies with all applicable Federal, State and local regulations and is adequate and sufficient to insure all activities performed pursuant to this Agreement against property damage or loss, human injury and other casualty.

**Section 14. Non-Assignability.** Neither party shall assign this Agreement without the prior written consent of the other in a document of equal dignity herewith.

**Section 15. Headings.** All articles and descriptive headings of paragraphs in this Agreement are inserted for convenience only and shall not affect the construction or interpretation hereof.

**Section 16. Income.**

(a) In the event that any income is received by COALITION as a direct result of the investment of any COUNTY funds awarded under this Agreement during the term of this Agreement, COALITION shall immediately render such income to the COUNTY.

(b) If any income is received by COALITION as a direct result of the investment of any COUNTY funds awarded under this Agreement after expiration of the term of this Agreement, such income shall be used by COALITION to provide services to the clients of COALITION of a nature similar to the uses set forth herein.

**Section 17. Non-Expendable Property.** Any non-expendable personal property acquired by COALITION through funds issued by the COUNTY pursuant to this Agreement shall be subject to all Federal, State and local regulations, including but not limited to, the provisions on use and disposition of property. At the termination of this Agreement, any such property shall be made available to the COUNTY and HUD in accordance with the aforesaid provisions.

**Section 18. Reversion of Assets.** Upon expiration of this Agreement, COALITION shall immediately transfer to the COUNTY any

remaining HUD/ESG funds and any accounts receivable attributable to the use of HUD/ESG funds distributed pursuant to this Agreement.

**Section 19. Suspension and Termination.** COUNTY may terminate this Agreement in accordance with the provisions of 24 CFR Section 84.61 for breach of this Agreement or for other legal cause. The parties may mutually terminate this Agreement in accordance with 24 CFR Section 85.44 or for other legal cause.

**Section 20. Breach.** Any failure to comply with the Scope of Services or other terms of this Agreement shall constitute a breach of this Agreement.

**Section 21. Remedies.** Upon determination that a breach has occurred, the COUNTY reserves all legal and equitable rights to enforce this Agreement and/or recover any monies paid to COALITION pursuant to this Agreement. Specifically and additionally, the COUNTY shall have the following available remedies:

- (a) Immediately terminate this Agreement, with or without notice;
- (b) Reallocate the remaining uncommitted funds toward another HUD/ESG program;
- (c) Withhold issuance of any further funds, regardless of whether such funds have been encumbered by COALITION;
- (d) Demand COALITION immediately repay any monies expended in accordance with this Agreement;
- (e) Require specific performance of this Agreement;
- (f) Demand payment and/or performance from the surety, if applicable; and/or
- (g) Impose a lien upon any and all of COALITION's real or personal property. To create such a lien, the COUNTY shall send a letter to COALITION demanding refund of any monies expended to COALITION pursuant to this Agreement. Said letter shall be recorded in the public

records of Seminole County and thereafter shall constitute a lien upon COALITION's real and personal property.

(h) Initiate a lawsuit against COALITION for any legal and equitable remedy available, including declaratory judgment and injunctive relief.

**Section 22. Certification Regarding Lobbying.** COALITION hereby certifies that to the best of its knowledge and belief:

(a) No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

(b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence any officer or employee of any agency, a member of Congress, an officer or employee of Congress, or any employee of a member of Congress in connection with this Agreement, COALITION shall complete and submit a "Disclosure of Lobbying Activities" standard form as approved by the Office of Management and Budget.

(c) Pursuant to Section 216.347, Florida Statutes, COALITION hereby agrees that monies received from the COUNTY pursuant to this Agreement will not be used for the purpose of lobbying the Legislature, the judicial branch or a State agency.

**Section 23. Notice.** Whenever either party desires to give notice unto the other, notice may be sent to:

**For COUNTY:**

CD Administrator  
Community Development Office  
1101 East First Street  
Sanford, Florida 32771

**For COALITION:**

Executive Director  
Seminole County Victim's Rights Coalition, Inc.  
P.O. Box 2421  
Sanford, Florida 32772-2421

Either of the parties may change, by written notice, the address or person for receipt of notice.

