



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

AND

**POLK COUNTY CRIME STOPPERS, INCORPORATED D/B/A HEARTLAND CRIME
STOPPERS
GRANT NO: 021-13
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 Polk County Crime Stoppers, Incorporated d/b/a Heartland Crime Stoppers, and its Board of Directors, hereafter referred to collectively as the PROVIDER. The parties hereto mutually agree as follows:

ARTICLE 1. ENGAGEMENT OF THE PROVIDER

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

ARTICLE 2. SCOPE OF SERVICES

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

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

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

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

subcontractor within seven (7) working days will result in a penalty that shall be charged against the PROVIDER and paid to the subcontractor in the amount of one-half of one percent (.005) of the amount due per day from the expiration of the period allowed for payment. Such penalty shall be in addition to actual payments owed and shall not exceed fifteen (15%) percent of the outstanding balance due.

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

ARTICLE 3. AMOUNT OF FUNDS

The Agency agrees to pay the PROVIDER for services completed in accordance with the terms and conditions of this Agreement, the grant application and the budget as approved by the Agency. The total sum of monies paid to the PROVIDER for costs incurred for **services performed** under this Agreement shall not exceed the amount of monies deposited into the Crime Stopper Trust Fund within the judicial circuit in which monies were collected and available for award. The Agency shall distribute funds as equitably as possible, based on amounts collected within each county, when more than one county is eligible within a judicial circuit. If the PROVIDER is an official member of the Florida Association of Crime Stoppers, monies may only be allocated upon receipt of a Letter of Agreement from the appropriate Board of County Commissioners for each county served by the member. In accordance with Attachment B, the total sum of monies approved for the costs incurred under this Agreement shall not exceed \$294,944.00.

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

ARTICLE 4. TIME OF PERFORMANCE

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

ARTICLE 5. E-PROCUREMENT

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

ARTICLE 6. AUTHORIZED EXPENDITURES

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

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

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

ARTICLE 7. METHOD OF PAYMENT

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

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

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

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

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

ARTICLE 8. VENDOR OMBUDSMAN

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

ARTICLE 9. REPORTS

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

ARTICLE 10. ACKNOWLEDGEMENT

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

ARTICLE 11. PURCHASES

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

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

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

ARTICLE 12. PROPERTY

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

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

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

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

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

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

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

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

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

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

ARTICLE 14. MONITORING

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

ARTICLE 15. RETURN OF FUNDS

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

ARTICLE 16. FINAL INVOICE

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

ARTICLE 17. NOTICE

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

ARTICLE 18. LIABILITY AND ACCOUNTABILITY

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

ARTICLE 19. INDEPENDENT CONTRACTOR

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

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

ARTICLE 20. PUBLIC RECORDS

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

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

ARTICLE 21. EMPLOYMENT

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

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

ARTICLE 22. NONDISCRIMINATION

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

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

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

ARTICLE 23. CONFIDENTIALITY OF CLIENT INFORMATION

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

ARTICLE 24. PUBLICITY

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

ARTICLE 25. PUBLIC ENTITY CRIME

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

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

ARTICLE 26. GRATUITIES

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

ARTICLE 27. PATENTS, COPYRIGHTS, AND ROYALTIES

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

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

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

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

ARTICLE 28. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

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

ARTICLE 29. CONSTRUCTION OR RENOVATION OF FACILITIES USING STATE FUNDS

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

ARTICLE 30. INDEMNIFICATION

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

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

ARTICLE 31. TERMINATION

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

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

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

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

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

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

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

ARTICLE 32. AMENDMENTS

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

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

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

Name: Polk County Crime Stoppers, Incorporated d/b/a Heartland Crime Stoppers
Address: 1891 Jim Keene Boulevard
City, State Zip: Winter Haven, Florida 33880
Telephone Number: (863) 293-2500
Email Address: hcrimestoppers@gmail.com

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

Name: Robert Dodd, Treasurer

Address: [REDACTED]
City, State Zip: [REDACTED]
Telephone Number: ([REDACTED])
Email Address: [REDACTED]

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

Name: Chip Brown, Executive Director
Address: [REDACTED]
City, State Zip: Winter Haven, Florida 33880
Telephone Number: ([REDACTED])
Email Address: [REDACTED]

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

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

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

ARTICLE 34. GOVERNING LAW

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

ARTICLE 35. JURISDICTION AND VENUE

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

ARTICLE 36. AGREEMENT AS INCLUDING ENTIRE AGREEMENT

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

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


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

PROVIDER: Polk County Crime Stoppers, Incorporated d/b/a Heartland Crime Stoppers

