



**RECEIVED**

**JUN 28 2013**

**CRIMINAL JUSTICE PROGRAMS  
FCPTI**

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

**AND**

**CRIME STOPPERS OF NORTHEAST FLORIDA, INCORPORATED  
GRANT NO: 007-13  
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 Crime Stoppers of Northeast Florida, 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 I 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 \$158,775.82.

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](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: Crime Stoppers of Northeast Florida, Incorporated**  
**Address: Post Office Box 15224**  
**City, State Zip: Daytona Beach, Florida 32115**  
**Telephone Number: (386) 212-6543**  
**Email Address: crimestoppers@cfl.rr.com**

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

**Name: D. Barton Leek, Treasurer**  
**Address: 3547 Forest Branch Drive**  
**City, State Zip: Port Orange, Florida 32129**  
**Telephone Number: (386) 316-2547**  
**Email Address: bartleek@gmail.com**

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

**Name: Alyson Durrance, Executive Director**  
**Address: Post Office Box 15224**  
**City, State Zip: Daytona Beach, Florida 32115**  
**Telephone Number: (386) 212-6543**  
**Email Address: crimestoppers@cfl.rr.com**

**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.

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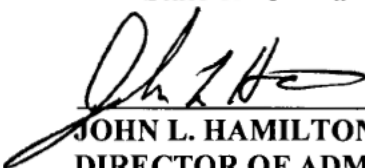
**By signing this contract, the parties agree that they have read and agree to the entire contract, as described in Article 36 above.**

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

**PROVIDER: Crime Stoppers of Northeast Florida, Incorporated**

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

  
\_\_\_\_\_  
**PRESIDENT/CHAIRMAN OF THE BOARD**

 7-1-13  
\_\_\_\_\_  
**JOHN L. HAMILTON (DATE)  
DIRECTOR OF ADMINISTRATION**

  
\_\_\_\_\_  
**TREASURER, BOARD OF DIRECTORS**

  
\_\_\_\_\_  
**SECRETARY, BOARD OF DIRECTORS**

  
\_\_\_\_\_  
**FEDERAL EID # of PROVIDER**

**PROVIDER Fiscal Year Ending Date:** June 30, 2014

**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 10<sup>th</sup> 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	\$158,775.82

**TOTAL STATE FUNDS AWARDED SUBJECT TO SECTION 215.97, F.S. \$158,775.82**

**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.*

\*Original

Submit by E-mail

Print Form



FLORIDA CRIME STOPPERS TRUST FUND

ATTACHMENT B  
Grant Application  
2013-2014

RECEIVED

Section 1. Applicant Information

JUN 07 2013

Type of Governmental Agency or Organization (check Space)

County  Member, Florida Association of Crime Stoppers, Inc.

CRIMINAL JUSTICE PROGRAMS  
FCPTI

Organization Information

Name of Agency or Organization: Crime Stoppers of Northeast Florida

Organization Mailing Address: PO Box 15224 Applicable Judicial Circuits: 7th Judicial Circuit

City: Daytona Beach State: FL Zip: 32115

Federal Identification Number: [Redacted] Participating Counties: Volusia, Flagler, Putnam & St. Johns

Total Budget Request: \$158,775.82

Individual to Contact in Case of Question: Alyson Durrance Area Code/Phone No. +1 (386) 212-6543

E-Mail Address: crimestoppers@cfl.rr.com

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

- Agency: Bunnell Police Department
- Agency: Crescent City Police Department
- Agency: Daytona Beach Police Department
- Agency: Daytona Beach Shores Public Safety
- Agency: Volusia County Beach Safety
- Agency: Volusia County Sheriff's Office
- Agency: Putnam County Sheriff's Office
- Agency: St. Johns County Sheriff's Office
- Agency: Flagler County Sheriff's Office
- Agency: Flagler Beach Police Department
- Agency: St. Augustine Beach Police Department
- Agency: St. Augustine Police Department
- Agency: Ormond Beach Police Department
- Agency: Port Orange Police Department
- Agency: Holly Hill Police Department
- Agency: Orange City Police Department
- Agency: DeLand Police Department
- Agency: Edgewater Police Department
- Agency: New Smyrna Beach Police Department
- Agency: Ponce Inlet Police Department
- Agency: Palatka Police Department
- Agency: Office of the State Attorney, 7th Circuit
- Agency: Interlachen Police Department
- Agency: South Daytona Police Department

007-13

Section 2. Certification Signatures

Name of Program Director: Alyson Durrance Title: Executive Director

Street, Post Office Box or Drawer: PO Box 15224 Area Code/Telephone No. +1 (386) 212-6543

City: Daytona Beach State: FL Zip: 32115 Area Code/Fax No. +1 (386) 254-4647

Signature of Program Director: Alyson Durrance Date of Signature: June 5, 2013

E-Mail Address: crimestoppers@cfl.rr.com

Name of Authorizing Official: Nancy Epps Title: Board President

Street, Post Office Box or Drawer: 127 Old Carriage Road Area Code/Telephone No. +1 (386) 795-2310

City: Ponce Inlet State: FL Zip: 32127 Area Code/Fax No.

Signature of Authorizing Official: Nancy Epps Date of Signature: June 5, 2013

E-Mail Address: nancyepps@cfl.rr.com

Name of Financial Officer: D. Barton Leek Title: Treasurer

Street, Post Office Box or Drawer: 3547 Forest Branch Drive Area Code/Telephone No. +1 (386) 316-2547

City: Port Orange State: FL Zip: 32129 Area Code/Fax No.

Signature of Financial Officer: D. Barton Leek Date of Signature: June 5, 2013

E-Mail Address: bartleek@gmail.com

**Section 3. Organization Board of Directors**

Position on Board	Name	E-Mail Address	Exempt
Chairman/President:	Nancy Epps		<input type="checkbox"/> YES
Vice Chairman/President:	Joie Alexander		<input type="checkbox"/> YES
Treasurer:	D. Barton Leek		<input type="checkbox"/> YES
Secretary:	Joan Briggs		<input type="checkbox"/> YES
Immediate Past President:	Jorge Carvajal		<input type="checkbox"/> YES
Board Member:	Cheryl Lawson Young		<input type="checkbox"/> YES
Board Member:	Edward Fuller		<input type="checkbox"/> YES
Board Member:	Rose Marie Archibald		<input type="checkbox"/> YES
Board Member:	Donald W. Pendry, Esq.		<input type="checkbox"/> YES
Board Member:	Thomas Bexley		<input type="checkbox"/> YES
Board Member:	Leslie Paige		<input type="checkbox"/> YES
Board Member:	Donald Wolfe		<input type="checkbox"/> YES
Board Member:	Amanda Jacobsen		<input type="checkbox"/> YES
Board Member:	Stephen Beres		<input type="checkbox"/> YES
Board Member:	Frank Heckman		<input type="checkbox"/> YES
Board Member:	Tim Soriano		<input type="checkbox"/> YES
Board Member:	Ann Breidenstein		<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

**Mission Statement:**

The mission of Crime Stoppers of Northeast Florida is "to solve and prevent crime through citizen participation."

