



RECEIVED

JUL 01 2013

CRIMINAL JUSTICE PROGRAMS
FCPTI

**AGREEMENT BETWEEN THE STATE OF FLORIDA
OFFICE OF THE ATTORNEY GENERAL**

AND

**BIG BEND CRIME STOPPERS, INCORPORATED
GRANT NO: 012-13
CSFA #41.002**

THIS AGREEMENT is entered into in the City of Tallahassee, Leon County, Florida by and between the State of Florida, Department of Legal Affairs, Office of the Attorney General, Catalog of State Financial Assistance (CSFA) number 41.002, hereafter referred to as the Agency, and Big Bend Crime Stoppers, Incorporated, and its Board of Directors, hereafter referred to collectively as the PROVIDER. The parties hereto mutually agree as follows:

ARTICLE 1. ENGAGEMENT OF THE PROVIDER

The Agency hereby agrees to engage the PROVIDER and the PROVIDER hereby agrees to provide services in accordance with the terms and conditions specified in this contract including Attachments A, B, C, D, Exhibit 1 and Exhibit 2, which together constitute the contract document.

ARTICLE 2. SCOPE OF SERVICES

The PROVIDER agrees to provide units of deliverables, including reports, findings, and drafts, as specified in this contract, which must be received and accepted by the contract manager in writing prior to payment. Invoices for fees or other compensation for services or expenses must include detail sufficient to permit proper pre-audit and post-audit. Where compensation for travel expenses is permitted in this contract, the PROVIDER shall be compensated in accordance with Section 112.061, Florida Statutes (2012) or at such rates as specified in this contract, whichever is lower.

The PROVIDER shall neither assign this contract to another party nor subcontract any work contemplated under this contract without prior written consent of the Agency. Any assignment or subcontract entered into without prior written approval of the Agency shall be null and void.

The PROVIDER is responsible for all work performed and for all commodities produced pursuant to this contract whether actually furnished by the PROVIDER or any subcontractor or service provider. Any subcontracts shall be evidenced by a written document. The PROVIDER agrees that the Agency shall not be liable to any subcontractor or service provider for any reason. The PROVIDER, at its expense, will at the request of the Agency defend and indemnify the Agency against claims by any subcontractor or service provider.

The PROVIDER shall make payments to any subcontractor within seven (7) working days after receipt of full or partial payments from the Agency in accordance with Section 287.0585, F.S. (2012), unless otherwise stated in the contract between the PROVIDER and subcontractor. Failure to pay a subcontractor within seven (7) working days will result in a penalty that shall be charged against the

PROVIDER and paid to the subcontractor in the amount of one-half of one percent (.005) of the amount due per day from the expiration of the period allowed for payment. Such penalty shall be in addition to actual payments owed and shall not exceed fifteen (15%) percent of the outstanding balance due.

The Agency shall at all times be entitled to assign or transfer its rights, duties, or obligations under this contract to another State of Florida government entity after giving written notice to the PROVIDER. In the event the State of Florida assigns or transfers this contract, the PROVIDER remains responsible for performing its duties and obligations under the contract, and the contract remains binding upon the successors and assigns of the PROVIDER.

ARTICLE 3. AMOUNT OF FUNDS

The Agency agrees to pay the PROVIDER for services completed in accordance with the terms and conditions of this Agreement, the grant application and the budget as approved by the Agency. The total sum of monies paid to the PROVIDER for costs incurred for **services performed** under this Agreement shall not exceed the amount of monies deposited into the Crime Stopper Trust Fund within the judicial circuit in which monies were collected and available for award. The Agency shall distribute funds as equitably as possible, based on amounts collected within each county, when more than one county is eligible within a judicial circuit. If the PROVIDER is an official member of the Florida Association of Crime Stoppers, monies may only be allocated upon receipt of a Letter of Agreement from the appropriate Board of County Commissioners for each county served by the member. In accordance with Attachment B, the total sum of monies approved for the costs incurred under this Agreement shall not exceed \$79,092.39.

The PROVIDER shall not commingle grant funds with other business or personal funds or accounts.

ARTICLE 4. TIME OF PERFORMANCE

This Agreement shall become effective on July 1, 2013, or on the date when the Agreement has been signed by all parties, whichever is later, and shall continue through June 30, 2014. No Budget or Program Modifications can be made to Attachment B of this Agreement after the termination date, June 30, 2014, or when all funds have been used.

ARTICLE 5. E-PROCUREMENT

Prior to execution of this Agreement, the Provider shall be registered electronically with the State of Florida at MyFloridaMarketPlace.com. If the parties agree that exigent circumstances exist that would prevent such registration from taking place prior to execution of this Agreement, then the Provider shall so register within twenty-one (21) days from execution. The online registration can be completed at: <http://dms.myflorida.com/dms/purchasing/myfloridamarketplace>.

ARTICLE 6. AUTHORIZED EXPENDITURES

Only those expenditures which are outlined in Attachment B, and approved by the Agency, may be charged as allowable costs resulting from obligations incurred during the term of this agreement, July 1, 2013, through June 30, 2014. The PROVIDER agrees not to make any modifications to Attachment B without submitting a Budget Modification request and receiving prior written approval of the Agency. However, the PROVIDER may, at one time during the period of the Agreement, transfer up to 10 percent (10%) of an approved budget category to other approved budget categories without written approval of the Agency. The 10% transfer cannot reduce the amount budgeted in the "Rewards and

Public Education Awareness" category in Attachment B to less than 50% of the total budget. The 10% transfer cannot be used to adjust the budgeted amount of Attachment B in the "Salaried Employees" category.

The PROVIDER understands and agrees that funds may not be used to pay for fundraising; to pay for lobbying the Legislature, the judicial branch or a state agency; to pay for entertainment, food or refreshments; or to purchase decorative items. The PROVIDER further agrees that travel expenses paid by grant funds will not exceed state rates pursuant to Section 112.061, F.S. (2012) and expenditures of State financial assistance must be in compliance with laws, rules and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures. The PROVIDER shall reimburse the Agency for any unused balances of unobligated cash that was advanced or paid that is not authorized to be retained for direct program costs in a subsequent period. All unauthorized or disallowed expenditures must be refunded to the State; and the PROVIDER shall not use grant funds for any expenditures made by the PROVIDER after midnight June 30, 2014, the termination date of the Agreement.

ARTICLE 7. METHOD OF PAYMENT

The PROVIDER, in accordance with Section 216.181(16), F.S. (2012), may request an advance of up to three months of anticipated expenses for program start-up, not to exceed one quarter of the grant total. Subsequent payment shall be based on reimbursement of monthly expenditures as reported by the PROVIDER. Settlement of an advance payment shall begin during the last quarter, or when 75% of the budget has been utilized, whichever occurs first. The PROVIDER must remit to the Office of the Attorney General all interest earned on the advance payment if such advance payment is deposited into an interest-bearing account.

A Reimbursement Request shall be made monthly based on PROVIDER submission and Agency approval of the Reimbursement Request Form, Invoice Tracking Forms, and copies of all invoices and receipts listed on the three (3) Invoice Tracking Forms. The Agency requires that support documentation of all expenditures be submitted to the Agency prior to approval of the Reimbursement Request Form. The PROVIDER shall maintain support documentation of all costs represented on the Reimbursement Request Form in their files. The Agency may withhold payment if services are not satisfactorily completed.

Pursuant to Section 215.422, F.S. (2012), the Agency has twenty (20) working days to inspect and approve goods and services, and record approved invoices in the financial system of the State, unless the bid specifications, purchase order, or this contract specify otherwise. Reimbursement Requests and invoices returned to a PROVIDER due to preparation errors will result in a non-interest bearing payment delay. Interest penalties less than one (1) dollar will not be paid unless the PROVIDER requests payment.

In accordance with the provisions of Section 287.0582, F.S. (2012), if the terms of this Agreement and payment thereunder extend beyond the current fiscal year, the Agency's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Legislature.

The PROVIDER shall, within sixty (60) days following the execution of this agreement, register online with the Department of Financial Services to receive all payments associated with this agreement by Electronic Funds Transfer, (EFT). The EFT online registration can be completed at: http://www.myfloridacfo.com/aadir/direct_deposit_web/index.htm

ARTICLE 8. VENDOR OMBUDSMAN

Pursuant to Section 215.422(7), F.S. (2012), the Agency of Financial Services has established a Vendor Ombudsman, whose duties and responsibilities are to act as an advocate for vendors who may have problems obtaining timely payments from state agencies. The Vendor Ombudsman may be reached at (850) 413-5516.

ARTICLE 9. REPORTS

The PROVIDER agrees to maintain and timely file such fiscal, inventory, and other reports as the Agency may require as incorporated in Attachment C to this Agreement. If the PROVIDER fails to submit the required reports in a timely manner the Agency will withhold processing of reimbursement requests until all required reports have been submitted in a satisfactory manner.

ARTICLE 10. ACKNOWLEDGEMENT

The PROVIDER agrees to acknowledge the Office of the Attorney General in all publications and activities that are funded wholly or in part with Agency grant funds and in all materials produced or purchased wholly or in part with Agency grant funds.

ARTICLE 11. PURCHASES

The PROVIDER must purchase articles which are the subject of or are required to carry out this contract from Prison Rehabilitative Industries and Diversified Enterprises, Inc., (PRIDE) identified under Chapter 946, F.S. (2012), in the same manner and under the procedures set forth in Subsections 946.515(2) and (4), F.S. (2012). For purposes of this contract, the PROVIDER shall be deemed substituted for the Agency insofar as dealings with PRIDE. **This clause is not applicable to subcontractors unless otherwise required by law.** An abbreviated list of products/services available from PRIDE may be obtained by contacting PRIDE, (800) 643-8459.

The PROVIDER must procure any recycled products or materials, which are the subject of or are required to carry out this contract, in accordance with the provisions of Section 403.7065, F.S. (2012).

If the PROVIDER is a unit of local or state government, the PROVIDER must follow the written purchasing procedures of the government agency. If the PROVIDER is a non-profit or for-profit organization, the PROVIDER must obtain a minimum of three (3) written quotes for all grant-related purchases equal to or in excess of one thousand dollars (\$1,000) unless it can be documented that the vendor is a sole source supplier. The PROVIDER must submit to the Office of the Attorney General, copies of the three (3) written quotes, together with a copy of the specification requirements and the "Bid Tab Form," (Exhibit 2), duly executed by the Board of Directors and the Reimbursement Request for all products or services exceeding the amount of \$1,000. The Agency, upon request, may approve in writing an alternative purchasing procedure.

ARTICLE 12. PROPERTY

The PROVIDER agrees to be responsible for the proper care, custody and distribution of all grant property, and agrees not to sell, transfer, encumber, or otherwise dispose of property acquired with grant funds without the written permission of the Agency.

ARTICLE 13. AUDITS, INSPECTIONS, INVESTIGATIONS, RECORDS AND RETENTION

The PROVIDER shall maintain books, records, and documents (including electronic storage media) in compliance with Section 215.97, F.S. (2012), sufficient to reflect all income and expenditure

of funds provided by the Agency under this contract and in accordance with generally accepted accounting procedures.

The PROVIDER shall maintain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after completion of the contract or longer when required by law. In the event an audit is required by this contract, records shall be retained for a minimum period of five (5) years after the audit report is issued or until resolution of any audit findings or litigation based on the terms of this contract, at no additional cost to the Agency.

The PROVIDER, upon demand, at no additional cost to the Agency, will facilitate the duplication and transfer of any records or documents during the required retention period in Article 13, Paragraph 2.

The PROVIDER agrees to assure that these records shall be subject at all reasonable times to inspection, review, copying, or audit by Federal, State, or other personnel duly authorized by the Agency or law.

The PROVIDER shall, at all reasonable times, without notice, for as long as records are maintained, provide persons duly authorized by the Agency or Federal law pursuant to 45 CFR, Section 92.36(i)(10), full access to and the right to examine any of the PROVIDER's contracts and related records and documents pertaining to this agreement and the grant funds provided hereunder, regardless of the form in which such documents are kept.

The PROVIDER shall provide a financial and compliance audit to the Agency as specified in this contract and in Attachment A and ensure that all related party transactions are disclosed to the auditor.

The PROVIDER shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Office of the Inspector General (Section 20.055, F.S. (2012)) or authorized by law.