**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: 12/31

ATTACHMENT A
Florida Single Audit Act Requirements

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

MONITORING

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

AUDITS

PART I: FEDERALLY FUNDED

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

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

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

PART II: STATE FUNDED

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

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

PART III: OTHER AUDIT REQUIREMENTS

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

PART IV: REPORT SUBMISSION

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

- A. The Office of the Attorney General
Bureau of Citizens Safety Programs and Criminal Justice Programs
Bureau Chief, PL-01, The Capitol
Tallahassee, Florida 32399-1050
- B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

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

- C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.
2. In the event that a copy of the reporting package for an audit required by PART I of this agreement and conducted in accordance with OMB Circular A-133, as revised, is not required to be submitted to the Agency for the reasons pursuant to Section .320 (e)(2), OMB Circular A-133, as revised, PROVIDER shall submit the required written notification pursuant to Section .320 (e)(2) and a copy of PROVIDER's audited schedule of expenditures of Federal awards directly to the Agency's Contract Manager listed in this Contract.
 3. Copies of financial reporting packages required by PART II of this agreement shall be submitted by or on behalf of PROVIDER directly to each of the following:

- A. The Agency at the following address:

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

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

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

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

PART V: RECORD RETENTION

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

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

EXHIBIT – 1

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

No Federal Project Funds Awarded

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

MATCHING RESOURCES FOR FEDERAL PROGRAMS:

No Matching Funds for Federal Programs Awarded

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

<u>STATE PROJECT</u>	<u>AGENCY</u>	<u>PROJECT TITLE</u>	<u>AWARD AMOUNT</u>
#41.002	Office of the Attorney General	Crime Stoppers	\$294,944.00

TOTAL STATE FUNDS AWARDED SUBJECT TO SECTION 215.97, F.S. \$294,944.00

**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.*

**FLORIDA CRIME STOPPERS TRUST FUND**

Submit by E-mail

Print Form

**ATTACHMENT B
Grant Application
2013-2014****ORIGINAL****Section 1. Applicant Information****Type of Governmental Agency or Organization (check Space)**☐ County☒ Member, Florida Association of Crime Stoppers, Inc.**RECEIVED**

JUN 05 2013

Organization Information**CRIMINAL JUSTICE PROGRAMS
ECPTI**

Name of Agency or Organization: Polk County Crime Stoppers, Inc. dba. Heartland Crime Stoppers

Organization Mailing Address: 1891 Jim Keene Blvd

Applicable Judicial Circuits: 10th

City: Winter Haven State: FL Zip: 33880

Federal Identification Number: [REDACTED] Participating Counties: Polk, Hardee, Highlands

Total Budget Request: \$294,944.00

Individual to Contact in Case of Question: Chip Brown

Area Code/Phone No. [REDACTED]

E-Mail Address: [REDACTED]

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

Agency: Polk, Hardee, Highlands County BoCC

Agency: Florida Insurance Fraud Division

Agency: State Fire Marshall Office

Agency: Polk, Hardee & Highlands County Sheriff's Office

Agency: Florida Dept of Alcoholic Beverages & Tobacco

Agency: Florida Department of Lottery

Agency: Florida Highway Patrol

Agency: Florida Department of Law Enforcement

Agency: Lakeland Police Department

Agency: Winter Haven Police Department

Agency: Lake Wales Police Department

Agency: Lake Hamilton Police Department

Agency: Auburndale Police Department

Agency: Bartow Police Department

Agency: Haines City Police Department

Agency: Department of Corrections

Agency: Lake Placid Police Department

Agency: Florida Fish & Wildlife Conservation

Agency: Sebring Police Department

Agency: Wauchula Police Department

Agency: Davenport Police Department

Agency: Bowling Green Police Department

Agency: Lake Alfred Police Department

Agency:

Section 2. Certification Signatures

Name of Program Director: Chip Brown Title: Executive Director

Street, Post Office Box or Drawer: [REDACTED] Area Code/Telephone No. [REDACTED]

City: [REDACTED] State: FL Zip: 33880 Area Code/Fax No. [REDACTED]

Signature of Program Director: *Chip Brown* Date of Signature: 6-4-13

E-Mail Address: [REDACTED]

Name of Authorizing Official: Gary Mullings Title: Chair

Street, Post Office Box or Drawer: 1891 Jim Keene Blvd Area Code/Telephone No. +1 (863) 293-2500