**INFORMATION ABOUT AREA SERVED**

**Population Served by Organization:** 863,474

**Crime Rate per County Served (per UCR):** 3,515 per 100,000

**Number of Media Outlets:** 6

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

**Number of Law Enforcement Agencies:** 29

**Number of Schools in Area Served by Organization:**

**High Schools:** 22

**Middle Schools:** 30

**Elementary Schools:** 82

**Colleges:** 7

**Other Schools Served: (Private, Chartered, Christian, etc.)** 28

**Number of Public Transportation Entities Available in Area Served:** 3

**Number of Community Events in Area Served:** 8

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	2,180			140	963	93	34	36.56%
2010-2011	2,762	0	0.00%	202	1,541	162	65	40.12%
		582	26.70%					
2011-2012	2,725	-37	-1.34%	254	1,653	159	72	45.28%
		0	0.00%					

Year	\$ Spent on Public Awareness*		Cost per Tip	\$ Amount of Grant Funds Reimbursed
2009-2010	\$26,759.63		\$12.28	\$53,690.36
2010-2011	\$44,193.58		\$16.00	\$75,233.00
2011-2012	\$50,725.63		\$18.61	\$84,159.79

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

Type Here:

Evaluation of 2011/12 Fiscal Year shows that again, tips written seem to be of better quality than previous years as approximately 52 more arrests were made with approximately 37 less tips written. This could be attributed to single tips leading to multiple arrests as well as a decrease in bogus tips. Cases cleared, as well as rewards paid and approved remained very close the 2010/11 statistics while the percent of rewards paid compared to approved increased just over 5%. The current numbers for the 12/13 year remain very close to those from the past two years. We believe that the increase in tips, arrests and cases cleared since the 2009/10 year are a result of our web presence, text tipping ability and tip line visibility. We hope that our public awareness efforts as well as an increase in reward amount being offered by our program in 2013/14 will result in an increase in these numbers.

Cost effectiveness and productivity is evident by the number of arrests and case closures accomplished by our program in conjunction with local law enforcement. In 2011/12 we spent just over \$15,000 in rewards and made over 250 arrests and closed over \$1,650 cases. We also recovered over \$1.1 Million in stolen property as well as more than \$310,000 in illegal drugs. These accomplishments earned our program the first ever "Productivity Award" in our population category given by FACS in February 2013.

**Type Here:**

1. Provide and maintain tip line: Our Tip line has been running continuously without interruption for the entire 12-13 Fiscal Year as of May 30, 2013.
2. Board of Directors will meet on a monthly basis to approve or deny rewards: Each month, our Board of Directors has met to discuss, review and approve or deny rewards. On occasion, we have not met quorum in which case we have voted on rewards via email.
3. The provider will make rewards available to tipsters within three days of approval: Our checks have been to the designated banks in time for tipster pick up each month.
4. The provider will promote Crime Stoppers tip line each month through the following venues: Website, newspaper, brochures, billboards, vehicle wraps, movie theater, telephone book, radio or as indicated in approved budget: We continue to promote our tip line through website, facebook, bus wraps, Public Service Announcements, billboards and a variety of promotional materials.
5. A minimum of one designee will represent Crime Stoppers Board of Directors at a minimum of 2 of the 3 FACS meetings per year: Our Director attended the February FACS meeting and will attend the June meeting in Lake Mary.
6. The provider is required to make contact with LE agencies within service area a minimum of once per month to invite them to monthly Board meeting: We invite all of the Chiefs in the 7th circuit to our Board Meetings each month. We also make Crime Stoppers materials available to all police and sheriff's offices in our circuit.
7. The provider that receives in excess of \$20,000 will conduct a minimum of 10 monthly board meetings during the fiscal year: We have conducted a meeting every month except May.
8. N/A
9. The provider will attend a minimum of two community events to promote the tip line through the distribution of promo items: We have already surpassed the minimum requirement of two events and continue to do our best to reach the community through these types of events.
10. The provider will submit a minimum of 9 monthly reimbursement requests and performance reports: We have completed this requirement.
11. The provider will promote CS tip line through the use of 15 or more billboard spaces where available throughout the four county area. CS will purchase the vinyls and the companies will place them where they have available space: We will complete this requirement. We have also been able to purchase digital boards in the Volusia County area.
12. The provider will promote the tip line through the use of bus wraps. The wraps will be present on the tail end of 3 Votran buses for a period of 12 weeks each. A wrap will also be present on 2 rear panels and 2 curbside panels of 2 St. Johns County COA vans for a period of one year: Our Votran bus ads have been running since April and will continue through the end of June 2013. A new contract will begin on July 1 with no lapse. The COA has been running our buses since June of 2012 and we will be renewing run through the end of June 2013. A new contract will begin on July 1, 2013 and their will be no lapse with our ads.

**REWARDS & PUBLIC EDUCATION**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
1.	<b>Rewards</b>	\$250.00	@	19%	120	\$30,000.00
2.	<b>Tip Lines</b>	\$106.00	@	1%	12	\$1,272.00
3.	<b>Answering Service (Alternative Answers, CSI, Other)</b>	\$1,100.00	@	8%	12	\$13,200.00
4.	<b>Telecommute Fees</b>		@	0%		
5.	<b>Tip Software</b>	\$1,980.00	@	1%	1	\$1,980.00
6.	<b>Cell Phone (Tip Coordinator)</b>		@	0%		
7.	<b>Crime Prevention Training</b>		@	0%		

**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.	<b>Website Development/Maintenance</b>	\$100.00	@	1%	12	\$1,200.00
9.	<b>Brochures (Crime Specific or Related &amp; Program Awareness)</b>	\$500.00	@	2%	6	\$3,000.00
10.	<b>Billboards/Rolling Billboards</b>	\$800.00	@	6%	12	\$9,600.00
11.	<b>Bus Wraps Only (Sole Source Determination Required)</b>	\$2,000.00	@	9%	7	\$14,000.00
12.	<b>Cab Signs</b>		@	0%		
13.	<b>Newspaper</b>	\$500.00	@	4%	12	\$6,000.00
14.	<b>Radio</b>	\$1,000.00	@	3%	5	\$5,000.00
15.	<b>Television (Program Associated)</b>		@	0%		
16.	<b>Movie Theater</b>		@	0%		
17.	<b>Program Specialty Items (Pens, Pencils, Magnets, and Rulers (Pouches only if School CS Program))</b>	\$500.00	@	4%	12	\$6,000.00



Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
18.	Door Hangers/Yard Signs (Does not include Neighborhood Watch Signs)	\$200.00	@	1%	10	\$2,000.00
19.	Window Clings/Window Signs/Window Stickers	\$0.20	@	1%	5,000	\$1,000.00
20.	Yellow Pages (No bid if purchased with local phone utility carrier, if other, bid required)		@	0%		
21.	Newsletters	\$1,600.00	@	1%	1	\$1,600.00
22.	Child ID Programs		@	0%		
23.	Child ID Supplies		@	0%		
24.	Crime Scene Tape		@	0%		
25.	Posters		@	0%		
26.	Banners	\$165.00	@	1%	10	\$1,650.00
Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
27.	Bus Benches		@	0%		
28.	LCD Projector		@	0%		
29.	Projection Screen		@	0%		
30.	Display Board		@	0%		
31.	Television		@	0%		
32.	VCR/DVD		@	0%		