ARTICLE 14. MONITORING

The PROVIDER shall permit persons duly authorized by the Agency to inspect and copy any records, papers, documents, facilities, goods and services of the PROVIDER which are relevant to this contract, and to interview any clients, employees and subcontractors employees of the PROVIDER concerning the performance of the terms and conditions of this contract. Following such review, the Agency will deliver to the PROVIDER a written report of its findings, and the Agency may require the Provider to develop, a corrective action plan if the Agency, in its sole discretion, determines that such a plan is necessary. The PROVIDER hereby agrees to timely correct all deficiencies identified in any corrective action plan.

ARTICLE 15. RETURN OF FUNDS

The PROVIDER shall return to the Agency any overpayments made to the PROVIDER for unearned income or disallowed items pursuant to the terms and conditions of this contract. In the event that the PROVIDER or any outside accountant or auditor determines that an overpayment has been made, the PROVIDER shall immediately return to the Agency such overpayment without prior notification from the Agency. In the event that the Agency discovers that an overpayment has been made, the contract manager, on behalf of the Agency, will notify the PROVIDER and the PROVIDER shall forthwith return the funds to the Agency. Should the PROVIDER fail to immediately reimburse the Agency for any overpayment, the PROVIDER will be charged interest at the lawful rate on the amount of the overpayment or outstanding balance thereof.

ARTICLE 16. FINAL INVOICE

The PROVIDER agrees to submit the final invoice for payment to the Agency no more than forty-five (45) days after the contract ends or is terminated. If the PROVIDER fails to do so, all rights to payment are forfeited and the Agency will not honor any requests submitted after the aforesaid time period. Any payment under this contract may be withheld until all reports due from the PROVIDER and necessary adjustments thereto have been approved by the Agency.

ARTICLE 17. NOTICE

Except as otherwise specified herein, all formal notices required under this contract shall be in writing and sent by a method of U.S. Postal Service or expedited delivery service that provides verification of delivery, or by hand delivery to the contract manager or the representative of the PROVIDER or Agency responsible for administration of the program.

ARTICLE 18. LIABILITY AND ACCOUNTABILITY

The PROVIDER, if a non-profit entity, agrees to provide continuous and adequate director, officer, and employee liability insurance coverage against any personal liability or accountability by reason of actions taken while acting within the scope of their authority during the existence of this contract and any renewal(s) and extension(s) thereof. Upon execution of this contract, the PROVIDER shall furnish the Agency written verification supporting both the determination and existence of such insurance coverage. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida. The Agency reserves the right to require additional insurance as specified in this contract.

ARTICLE 19. INDEPENDENT CONTRACTOR

The PROVIDER agrees that it is an independent contractor and not an officer, employee, agent, servant, joint venture or partner of the State of Florida, except where the PROVIDER is a state Agency. Neither the PROVIDER nor its agents, employees, subcontractors or assignees shall represent to others that the PROVIDER has the authority to bind the Agency. This contract does not create any right to any state retirement, leave or other benefits applicable to State of Florida personnel as a result of the PROVIDER performing its duties or obligations under this contract. The PROVIDER agrees to take such actions as may be necessary to ensure that each subcontractor of the PROVIDER will be deemed an independent contractor and will not be considered or permitted to be an employee, agent, servant, joint venturer, or partner of the State of Florida. The Agency will not furnish services of support (e.g., office space, office supplies, telephone service, secretarial or clerical support) to the PROVIDER, or its subcontractor or assignee, unless specifically agreed in writing by the Agency.

All deductions for social security, withholding taxes, income taxes, contributions to unemployment compensation funds and all necessary insurance for the PROVIDER, the PROVIDER's officers, employees, agents, subcontractors, or assignees shall be the sole responsibility of the PROVIDER.

ARTICLE 20. PUBLIC RECORDS

The PROVIDER shall comply with Florida Public Records laws and allow public access to all documents, papers, letters, or other public records as defined in Subsection 119.011 (11), F.S. (2012), made or received by the PROVIDER in conjunction with this contract, unless a statutory exemption from disclosure exists. It is expressly understood that the PROVIDER's failure to comply with this

provision shall constitute an immediate and substantial breach of contract for which the Agency may unilaterally terminate the contract.

ARTICLE 21. EMPLOYMENT

The employment of unauthorized aliens by the PROVIDER is considered a violation of Section 274A(e) of the Immigration and Nationality Act. Knowingly employing unauthorized aliens shall be grounds for immediate termination of this agreement.

The PROVIDER shall utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment of all persons employed during the contract term by the PROVIDER to perform employment duties within Florida.

ARTICLE 22. NONDISCRIMINATION

The PROVIDER agrees not to discriminate against any employee in the performance of this contract or against any applicant for employment because of age, race, religion, color, disability, national origin, marital status or sex in accordance with CFOP 60-16. The PROVIDER further assures that all contractors, subcontractors, sub-grantees, or others with whom it arranges to provide services or benefits to clients or employees in connection with any of its programs and activities are not discriminating against those clients or employees because of age, race, religion, color, disability, national origin, marital status or sex. This is binding upon the PROVIDER employing fifteen (15) or more individuals.

The PROVIDER must complete the Civil Rights Compliance Questionnaire, CF Forms 946 A and B, in accordance with CFOP 60-16. This is binding upon providers that have fifteen (15) or more employees.

Subcontractors on any discriminatory vendor list may not transact business with any public entity, in accordance with the provisions of Section 287.134 F.S. (2012).

ARTICLE 23. CONFIDENTIALITY OF CLIENT INFORMATION

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

ARTICLE 24. PUBLICITY

Without limitation, the PROVIDER and its employees, agents, and representatives will not, without prior Agency written consent in each instance, use any State mark, the name of any State agency or other Florida body politic, or the name of any official, officer or employee of the State, in advertising, publicity or any other promotional endeavors. Further, the PROVIDER and its employees, agents and representatives shall not, without prior Agency written consent, represent, directly or indirectly, that any product or service provided by the PROVIDER has been approved or endorsed by the Agency, the Attorney General, the State of Florida, or any State agency or other Florida body politic, official, officer or employee of the State, or refer to the existence of this contract in press releases, advertising or promotional materials distributed to the PROVIDER's prospective customers.

ARTICLE 25. PUBLIC ENTITY CRIME

Pursuant to Section 287.133, F.S. (2012), the following restrictions are placed on persons convicted of public entity crimes to transact business with the Agency: When a person or affiliate has been placed on the convicted vendor list following a conviction for a public entity crime, he/she may not

submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or the repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, F.S. (2012), for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

ARTICLE 26. GRATUITIES

The PROVIDER agrees that it will not offer or give any gift or any form of compensation to any Agency employee. As part of the consideration for this contract, the parties intend that this provision will survive the contract for a period of two years. In addition to any other remedies available to the Agency, any violation of this provision will result in referral of the PROVIDER's name and description of the violation of this term to the Agency of Management Services for the potential inclusion of the PROVIDER's name on the suspended vendors list for an appropriate period. The PROVIDER will ensure that its subcontractors, if any, comply with these provisions.

ARTICLE 27. PATENTS, COPYRIGHTS, AND ROYALTIES

The PROVIDER agrees that if any discovery or invention arises or is developed in the course of or as a result of work or services performed under this contract, or in any way connected herewith, the discovery or invention shall be deemed transferred to and owned by the State of Florida. Any and all patent rights accruing under or in connection with the performance of this contract are hereby reserved to the State of Florida.

In the event that any books, manuals, films, or other copyrightable materials are produced, the PROVIDER shall identify all such materials to the Agency. Any and all copyrights accruing under or in connection with performance under this contract are hereby reserved to the State of Florida.

The PROVIDER shall indemnify and save the Agency and its employees harmless from any claim or liability whatsoever, including costs and expenses, arising out of any copyrighted, patented, or unpatented invention, process, or article manufactured or used by the PROVIDER in the performance of this contract. The PROVIDER shall indemnify and hold the Agency and its employees harmless from any claim against the Agency for infringement of patent, trademark, copyright or trade secrets. The Agency will provide prompt written notification of any such claim. During the pendency of any claim of infringement, the PROVIDER may, at its option and expense, procure for the Agency, the right to continue use of, or replace or modify the article to render it non-infringing. If the PROVIDER uses any design, device, or materials covered by letters, patent, or copyright, it is mutually agreed and understood without exception that the compensation paid pursuant to this contract includes all royalties or costs arising from the use of such design, device, or materials in any way involved in the work contemplated by this contract.

Subcontracts must specify that all patent rights and copyrights are reserved to the State of Florida.

ARTICLE 28. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

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

ARTICLE 29. CONSTRUCTION OR RENOVATION OF FACILITIES USING STATE FUNDS

Any state funds provided for the purchase of or improvements to real property are contingent upon the PROVIDER granting to the state a security interest in the property at least to the amount of the state funds provided for at least five (5) years from the date of purchase or the completion of the improvements or as further required by law. As a condition of receipt of state funding for this purpose, the PROVIDER agrees that, if it disposes of the property before the Agency's interest expires or is vacated, the PROVIDER will refund the proportionate share of the state's initial investment, as adjusted by an agreed method of depreciation.

ARTICLE 30. INDEMNIFICATION

The PROVIDER shall be liable for and indemnify, defend, and hold the Agency and all of its officers, agents, and employees harmless from all claims, suits, judgments, or damages, including attorneys' fees and costs, arising out of any act or omission or neglect by the PROVIDER and its agents, employees and subcontractors during the performance or operation of this contract or any subsequent modifications or extensions thereof.

The PROVIDER's evaluation or inability to evaluate its liability shall not excuse the PROVIDER's duty to defend and to indemnify the Agency within seven (7) days after notice by the Agency. After the highest appeal taken is exhausted, only an adjudication or judgment specifically finding the PROVIDER not liable shall excuse performance of this provision. The PROVIDER shall pay all costs and fees including attorneys' fees related to these obligations and their enforcement by the Agency. The Agency's failure to notify the PROVIDER of a claim shall not release the PROVIDER from these duties. The PROVIDER shall not be liable for the sole negligent acts of the Agency.

ARTICLE 31. TERMINATION

This contract may be terminated by either party without cause upon not less than thirty (30) calendar days notice in writing to the other party unless a shorter time period is mutually agreed upon in writing. Notices under this Article shall be delivered by a method of U.S. Postal Service or expedited delivery service that provides verification of delivery, or by hand delivery, to the contract manager or the representative of the PROVIDER or Agency responsible for administration of the program.

In the event funds for payment pursuant to this contract become unavailable, the Agency may terminate this contract upon no less than twenty-four (24) hours notice in writing to the PROVIDER. Said notice shall be sent by a method of U.S. Postal Service or any expedited delivery service that provides verification of delivery, or by hand delivery, to the contract manager or the representative of the PROVIDER responsible for administration of the program. The Agency shall be the final authority as to the availability and adequacy of funds.

Failure of the PROVIDER to perform its contractual duties or obligations in a manner satisfactory to the Agency shall be grounds for termination for cause. This contract may be terminated for cause upon no less than twenty-four (24) hours notice in writing to the PROVIDER. If applicable, the Agency may employ the default provisions in Rule 60A-1.006(3), Florida Administrative Code. Waiver of breach of any provisions of this contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms and conditions of this contract. The provisions herein do not limit the Agency's right to any remedies at law or in equity.

In the event this Agreement is terminated all supplies, equipment and property purchased with grant funds shall be returned to the Agency. Any finished or unfinished documents, data, studies, correspondence, reports and other products prepared by or for the PROVIDER under this Agreement shall be made available to and for the exclusive use of the Agency. The PROVIDER agrees to return all

unexpended funds to the Agency within 30 days of the earliest of the effective date of termination or expiration of the Agreement.

Notwithstanding the above, the PROVIDER shall not be relieved of liability to the Agency for damages sustained by the Agency by virtue of any termination or breach of this Agreement by the PROVIDER.

In the event this Agreement is terminated, the PROVIDER shall be reimbursed for costs of services provided through the effective date of termination, if proper and complete documentation is received by the Agency within 30 days following the termination of this agreement.

ARTICLE 32. AMENDMENTS

A party may request reasonable changes to the provisions of, or scope of services to be performed under Attachment B of this Agreement. Such changes that are mutually agreed upon by all parties shall be confirmed in writing by each party. Such changes which are deemed by the Agency to be substantial modifications to the goals, objectives, or strategies shall require the submission of a written Program Modification request. Any approved Program Modification shall be incorporated into Attachment B of this Agreement.