City: Winter Haven State: FL Zip: 33880 Area Code/Fax No. +1 (863) 293-1800

Signature of Authorizing Official: *G. Mullings* Date of Signature: 6-4-13

E-Mail Address: hcrimestoppers@gmail.com

Name of Financial Officer: Robert Dodd Title: Treasurer

Street, Post Office Box or Drawer: [REDACTED] Area Code/Telephone No. [REDACTED]

City: [REDACTED] State: FL Zip: [REDACTED] Area Code/Fax No. [REDACTED]

Signature of Financial Officer: *R. Dodd* Date of Signature: 6-4-13

E-Mail Address: [REDACTED]

Section 3. Organization Board of Directors

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

Position on Board	Name	E-Mail Address	Exempt
Chairman/President:	Gary Mullings	hcrimestoppers@gmail.com	<input type="checkbox"/> YES
Vice Chairman/President:	Sue Birge	hcrimestoppers@gmail.com	<input type="checkbox"/> YES
Treasurer:	Robert Dodd		<input checked="" type="checkbox"/> YES
Secretary:	Erica Allen		<input checked="" type="checkbox"/> YES
Immediate Past President:	Melony Bell	hcrimestoppers@gmail.com	<input type="checkbox"/> YES
Board Member:	Larry Coggins, Jr.		<input checked="" type="checkbox"/> YES
Board Member:	Greg James	hcrimestoppers@gmail.com	<input type="checkbox"/> YES
Board Member:	Frank Johnson	hcrimestoppers@gmail.com	<input type="checkbox"/> YES
Board Member:	Justin Troller	hcrimestoppers@gmail.com	<input type="checkbox"/> YES
Board Member:	Michael Weitz	hcrimestoppers@gmail.com	<input type="checkbox"/> YES
Board Member:	Michael Burgess	hcrimestoppers@gmail.com	<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES

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

Mission Statement:

To increase the safety and quality of life of the residents in Polk, Hardee and Highlands Counties by offering a way for citizens to anonymously report criminal activity or identify persons committing criminal acts, without fear of reprisals or retributions.

INFORMATION ABOUT AREA SERVED

Population Served by Organization: 729,289

Crime Rate per County Served (per UCR): Polk: 3744.9 Hardee: 3167

Number of Media Outlets: 25

Are Billboards Available in Your Area?: ☒ YES ☐ No

Number of Law Enforcement Agencies: 26

Number of Schools in Area Served by Organization:

High Schools: 42

Middle Schools: 45

Elementary Schools: 102

Colleges: 10

Other Schools Served: (Private, Chartered, Christian, etc.) 38

Number of Public Transportation Entities Available in Area Served: 3

Number of Community Events in Area Served: 300+

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

Year	# of Tips Written	-	% of increase or Decrease in Tips Written	# of Arrests	# of Cases Cleared	# of Rewards Approved	Total # of Rewards Paid	% of Rewards Paid vs. Approved
2009-2010	1,504			399	668	332		0.00%
2010-2011	1,871	0	0.00%	347	506	369	233	63.14%
		367	24.40%					
2011-2012	1,755	-116	-6.20%	203	251	184	95	51.63%
		0	0.00%					

Year	\$ Spent on Public Awareness*		Cost per Tip	\$ Amount of Grant Funds Reimbursed
2009-2010			\$0.00	
2010-2011	\$122,104.86		\$65.26	\$189,083.85
2011-2012	\$38,006.30		\$21.66	\$113,790.92

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

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

Type Here:

Heartland Crime Stoppers has developed a strong Board of Directors since the 2011-2012 budget year. The Board now takes an active role in guiding the function and role of the organization. The Tip Soft program is now fully used to not only track tips received, but also tip dispositions, payouts, and statistics. Our budget for 2012-2013 showed it to be a pretty well thought out budget in comparison to the 2011-2012 budget, wherein budget modifications were made almost monthly. For the current 2012-2013 budget, Heartland Crime Stoppers has submitted only three (3) budget modifications. There were several line items that changed significantly from 2012-2013. The first was the dropping of our Fugitive Insert which was a four (4) page insert into local newspapers. The tips generated from those inserts resulted in negligible tips. The Board of Director also felt that the people who would most likely have information on crimes or fugitives do not get generally get the local newspapers. The Board and the Marketing Committee felt that billboards would be a better way to advertise our message and purpose. With that, the billboard budget has been significantly increased for 2013-2014. Heartland Crime Stoppers had limited operating capital in 2012-2013 and a number of line items could not be completed earlier in the year. We have experienced an increase in the operating capital in the last half of the budget year which has allowed us to place billboards in our three (3) county area. We noted a 37% increase in tips the week after the signs went up, which can be attributed to the billboards. We also had a number of people inform us they had seen the Heartland Crime Stopper billboards "all over the county", which give us confirmation that people were seeing the signs. Heartland Crime Stoppers also ventured into advertising in the free coupon books in Polk, Hardee, and Highlands Counties. We feel this will reach another target audience which will be responsive to submitting tips to Crime Stoppers. We only ran a one(1) month spot early in the year, but recently just ran a three(3) month ad in the coupon books to help establish name recognition in the community.