**FUGITIVES:**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
33.	Wanted Fugitive Ads		@	0%		
34.	Wanted Fugitive Flyers		@	0%		
35.	Wanted Fugitive Posters		@	0%		
36.	Wanted Fugitive Billboards		@	0%		

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

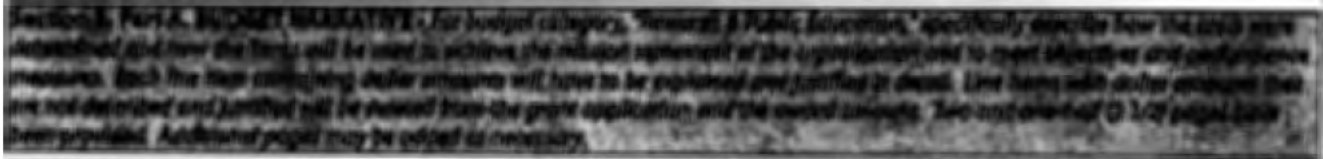
"OTHER" Specific Line Items (not listed above. Explain on page 20, Section 10, in detail.)

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
37.	Tip Line Business Cards	\$1,000.00	@	1%	1	\$1,000.00
38.	Event Tent	\$450.00	@	0%	1	\$450.00
39.	Event Table Cover	\$250.00	@	0%	1	\$250.00
40.	McGruff Standup Character	\$150.00	@	0%	2	\$300.00
<b>TOTAL REWARDS &amp; PUBLIC EDUCATION</b>						<b>\$99,502.00</b>



**Rewards and Public Education**

1. Rewards-We are increasing the amount budgeted for "Rewards" because we have noticed an increase in "tipsters" picking up checks. Also, with increased grant funding, we plan to do a larger advertising/public awareness campaign in the 13/14 fiscal year. We hope this increased visibility will result in an increase in tips. We budgeted to pay 120 rewards over the course of the year at \$250 per reward which totals \$30,000 or \$2,500 per month. These numbers are based on historical figures.
2. Tip Lines- The tip line is a set fee of \$105.27 each month and is physically located in the Volusia County Sheriff's Office. We budgeted \$106 per month to cover this fee. This phone line is necessary to route anonymous phone calls to our 1-800 call center.
3. Answering Service- This is based on the average monthly fees through Alternative Answers. Average monthly fee is between \$1,000-\$1,100 per month. (\$1,100 x 12 = \$13,200 per year)
5. Tip Software- This includes an annual fee of \$1,680 charged by Crime Reports each year. We also budgeted an extra \$300 in the event that we decide to add an additional "Text Tip Line" in the 13/14 FY.
8. Website Development/Maintenance - This is based on a set monthly fee of \$100 with our current web hosting company.
9. Brochures-This line item includes Child & Adult Brochures as well as our Sheriff's Rack Card Pamphlets. We distribute these items in police and sheriff's offices as well as through community events. 3,000 Brochures will cost approximately \$500. We have budgeted to purchase 6 bundles throughout the 13/14 FY.
10. Billboards- We have budgeted to purchase poster flex which cost between \$100 and \$600 each. Typically, space is donated and our posters are put up when and where the space is available. We have also budgeted to purchase digital billboard space in Volusia County which runs from \$500 to \$1800 per month. Digital Billboards are extremely helpful to our program because they are able to be updated almost instantly from a computer. We have the ability to update them with high profile cases as they occur. We also left room in the budget in case we need to rent a specific billboard space in a specific area. Billboard rental prices vary greatly.



**Rewards and  
Public Education**

11. Bus Wraps- We budgeted to purchase three Volusia bus tails in Volusia County for a period of 24 weeks each which will cost \$5,211. We also budgeted for the purchase of advertising on three Volusia Para Transit bus/vans in Volusia County for one year which will cost \$4,875. In addition we have budgeted for 2 rear panels, 2 curbside panels, and one access panel on St. Johns County Council on Aging buses which will cost \$3,428. We left room in the budget for any additional production costs that could occur (Just over \$480). We feel that the mobility of bus advertising is of great value to us. The buses will all travel through different areas of Volusia and St. Johns Counties, allowing us to reach many different demographics.

13. Newspaper- We budgeted \$6,000 total under this line item. We plan to advertise throughout the year with Hometown News, Palm Coast Observer, Ormond Beach Observer, Palatka Daily News, St. Augustine Record and Daytona Times. Ads run from \$300 to \$1000.

14. Radio- We have not done much radio advertising in the past but would like to try it as a means of reaching the community. We budgeted \$5,000 of which we will use with multiple stations in our area. Several area stations are currently and will continue to run Crime Stoppers PSA's free of charge. We budgeted to do 5, \$1,000 Radio Campaigns. This number is based on radio advertising that we have done in the past. We hope to further our mission by spreading our tip and text line information via radio. We feel as though this is a great way of reaching the public. Our ads will stress that our tip line is anonymous and offers rewards for info leading to arrests.

17. Program Specialty Items- (Pens, Pencils, Magnets & Rulers) We have doubled the amount budgeted in this line item since last year. Ordering more of these items will allow us to keep our police departments and sheriff's offices well stocked with CS materials while leaving us enough materials to use at community events throughout the year. It is important for our Law Enforcement partners to have Crime Stoppers items so that they are able to dispense them at their events and in their facilities in order to familiarize their communities with the anonymous tipline. (1,700 Pen/Highlighters= \$1,722) (5,000 Pencils = \$1,000) (5000 Rulers = \$1200) (4,000 Magnets= \$1,600)

18. Door Hangers/Yard Signs- We budgeted to purchase 1,500 door hangers for \$225 and 300 yard signs for \$1,755. The door hangers and yard signs allow us to assist local law enforcement in canvassing areas where crimes have occurred.

19. Window Clings/Window Signs- We budgeted to buy 5,000 window clings at \$.20 each. Window clings are an easy way for businesses to display the tip line and also work on vehicle windows.

21. Newsletter- We budgeted \$1,600 to publish one annual newsletter in 13/14. The cost is based on quotes received in June 2013. The quotes were based on production and mailing of 3,000, 4 page news letters. The mailing of the newsletter is vital to spreading the news of Crime Stoppers to our communities. We will mail them to 3,000 members of our community in order to promote tip line awareness as well as our statistics and accomplishments.

26. Banners- Banners are beneficial to us mainly at community events. We budgeted for the purchase of 10 4x8 ft banners at \$165 each. We plan to provide each sheriff's office with at least one banner that they can use at community events or in the event of a high profile case. They could use it in the background of a press conference or at the scene of the crime

37. Tip Line Business Cards- We began using tip line business cards in 2013. The Flagler County Sheriff's Office came up with the idea of distributing the cards to inmates being released from their facility. We have budgeted for the purchase of 13,000 cards which will cost just under \$1,000. This initiative has been effective in getting the tipline information to the inmate population. This tends to be a population with knowledge of criminal activity and we hope that providing them with the tip line information will give them an anonymous way of turning over that information. We hope that this will result in an increase in tips and the apprehension of criminals in our communities.