ARTICLE 33. OFFICIAL PAYEE AND REPRESENTATIVES (Names, Addresses, Telephone Numbers and Email Address):

1. **PROVIDER name, as shown on page 1 of this contract, and mailing address of the official payee to whom the payment shall be made is:**

Name: Big Bend Crime Stoppers, Incorporated
Address: Post Office Box 938
City, State Zip: Tallahassee, Florida 32302
Telephone Number: (850) 222-0890
Email Address: bigbendcrimestopper@comcast.net

2. **The name of the contact person and street address where financial and administrative records are maintained is:**

Name: Janet Hinton, Treasurer
Address: 1801 N. Meridian
City, State Zip: Tallahassee, Florida 32303
Telephone Number: (850) 222-0890
Email Address: janethinton@comcast.net

3. **The name, address, and telephone number of the representative of the PROVIDER responsible for administration of the program under this contract is:**

Name: Sharon Ofuani, Executive Director
Address: Post Office Box 938
City, State Zip: Tallahassee, Florida 32302
Telephone Number: (850) 222-0890
Email Address: bigbendcrimestopper@comcast.net

4. The name, address, and telephone number of the contract manager for the Agency for this contract is:

**Name: Edna Smith, Program Administrator
Address: PL-01, The Capitol
City, State Zip: Tallahassee, Florida 32399-1050
Telephone Number: (850) 414-3357
Email Address: edna.smith@myfloridalegal.com**

In the event of any change concerning an official payee, representative, or office (names, addresses, telephone numbers), notice of such change shall be provided in writing to the other party and attached as a supplement to the original copies of this contract.

ARTICLE 34. GOVERNING LAW

This contract is executed and entered into in the State of Florida, and shall be construed, performed and enforced in all respects in accordance with Florida law without reference to conflict of laws principles.

ARTICLE 35. JURISDICTION AND VENUE

The parties consent to jurisdiction and venue in the appropriate State court in Leon County, Florida.

ARTICLE 36. AGREEMENT AS INCLUDING ENTIRE AGREEMENT

This contract and its attachments, Attachment A, Attachment B, Attachment C, Attachment D, Exhibit 1 and Exhibit 2, and any exhibits referenced therein, together with any documents incorporated by reference, contain all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of this contract is determined by a court of law to be unlawful or unenforceable, the remainder of the contract shall remain in full force and effect.

By signing this contract, the parties agree that they have read and agree to the entire contract, as described in Article 36 above.

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

PROVIDER: Big Bend Crime Stoppers, Incorporated

**AGENCY: Office of the Attorney General
The Department of Legal Affairs
State of Florida**

Genda Nelson
PRESIDENT/CHAIRMAN OF THE BOARD

John L. Hamilton 7-1-13
**JOHN L. HAMILTON (DATE)
DIRECTOR OF ADMINISTRATION**

Janet M. Hinton
TREASURER, BOARD OF DIRECTORS

L. D. [Signature]
SECRETARY, BOARD OF DIRECTORS

[Redacted]
FEDERAL EID # of PROVIDER

PROVIDER Fiscal Year Ending Date: _____

ATTACHMENT A
Florida Single Audit Act Requirements

The administration of resources awarded by the Agency to the PROVIDER may be subject to audits and/or monitoring by the Agency as described in this section.

MONITORING

In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, F.S., as revised (see "Audits" below), monitoring procedures may include, but not be limited to, on-site visits by Agency staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this agreement, PROVIDER agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Agency. In the event the Agency determines that a limited scope audit of PROVIDER is appropriate, PROVIDER agrees to comply with any additional instructions provided by the Agency staff to PROVIDER regarding such audit. PROVIDER further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if PROVIDER is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

1. In the event that PROVIDER expends \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) or more in Federal awards in its fiscal year. PROVIDER must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. Exhibit 1 to this agreement indicates Federal resources awarded through the Agency by this agreement. In determining the Federal awards expended in its fiscal year, PROVIDER shall consider all sources of Federal awards, including Federal resources received from the Agency. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of PROVIDER conducted by the Auditor General in accordance with the provisions OMB Circular A-133, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, PROVIDER shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
3. If PROVIDER expends less than \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that PROVIDER expends less than \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e.,

the cost of such an audit must be paid from recipient resources obtained from other than Federal entities).

PART II: STATE FUNDED

This part is applicable if PROVIDER is a non-state entity as defined by Section 215.97(2), Florida Statutes.

1. In the event that PROVIDER expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such recipient (for fiscal years ending September 30, 2004, or thereafter), PROVIDER must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this agreement indicates state financial assistance awarded through the Agency by this agreement. In determining the state financial assistance expended in its fiscal year, PROVIDER shall consider all sources of state financial assistance, including state financial assistance received from the Agency, other agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1; PROVIDER shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If PROVIDER expends less than \$500,000 in state financial assistance in its fiscal year (for fiscal years ending September 30, 2004, or thereafter), an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that PROVIDER expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from PROVIDER's resources obtained from other than State entities).
4. **NOTE: FOR ADDITIONAL INFORMATION, PLEASE GO TO:**
<https://apps.fldfs.com/fsaa/>

PART III: OTHER AUDIT REQUIREMENTS

Pursuant to Section 215.97(8), Florida Statutes, State agencies may conduct or arrange for audits of state financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.

PART IV: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by PART I of this agreement shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of PROVIDER directly to each of the following:

- A. The Office of the Attorney General
Bureau of Citizens Safety Programs and Criminal Justice Programs
Bureau Chief, PL-01, The Capitol
Tallahassee, Florida 32399-1050

- B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

- C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.

2. In the event that a copy of the reporting package for an audit required by PART I of this agreement and conducted in accordance with OMB Circular A-133, as revised, is not required to be submitted to the Agency for the reasons pursuant to Section .320 (e)(2), OMB Circular A-133, as revised, PROVIDER shall submit the required written notification pursuant to Section .320 (e)(2) and a copy of PROVIDER's audited schedule of expenditures of Federal awards directly to the Agency's Contract Manager listed in this Contract.

3. Copies of financial reporting packages required by PART II of this agreement shall be submitted by or on behalf of PROVIDER directly to each of the following:

- A. The Agency at the following address:

The Office of the Attorney General
Bureau of Citizen Safety Programs and Criminal Justice Programs
Bureau Chief, PL-01, The Capitol
Tallahassee, Florida 32399-1050

B. The Auditor General's Office at the following address:

Auditor General's Office
Room 401, Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

4. Copies of reports or the management letter required by PART III of this agreement shall be submitted by or on behalf of PROVIDER directly to the Agency's Contract Manager listed in this Contract.
5. Any reports, management letter, or other information required to be submitted to the Agency pursuant to this agreement shall be submitted timely in accordance with OMB Circular A-133, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
6. PROVIDER, when submitting financial reporting packages to the Agency for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), rules of the Auditor General, should indicate the date that the reporting package was delivered to PROVIDER in correspondence accompanying the reporting package.

PART V: RECORD RETENTION

1. PROVIDER shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of five (5) years from the date the audit report is issued, and shall allow the Agency or its designee, CFO, or Auditor General access to such records upon request. PROVIDER shall ensure that audit working papers are made available to the Agency or its designee, CFO, or Auditor General upon request for a period of three (3) years from the date the audit report is issued, unless extended in writing by the Agency.

NOTE: Records need to be retained for at least five years to comply with record retention requirements related to original vouchers prescribed by the Department of State, Division of Library and Information Services, Bureau of Archives and Records Management.

EXHIBIT – 1

**FEDERAL RESOURCES AWARDED TO PROVIDER PURSUANT TO THIS AGREEMENT
CONSIST OF THE FOLLOWING:**

No Federal Project Funds Awarded

**STATE RESOURCES AWARDED TO PROVIDER PURSUANT TO THIS AGREEMENT
CONSIST OF THE FOLLOWING:**

MATCHING RESOURCES FOR FEDERAL PROGRAMS:

No Matching Funds for Federal Programs Awarded

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

<u>STATE PROJECT</u>	<u>AGENCY</u>	<u>PROJECT TITLE</u>	<u>AWARD AMOUNT</u>
#41.002	Office of the Attorney General	Crime Stoppers	\$79,092.39

TOTAL STATE FUNDS AWARDED SUBJECT TO SECTION 215.97, F.S. \$79,092.39

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARD
PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

1. Activities Allowed
2. Allowable Cost
3. Cash Management
4. Equipment and Real Property Management
5. Period of Availability
6. Reporting

Specific compliance requirements for State financial assistance awarded pursuant to this agreement can be found on the Florida Single Audit Act website at: <https://apps.fldfs.com/fsaa/>

NOTE: section .400(d) of OMB Circular A-133, as revised, and Section 215.97 (5), Florida Statutes, require that the information about Federal Programs and State Projects included in Exhibit 1 be provided to PROVIDER.



Submit by E-mail

Print Form

FLORIDA CRIME STOPPERS TRUST FUND

ATTACHMENT B

Grant Application 2013-2014

Section 1. Applicant Information

Type of Governmental Agency or Organization (check Space)

County

Member, Florida Association of Crime Stoppers, Inc.

RECEIVED

JUN 07 2013

Organization Information

Name of Agency or Organization: Big Bend Crimestoppers

CRIMINAL JUSTICE PROGRAMS
FCPTI

Organization Mailing Address: 938 P.O. Box

Applicable Judicial Circuits: Second and Third

City: Tallahassee State: FL Zip: 32302

Federal Identification Number: [REDACTED]

Participating Counties: Franklin, Gadsden, Jefferson, Leon, Liberty, Taylor, Wakulla

Total Budget Request: \$79,092.39

Individual to Contact in Case of Question: Sharon Ofuani

Area Code/Phone No. +1 (850) 222-0890

E-Mail Address: bigbendcrimestopper@comcast.net

Coordination of Services: Identify agencies with which the organization will coordinate its services.

Agency: Sheriffs Office (within all seven counties)

Agency:

Agency: Police Departments (within all seven counties)

Agency:

Agency: State of Florida and Federal Agencies

Agency:

Agency: School Boards (within all seven counties)

Agency:

Agency:

Agency:

Agency:

Agency:

Agency:

Agency:

Agency:

Agency:

Agency:

Agency:

Agency:

Agency:

Agency:

Agency:

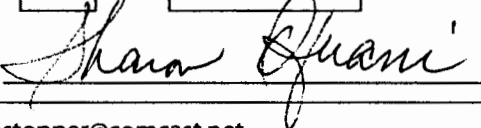
Agency:

Agency:

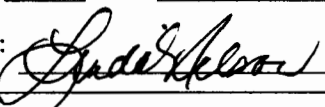
012-13

Section 2. Certification Signatures

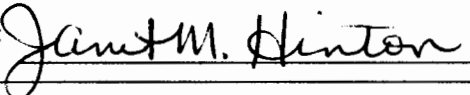
I acknowledge that I have read, understood, and agree to the conditions set forth in the Florida Crime Stopper Trust Fund Grant Application Package for the duration of the grant period. Funds approved in "Attachment B" may not be used for donations, contributions, or other types of expenditures. All funds, without exception, not utilized by this grant must be returned to the Crime Stopper Trust Fund. Further, I certify the information in this application is true, complete and correct.

Name of Program Director: Title:
Street, Post Office Box or Drawer: Area Code/Telephone No.
City: State: Zip: Area Code/Fax No.
Signature of Program Director:  Date of Signature:
E-Mail Address:

I acknowledge that I have read, understood, and agree to the conditions set forth in the Florida Crime Stopper Trust Fund Grant Application Package for the duration of the grant period.

Name of Authorizing Official: Title:
Street, Post Office Box or Drawer: Area Code/Telephone No.
City: State: Zip: Area Code/Fax No.
Signature of Authorizing Official:  Date of Signature:
E-Mail Address:

I acknowledge that I have read, understood, and agree to the conditions set forth in the Florida Crime Stopper Trust Fund Grant Application Package for the duration of the grant period.

Name of Financial Officer: Title:
Street, Post Office Box or Drawer: Area Code/Telephone No.
City: State: Zip: Area Code/Fax No.
Signature of Financial Officer:  Date of Signature:
E-Mail Address:

I acknowledge that I have read, understood, and agree to the conditions set forth in the Florida Crime Stopper Trust Fund Grant Application Package for the duration of the grant period.

Section 3. Organization Board of Directors

List the names of the members of your organization's Board of Directors. For those Board members who meet the exemptions as outlined in Chapter 119, F.S., please check the "Exempt" box.