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

Type Here:

- 1- Heartland Crime Stoppers maintained a tip line for receiving anonymous tip and maintained a tip log of those tips.
- 2- Heartland Crime Stoppers reviewed monthly, each tip to ensure they met the criteria for rewards and voted to approve/deny each tip. Meeting minutes reflected the tip reference numbers and the approved amount.
- 3- Heartland Crime Stoppers met the goal of having rewards available within three working days following Board approval, to the tipster.
- 4- Heartland Crime Stoppers promoted the "Tip Line" and the "Program" through our web site and Facebook accounts. Heartland Crime Stoppers was also featured three times on PGTV (Polk County TV). We also distributed business size cards, yard signs, news releases, billboards, pens and pencils to Law Enforcement, civic groups, schools, public speaking engagements and public events.
- 5- Heartland Crime Stoppers personnel will have attended three (3) scheduled Florida Association of Crime Stoppers Conferences in 2012-2013.
- 6- Heartland Crime Stoppers met our goal of meeting with and/or having contact with area law enforcement agencies and personnel. Emails are sent to each law enforcement agency in Polk, Hardee, and Highlands Counties inviting them to our monthly meetings. Additionally, the Executive Director met with all the Police Chiefs and Sheriff's in our jurisdiction.
- 7- Heartland Crime Stoppers Board of Directors held monthly meetings and minutes of those meetings were supplied to Tallahassee.
- 8-Objective 8 is not applicable to Heartland Crime Stoppers.
- 9- Heartland Crime Stoppers met the goal of attending a minimum of two community events to promote Crime Stoppers by handing out pens, pencils, business cards and mouse pads. Photos of unsolved crimes and/or persons needing to be identified were also displayed for those in attendance to review.
- 10- Heartland Crime Stoppers submitted monthly request for reimbursement by the 20th of the month eight out of twelve times.

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

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

REWARDS & PUBLIC EDUCATION

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
1.	Rewards	\$7,000.00	@	28%	12	\$84,000.00
2.	Tip Lines	\$0.00	@	0%	0	\$0.00
3.	Answering Service (Alternative Answers, CSI, Other)	\$1,352.50	@	2%	4	\$5,410.00
4.	Telecommute Fees	\$100.00	@	0%	12	\$1,200.00
5.	Tip Software	\$125.00	@	1%	12	\$1,500.00
6.	Cell Phone (Tip Coordinator)	\$175.00	@	1%	12	\$2,100.00
7.	Crime Prevention Training	\$4,000.00	@	1%	1	\$4,000.00

PROGRAM AWARENESS/MEDIA

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

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
8.	Website Development/Maintenance	\$500.00	@	0%	1	\$500.00
9.	Brochures (Crime Specific or Related & Program Awareness)	\$3,000.00	@	1%	1	\$3,000.00
10.	Billboards/Rolling Billboards	\$6,250.00	@	8%	4	\$25,000.00
11.	Bus Wraps Only (Sole Source Determination Required)	\$14,000.00	@	5%	1	\$14,000.00
12.	Cab Signs	\$0.00	@	0%	0	\$0.00
13.	Newspaper	\$6,000.00	@	2%	1	\$6,000.00
14.	Radio	\$3,600.00	@	1%	1	\$3,600.00
15.	Television (Program Associated)	\$0.00	@	0%	0	\$0.00
16.	Movie Theater	\$0.00	@	0%	0	\$0.00
17.	Program Specialty Items (Pens, Pencils, Magnets, and Rulers (Pouches only if School CS Program)	\$3,000.00	@	1%	1	\$3,000.00