**Rewards and  
Public Education**

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**OFFICE EXPENDITURES**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
41.	<b>Office Rent (must submit copy of lease and office hours)</b>		@	0%		
42.	<b>Utilities</b>		@	0%		
43.	<b>Office Phone (Not Tip Line)</b>		@	0%		
44.	<b>Cellular Phone</b>	\$125.00	@	1%	12	\$1,500.00
45.	<b>Fax Line</b>		@	0%		
46.	<b>Internet Line/Wireless Connectivity (Internet Service)</b>		@	0%		
47.	<b>Vehicle Mileage</b>		@	0%		
48.	<b>Postage/Express Mail (must maintain Postage Log for all stamps to demonstrate usage)</b>	\$45.00	@	0%	10	\$450.00
49.	<b>Post Office Box Rent</b>	\$45.00	@	0%	1	\$45.00
50.	<b>Storage Rent</b>		@	0%		
51.	<b>General Office Supplies/Letterhead/Envelopes</b>	\$100.00	@	1%	12	\$1,200.00

**EQUIPMENT AND PROPERTY**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
52.	<b>Computer (including monitor or Software purchased with computer)</b>		@	0%		
53.	<b>Computer Hardware Accessories</b>	\$250.00	@	0%	2	\$500.00
54.	<b>Laptop Computer (does not include Ipad notebooks or similar devices)</b>		@	0%		
55.	<b>Additional Software</b>	\$220.00	@	0%	2	\$440.00
56.	<b>Fax Machine</b>		@	0%		
57.	<b>Printer</b>		@	0%		



Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
58.	<b>Copier</b>		@	0%		
59.	<b>Copier Rental</b>		@	0%		
60.	<b>Copier Maintenance</b>	\$35.00	@	0%	12	\$420.00
61.	<b>Telephone Equipment (not bills)</b>		@	0%		

**MEMBERSHIP DUES**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
62.	<b>FACS (Florida Association of Crime Stoppers, Inc.)</b>	\$500.00	@	0%	1	\$500.00
63.	<b>Southeastern Crime Stoppers Association</b>	\$80.00	@	0%	1	\$80.00
64.	<b>USA Crime Stoppers Association</b>		@	0%		

**FEES**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
65.	<b>Corporate Filing Fees</b>	\$62.00	@	0%	1	\$62.00

**INSURANCES**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
66.	<b>Board &amp; Officer's Liability (Mandatory)</b>	\$1,423.92	@	1%	1	\$1,423.92
67.	<b>Employee Bond Insurance</b>		@	0%		
68.	<b>Storage Unit Insurance</b>		@	0%		
69.	<b>General Liability</b>		@	0%		
70.	<b>Vehicle Insurance</b>		@	0%		



**TRAVEL**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
71.	Travel	\$775.00	@	2%	4	\$3,100.00

**PROFESSIONAL SERVICES**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
72.	Accounting	\$500.00	@	0%	1	\$500.00
73.	Payroll Services	\$200.00	@	0%	1	\$200.00
74.	Computer Tech Support	\$250.00	@	0%	2	\$500.00
75.	Design Services	\$362.04	@	0%	2	\$724.08

**OTHER (EXPLAIN) (In Section 11 page 20)**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
76.			@	0%		
77.			@	0%		
78.			@	0%		
79.			@	0%		
80.			@	0%		
81.			@	0%		
82.			@	0%		
83.			@	0%		
84.			@	0%		
85.			@	0%		
	<b>TOTAL FOR OPERATING EXPENSES</b>					<b>\$11,645.00</b>

Section 8, Part 8, Operating Expenses. BUDGET NARRATIVE - For budget category, Operating Expenses, specifically describe how the goals were developed and how the funds will be used to achieve the mission statement of the organization and to meet adopted 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 budget application and the award contract. This 22 pages have been provided. Additional pages may be added if necessary.

**Operating Expenses**

- 44. Cellular Phone- This is based on a set monthly fee for the Executive Director's cell phone. We do not have an office phone. \$125 per month.
- 48. Postage- We budgeted \$450 in this line item. This based on 10 purchases of 100 stamps throughout the year. We require stamps in order to mail payments and correspondence throughout the year. This is necessary to the daily operation of our administrative office. This will allow us approximately 19 stamps per week.  $19 \times 52 = 988$
- 49. Post Office Box Rent- The Post Office charges an annual fee of \$45.
- 51. General Office Supplies- We allotted \$100 per month for office supplies. With our own printer/copier machine we are able to do much of our own printing and therefore spend a significant amount on paper. We will also have to purchase pens, tape, staples, calculator paper, binders and other organizational office items throughout the year.
- 53. Computer Hardware Accessories- We budgeted \$500 under this line item. This is in the event that we need to purchase any type of computer hardware such as a keyboard, wireless mouse or speakers. We had to purchase a new keyboard last year and had not budgeted for any such item.
- 55. Additional Software- We budgeted \$440 for additional software. We would like to update our Microsoft Office this year which costs \$220 as well as Windows 8 which is \$120-\$200.
- 60. Copier Maintenance- Our copier fee per month varies depending on the amount of color and black and white copies and prints that we have made. We budgeted \$35 per month based on the 12/13FY.
- 62. FACS Dues- Although we do not anticipate being reimbursed for this due the the 501(c)3 status of FACS being revoked, we budgeted for our annual dues of \$500 in the event that the status is recovered.
- 63. Southeastern Crime Stoppers Assoc. Dues- Members of our program would like to be able to attend the Southeastern Conference in 2014. We have been unable to in the past but budgeted to pay the dues in hopes of attending this year. \$80 Annual Dues.
- 65. Corporate Filing Fees- We budgeted \$62 to pay our Sunbiz annual dues.
- 66. Board & Officers Liability Insurance- This is a mandatory line item. In 2013, we paid \$1,240.93 for D&O insurance. We budgeted for \$1,423.92 in case of an increase in premium.
- 71. Travel- Total of \$3,100 (Breakdown below)
  - FACS October Meeting (\$700)
    - Hotel=\$125 x 2 Nights = \$250
    - Meal= \$36/day x 3 days = \$108
    - Mileage= \$.45 x 325 miles x 2 (each way) = \$293 (Rounded to \$300)
  - FACS February Meeting (\$700)
    - Hotel=\$125 x 2 Nights = \$250
    - Meal= \$36/day x 3 days = \$108
    - Mileage= \$.45 x 325 miles x 2 (each way) = \$293(Rounded to \$300)
  - FACS June Meeting (\$700)
    - Hotel=\$125 x 2 Nights = \$250
    - Meal= \$36/day x 3 days = \$108
    - Mileage= \$.45 x 325 miles x 2 (each way) = \$293(Rounded to \$300)
  - Southeastern Regional Meeting (\$1000)
    - Hotel=\$125 x 3 Nights = \$375
    - Meal= \$36/day x 3 days = \$108
    - Mileage= \$.45 x 550 miles x 2 (each way) = \$495(Rounded to \$500)  
(or airline ticket)



Section 8 Part 8 Operating Expenses. BUDGET NARRATIVE - For budgeting, Operating Expenses, specify exactly how the bills will be financed and how the items will be used to achieve the overall statement of the organization and to meet existing and potential needs. Each line item, including dollar amounts, will have to be explained and justified in detail. Use separate major groups that are not described and justify will be derived from the grant application and financial reports. The projects have been granted. Additional pages may be added if necessary.