**Section 24. Conflict of Interest.**

(a) COALITION agrees that it will not engage in any action that would create a conflict of interest in the performance of its obligations pursuant to this Agreement with the COUNTY or which would violate or cause others to violate the provisions of Part III, Chapter 112, Florida Statutes, Title 24 of the Code of Federal Regulations, Part 576, 84 or 85 or any other local, State or Federal regulations.

(b) COALITION hereby certifies that no officer, agent or employee of the COUNTY has any material interest, as defined in Section 112.312(15), Florida Statutes, either directly or indirectly, in the business of COALITION, and that no such person shall have any such interest at any time during the term of this Agreement.

(c) Pursuant to section 220.115, Seminole County Code, no uses will be made of the funds derived hereunder that would result in ethical violations by any COUNTY employee. Violation of this provision will result in unilateral termination of this Agreement by the non-offending party.

**Section 25. Entire Agreement, Effect on Prior Agreement.** This instrument constitutes the entire agreement between the parties and supersedes all previous discussions, understandings and agreements, if

any, between the parties relating to the subject matter of this Agreement.

**Section 26. Severability.** If any one or more of the covenants or provisions of this Agreement shall be held to be contrary to any express provision of law or contrary to the policy of express law, though not expressly prohibited, or against public policy, or shall, for any reason whatsoever, be held invalid, then such covenants or provisions shall be null and void, shall be deemed separable from the remaining covenants or provisions of this Agreement, and shall, in no way, affect the validity of the remaining covenants or provisions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed:

ATTEST:

By: Susan Kowalski  
Print Name: Susan Kowalski

SEMINOLE COUNTY VICTIM'S RIGHTS  
COALITION, INC.

By: Jeanne Gold  
JEANNE GOLD, Executive Director  
Date: 9-28-05

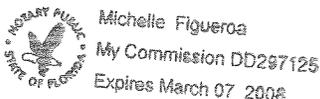
Corporate seal

STATE OF FLORIDA ]  
COUNTY OF Seminole ]

I HEREBY CERTIFY that, on this 28<sup>th</sup> day of September, 2005, before me, an officer duly authorized in the State and County aforesaid to take acknowledgments, personally appeared JEANNE GOLD, as Executive Director and Susan Kowalski, as witness, of SEMINOLE COUNTY VICTIM'S RIGHTS COALITION, INC., a non-profit corporation organized under the laws of the State of Florida, who are personally known to me or who have produced \_\_\_\_\_ as identification. They have acknowledged before me that they executed the foregoing instrument as such officers in the name and on behalf of the corporation, and that they also affixed thereto the official seal of the corporation.

[ NOTARY STAMP ]

Michelle Figueroa  
Notary Public in and for the County  
and State Aforementioned



BOARD OF COUNTY COMMISSIONERS  
SEMINOLE COUNTY, FLORIDA

ATTEST:

\_\_\_\_\_  
MARYANNE MORSE  
Clerk to the Board of  
County Commissioners of  
Seminole County, Florida.

By: \_\_\_\_\_  
CARLTON HENLEY, Chairman

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

For the use and reliance  
of Seminole County only.

Approved as to form and  
legal sufficiency.

As authorized for execution  
by the Board of County Commissioners  
at their \_\_\_\_\_, 20\_\_\_\_  
regular meeting.

\_\_\_\_\_  
County Attorney

AWS/lpk  
9/9/05  
victim's rights coalition HUD ESG sub agt

Attachments:

- Exhibit "A" - Scope of Services
- Exhibit "B" - Project Budget
- Exhibit "C" - Request for Payment
- Exhibit "D" - Monthly Report
- Exhibit "E" - End of Project Report

EXHIBIT "A"

SCOPE OF SERVICES

SEMINOLE COUNTY VICTIM'S RIGHTS COALITION, INC.