Position on Board	Name	E-Mail Address	Exempt
Chairman/President:	Linda Nelson	Linda.nelson31@gmail.com	<input type="checkbox"/> YES
Vice Chairman/President:			<input checked="" type="checkbox"/> YES
Treasurer:	Janet Hinton	janethinton@comcast.net	<input type="checkbox"/> YES
Secretary:	Stephanie Thomas	stephanithomas2014@comcast.net	<input type="checkbox"/> YES
Immediate Past President:	Sharon Ofuani		<input type="checkbox"/> YES
Board Member:	Charlie Castleton	ccastleton@comcast.net	<input type="checkbox"/> YES
Board Member:	Don Head	dhead12158@aol.com	<input type="checkbox"/> YES
Board Member:	Hetal Desai	Hetal.Desai@talgov.com	<input type="checkbox"/> YES
Board Member:	Sharon Martin	sharon.martin@ccbgo.com	<input type="checkbox"/> YES
Board Member:	Chris Duggan	Topshelf.chris@gmail.com	<input type="checkbox"/> YES
Board Member:	Vitalis Dennis	dennisv@leonschools.net;	<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES

Section 4. Organization Mission Statement - This section should contain a mission statement of your organization. Please include the following required data for the area that you serve.

Mission Statement:

It is the mission of Big Bend Crime Stoppers to have a cooperative effort between the community, local media and law enforcement to help solve crime and arrest wanted fugitives in the community. Crime Stoppers provides law enforcement an avenue to advertise to the general public, information regarding unsolved crime and identity of wanted fugitives in the community. The program provides the community a means via local tip telephone number, a toll free tipline and a secure website to anonymously and with fear of retaliation provide information to assist law enforcement regarding crimes in the community and the whereabouts of wanted fugitives.

INFORMATION ABOUT AREA SERVED

Population Served by Organization: 393600

Crime Rate per County Served (per UCR): 19163.60

Number of Media Outlets: 32

Are Billboards Available in Your Area?: **YES** **No**

Number of Law Enforcement Agencies: 26

Number of Schools in Area Served by Organization:

High Schools: 11

Middle Schools: 14

Elementary Schools: 15

Colleges: 9

Other Schools Served: (Private, Chartered, Christian, etc.) 12

Number of Public Transportation Entities Available in Area Served: 3

Number of Community Events in Area Served: several

Section 5. Previous Activity - Provide the following information for the three previous grant years, excluding current year. Information provided for 2009-2010 occurred between October 1, and June 30; information for 2010-2011 and 2011-2012 occurred between July 1, and June 30 of the grant years requested.

Year	# of Tips Written	-	% of increase or Decrease in Tips Written	# of Arrests	# of Cases Cleared	# of Rewards Approved	Total # of Rewards Paid	% of Rewards Paid vs. Approved
2009-2010	1,539			116	511	106	106	100.00%
2010-2011	1,207	-332	-21.57%	59	165	53	53	100.00%
		0	0.00%					
2011-2012	840	-367	-30.41%	60	112	47	47	100.00%
		0	0.00%					

Year	\$ Spent on Public Awareness*		Cost per Tip	\$ Amount of Grant Funds Reimbursed
2009-2010	\$44,339.50		\$28.81	\$88,679.00
2010-2011	\$41,474.47		\$34.36	\$94,153.08
2011-2012	\$36,473.92		\$43.42	\$72,947.83

*Dollars spent on Rewards and Public Education Category, not Dollars Budgeted.

Section 6. Programmatic and Fiscal Evaluation for the Previous Year (2011-2012) and Year-to-Date for (2012-2013): State in this section what has been successful and what has not been successful and determine if programmatic cost from previous year and year-to-date have been cost effective and productive. (Pages may be added)

Type Here:

Section 6 Programmatic and Fiscal Evaluation
 Big Bend CrimeStoppers is best described as an organization that has been transitioning for the past three years with stable, focused and result oriented leadership. Our successes include:

- Officially establishing our FAMU partnership; speaking and participating at functions, displaying multiple banners throughout the university, and working directly with students and staff to plan and coordinate activities.
- Continuously expanding, enhancing, and maintaining the Big Bend CrimeStoppers web presence—using social media to ensure linkages to organizations, business partners, and members of the communities we serve.
- Maintaining Board involvement through regularly scheduled and ad hoc meetings, better defined and articulated needs for participation and service, and continual recruitment of engaged, committed Board members.
- Launching a Social Media campaign bringing the CrimeStoppers program visibility across all seven counties reaching over 59,000 residents in the Big Bend service area.
- Utilizing billboards and newspapers for public education across all seven counties.
- Increasing outreach beyond Tallahassee through face-to-face meetings, quarterly meetings with law enforcement coordinators, and offers of media resource training in each of our seven counties.
- Launching the new television and radio program titled "Big Bend's Most Wanted" that has resulted in greater program visibility and measurable success rates resulting in increased arrests.

Section 6 continued

- Exceeding our public awareness and education outreach targets. Highlight activities include attending and/or hosting multiple community events--“Seven Days of Opening Nights,” Frenchtown neighborhood rally, and the Bradfordville Rhythm and Blues Festival all enabling us to display new banners, print materials, and giveaways while establishing community awareness. Other events attended TPD & You, Peace in the Park, Providence Event, Children’s Day Event, TPD & You, North Florida Fair (14 day event), Senior Safety Fair, Chic-Fila Safety Event, Bealls Back to School Event, Family Safety Event.
- Improving communication, education and awareness with newly elected, as well as, established sheriffs and law enforcement officers throughout our seven county service area.
- Participated in several community meetings with mutual interest i.e. gun control to ensure that Crimestoppers included as part of the solution to community crime concerns.

What has not been successful?

Much work remains if we are to continue our current successes. Our first effort to establish a recurring regional community event was deemed a success by participants; garnering enormous support from our local law enforcement, business partners, and music communities. However, we had to deal with circumstances beyond our control--record breaking storms, flooding, and impassable roadways in spite of careful planning and advance preparation.

Though not unsuccessful, we need to continue improving our outreach initiatives that include transitioning from solely print-based media (newspapers) to emerging and alternative media outlets—television, radio, internet, electronic and static billboards, and strategic placements in public spaces (vehicles, benches, etc.)

We are experiencing stability in the number of people receiving rewards and tips submitted. However, we continue our focus to expand our services and increase visibility and outreach initiatives throughout our seven county service area.

Section 7. Review of Performance Measures from Current Year - Will your Performance Measures from the current grant year of (2012-2013) be achieved by your organization? If yes, please give a brief narrative of your achievements. If no, give reason why you were unable to meet your established Performance Measures and did you require a Program Modification?

Type Here:

Section 7 Review of Performance Measures

All performance measures have been met or exceeded. Our tip line is operational seven days a week 24 hours. To ensure quality of service, our law enforcement liaison regularly tests services and response times, as well as, continually reaching out to his counterparts in our region to further ensure their complete engagement in tip investigations. We have maintained all means by which tips are provided i.e. text a tip, mobile app etc. The tip line is consistently promoted in all media outlets and intensely so through the new television and new radio programs "Big Bends' Most Wanted".

The board regularly meets and is informed and approves rewards. Rewards are available to tipsters within three days of approval and tipsters are offered pick up sites per their convenience.

We are in good standing with FACS and attend meetings as required. While quarterly meetings are held for law enforcement agencies and attendance has improved. We continue to focus on targeted and high-interest programs to achieve greater consistency in attendance at meetings and overall participation from these agencies. We're quite pleased with our education and outreach activities. Our Billboard and Social Media campaign extended outreach and awareness in all seven counties while engaging new business and community partners in the process.

Section 8. The Budget - The Budget section is divided into three budget categories (Rewards and Public Education, Operating Expenses and Salaries) and include a Budget Narrative for each category and a Budget Summary at the end. Provide information on all proposed grant expenditures in the appropriate budget categories. Items must meet these three (3) directives; "allowable," "reasonable," and "necessary."

Section 8. Part A. Rewards and Public Education - Includes, but is not limited to, the following OAG approved items. Blank lines will be provided for any additional requests, but will be subject to evaluation and approval by OAG staff. **This category must "Total" a minimum of 50% of your award amount.**

REWARDS & PUBLIC EDUCATION

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
1.	Rewards	\$1,346.00	@		12	\$16,152.00
2.	Tip Lines		@			
3.	Answering Service (Alternative Answers, CSI, Other)	\$175.00	@		12	\$2,100.00
4.	Telecommute Fees	\$70.00	@		12	\$840.00
5.	Tip Software	\$2,400.00	@		1	\$2,400.00
6.	Cell Phone (Tip Coordinator)		@			
7.	Crime Prevention Training		@			

PROGRAM AWARENESS/MEDIA

(All line items below require a bid procedure up to and in excess of \$1,000 unless otherwise stated) (OAG acknowledgement required on all of the following purchases except Pens and Pencils)

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
8.	Website Development/Maintenance		@			
9.	Brochures (Crime Specific or Related & Program Awareness)	\$0.18	@		5,555	\$999.90
10.	Billboards/Rolling Billboards	\$333.33	@		6	\$1,999.98
11.	Bus Wraps Only (Sole Source Determination Required)		@			
12.	Cab Signs	\$200.00	@		5	\$1,000.00
13.	Newspaper	\$603.33	@		3	\$1,809.99
14.	Radio	\$1,498.00	@	6%	3	\$4,494.00
15.	Television (Program Associated)	\$45.00	@	8%	140.42	\$6,318.90
16.	Movie Theater		@			
17.	Program Specialty Items (Pens, Pencils, Magnets, and Rulers (Pouches only if School CS Program)	\$1.00	@		624	\$624.00

Section 8. Part A. Rewards and Public Education - Continued

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
18.	Door Hangers/Yard Signs (Does not include Neighborhood Watch Signs)		@			
19.	Window Clings/Window Signs/Window Stickers		@			
20.	Yellow Pages (No bid if purchased with local phone utility carrier, if other, bid required)		@			
21.	Newsletters		@			
22.	Child ID Programs		@			
23.	Child ID Supplies		@			
24.	Crime Scene Tape		@			
25.	Posters	\$1.50	@		400	\$600.00
26.	Banners	\$2.00	@		100	\$200.00
Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
27.	Bus Benches		@			
28.	LCD Projector		@			
29.	Projection Screen		@			
30.	Display Board		@			
31.	Television		@			
32.	VCR/DVD		@			

FUGITIVES:

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
33.	Wanted Fugitive Ads		@			
34.	Wanted Fugitive Flyers		@			
35.	Wanted Fugitive Posters		@			
36.	Wanted Fugitive Billboards		@			

Section 8. Part A. Rewards and Public Education - Continued

"OTHER" Specific Line Items (not listed above. Explain on page 20, Section 10, in detail.)

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
37.			@			
38.			@			
39.			@			
40.			@			
	TOTAL REWARDS & PUBLIC EDUCATION					\$39,538.77

Section 8. Part A. BUDGET NARRATIVE - For budget category, "Rewards & Public Education," specifically describe how the costs were determined and how the items will be used to achieve the mission statement of the organization and to meet objectives and performance measures. Each line item containing dollar amounts will have to be explained and justified in detail. Line items with dollar amounts that are not described and justified will be deleted from the grant application and the award amount. Two and one-half (2 1/2) pages have been provided. Additional pages may be added as necessary.

Rewards and Public Education

Education dollars are used for payment of tips received and as a means to help break through the barriers that continue to plague program success. They include

1. Fear reprisal
2. Attitude of apathy
3. Reluctance to get involved

Efforts are underway to utilize today's technology to better communicate our message through texting, emails and online advertising.

Funds for Rewards and Public Education will be used as follows:

1. Rewards, up to \$1,000 and will be given to individuals who provide information that leads to an arrest. Based on current funds, we estimate \$1346 per month for twelve months totaling \$16,152.
- 3 and 4. Crimes Scene Information, our call center/ answering service, for a cost of \$175/month - totals to \$2,100.
- Telecommute, used for the service line provided, averages \$70 month- totals to \$840.
4. Tip Software (Text a Tip, Alert, Web Tip), a new crime fighting tools for BBCS. It is prudent for this organization to have every resource possible for the public to provide tips on crime, - totals to \$2,400.
9. Brochures, we anticipate updating our brochures that are used to educate the public on our services and/or a specific activity. We anticipate the cost of design and print to average \$0.18 per brochure totaling to \$ 999.90.
10. Billboards, we continue to utilize billboard advertisement. We will seek to use billboards at local sports arenas, stationary or electronic billboards as funds permit during the first ten months of the fiscal year that will approximately accumulate to 6 billboards average \$333.33 - totaling to \$2000.
12. Cab Signs, we will expand our visibility in our community and education and awareness campaign by purchasing cab signs that are estimated at \$200 per ad per 4 week period totaling \$1000.
13. Newspapers, our findings indicate that online advertisements with news organizations is more cost effective and is highly recommended for certain newspaper organizations. We will utilize both online and traditional advertisement to promote our Crimestoppers programs and mission. The estimated quarterly cost will be \$603.33 cost totals to \$ \$1810.