**Operating Expenses**

- 72. Accounting- We budgeted \$500 paid to an accountant to prepare our annual 990. Cost is based on previous years as well as a slight increase in fee.
- 73. Payroll Services- We budgeted \$200 for quickbooks payroll services. This is an annual fee based on 2013. We use the QB payroll service to pay our Executive Director.
- 74. Computer Tech Support- We budgeted \$500 to spend throughout the year on computer tech services. This is for services such a computer tune up, wireless Internet tune up or upgrade and repair services.
- 75. Design Services- We budgeted \$1,000 to spend throughout the year on design services. Design services consist of the development of logos, QR codes, newspaper ads, designs to be used on billboards and buses as well as banners and other publications.



**SALARY BREAKDOWN** *(This section must be used to assist in determining how much is to be charged to the Trust Fund in salary dollars.)*

Position/Title	Employer Benefits	Hourly Rate	Hrs. per Week	# Weeks	Salary	Employer Taxes	Total Salary
						\$0.00	\$0.00
	\$0.00					\$0.00	\$0.00
	\$0.00					\$0.00	\$0.00
	\$0.00					\$0.00	\$0.00
	\$0.00					\$0.00	\$0.00
	\$0.00					\$0.00	\$0.00
<b>Executive Director (Salaried - Not paid hourly)</b>		\$0.00	0	0	\$45,360.00	\$3,470.04	\$48,830.04

**Employed By Crime Stoppers (Paid from CS Trust Fund)**

Item #	Employee Name (Match Name to Position/Title)	% Time Spent on Crime Stoppers	Salary	Salary Based on %	Non-Sworn	Sworn
86.			\$0.00	\$0.00		
87.			\$0.00	\$0.00		
88.			\$0.00	\$0.00		
89.			\$0.00	\$0.00		
90.			\$0.00	\$0.00		
91.			\$0.00	\$0.00		
92.	Executive Director (Salaried - Not paid hourly)	98%	\$48,830.04	\$47,628.82	X	
	<b>TOTAL SALARY</b>			\$47,628.82		



**Salary  
Narrative**

The "Salary" portion of the Crime Stoppers Grant may not exceed 30% of the award amount. Therefore, we are requesting the entire 30% portion which totals \$47, 628.82. This number has increased since last year as a reflection of our increased grant funds in the 13/14 Fiscal Year. This does not entirely cover the E.D. salary including payroll taxes. The additional cost is covered by discretionary funds. A job description is also attached. The Executive Director is the only paid employee of Crime Stoppers of Northeast Florida.

**"OTHER"  
Narrative**

37. Tip Line Business Cards- We began using tip line business cards in 2013. The Flagler County Sheriff's Office came up with the idea of distributing the cards to inmates being released from their facility. We have budgeted for the purchase of 13,000 cards which will cost just under \$1,000.
38. Event Tent- The "Event Tent" is a pop up tent that can be customized with the Crime Stoppers logo and used at community events. The tent will help to draw attention to the Crime Stoppers booth or table and will of course shade the volunteers from the Florida sun. We feel as though the pop up tent would be a great addition to our community event "set up" and would add a professional appearance to our booth or table. One customized tent will cost approximately \$450. The tent should last for several years.
39. Event Table Cover- An event table cover is a table cloth or throw that can be customized with the Crime Stoppers logo and used to cover the table often provided at community events. Currently, we purchase plastic table covers which often rip and blow away. We feel as though the table cover would add a professional appearance to our table or booth at community events. One customized table cover will cost approximately \$250.
40. McGruff Stand-up Character- We often are unable to have McGruff join us at community events due to scheduling issues and budget cuts. We feel as though adding a McGruff stand-up character would draw attention to our table or booth at community events and would allow us to have McGruff present at all times without having to schedule through the Port Orange Police Department. We have a "bandit" character that we will be retiring in 13/14 due to "wear and tear". One McGruff Stand-up will cost \$150. We budgeted to purchase 2.



<b>Budget Category</b>	<b>%</b>	<b>Total Cost</b>
<b>Part A. Rewards and Public Education (Minimum of 50% of Award Amount)</b>	63%	\$99,502.00
<b>Part B. Operating Expenses</b>	7%	\$11,645.00
<b>Part C. Salaried Employees (Maximum allowed 30% of Award Amount)</b>	30%	\$47,628.82
<b>TOTAL</b>	100%	\$158,775.82
<b>Award Amount</b>	<b>\$158,775.82</b>	

**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><b>1. Tip Line:</b> 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><b>1. Tip Line:</b> 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><b>1. Tip Line: Provider may submit either a. or b. as support; both are not required for Deliverable #1 support documentation.</b>  <b>(a)</b> 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>(b)</b> Provide a copy of the tip line phone bill or answering service invoice.</p>	<p><b>1. Tip Line:</b>  <b>(a)</b> 10% reduction of reimbursement submitted for any month a phone line is not provided; and support documentation is not submitted as required.</p>
<p><b>2. Rewards:</b> 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><b>2. Rewards:</b> 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><b>2. Rewards:</b>  <b>(a)</b> 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>(b)</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><b>2. Rewards:</b>  <b>(a)</b> 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><b>3. Payment of Approved Rewards:</b> The Provider will make all approved rewards available to tipsters within five (5) business days following Board or Reward Committee approval.</p>	<p><b>3. Payment of Approved Rewards:</b> 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><b>3. Payment of Approved Rewards:</b>  <b>(a)</b> 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><b>3. Payment of Approved Rewards:</b>  <b>(a)</b> 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><b>4. Public Awareness of "Tip Line" and Program:</b> 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><b>4. Public Awareness of "Tip Line" and Program:</b> 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><b>4. Public Awareness of "Tip Line" and Program:</b>  <b>(a)</b> 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>(b)</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><b>4. Public Awareness of "Tip Line" and Program:</b>  <b>(a)</b> 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><b>5. Grant Requirement:</b> 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><b>5. Grant Requirement:</b> 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><b>5. Grant Requirement:</b> 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><b>5. Grant Requirement:</b> 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><b>6. Law Enforcement Contact:</b> 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><b>6. Law Enforcement Contact:</b> 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><b>6. Law Enforcement Contact:</b>  <b>(a)</b> The Provider will submit copies of emails notifying all local law enforcement agencies within service area board meetings; or  <b>(b)</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><b>6. Law Enforcement Contact:</b>  <b>(a)</b> 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.**