ESG 2005-2006

**Generally:**

COALITION shall use the HUD/ESG funds issued by the County pursuant to this Agreement to fund operating expenses at their emergency shelter facility known as SafeHouse of Seminole. Such operating expenses may include, but not exceed the following:

- (a) Utility services;
- (b) Telephone services;
- (c) Property insurance; and
- (d) Maintenance and repair of the facility.

The amount of Agreement funds which may be allotted to each of the above-listed expenses is set forth in Exhibit B.

EXHIBIT "B"

PROJECT BUDGET

SEMINOLE COUNTY VICTIM'S RIGHTS COALITION, INC.

ESG 2005-2006

OPERATING EXPENSES	ESG FUNDS	MATCHING FUNDS
Reimbursement for the following operating costs		
Utilities	\$12,746.00	\$12,746.00
Telephone	\$ 7,000.00	\$ 7,000.00
Insurance	\$ 9,500.00	\$ 9,500.00
Maintenance and Repairs	\$ 7,700.00	\$ 7,700.00
<b>TOTAL</b>	<b>\$36,946.00</b>	<b>\$36,946.00</b>

COALITION may move funds among the above-listed expenses to cover any over expenditures or under expenditures, provided that the total expenditures do not exceed \$36,946.00.

**EXHIBIT "C"**

**REQUEST FOR PAYMENT**

**SEMINOLE COUNTY VICTIM'S RIGHTS COALITION, INC.**

**ESG 2005-2006**

Subrecipient Seminole County Victim's Rights Coalition, Inc.

Name of Activity/Project Shelter Operating Expenses

Mailing Address: PO Box 2921, Sanford, FL. 32772

Contact Person: Jeanne Gold, Executive Director

Payment Request No: \_\_\_\_\_

Telephone No. 407-302-5220 X225

Operating Expense	Operating Expense Budgeted Amount	ESG Reimbursement Amount this Request	Source of Match Toward this Reimbursement Request	Amount of Match Used Toward This Payment	ESG Funds Paid To Date	Remaining ESG Balance Toward this Operating Expense
Utilities	\$12,746.00	\$		\$	\$	\$
Telephone	\$ 7,000.00	\$		\$	\$	\$
Insurance	\$9,500.00	\$		\$	\$	\$
Maintenance and Repairs	\$ 7,700.00	\$		\$	\$	\$
<b>TOTAL</b>	<b>\$36,946.00</b>	<b>\$</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>

**Attach a copy of all supporting documentation for this Payment Request**

Estimated Project/Activity Completion Date: \_\_\_\_\_

Subrecipient/Interlocal Agreement Required Completion Date: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Title: \_\_\_\_\_

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

EXHIBIT "D"

MONTHLY REPORT

ESG 2005-2006

Status Report for Month of \_\_\_\_\_

**SUBRECIPIENT INFORMATION:**

Subrecipient Seminole County Victim's Rights Coalition, Inc.

Mailing Address: PO Box 2921, Sanford, FL 32772-2921

Contact Person: Jeanne Gold, Executive Director

Telephone 407-302-5220 X225

NARRATIVE DESCRIPTION OF ACTIVITY STATUS/MILESTONES:

III. BUDGET STATUS

ACTIVITY	ESTIMATED BUDGET	EXPENSES PAID THIS MONTH	TOTAL EXPENSES PAID TO DATE	OUTSTANDING OBLIGATIONS	BUDGET BALANCE
Emergency Shelter Operating Expenses	\$36,946.00				
TOTAL	\$36,946.00				

Any other special accomplishments:

Signed: \_\_\_\_\_

**EXHIBIT "E"**  
**END OF YEAR REPORT**

NAME OF ORGANIZATION: SEMINOLE COUNTY VICTIM'S RIGHTS COALITION, INC.

Fiscal year: 2005-2006

Type of service provided: Shelter Operating Expenses

Total number of people served: \_\_\_\_\_

Total number of groups/sessions performed: \_\_\_\_\_

No. of Household/ Persons Assisted	Low and Moderate Income	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Hispanic or Latino	Not Hispanic or Latino	Female Headed Household

Any other special accomplishments:

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_