Section 8. Part A. BUDGET NARRATIVE - For budget category, "Rewards & Public Education," specifically describe how the costs were determined and how the items will be used to achieve the mission statement of the organization and to meet objectives and performance measures. Each line item containing dollar amounts will have to be explained and justified in detail. Line items with dollar amounts that are not described and justified will be deleted from the grant application and the award amount. Two and one-half (2 1/2) pages have been provided. Additional pages may be added as necessary.

**Rewards and
Public Education**

14 and 15 Radio and television reaches a larger audience and it is the most powerful and pervasive tool to reach people. As a not for profit and given our budgetary limitations we must forge relationships with media who desire to be partners in our cause and who can expand our visibility in promoting our Crimestoppers program and mission. The anticipated quarterly cost for Radio is \$1,498 totaling \$4494 and for Television estimated cost is \$45 per spot totaling \$6,318.

17. Student/Campus Crime Stoppers programs must be implemented within the Big Bend. We will seek to revive this initiative as soon as possible as a need warrants and funds become available. We seek to distribute specialty items to promote Crimestoppers with students utilizing texting as an essential theme. The estimated cost for the specialty items are calculated at \$1 per item (i.e. pouch) which includes design and delivery totaling \$624.

25 and 26. CS will use posters and banners for campus and student programs to promote and encourage young people to become tipsters. However posters and banners could also be used for general publication purposes. The estimated cost for design and production of posters is \$1.50 per poster totaling \$600. The estimated cost for production and design per banner is \$100 totaling \$200

Section 8. Part A. BUDGET NARRATIVE - For budget category, "Operating Expenses," specifically describe how the costs were determined and how the items will be used to achieve the mission statement of the organization and to meet objectives and performance measures. Each line item containing dollar amounts will have to be explained and justified in detail. Line items with dollar amounts that are not described and justified will be deleted from the grant application and the award amount. Two and one-half (2 1/2) pages have been provided. Additional pages may be added as necessary.

**Rewards and
Public Education**

A large, empty rectangular box with a thin black border, occupying most of the page below the header. It is intended for the user to provide a budget narrative for the 'Rewards and Public Education' category.

Section 8. Part B. Operating Expenses - Includes, but is not limited to, the following OAG approved items. Blank lines will be provided for any additional requests, but will be subject to evaluation and approval by OAG staff.

OFFICE EXPENDITURES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
41.	Office Rent (must submit copy of lease and office hours)	\$700.00	@		12	\$8,400.00
42.	Utilities		@			
43.	Office Phone (Not Tip Line)		@			
44.	Cellular Phone	\$80.00	@		12	\$960.00
45.	Fax Line		@			
46.	Internet Line/Wireless Connectivity (Internet Service)		@			
47.	Vehicle Mileage	\$30.00	@		12	\$360.00
48.	Postage/Express Mail (must maintain Postage Log for all stamps to demonstrate usage)		@			
49.	Post Office Box Rent		@			
50.	Storage Rent		@			
51.	General Office Supplies/Letterhead/Envelopes	\$140.00	@		1	\$140.00

EQUIPMENT AND PROPERTY

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
52.	Computer (Including monitor or Software purchased with computer)		@			
53.	Computer Hardware Accessories		@			
54.	Laptop Computer (does not include Ipad notebooks or similar devices)		@			
55.	Additional Software		@			
56.	Fax Machine		@			
57.	Printer		@			

Section 8. Part B. Operating Expenses - Continued

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
58.	Copier		@			
59.	Copier Rental		@			
60.	Copier Maintenance		@			
61.	Telephone Equipment (not bills)		@			

MEMBERSHIP DUES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
62.	FACS (Florida Association of Crime Stoppers, Inc.)	\$300.00	@		1	\$300.00
63.	Southeastern Crime Stoppers Association		@			
64.	USA Crime Stoppers Association		@			

FEES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
65.	Corporate Filing Fees	\$65.00	@		1	\$65.00

INSURANCES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
66.	Board & Officer's Liability (Mandatory)	\$560.00	@		1	\$560.00
67.	Employee Bond Insurance		@			
68.	Storage Unit Insurance		@			
69.	General Liability	\$520.00	@		1	\$520.00
70.	Vehicle Insurance		@			

Section 8. Part B. Operating Expenses - Continued

TRAVEL

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
71.	Travel	\$366.67	@		3	\$1,100.01

PROFESSIONAL SERVICES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
72.	Accounting	\$150.00	@		12	\$1,800.00
73.	Payroll Services		@			
74.	Computer Tech Support		@			
75.	Design Services		@			

OTHER (EXPLAIN) (In Section 11 page 20)

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
76.	Comcast- Bundle Cable, Internet, Phone	\$135.00	@		12	\$1,620.00
77.			@			
78.			@			
79.			@			
80.			@			
81.			@			
82.			@			
83.			@			
84.			@			
85.			@			
	TOTAL FOR OPERATING EXPENSES					\$15,825.01

Section 8. Part B. Operating Expenses. BUDGET NARRATIVE - For budget category, "Operating Expenses," specifically describe how the costs were determined and how the items will be used to achieve the mission statement of the organization and to meet objectives and performance measures. Each line item containing dollar amounts will have to be explained and justified in detail. Line items with dollar amounts that are not described and justified will be deleted from the grant application and the award amount. Two (2) pages have been provided. Additional pages may be added as necessary.

Operating Expenses

These funds will cover the day necessities of running a business:

41. Office Rent is \$700 per month and is calculated at 12 months totaling \$8,400.

44. Cell Phone will provide the ability for the executive director to be in contact when away from office and also to be immediately accessible for the public as well as board of directors at all times. The estimated cost will be \$80 month totaling \$960.

47. Big Bend Crime Stopper is spread over a seven county area as well as mileage reimbursement is used to take care of local business matters. Estimated cost is \$30 per month totaling \$360.

51. General Office Supplies for daily operational use \$140.

62. Membership dues for FACS are ~~\$300 each~~ respectively and are necessary remain in good standing and reap the benefits of best practices information. **+ CSUSA is 300.00 GB**

65. Corporate fees are renewed annually at \$65.

66 and 67. Officers and Directors Liability Insurance is mandatory estimated cost \$560.

General Liability insurance, is required per our lease agreement and overall protection the estimated cost is \$520.

71. Travel- we are aware that there are two mandatory FACS meetings that need to be attended and we will remain in good standing. The budget is to assist with FACS travel expenses. Per trip the cost will be \$100 per night for hotel expenses totaling \$400 for 4 nights. Per diem is estimated at \$30 per day for 4 days totaling \$120 and mileage is calculated \$140 per trip totaling \$280.

Estimated cost to assist with expenses to OAG's conference crime in the black community will include per diem at \$36 a day for 3 days totaling \$108, mileage at \$140 and the remaining balance of \$52 will go towards hotel expenses. After exhausting the designated \$300, discretionary funds will be used as necessary.

72. Accounting, to ensure separation of duties and sound fiscal practices, CPA services are used the estimated cost is \$1,800. Monthly the CPA provides checks and balances for expenditures of OAG funds including writing the monthly checks, ensuring compliance with monthly federal requirements. Further he is responsible ensuring compliance salary breakdown for OAG's budget, annual tax preparation and is responsible for handling all matters dealing with IRS and other financial matters on an as needed basis.

76. Bundle- Comcast, this is a cost effective plan to utilize the basic necessities for office management. The package which is inseparable includes internet, phone (office and fax lines), and cable. This is the lowest package that is offered. Its estimated cost is \$1620/ year at \$135/month.

Section 8. Part C. Salary Expense. BUDGET NARRATIVE - Provide justification and relevance of each salaried position to the Crime Stopper Project. Provide job description for each position, ensure it is accurate, current and approved by the Board of Directors. The narrative must include the pay rate per hour (i.e. \$15.00 per hour), days to be worked (i.e. Monday through Friday), and hours per day to be worked (i.e. 4 hours per day, 8 hours per day, etc.).

**Salary
Narrative**

The Executive Director shares her salary with an assistant in order to maximize managing the organization on a part time basis.

The total salary for Executive Director \$18,129.66. Annual gross salary is \$16,841.00 and Employer Taxes total \$1,288.39.

The total salary for the assistant to the Executive Director is \$5,597.80 for part time work at 12.837 hours a week. Annual gross salary \$5,200.01 and Employer Taxes \$397.80

SECTION 8. "OTHER" NARRATIVE - For the budget categories of Public Education and Operating Expenses specifically describe ALL "OTHER" costs and justify them regardless of amount. All "OTHER" costs must be "allowable," "reasonable," "necessary," and directed at achieving the mission statement, objectives and performance measures of the organization. Additional pages may be added as necessary.

**"OTHER"
Narrative**

SECTION 10. PART D. BUDGET SUMMARY - Summary of costs for Sections 8, Parts A-C. Total Budget Request computes in Section 1, Page 1.

Budget Category	%	Total Cost
Part A. Rewards and Public Education (Minimum of 50% of Award Amount)	0%	\$39,539.92
Part B. Operating Expenses	20%	\$15,825.00
Part C. Salaried Employees (Maximum allowed 30% of Award Amount)	30%	\$23,727.47
TOTAL	50%	\$79,092.39
Award Amount	\$79,092.91	

RECEIVED
JUN 07 2013
CRIMINAL JUSTICE PROGRAMS
FCPTI

Section 11. Crime Stoppers - Scope of Work, Deliverables, Documented Support Requirements, and Sanctions. Project will consist of the deliverable associated with the "Objective" and be conducted within the counties served by each program.

Objective: Provide an anonymous tip line to the general public for the purpose of receiving information that law enforcement might otherwise not be able to obtain and then providing that information to law enforcement for the purpose of solving crimes and catching criminals and to provide monetary cash rewards to the tipsters for information that leads to an arrest of a criminal or wanted fugitive, beginning July 1, 2013, through June 30, 2014.

Scope of Work	Deliverables	Document Support	Sanctions
<p>1. Tip Line: The Provider, a/k/a the Crime Stoppers Board of Directors, will provide and maintain a tip line for the purpose of receiving anonymous information from the public regarding fugitives, crimes committed and other wanted criminals.</p>	<p>1. Tip Line: The Provider will provide and maintain a 24 hour, 7 days a week, 365 days a year, tip line for the public to report information concerning crimes, criminals, and other wanted fugitives.</p>	<p>1. Tip Line: Provider may submit either a. or b. as support; both are not required for Deliverable #1 support documentation. (a) Provide a copy of the OAG tip log or the Tip Soft report if using Tip Soft which indicates tips received and/or paid. These reports must include CSI tip number or if not using Tip Soft, the tip numbers assigned, how tip was received (i.e. phone, text, web, etc.), date tip received, or (b) Provide a copy of the tip line phone bill or answering service invoice.</p>	<p>1. Tip Line: (a) 10% reduction of reimbursement submitted for any month a phone line is not provided; and support documentation is not submitted as required.</p>
<p>2. Rewards: The Provider, on a monthly basis, will review and either approve, adjust, or deny payment of all rewards submitted as a result of tips received through their tip line, which resulted in an arrest being made, stolen property or drugs recovered and re-approve all rewards over 90 days old prior to payment.</p>	<p>2. Rewards: The Provider, no less than once a month, either by the entire Board of Directors, or by an appointed Reward Committee consisting of no less than two active Crime Stopper board members, will review, approve, adjust or deny all reward requests submitted as a result of a tip received through their tip line, which resulted in an arrest being made, stolen property or drugs recovered and re-approve all rewards over 90 days old prior to payment.</p>	<p>2. Rewards: (a) Provide a copy of the detailed list of tips submitted to either the full Board of Directors, Executive Board of Directors or an established "Rewards Committee" to include CSI tip number, or if not using Tip Soft, the tip numbers assigned, how tip was received (i.e. phone, text, web, etc.), date tip received, disposition of tip (i.e. date transferred to law enforcement, date of follow-up, confirmed by law enforcement officer, reward amount requested, date approved, amount approved, date to bank, check/draft/trans #, date paid, days since approval, identify rewards over 90 days have been re-approved. (This list must be labeled as an attachment to the corresponding draft/approved board meeting minutes.) or (b) Provide a copy of the full board meeting minutes which incorporates specific CSI tip numbers by reference as reviewed and approved or if not using Tip Soft, then the tip number assigned that indicate amounts recommended, reviewed and approved, identify rewards over 90 days have been re-approved.</p>	<p>2. Rewards: (a) 10% reduction of reimbursement submitted for failure to review, approve or deny rewards submitted for payment; and support documentation is not submitted as required</p>
<p>3. Payment of Approved Rewards: The Provider will make all approved rewards available to tipsters within five (5) business days following Board or Reward Committee approval.</p>	<p>3. Payment of Approved Rewards: The Provider will make all approved rewards available to tipsters within five (5) business days following Board or Committee approval, by delivering the authorization to the contracted bank for payment and when the tipster calls back, making the tipster aware of the availability of the reward.</p>	<p>3. Payment of Approved Rewards: (a) Provide copies of the checks, drafts, debits or debit memo indicating the bank has been authorized within five (5) business days by the authorized person or board member to pay the approved rewards. (Any other method requires prior approval by the OAG and is only for that specific program.)</p>	<p>3. Payment of Approved Rewards: (a) 10% reduction of reimbursement in which rewards were not made available in five (5) business days; and support documentation is not submitted as required.</p>

Section 11. Crime Stoppers - Scope of Work, Deliverables, Documented Support Requirements, and Sanctions. Project will consist of the deliverable associated with the "Objective" and be conducted within the counties served by each program.