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Scope of Work	Deliverables	Document Support	Sanctions
<p><b>7. Board Meetings, Grants \$20,000 or Higher:</b> 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><b>7. Board Meetings, Grants \$20,000 or Higher:</b> 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><b>7. Board Meetings: Grants \$20,000 or Higher:</b>                      (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><b>7. Board Meetings, Grants \$20,000 or Higher:</b>                      (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><b>8. Board Meetings, Grants up to \$19,999:</b> 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><b>8. Board Meetings, Grants up to \$19,999:</b> 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><b>8. Board Meetings: Grants up to \$19,999:</b>                      (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><b>8. Board Meetings, Grants up to \$19,999:</b>                      (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><b>Community Events:</b> 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><b>9. Community Events:</b> 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><b>9. Community Events:</b>                      (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><b>9. Community Events:</b>                      (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><b>Reporting Requirements:</b> The Provider will submit thirteen (13) <b>complete</b> Reimbursement Request/Expenditure Reports and Performance Reports with original signatures, to include all required support documentation, by the 20<sup>th</sup> 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 20<sup>th</sup> of the following month even if no expenses were incurred. If the 20<sup>th</sup> 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 <b>expenditures</b> 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 <b>deliverables</b> either mailed or scanned and received within the above same time frame.</p>	<p><b>10. Reporting Requirements:</b>  <b>(a)</b>The Provider must submit monthly one of the following as proof of post-mark date:  <b>(i)</b>Copy of receipt provided by U. S. Postal Service for mailing the Reimbursement Request and Monthly Performance Report;  <b>(ii)</b>Copy of receipt or other document provided by UPS or Fed Ex indicating the date Reimbursement Request and Monthly Performance Report was mailed;  <b>(iii)</b>Copy of UPS, Fed Ex or U. S. Postal Service tracking form indicating the date Reimbursement Request and Monthly Performance Report was mailed.  <b>(b)</b>All support documents and signed Monthly Performance Report must be scanned and emailed to the OAG Grant Manager and Program Administrator by the 20<sup>th</sup> of the following month; if the 20<sup>th</sup> falls on a Saturday, a Sunday or a federal holiday, the documents must be received no later than the next business day.</p>	<p><b>10. Reporting Requirements:</b> <b>(a)</b> 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 20<sup>th</sup> of the following month, except if the 20<sup>th</sup> 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>(b)</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. Billboards/Rolling Billboards: The Provider will promote Crime Stoppers' Tip Line as well as unsolved cases through the use of billboards.</p>	<p>11. The Provider will promote the CS Tip Line as well as unsolved cases through the use of billboards and digital billboards in Volusia, Flagler, Putnam &amp; St. Johns Counties. At least two boards will be present in each county. In most cases, CS will purchase the vinyls and the company will place them when and where space is available.</p>	<p>1. Provide copy of Invoice indicating # of billboards, length of display, and the locations of the billboards                  2. Provide copy of final proof or digital photo                  3. Maintain dated digital photos of billboards purchased with the vinyl affixed for Performance Review</p>	<p>100% of cost will be disallowed if Provider fails to promote Crime Stoppers Tip number, program and unsolved cases on a minimum of 8 outdoor billboards and submit the required support documentation indicating achievement</p>
<p>12. Bus Wraps: The Provider will promote the Crime Stoppers' Tip Line as well as unsolved cases through the use of bus wraps.</p>	<p>12. The Provider will promote the CS Tip Line through the use of bus wraps. The bus advertisements will be present on the tall end of 3 Votran buses for a period of 24 weeks each as well as 3 para transit Votran vehicles for one year each. Advertisements will also be present on 2 rear panels, 2 curbside panels and 1 access panel of COA buses in St. Johns County for one year.</p>	<p>1. Provide copy of Invoice indicating # of buses, length of display, and the number of the bus wrapped                  2. Provide copy of final proof or digital photo                  3. Maintain dated digital photos of wraps purchased affixed to the vehicles for Performance Review</p>	<p>100% of cost will be disallowed if Provider fails to promote Crime Stoppers Tip number on a minimum of 6 buses throughout the counties served and submit the required support documentation indicating achievement</p>

**Crime Stoppers of Northeast Florida, Inc.**  
Job Description

**Position Title:** Executive Director

**Reports To:** Board of Directors & Executive Committee

To be responsible to the Board of Directors for the administration and management of Crime Stoppers that includes: implementation of policies adopted by the Board, directly oversees and institutionalizes resource development programs, develops an annual budget and agency work plan for adoption by the Board, develops and manages programs to market and promote Crime Stoppers in public and in institutions as a vehicle to assist law enforcement in stopping crime, works closely with Law Enforcement agencies and staff.

**Principal Duties and Responsibilities:**

Serves as the principal professional resource to the Board and key volunteer committees of the Board and assists them in matters of policy formulation, implementation, and interpretation to the community at large.

Ensures the quality and continuity of volunteer support and direction for Crime Stoppers, through board member cultivation, recruitment, and motivation. Works closely with and supports Nominating Committee.

Cultivates and develops cooperative relationships among public, private and voluntary groups including Law Enforcement Agencies, Public and Private Educational institutions, Funding Organizations, Corporations, and Community and Civic groups. Promotes use and support of Crime Stoppers by these groups i.e. Student Crime Stoppers Program, Workplace Crime Stoppers program.

Develops and implements an Annual Work plan with the support of the Board and Organizational Volunteers.

Provides for the development of an Annual Budget, working with the Treasurer and the Finance Committee.

Develops all organizational meeting agendas and notifies volunteers in writing at least 2 weeks in advance of all meetings. Works with the Secretary, Treasurer, Law Enforcement Coordinator and President to ensure that all documents such as Board Meeting Minutes, Financial Reports, Award Recommendations and meeting Agendas are prepared for all meetings of the Board and Executive Committees.

Enhance public awareness, understanding, and support for Crime Stoppers through coordinated marketing and communications programs with help from Marketing and Communications Committee, ie. Press Releases and Public Interest Stories, Billboards, Newsletters, Corporate and School Poster Programs, Public Forums, Presentations to Civic Clubs.

Conducts annual resource development programs to include: Community-wide Annual Membership Campaign, Grant and Foundation Funding, Corporate Funding, Special Events (Crime Stoppers Annual Banquet), Public & Private Funding.

Works closely and cooperates with Law Enforcement Coordinator to stay abreast of cases and happening with Law Enforcement to ensure all organizational resources are effectively utilized in meeting agency goals.

Maintains up to date records on all Organizational Volunteers, Donors, media Contacts for releases, Law Enforcement Contacts and Coordinators. Corporate, Civic and Institutional Leadership for newsletters and informational and Fund Raising correspondence. Records to include: Name, Title, Address, Telephone number and Fax and e-mail address (if available). Donor lists will also keep a record of the Amount given over last two years.

Operates within a balanced budget and ensures proper oversight for all organizational assets. Ensures that financial controls are always in place.

Performs other duties that are logical in their assignment to this position.

**Job Relationships:**

The scope of this position is broad, requiring significant relationships with persons at every level. Competence in dealing with people of every background is required. As the only paid employee of Crime Stoppers, this position does not supervise any staff, but must work closely with and support the work of the Law Enforcement Coordinator as he/she supports the work of Crime Stoppers of Volusia County, Inc. Direction will be provided by the Board.