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

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
18.	Door Hangers/Yard Signs (Does not include Neighborhood Watch Signs)	\$2,000.00	@	1%	1	\$2,000.00
19.	Window Clings/Window Signs/Window Stickers	\$0.00	@	0%	0	\$0.00
20.	Yellow Pages (No bid if purchased with local phone utility carrier, if other, bid required)	\$0.00	@	0%	0	\$0.00
21.	Newsletters	\$0.00	@	0%	0	\$0.00
22.	Child ID Programs	\$0.00	@	0%	0	\$0.00
23.	Child ID Supplies	\$0.00	@	0%	0	\$0.00
24.	Crime Scene Tape	\$0.00	@	0%	0	\$0.00
25.	Posters	\$1,000.00	@	0%	1	\$1,000.00
26.	Banners	\$0.00	@	0%	0	\$0.00
Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
27.	Bus Benches	\$0.00	@	0%	0	\$0.00
28.	LCD Projector	\$0.00	@	0%	0	\$0.00
29.	Projection Screen	\$0.00	@	0%	0	\$0.00
30.	Display Board	\$0.00	@	0%	0	\$0.00
31.	Television	\$0.00	@	0%	0	\$0.00
32.	VCR/DVD	\$0.00	@	0%	0	\$0.00

FUGITIVES:

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
33.	Wanted Fugitive Ads	\$0.00	@	0%	0	\$0.00
34.	Wanted Fugitive Flyers	\$0.00	@	0%	0	\$0.00
35.	Wanted Fugitive Posters	\$0.00	@	0%	0	\$0.00
36.	Wanted Fugitive Billboards	\$0.00	@	0%	0	\$0.00

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.	Coupon Book	\$3,000.00	@	1%	1	\$3,000.00
38.	Interior Bus Signs/Vehicle Wraps	\$7,000.00	@	2%	1	\$7,000.00
39.	Crime Scene Privacy Screens	\$1,000.00	@	0%	1	\$1,000.00
40.	Electronic Advertisements - Mug Shots	\$20,000.00	@	7%	1	\$20,000.00
	TOTAL REWARDS & PUBLIC EDUCATION					\$187,310.00

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

Rewards and Public Education

1- Rewards up to \$3,000 will be provided to individuals who provide information which leads to an arrest. We estimate that \$7,000.00 a month will be approved in rewards, for a yearly total of \$84,000. We anticipate an increase in the number of tips received, as well as an increase in the number of tips paid out, from a more aggressive advertising campaign in 2013-2014. This campaign will include additional billboards, radio and newspaper advertising.

3- Crime Stoppers 1-800 tip line is answered by Crime Scene Information, 24 hours a day, 365 days a year. Tip information is also received online and by text messaging via Anderson Software e-transfer process. Based on the previous year's cost of \$1,352.40 a quarter, we estimate the cost to be \$5,409.60 for the upcoming year.

4 - Telecompute fees are paid for the 1-800 service line and are based on the number of calls. The monthly cost average is estimated to be \$100 a month, for an annual cost \$1,200.

5- The monthly Tip Software fee is estimated at \$125 per month, or \$1,500 a year.

6- Cell Phone (Tip Coordinator): A cell phone is provided to the Tip Coordinator for official use only. This cell phone allows the Tip Coordinator to be able to review and forward tips immediately while away from the office. The monthly cost is estimated at \$175 per month for a total of \$2,100 annually.

7- Crime Prevention Training: Crime Prevention Funds have been included to cover the registration fees to send law enforcement personnel and community leaders assisting law enforcement, to the annual Preventing Crime in the Black Community Conference. At an estimated registration fee of \$285 per person, \$4,000 allow for fourteen (14) participants to attend.

8- Website Development/Maintenance: Website maintenance will be provided as needed, which is estimated at a yearly cost of \$500.

9- Brochures: Crime Stoppers will produce program brochures for dissemination to the public. These include school brochures, program brochures, TIP business sized cards and other brochures as determined by the needs of law enforcement and the community. Production cost is \$.08 per brochures. HCS estimates that 37,500

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

**Rewards and
Public Education**

brochures will be ordered, for a total cost of \$3,000.

10- Billboards: HCS will utilize billboards to advertise the Crime Stoppers Program in the Community. Last year this account was underfunded. For 2013-2014, we plan on focusing on placing more billboards into the community. Based on last year's cost, we plan on placing 32 billboards in Polk, Hardee, and Highlands Counties, at a cost of \$781.25 each. The annual cost expense will be \$25,000.