Objective: Provide an anonymous tip line to the general public for the purpose of receiving information that law enforcement might otherwise not be able to obtain and then providing that information to law enforcement for the purpose of solving crimes and catching criminals and to provide monetary cash rewards to the tipsters for information that leads to an arrest of a criminal or wanted fugitive, beginning July 1, 2013, through June 30, 2014.

Scope of Work	Deliverables	Document Support	Sanctions
<p>4. Public Awareness of "Tip Line" and Program: The Provider will promote the Crime Stopper program for the purpose of making the public aware of the tip number, possible reward available for information leading to an arrest, the recovery of stolen property or drugs, and/or a specific crime.</p>	<p>4. Public Awareness of "Tip Line" and Program: The Provider will promote the Crime Stopper "tip line," or information on a specific crime a minimum of once each month through one of the following venues: Crime Stopper's or other website, newspaper, brochures, billboard, bus wrap, movie theater, telephone book, radio, or as approved within the grant budget.</p>	<p>4. Public Awareness of "Tip Line" and Program: (a) Provider will submit copies of all publications and/or final approved proofs, paid for with Crime Stoppers Trust Fund dollars. (to include date, time, and places where displayed or distributed; i.e. pictures of billboards to include location that matches invoice; copies of newspaper articles; affidavits of air time for radio spots; telephone book ads and support indicating date, time/time frame of publication); and (b) All publications must contain the following Office of the Attorney General's acknowledgement "Paid for wholly or in part by the Office of the Attorney General, Crime Stoppers Trust Fund."</p>	<p>4. Public Awareness of "Tip Line" and Program: (a) 10% reduction of reimbursement in which the Provider does not promote his program/tip line each month through an approved method; and support documentation is not submitted as required.</p>
<p>5. Grant Requirement: The Provider will maintain a status of "a member in good standing" with the Florida Association of Crime Stoppers to be eligible to receive and maintain their grant funding.</p>	<p>5. Grant Requirement: The Provider will maintain a status of "a member in good standing" with the Florida Association of Crime Stoppers from July 1 through June 30 to be eligible to receive and maintain their grant funding and be reimbursed for any travel needed to maintain "a member in good standing" status.</p>	<p>5. Grant Requirement: a. The Provider will submit copies of all sign-in sheets for the three meetings held by the Florida Association of Crime Stoppers during the grant year, July 1 through June 30, regardless of the program's attendance; and b. The Provider or representative must be signed in as attending all sessions/days to qualify for travel reimbursement.</p>	<p>5. Grant Requirement: a. Failure to maintain the status of "a member in good standing" with the Florida Association of Crime Stoppers will result in the termination of the grant; and b. Travel may only be reimbursed for attending all sessions/days of conferences held by the Florida Association of Crime Stoppers.</p>
<p>6. Law Enforcement Contact: The Provider is required to contact law enforcement agencies within their service area on a monthly basis to advise and invite them to their board meetings as well as, provide support in the form of billboards, brochures, case tip cards, yard signs, etc., for use in making the public aware of crime or a specific crime.</p>	<p>6. Law Enforcement Contact: The Provider is required to make contact, a minimum of once a month to invite law enforcement to monthly/quarterly meetings and make available to them support in the form of billboards, brochures, case tip cards, yard signs, etc., for use in making the public aware of crime or a specific crime.</p>	<p>6. Law Enforcement Contact: (a) The Provider will submit copies of emails notifying all local law enforcement agencies within service area board meetings; or (b) Provider may submit, as support documentation, a detailed phone log/emails/letters used to document contacts with law enforcement to include contact date, time, agency name, name of contact, and topics discussed or assistance to be provided in the form of the items noted in deliverable #6.</p>	<p>6. Law Enforcement Contact: (a) 5% reduction of any monthly reimbursement if Provider does not make contact with local law enforcement agencies in any month; and support documentation is not submitted as required.</p>

Section 11. Crime Stoppers - Scope of Work, Deliverables, Documented Support Requirements, and Sanctions. Project will consist of the deliverable associated with the "Objective" and be conducted within the counties served by each program.

Objective: Provide an anonymous tip line to the general public for the purpose of receiving information that law enforcement might otherwise not be able to obtain and then providing that information to law enforcement for the purpose of solving crimes and catching criminals and to provide monetary cash rewards to the tipsters for information that leads to an arrest of a criminal or wanted fugitive, beginning July 1, 2013, through June 30, 2014.

Scope of Work	Deliverables	Document Support	Sanctions
<p>7. Board Meetings, Grants \$20,000 or Higher: The Provider who receives grant funds of \$20,000 or more will conduct monthly board meetings during the course of the grant year beginning July 1 through June 30.</p>	<p>7. Board Meetings, Grants \$20,000 or Higher: The Provider receiving \$20,000 or higher will conduct a minimum of 10 monthly board meetings during the grant year, July 1 through June 30.</p>	<p>7. Board Meetings: Grants \$20,000 or Higher: (a) The Provider will submit complete copies of un-redacted board meeting minutes for each month that a board meeting is required, June 1 through June 30. <i>(Board meeting minutes must indicate date of meeting, board members present, board members absent, law enforcement attendance and any guests. They must indicate that a quorum was present for the board to be able to conduct business.)</i></p>	<p>7. Board Meetings, Grants \$20,000 or Higher: (a) 10% reduction of monthly reimbursement when more than two (2) monthly board meetings are missed; and support documentation is not submitted as required.</p>
<p>8. Board Meetings, Grants up to \$19,999: The Provider receiving up to and including \$19,999 in grant funds will conduct quarterly board meetings during the course of the grant year beginning July 1 through June 30.</p>	<p>8. Board Meetings, Grants up to \$19,999: The Provider receiving up to and including \$19,999 in grant funds will conduct a minimum of three (3) quarterly board meetings during the grant year, July 1 through June 30.</p>	<p>8. Board Meetings: Grants up to \$19,999: (a) The Provider will submit complete copies of un-redacted board meeting minutes for each month or quarter that a board meeting is required, June 1 through June 30. <i>(Board meeting minutes must indicate date of meeting, board members present, board members absent, law enforcement attendance and any guests. They must indicate that a quorum was present for the board to be able to conduct business.)</i></p>	<p>8. Board Meetings, Grants up to \$19,999: (a) 10% reduction of monthly reimbursement when more than 1 quarterly board meeting is missed per grant year; and support documentation is not submitted as required.</p>
<p>9. Community Events: The Provider or its designated representative will attend community events to promote Crime Stoppers through the distribution of specialty items (pens, pencils, magnets, and rulers), brochures, child print ID's or other budget approved methods during the grant year, July 1 through June 30.</p>	<p>9. Community Events: The Provider or its designated representative will attend a minimum of two community events, of which one or more must be completed within the first six months of the grant year, to promote Crime Stoppers through the distribution of specialty items (pens, pencils, magnets, and rulers), brochures, child print ID's or other approved methods during the grant year, July 1 through June 30.</p>	<p>9. Community Events: (a) The Provider will submit a completed FACS "Event Attendance Form" detailing the names of organizational attendees, how many, if any specialty items, brochures, child print ID's or other items were distributed at the event to increase the awareness of the Crime Stopper program and tip number.</p>	<p>9. Community Events: (a) 10% reduction from the December Reimbursement if the Provider fails to conduct one community event during the first six months, July 1 through December 31; (b) 10% reduction from the June Reimbursement if the Provider fails to conduct two community events within the grant year, July 1 through June 30; and support documentation is not submitted as required.</p>

Section 11. Crime Stoppers - Scope of Work, Deliverables, Documented Support Requirements, and Sanctions. Project will consist of the deliverable associated with the "Objective" and be conducted within the counties served by each program.

Objective: Provide an anonymous tip line to the general public for the purpose of receiving information that law enforcement might otherwise not be able to obtain and then providing that information to law enforcement for the purpose of solving crimes and catching criminals and to provide monetary cash rewards to the tipsters for information that leads to an arrest of a criminal or wanted fugitive, beginning July 1, 2013, through June 30, 2014.

Scope of Work	Deliverables	Document Support	Sanctions
<p>10. Reporting Requirements: The Provider will submit thirteen (13) complete Reimbursement Request/Expenditure Reports and Performance Reports with original signatures, to include all required support documentation, by the 20th of the following month in which expenses occurred, even if no expenses were incurred.</p>	<p>10. The Provider will submit thirteen (13) complete monthly Reimbursement Request/Expenditure Reports with an original signature and performance reports, which must be post marked on or before the 20th of the following month even if no expenses were incurred. If the 20th falls on a Saturday, a Sunday or a federal holiday, then documents must be post marked by the next business day. The monthly reimbursement request shall include all invoices and required support documentation for expenditures either mailed or scanned and received within the above same time frame. The performance report shall include all required support documentation for determining the completion status of deliverables either mailed or scanned and received within the above same time frame.</p>	<p>10. Reporting Requirements: (a)The Provider must submit monthly one of the following as proof of post-mark date: (i)Copy of receipt provided by U. S. Postal Service for mailing the Reimbursement Request and Monthly Performance Report; (ii)Copy of receipt or other document provided by UPS or Fed Ex indicating the date Reimbursement Request and Monthly Performance Report was mailed; (iii)Copy of UPS, Fed Ex or U. S. Postal Service tracking form indicating the date Reimbursement Request and Monthly Performance Report was mailed. (b)All support documents and signed Monthly Performance Report must be scanned and emailed to the OAG Grant Manager and Program Administrator by the 20th of the following month; if the 20th falls on a Saturday, a Sunday or a federal holiday, the documents must be received no later than the next business day.</p>	<p>10. Reporting Requirements: (a) 5% reduction will be applied to the reimbursement request if the provider fails to submit 13 monthly reimbursement/ monthly performance reports that are not postmarked by the 20th of the following month, except if the 20th falls on a Saturday, a Sunday or a federal holiday, then must be postmarked by the next business day; and support documentation is not submitted according to the same requirements as stated above. (b) A Provider who submits a "0" reimbursement that is deem by the requirements to be late will be sanctioned 5% or up to \$100 on their next reimbursement, whichever is greater or lesser</p>
<p>11. Radio: The Provider will promote the Crime Stopper program and tip line in a public awareness campaign utilizing radio media.</p>	<p>11. Radio: The Provider will promote the Crime Stoppers tip line or a crime specific initiative using radio media for a minimum of every quarter during the grant year.</p>	<p>1. Provide copy of Invoice indicating # of ads and length of time ads will run 2. Provide copy of approved ad in written format or digital format for the month reimbursement is requested 3. Maintain DVD/CD of ad that ran, dates it ran, for Performance Review</p>	<p>100% of total cost will be disallowed if Provider fails to promote Crime Stoppers Tip number & program at least once during each quarter of the grant year and submit the required support documentation indicating achievement</p>
<p>12. Television: The Provider will promote the Crime Stopper program and tip line in a public awareness campaign utilizing television media.</p>	<p>12. Television: The Provider will promote the Crime Stopper tip line or a crime specific initiative using television media for a minimum of every quarter during the grant year.</p>	<p>1. Provide copy of Invoice indicating # of ads and length of time ads will run 2. Provide copy of approved ad in written format or digital format for the month reimbursement requested 3. Maintain DVD/CD of ad that ran, dates it ran, for Performance Review</p>	<p>100% of total cost will be disallowed if the Provider fails to promote Crime Stoppers Tip number, program or crime specific cases on television at least once each quarter and submit the required support documentation indicating achievement</p>

**BIG BEND CRIME STOPPERS STAFF POSITION
QUALIFICATIONS, DESCRIPTION AND DUTIES**

RECEIVED

Assistant to the Executive Director (Part Time Position)

JUN 07 2013

**CRIMINAL JUSTICE PROGRAMS
FCPT**

Minimum Qualifications:

All applicants must have a Bachelors Degree OR hold a high school diploma or equivalent and have at least five years work experience in accounting or related fields. The applicant must be proficient in Microsoft Word and have knowledge of Excel. This position requires a background investigation and applicant must be a U.S. citizen.