**Job Requirements:**

Advanced college degree preferred, weighed against demonstrated experience in Fund Raising, Community Relations, and Administration. Individual must be honest, a self-starter, highly motivated, and goal orientated.

**CRIME STOPPERS OF NORTHEAST FLORIDA, INC.  
EXECUTIVE DIRECTOR'S OFFICE DUTIES**

**WEEKLY**

- Mail that comes in needs to be date stamped and filed appropriately following Public Records Access Policy and Record Retention Policies  
Bank statements are NOT opened. Date stamp envelope and give to Treasurer to open.
- Processing of invoices with checks written and signed by two authorized check signers. Proper filing of all invoices and back-up documentation.
- Update Facebook page with latest news of local cases, etc.
- Deposit checks – make sure to photocopy checks and deposit slip prior to going to bank
- Update mailing list – keep an eye on local papers for changes in elected officials, etc.

**BI-WEEKLY**

- Payroll, with two check signers signature

**MONTHLY**

- Financial Reports to Treasurer at beginning of each month
  - Balance Sheet
  - Profit & Loss
  - Journal Entries
  - Income and Expense Report
- Board Meeting 2nd Tuesday w/ reminders
  - Agenda (approved by Board President before being sent to entire Board)
  - Monthly Reward Stats (included on Agenda)
  - Meeting Minutes from previous month (reviewed by Secretary before being sent to Board)
  - List of rewards and amounts (with code number redacted) sent one week prior to Board meeting to voting Board members
  - Update on agenda: Outstanding reward checks amount
  - Update on agenda: Percentage of checks picked up
- Deliver rewards checks to local bank. Mail to 2 out of county banks.
- Track, request and void checks over 60 days from three banks
- 941 Liability electronic deposit by 15<sup>th</sup> of the month
- Trust Fund Reimbursement Request/Expenditure Report
  - Copies of all invoices to be reimbursed for
  - Copies of cleared checks for reward reimbursements
  - Monthly Statement of Salary/Benefits
  - Send to OAG any needed budget modifications
- Trust Fund Inventory
- Trust Fund Monthly Performance Report
- Trust Fund Time Sheets with signature from Board President on monthly time sheet
- Update Perpetual Budget: Trust Fund
- Coordinate with Treasurer the Bank Accounts Reconciliations. Once given the opened statements and Treasurer's reconciliation sheet, reconcile accounts in QuickBooks and send report with notes to Treasurer
- Attend Volusia Flagler Police Chiefs Association meeting (4th Friday of each month)

## QUARTERLY

- 941 Quarterly Federal Tax Return, website  
<http://www.irs.gov/pub/irs-pdf/f941.pdf>
- Quarterly Performance Report to Trust Fund
- Review Budget to note need for line item transfers and budget modifications.
- Present Quarterly Statistics at Volusia Flagler Police Chiefs Association meeting

## SEMI-ANNUALLY

- Newsletter: Winter and Summer

## ANNUALLY

- Develop sponsorship packets
  - Includes: Sponsorship Levels, Fact Sheet, Mission Sheet, Cover Letter, Commitment Form, etc.
  - Work with Board to disseminate packets and establish deadlines
  - Update Board on progress weekly
  - Ensure sponsors send in all necessary information including check, etc.
  - Respond to requests for w9s, etc. from sponsors
  - Ensure sponsors receive all the benefits indicated based on their sponsorship level
  - Write thank you letters and ensure proper wording is included to note value of the goods and services they receive in exchange for their sponsorship
- Annual Meeting:
  - Includes: Sponsorship, Invitations – including Honor Guard, Judge, and McGruff, Location, Community Awards, Board Reports, Program Development, PowerPoint of year's accomplishments, Budget Development, Produce the event (see binder for details)
- Development, Printing and Distribution of Annual Report – JAN.
  - Includes: Letters from incoming and outgoing Presidents, Updated Statistics for Calendar Year, Sponsor Ads, Review of Year's Events, Recognition of Sponsors, Financial Statements for Calendar Year End
- After election of new Board Officers update:
  - OAG
  - Sunbiz
  - Bank re: check signers
- Annual Banquet-SPRING
  - Includes: Nomination form sent to all departments, timeline for Nominations, Sponsorship, Marketing, Promotion, Invoices, Banking, Budget Development, Thank You letters, Grant submissions, Awards, Press Releases, Develop Event Program to include Bios of Nominees, Sponsor Ads, etc., Produce the Event (see binder for details)
- 10K Run
  - Includes: Sponsorship, Registration Form, Course Layout and Logistics, Marketing, Promotion, Banking, Budget Development, Press Releases, T- shirts, Awards, In-kind Donations, Thank You letters, Produce the event (see binder for details)
- Develop Annual Budget: May/June with help of Board Treasurer

- Nominations for Board Officers: NOV with help of Nominating Committee
- Student Poster Contest: March, April & May
  - Letters to Sheriffs & Superintendents w/ invoices
  - Coordinate contest schedule/judging and awards with SAO
  - Prep 9 winning checks for each School Board meeting
  - Order and present award ribbons on enlarged artwork
  - Get counts from schools and order approx. 7,000 posters
  - Coordinate with VOTRAN to display horizontal posters w/lamination
- Taxes – coordinate with CPA and supply necessary information
- W2's to IRS and Social Security by deadline of end of January  
Issue 1099s if applicable
- Update and improve website – work with John Caruthers
  - Update officer's bios
  - Update events, publications, etc.
  - Update sponsors
  - Check all links to ensure they are working properly and are up to date
- Register with FL Department of Agriculture & Consumer Service, per Chapter 406 FL statutes
- Register with FL Dept of State Division of Corporations
- Renew Officers and Directors' Liability Insurance
- Write and submit Trust Fund Grant in May for July-June grant year
- Mandatory FACS meeting in June (OAG training)
- FACS meeting in October
- FACS meeting in February
- Renew Postal Box
- Meet with Clerks of Courts re: collection of Crime Stoppers fee
- Organize with Board and Liaisons for attendance at as many National Night Out Against Crime activities as possible
- Conduct full inventory of Crime Stoppers' possession (especially noting items purchased with Trust Fund dollars). Properly dispose of items when needed.
- Review By-laws and policies of organization to ensure no changes are needed. Discuss proposed changes with Board President and place on Board Meeting Agenda for action.
- Develop with VP of Communications a marketing plan for upcoming fiscal year to ensure best use of resources and promotion of Tip Line in all 4 counties.
- Prepare for OAG site visit. Fill out performance questionnaire with Treasurer's assistance and pull requested documents.
- Review Quickbooks event accounts and make sure they match with budget approved by Board. Correct any errors.
- Prepare Leadership Giving Letter - JAN in conjunction with Board President and mail out.
- Update information at MyFloridaMarketPlace.com – beginning of Fiscal Year.
- Review Trust Fund Grant contract to ensure compliance on all sections.