Position Description

This is a part-time position. This position will not include any other employee benefits since it is considered a part-time position.

Assistant to the Executive Director will be under the direct supervision of the Executive Director and the Chairman of the Board of Directors.

The Assistant to the Executive Director's duties will include the following:

1. Be responsible for assisting in the day-to-day operations of the office.
2. Make sure the office equipment and services are operating properly and if not, take action to have them repaired or replaced.
3. Make sure an adequate inventory of office supplies is maintained.
4. Receive bills, obtain checks from CPA and ensure that all bills are processed and paid.
5. Work with the CPA firm to ensure that proper accounting principles are followed and that all required Income Tax forms are properly prepared.
6. Inform Board of Directors of meetings and special events and maintain attendance records and applications.
7. Attend Board of Directors meetings.
8. Assist Secretary of Board with the taking of minutes and providing copies to each Board of Director.
9. Make sweeps of the P. O. Box at least twice weekly and timely distribute contents to appropriate people.
10. Assist in development of Office of Attorney General (OAG) approved budget and monitor related grant expenditure amounts.
11. Assist the Florida Attorney General's Office Grant Project Coordinator in the preparation of the monthly "Grant Reimbursement Requests", the quarterly reports, the annual reports, final report and other reports as requested for the Attorney General's Office and Executive Director.
12. Maintain custody and organization of administrative files and permanent files.
13. Attend Board of Directors meetings.
14. Work with the CPA firm to ensure that proper accounting principles are followed and that all required Income Tax forms are properly prepared.
15. Assist in the development of Office of the Attorney General (OAG) approved budget and monitor related grant expenditure amounts.
16. Coordinate with OAG office personnel to ensure that all OAG regulations are followed.
17. Review monthly reimbursements/expenditure reports prior to submission to OAG.

18. Overall, assist the Executive Director in carrying out BACS duties.

BIG BEND CRIME STOPPERS EXECUTIVE DIRECTOR POSITION QUALIFICATIONS, DESCRIPTION AND DUTIES

Executive Director
(Part Time Position)

Minimum Qualifications:

Individual must hold a four year college degree and five years experience in program development and monitoring, community program and development, financial management, grant writing and contract management, or an equivalent combination of education and experience. One year of the required experience must have been in a supervisory capacity.

Position Description

This is a part-time position. This position will not include any other employee benefits since it is considered a part-time position.

The Executive Director will be under the direct supervision of the Chairman of the Board of Directors.

General Description

This work provides consultative services and assisting law enforcement in resolving problems in seven counties; and providing crime prevention and awareness about the Crime Stoppers Program.

EXAMPLES of WORK PERFORMED:

(Note: The omission of specific statements does not preclude the Big Bend Crime Stoppers Board of Directors from assigning specific duties not listed herein if such duties are a logical assignment to the job.)

The Executive Director's duties will include but are not limited to the following:

- Manage the day to day operation of the Crime Stoppers Trust Fund Grant.
- Advise the Board on problems and policies related to problematic and operational issues.
- Inform the President and the Board of Directors on where they are on the Performance Measure Requirements as directed by the Grant for the Big Bend Crime Stoppers Program.
- Oversee the processing of the monthly Crime Stoppers Trust Fund Reimbursement Request/Expenditure Report and send all scan invoice for the Office of the Attorney General.
- Analyze all invoices including Tip Caller Rewards for payment for President, Treasurer or authorized signature.
- Answer all routine letters and requests for information and Crime Stoppers material. Provide copies of all letters to the President before answering them.
- Respond to inquiries for program material from the public.

- Prepare the BBCS Trust Fund Grant yearly with the approval of the Board. Monitor grant budget and keep the President and Board informed.
- Research and develop applicable grants for the BBCS program.
- Coordinates efforts to get program material to area county schools for Crime Prevention.
- Formulates, develops and administers public information for colleges and universities on Crime Prevention.
- Perform related work as required on special reports as needed, such as: Trust Fund audits, Articles of Incorporation, renewal of registration as a charitable organization, work with account on completion of 941 and 990 Federal Forms, including unemployment tax audits and all other relevant documents.
- Serve as liaison with the Law Enforcement Coordinators and other law enforcement agencies.
- Attend Crime Stoppers meetings and conferences.
- Maintain all corporate records up to five years.
- Attend all Board meetings and provide written report on monthly activities.
- Plan and coordinate the BBCS Grant Adult and Student programs in all counties covered by the program.
- Conducts on-site monitoring of each county operation and serve as the team leader responsible for developing solutions for compliance with grant.
- Conduct workshops with other organizations, clubs, neighborhood organizations and schools within each county in the areas of Crime Prevention methods and personal safety principles.
- Assist in coordinating services provided by BIG BEND CRIME STOPPERS in all counties.
- Coordinate all BBCS advertising with the President and Board approval.
- Responsible for providing advice and guidance to the BBCS program in each county.
- Compiles and analyzes data for President's decision.
- Reviews, analyzes, and prepares drafts of memoranda and correspondence for President's decision.
- Coordinates collection and presentation of data for use in preparation of budgets, Reporting Requirements.
- Performs other related work as required by the President and/or BBCS Board of Directors.

**FLORIDA CRIME STOPPERS TRUST FUND
ATTACHMENT C
2013-2014**

REPORTING REQUIREMENTS

***1. Reimbursement Request/Expenditure Report:** All reports must be postmarked by the 20th of the following month, if the 20th falls on a Saturday, a Sunday, or a federal holiday, the Reimbursement Request/Expenditure Report must be postmarked by the next business day. Due every month even if no expenditures are incurred, unless the Final Report has been submitted. The Reimbursement Request/Expenditure Report must contain the following required supporting documents as applicable.

- a. **Invoice Tracking Reports: Rewards and Public Education, Operating Expenses and Salaried Employees:** Must be postmarked by the 20th of the following month, if the 20th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day, accompanied by copies of all receipts/invoices for each item listed and requested for reimbursement. Due every month even if no expenditures are incurred, unless the Final Report has been submitted.
- b. **Monthly Statement of Salary/Benefits:** Must be postmarked by the 20th of the following month, if the 20th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day. When reimbursement of salaries and contract labor only are requested for reimbursement this form must be completed and submitted. A copy of this form must be maintained at the office of the Provider.
- c. **Weekly Time Sheets:** Must be maintained by the Provider, each employee must sign their own time sheets at the bottom and must be retained at the office of the Provider and available for review. *Do not submit to OAG unless requested.*
- d. **Monthly Total Time Sheets:** Must be postmarked by the 20th of the following month, if the 20th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day, due every month when reimbursement for salaries and contract labor are submitted. In addition, the "Total Monthly Time Sheets" must be signed by the Authorizing Official or Board Designee and the employee, and copies must be retained and maintained at the office of the Provider and available for review. Executive Directors and Project Directors may not sign their own Time Sheets as the Authorizing Official. These Time Sheets must be signed by an authorized member of the Board of Directors for the Crime Stopper Program. However, they may sign those of their staff providing staff is not related to Project Director or Executive Director.
- e. **Daily Vehicle Use Log:** Must be postmarked by the 20th of the following month, if the 20th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day. Due every month, even if no miles are logged. In addition to the signature of the person claiming mileage on the Daily vehicle Use Log, this form must be signed by an authorized member of the Board of Directors for the Crime Stopper Program.

Executive Directors and Project Directors may not sign their own Daily Vehicle Use Log as Authorizing Officials. However, they may sign those of their staff provided staff is not related to Project Director or Executive Director.

- f. **Property Inventory:** Must be postmarked by the 20th of the following month, if the 20th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day. This form must be submitted when property has been purchased in excess of \$1000 or has a useful life of one year or more and has been purchased with grant funds. This form must be submitted with the month reimbursement is requested.
- g. **Travel Voucher:** Must be postmarked by the 20th of the following month in which travel occurred, if the 20th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day. This form **must be submitted** for all people submitting for travel reimbursement and must be submitted along with all support receipts and the Authorization to Incur Travel form, as stated, in order for the Reimbursement to be processed. In addition to the signature of the person claiming travel expenses on the Travel Voucher, this form must be signed by an authorized member of the Board of Directors for the Crime Stopper Program. Executive Directors and Project Directors may not sign their own Travel Vouchers as Authorizing Officials. However, they may sign those of their staff provided staff is not related to Project Director or Executive Director.

2. **Budget Modification:** A grant "Budget Modification" must be submitted for approval prior to any expenditure of any Budget transfer funds. No Budget Modifications will be processed after June 1, 2014.

Program Modifications: All "Program Modifications" must be submitted on or before April 1, 2014, for review and approval to allow sufficient time for the program to meet any approved changes.

10% Transfer Notice: The Budget Modification notice for the 10% transfer from one category to another, as specified in the Agreement, must be submitted no later than 30 days after the 10% transfer.

***3. Monthly Performance Report:** Must be postmarked by the 20th of the following month, if the 20th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day. This form must be submitted when the Reimbursement Request/Expenditure Report is submitted and the Provider must submit the required support documentation indicating completion or compliance with the required deliverables or the Reimbursement will not be processed. **Failure to meet and provide the required support documentation for the deliverables will result in sanctions.**

4. **Final Reimbursement Request/Expenditure Report - Invoice:** Must be postmarked by August 15, 2014, if the 15th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day, or payment will be disallowed. Final payment will not be made until all required reports have been submitted with the exception of the Florida Single Audit Affidavit and the Extension of Time to File Audit.

5. **Extension of Time to File Audit:** Must be postmarked by December 28, 2014, deadline to file the Audit Report, unless the 28th falls on a Saturday, a Sunday or a federal holiday, then it must be postmarked by the next business day. Subsequent requests for extensions must be submitted to the OAG prior to the previous extension expiration.

6. **Florida Single Audit Act Affidavit:** Must be postmarked by December 28, 2014, if the 28th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day. The Florida Single Audit Act Affidavit cannot be submitted prior to June 30, 2014.

7. **Audit Report:** Due 180 days following the termination or expiration of the Agreement.

8. **Final Financial Statement Report/ Perpetual Budget Package:** Must be postmarked by August 15, 2014, if the 15th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day. Final payment will not be made until all final required reports have been received by the OAG with the exception of the Florida Single Audit Affidavit and the Extension of Time to File Audit.

****NOTE: Failure to comply with reporting requirements will affect amount requested for reimbursement.***

Crime Stoppers Trust Fund Monthly Performance Report (Attachment D)

Agency Name: Big Bend Crime Stoppers, Inc.

Report Date: July 1, 2013 through July 31, 2013

Grant Number: 012-13

Due on or before August 20, 2013

Crime Stopper Tips:	Regular Tips	Warrants	School CS	Monthly Totals	Quarterly Totals	Y-T-D Totals
Number of Tips Written				0	0	0
Cases Cleared				0	0	0
Arrests				0	0	0
Total Number of Rewards Approved				0	0	0
Total Value of Rewards Approved				\$0.00	\$0.00	\$0.00
Total value of Rewards submitted for Reimbursement				\$0.00	\$0.00	\$0.00
Value of Property Recovered				\$0.00	\$0.00	\$0.00
Value of Narcotics recovered				\$0.00	\$0.00	\$0.00

MINIMUM PERFORMANCE STANDARDS

	Monthly Services Completed	Yearly Services Required	YTD Services Provided	SANCTIONS
<p>(1) Tip Line: The Provider will provide and maintain a 24 hour, 7 days a week, 365 days a year, tip line for the public to report information concerning crimes, criminals, and other wanted fugitives. (a)Provide a copy of the OAG tip log or the Tip Soft report if the using Tip Soft which indicates tips received and/or paid. These reports must include CSI tip number or if not using Tip Soft, the tip numbers assigned, how tip was received (i.e. phone, text, web, etc.), date tip received. or (b)Provide a copy of the tip line phone bill or answering service invoice.</p>	0	12	0	<p>10% reduction of reimbursement submitted for any month a phone line is not provided; and support documentation is not submitted as required.</p>
<p>(2) Rewards: The Provider, no less than once a month, either by the entire Board of Directors, or by an appointed Reward Committee consisting of no less than two active Crime Stopper board members, will review, approve, adjust or deny all reward requests submitted as a result of a tip received through their tip line, which resulted in an arrest being made, stolen property or drugs recovered and re-approve all rewards over 90 days old prior to payment. (a)Provide a copy of the detailed list of tips submitted to either the full Board of Directors, Executive Board of Directors or an established "Rewards Committee" to include CSI tip number, or if not using Tip Soft, the tip numbers assigned, how tip was received (i.e. phone, text, web, etc.), date tip received, disposition of tip (i.e. date transferred to law enforcement, date of follow-up, confirmed by law enforcement officer, reward amount requested, date approved, amount approved, date to bank, check/draft/trans #, date paid, days since approval, identify any tips over 90 days for re-approval. (This list must be labeled as an attachment to the corresponding draft/approved board meeting minutes.) or (b)Provide a copy of the full board meeting minutes which incorporates specific CSI tip numbers by reference as reviewed and approved or if not using Tip Soft, then the tip number assigned that indicate amounts recommended, reviewed and approved identify any tips over 90 days for re-approval.</p>	0	12	0	<p>10% reduction of reimbursement submitted for failure to review, approve or deny rewards submitted for payment; and support documentation is not submitted as required.</p>

Failure to meet monthly minimal performance requirements may result in sanctions up to 100% of your total month's reimbursement.

Crime Stoppers Monthly Performance Report (Attachment D)

July 2013

	Monthly Services Completed	Yearly Services Required	YTD Services Provided	SANCTIONS
<p>(3) Payment of Approved Rewards: The Provider will make all approved rewards available to tipsters within five (5) business days following Board or Committee approval, by delivering the authorization to the contracted bank for payment and when the tipster calls back, making the tipster aware of the availability of the reward.</p> <p>(a) Provide copies of the checks, drafts, debits or debit memo indicating the bank has been authorized within five (5) business days by the authorized person or board member to pay the approved rewards. (Any other method requires prior approval by the OAG and is only for that specific program.)</p>	0	12	0	10% reduction of reimbursement in which rewards were not made available in five (5) business days; and support documentation is not submitted as required.
<p>(4) Public Awareness of "Tip Line" and Program: The Provider will promote the Crime Stopper "tip line," or information on a specific crime a minimum of once each month through one of the following venues: Crime Stopper's or other website, newspaper, brochures, billboard, bus wrap, movie theater, telephone book, radio, or as approved within the grant budget. (a) Provider will submit copies of all publications and/or final approved proofs, paid for with Crime Stoppers Trust Fund dollars. (to include date, time, and places where displayed or distributed; i.e. pictures of billboards to include location that matches invoice; copies of newspaper articles; affidavits of air time for radio spots; telephone book ads and support indicating date, time/time frame of publication); and (b) All publications must contain the following Office of the Attorney General's acknowledgement "Paid for wholly or in part by the Office of the Attorney General, Crime Stoppers Trust Fund."</p>	0	12	0	10% reduction of reimbursement in which the Provider does not promote his program/tip line each month through an approved method; and support documentation is not submitted as required.
<p>(5) Grant Requirement: The Provider will maintain a status of "a member in good standing" with the Florida Association of Crime Stoppers from July 1 through June 30 to be eligible to receive and maintain their grant funding and be reimbursed for any travel needed to maintain "a member in good standing" status. (a) The Provider will submit copies of all sign-in sheets for the three meetings held by the Florida Association of Crime Stoppers during the grant year, July 1 through June 30, regardless of the program's attendance; and (b) The Provider or representative must be signed in as attending all sessions/days to qualify for travel reimbursement.</p>	0	2	0	a. Failure to maintain the status of "a member in good standing" with the Florida Association of Crime Stoppers will result in the termination of the grant; and b. Travel may only be reimbursed for attending all sessions/days of conferences held by the Florida Association of Crime Stoppers.
<p>(6) Law Enforcement Contact: The Provider is required to make contact, a minimum of once a month to invite law enforcement to monthly/quarterly meetings and make available to them support in the form of billboards, brochures, case tip cards, yard signs, etc., for use in making the public aware of crime or a specific crime. (a) The Provider is required to make contact, a minimum of once a month to invite law enforcement to monthly/quarterly meetings and make available to them support in the form of billboards, brochures, case tip cards, yard signs, etc., for use in making the public aware of crime or a specific crime.</p>	0	12	0	5% reduction of any monthly reimbursement if Provider does not make contact with local law enforcement agencies in any month; and support documentation is not submitted as required.

	Monthly Services Completed	Yearly Services Required	YTD Services Provided	SANCTIONS
<p>(7) Board Meetings, Grants up to \$19,999: The Provider receiving up to and including \$19,999 in grant funds will conduct a minimum of three (3) quarterly board meetings during the grant year, July 1 through June 30. Document Support: (a)The Provider will submit complete copies of un-redacted board meeting minutes for each month that a board meeting is required, June 1 through June 30. <i>(Board meeting minutes must indicate date of meeting, board members present, board members absent, law enforcement attendance and any guests. They must indicate that a quorum was present for the board to be able to conduct business.)</i></p>	0	10	0	10% reduction of monthly reimbursement when more than 1 quarterly board meeting is missed per grant year; and support documentation is not submitted as required..
<p>(8) Community Events: The Provider or its designated representative will attend a minimum of two (2) community events, of which one or more must be completed within the first six months of the grant year, to promote Crime Stoppers through the distribution of specialty items (pens, pencils, magnets, and rulers), brochures, child print ID's or other approved methods during the grant year, July 1 through June 30. (a)The Provider will submit a completed FACS "Event Attendance Form" detailing the names of organizational attendees, how many, if any specialty items, brochures, child print ID's or other items were distributed at the event to increase the awareness of the Crime Stopper program and tip number.</p>	0	2	0	(a) 10% reduction from the December Reimbursement if the Provider fails to conduct one community event during the first six months, July 1 through December 31; (b) 10% reduction from the June Reimbursement if the Provider fails to conduct two community events within the grant year, July 1 through June 30; and support documentation is not submitted as required.
<p>(9) Reporting Requirements: The Provider will submit thirteen (13) complete monthly Reimbursement Request/Expenditure Reports with an original signature and performance reports, which must be post marked on or before the 20th of the following month even if no expenses were incurred. If the 20th falls on a Saturday, a Sunday or a federal holiday, then documents must be post marked by the next business day. The monthly reimbursement request shall include all invoices and required support documentation for expenditures either mailed or scanned and received within the above same time frame. The performance report shall include all required support documentation for determining the completion status of deliverables either mailed or scanned and received within the above same time frame. (a)The Provider must submit one of the following as proof of post-mark date: (i)Copy of receipt provided by U. S. Postal Service for mailing the Reimbursement Request and Monthly Performance Report; (ii)Copy of receipt or other document provided by UPS or Fed Ex indicating the date Reimbursement Request and Monthly Performance Report was mailed; (iii)Copy of UPS, Fed Ex or U. S. Postal Service tracking form indicating the date Reimbursement Request and Monthly Performance Report was mailed. (b)All support documents and signed Monthly Performance Report must be scanned and emailed to the OAG Grant Manager and Program Administrator by the 20th of the following month; if the 20th falls on a Saturday, a Sunday or a federal holiday, the documents must be received no later than the next business day.</p>	0	13	0	<p>Reporting Requirements: (a) 5% reduction will be applied to the reimbursement request if the provider fails to submit 13 monthly reimbursement/monthly performance reports that are not postmarked by the 20th of the following month, except if the 20th falls on a Saturday, a Sunday or a federal holiday, then must be postmarked by the next business day; and support documentation is not submitted according to the same requirements as stated above. (b) A Provider who submits a "0" reimbursement that is deem by the requirements to be late will be sanctioned 5% or up to \$100 on their next reimbursement, whichever is less.</p>

	Monthly Services Completed	Yearly Services Required	YTD Services Provided	SANCTIONS
10. Radio: The Provider will promote the Crime Stoppers tip line or a crime specific initiative using radio media for a minimum of every quarter during the grant year. Documentation Required: 1. Provide copy of Invoice indicating # of ads and length of time ads will run 2. Provide copy of approved ad in written format or digital format for the month reimbursement is requested 3. Maintain DVD/CD of ad that ran, dates it ran, for Performance Review		4	0	100% of total cost will be disallowed if Provider fails to promote Crime Stoppers Tip number & program at least once during each quarter of the grant year and submit the required support documentation indicating achievement
	0			
11. Television: The Provider will promote the Crime Stopper tip line or a crime specific initiative using television media for a minimum of every quarter during the grant year. Documentation Required: 1. Provide copy of Invoice indicating # of ads and length of time ads will run 2. Provide copy of approved ad in written format or digital format for the month reimbursement requested 3. Maintain DVD/CD of ad that ran, dates it ran, for Performance Review		4	0	100% of total cost will be disallowed if the Provider fails to promote Crime Stoppers Tip number, program or crime specific cases on television at least once each quarter and submit the required support documentation indicating achievement
	0			
N/A		0	0	
	0			

	Monthly Services Completed	Yearly Services Required	YTD Services Provided	SANCTIONS
N/A	0	0	0	
N/A	0	0	0	
N/A	0	0	0	

Crime Stoppers Monthly Performance Report (Attachment D)

July 2013

	Monthly Services Completed	Yearly Services Required	YTD Services Provided	SANCTIONS
N/A	0	0	0	
N/A	0	0	0	
<p>I certify, by evidence of my signature below, the above information is true and correct; the goods and services have been completed. I understand that the Office of the Attorney General and office of the State Chief Financial Officer reserves the right to require additional documentation and/or to conduct periodic pre-audits or post-audits of any agreements.</p>				
<p>_____ Signature of Project/Executive Director or Law Enforcement Coordinator - Date</p>		<p>_____ Typed Name of Preparer</p>		
<p>_____ Reviewed by: OAG Grants Manager Date</p>				
<p>_____ Reviewed by: OAG Program Administrator Date</p>				

BID TABULATION FORM - Exhibit 2

ORGANIZATION: _____ GRANT NUMBER: _____

OPENING DATE: _____ TIME: _____

POSTING TIME/DATE: _____

FROM: _____ UNTIL: _____

**Pursuant to Florida Statute
287.001 Legislative Intent
and Article 11 of the
2013/2014 Crime Stopper
Grant Agreement.**

BID SPECIFICATIONS →									
BIDDERS ↓									

Enter justification for bid selection:

OPENED BY: _____ TABULATED BY: _____ VERIFIED BY: _____

SIGNATURE OF AUTHORIZING OFFICIAL: _____ BOARD APPROVAL DATE: _____



FLORIDA CRIME STOPPERS GRANTS

BUDGET AS APPROVED

Agency Name: Big Bend Crime Stoppers, Inc.

Grant No: 012-13

Date: July 1, 2013

Amend No:

	Amount Requested	Amount Approved
Rewards and Public Education	\$39,539.92	\$39,539.92
Operating Expenses	\$15,825.00	\$15,825.00
Salaried Employees	\$23,727.47	\$23,727.47
Non-Sworn	\$ 23,727.47	\$ 23,727.47
Non-Sworn Employed by a Law Enforcement Agency	\$ -	\$ -
Sworn	\$ -	\$ -
Total Budget Requested	\$ 79,092.39	
Available Trust Fund Amount	\$ 79,092.91	
Difference	\$ 0.52	
Disallowed or Reduced Expenditures:		
Total Reduction/Disallowed:		
Total Approved Budget	\$ 79,092.39	\$ 79,092.39



 Approved, Program Administrator



 Approved, Bureau Chief

7-11-13

 Date

7/11/13

 Date