#### **AS NEEDED**

- Update Board of Directors listing, noting: term expiration dates and by-laws requirements
- Present at County Delegation Meetings
- Letters to Legislators re: funding
- Civic group presentations
- Participate in Kicks for Guns event

- Public Safety Week booth and Trunk or Treat booth
- Printing of posters, cards, door hangers, etc.
- Purchasing of promotional items – magnets, pens, pencils, rulers, key-chains, etc.
- Work with Treasurer to monitor Endowment Accounts with two investment bankers
- Purchase bus seat signs, billboards, radio spots, etc.
- Support to law enforcement agencies as needed re: high profile cases
- External reward agreements with families of homicide victims
  - Ensure money is returned by date in contract, when applicable
- Media relations
- Purchase and maintenance of office supplies
- Attend trainings re: management of nonprofits (United Way and SNAP host trainings)
- Conduct orientation with new Board members, including giving them Board binder and familiarizing them with Crime Stoppers' operations
- Write thank you notes to volunteers, agencies, etc. (hand written ones need to be copied before going out).
- Look for grant opportunities and with Board's permission apply for funding
- Respond to Public Records Request (first consult with attorney on Board and/or contact Crimeline for their guidance)
- Deliver promotional materials to Sheriff's Offices/Police Departments
- Stewardship of donors
  - Thank you letters with proper wording for IRS/tax compliance sent within 48 hours of receiving donation
  - Recognize donors in Annual Report, newsletters, event programs, etc.
  - Alert Board of donations received and ask for their participation in thanking donors with phone calls or personal thank you notes
  - Properly designate donation to appropriate account, especially ensuing donor's request is met

**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 20<sup>th</sup> 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 20<sup>th</sup> 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 20<sup>th</sup> 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 20<sup>th</sup> 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 20<sup>th</sup> 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 20<sup>th</sup> 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 20<sup>th</sup> 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 20<sup>th</sup> 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 15<sup>th</sup> 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 28<sup>th</sup> 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 28<sup>th</sup> 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 15<sup>th</sup> 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: Crime Stoppers of Northeast Florida, Inc.**

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

**Grant Number: 007-13**

**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
(1) <b>Tip Line:</b> 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.	0	12	0	10% reduction of reimbursement submitted for any month a phone line is not provided; and support documentation is not submitted as required.
(2) <b>Rewards:</b> 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.	0	12	0	10% reduction of reimbursement submitted for failure to review, approve or deny rewards submitted for payment; and support documentation is not submitted as required.

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><b>(3) Payment of Approved Rewards:</b> 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><b>(4) Public Awareness of "Tip Line" and Program:</b> 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>(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</p> <p>(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><b>(5) Grant Requirement:</b> 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>(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</p> <p>(b) The Provider or representative must be signed in as attending all sessions/days to qualify for travel reimbursement.</p>	0	2	0	<p>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</p> <p>b. Travel may only be reimbursed for attending all sessions/days of conferences held by the Florida Association of Crime Stoppers.</p>
<p><b>(6) Law Enforcement Contact:</b> 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>(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.

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

	Monthly Services Completed	Yearly Services Required	YTD Services Provided	SANCTIONS
<p><b>(7) Board Meetings, Grants up to \$19,999:</b> 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><b>Document Support:</b> (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><b>(8) Community Events:</b> 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.</p> <p>(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	<p>(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;</p> <p>(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>
<p><b>(9) Reporting Requirements:</b> 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>(a)The Provider must submit one of the following as proof of post-mark date:</p> <p>(i)Copy of receipt provided by U. S. Postal Service for mailing the Reimbursement Request and Monthly Performance Report;</p> <p>(ii)Copy of receipt or other document provided by UPS or Fed Ex indicating the date Reimbursement Request and Monthly Performance Report was mailed;</p> <p>(iii)Copy of UPS, Fed Ex or U. S. Postal Service tracking form indicating the date Reimbursement Request and Monthly Performance Report was mailed.</p> <p>(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><b>Reporting Requirements:</b></p> <p>(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.</p> <p>(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>

Crime Stoppers Monthly Performance Report (Attachment D)

July 2013

	Monthly Services Completed	Yearly Services Required	YTD Services Provided	SANCTIONS
10. The Provider will promote the CS Tip Line as well as unsolved cases through the use of billboards and digital billboards in Volusia, Flager, Putnam & St. Johns Counties. At least two boards will be present in each county. In most cases, CS will purchase the vinyls and the company will place them when and where space is available. <b>Documentation Required:</b> 1. Provide copy of Invoice indicating # of billboards, length of display, and the locations of the billboards 2. Provide copy of final proof or digital photo 3. Maintain dated digital photos of billboards purchased with the vinyl affixed for Performance Review	0	8	0	100% of cost will be disallowed if Provider fails to promote Crime Stoppers Tip number, program and unsolved cases on a minimum of 8 outdoor billboards and submit the required support documentation indicating achievement
11. The Provided will promote the CS Tip Line through the use of bus wraps. The bus advertisements will be present on the tall end of 3 Votran buses for a period of 24 weeks each as well as 3 para transit Votran vehicles for one year each. Advertisements will also be present on 2 rear panels, 2 curbside panels and 1 access panel of COA buses in St. Johns County for one year. <b>Documentation Required:</b> 1. Provide copy of Invoice indicating # of buses, length of display, and the number of the bus wrapped 2. Provide copy of final proof or digital photo 3. Maintain dated digital photos of wraps purchased affixed to the vehicles for Performance Review	0	6	0	100% of cost will be disallowed if Provider fails to promote Crime Stoppers Tip number on a minimum of 6 buses throughout the counties served and submit the required support documentation indicating achievement
N/A	0	0	0	

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

	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	

	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</p>	<p>Date</p>			
<p>Reviewed by: OAG Program Administrator</p>	<p>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:**

**Crime Stoppers of Northeast Florida, Inc.**


**Date:**

**July 1, 2013**

**Grant No: 007-13**

**Amend No:**

	<b>Amount Requested</b>	<b>Amount Approved</b>
<b>Rewards and Public Education</b>	<b>\$99,502.00</b>	<b>\$99,502.00</b>
<b>Operating Expenses</b>	<b>\$11,645.00</b>	<b>\$11,645.00</b>
<b>Salaried Employees</b>	<b>\$47,628.82</b>	<b>\$47,628.82</b>
Non-Sworn	\$ 47,628.82	\$ 47,628.82
Non-Sworn Employed by a Law Enforcement Agency	\$ -	\$ -
Sworn	\$ -	\$ -
<b>Total Budget Requested</b>	<b>\$ 158,775.82</b>	
<b>Available Trust Fund Amount</b>	<b>\$ 158,775.82</b>	
<b>Difference</b>	<b>\$ -</b>	
<b>Disallowed or Reduced Expenditures:</b>		
Total Reduction/Disallowed:		
<b>Total Approved Budget</b>	<b>\$ 158,775.82</b>	<b>\$ 158,775.82</b>

  
 \_\_\_\_\_  
 Approved, Program Administrator

  
 \_\_\_\_\_  
 Approved, Bureau Chief

7-11-13  
 \_\_\_\_\_  
 Date

7/11/13  
 \_\_\_\_\_  
 Date