11- Bus Wraps: HCS would like to incorporate bus wraps as part of its advertising in 2013-2014. The cost of the wrap is \$7,000 and the advertising fee is \$7,000 for a total cost of \$14,000.

13- Newspaper: HCS will advertise and promote the Crime Stoppers Program in local newspapers in Polk, Hardee, and Highlands Counties. Estimated cost is \$1,500 a quarter, for an annual cost of \$6,000.

14- Radio: HCS would like to purchase radio spots in local stations to advertise and promote Crime Stoppers. Estimated cost is \$300 per month, for an annual cost of \$3,600.

17- Program Specialty Items: HCS will provide approved specialty items to promote the Crime Stoppers Program. Based on cost of 4,688 pens @.32 per pen and 11,538 pencils at \$.13 per pencil, estimated cost is \$3,000.

18- Door Hangers/Yard Signs: Door hangers and yard signs will be provided to all law enforcement agencies in the Polk, Hardee, and Highlands Counties. These hangers and yard signs promote community awareness of crime occurring in their respective area. The Tip Line number, along with other contact information, is included on the signs/hangers. Based on an estimated cost of \$.07 per hanger, the cost for 10,000 door hanger will be \$700 annually. The cost of yard signs, based on a cost of \$10 per sign, the cost of 130 yard signs will cost \$1,300. Total annual cost will be \$2,000.

25- Posters: Posters will be used in schools and businesses to promote HCS. Based 5,000 posters at a cost of \$.20 per poster, total annual cost will be \$1,000.

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

**Rewards and
Public Education**

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

OFFICE EXPENDITURES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
41.	Office Rent (must submit copy of lease and office hours)	\$0.00	@	0%	0	\$0.00
42.	Utilities	\$0.00	@	0%	0	\$0.00
43.	Office Phone (Not Tip Line)	\$0.00	@	0%	0	\$0.00
44.	Cellular Phone	\$175.00	@	1%	12	\$2,100.00
45.	Fax Line	\$0.00	@	0%	0	\$0.00
46.	Internet Line/Wireless Connectivity (Internet Service)	\$75.00	@	0%	12	\$900.00
47.	Vehicle Mileage	\$200.00	@	1%	12	\$2,400.00
48.	Postage/Express Mail (must maintain Postage Log for all stamps to demonstrate usage)	\$50.00	@	0%	10	\$500.00
49.	Post Office Box Rent	\$0.00	@	0%	0	\$0.00
50.	Storage Rent	\$100.00	@	0%	12	\$1,200.00
51.	General Office Supplies/Letterhead/Envelopes	\$3,281.11	@	1%	1	\$3,281.11

EQUIPMENT AND PROPERTY

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
52.	Computer (Including monitor or Software purchased with computer)	\$0.00	@	0%	0	\$0.00
53.	Computer Hardware Accessories	\$300.00	@	0%	1	\$300.00
54.	Laptop Computer (does not include ipad notebooks or similar devices)	\$1,800.00	@	1%	1	\$1,800.00
55.	Additional Software	\$500.00	@	0%	1	\$500.00
56.	Fax Machine	\$0.00	@	0%	0	\$0.00
57.	Printer	\$1,000.00	@	0%	1	\$1,000.00

Section 8. Part B. Operating Expenses - Continued

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
58.	Copier	\$0.00	@	0%	0	\$0.00
59.	Copier Rental	\$0.00	@	0%	0	\$0.00
60.	Copier Maintenance	\$0.00	@	0%	0	\$0.00
61.	Telephone Equipment (not bills)	\$0.00	@	0%	0	\$0.00

MEMBERSHIP DUES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
62.	FACS (Florida Association of Crime Stoppers, Inc.)	\$500.00	@	0%	1	\$500.00
63.	Southeastern Crime Stoppers Association	\$100.00	@	0%	1	\$100.00
64.	USA Crime Stoppers Association	\$350.00	@	0%	1	\$350.00

FEES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
65.	Corporate Filing Fees	\$100.00	@	0%	1	\$100.00

INSURANCES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
66.	Board & Officer's Liability (Mandatory)	\$1,500.00	@	1%	1	\$1,500.00
67.	Employee Bond Insurance	\$0.00	@	0%	0	\$0.00
68.	Storage Unit Insurance	\$0.00	@	0%	0	\$0.00
69.	General Liability	\$500.00	@	0%	1	\$500.00
70.	Vehicle Insurance	\$0.00	@	0%	0	\$0.00

Section 8. Part B. Operating Expenses - Continued

TRAVEL

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
71.	Travel	\$12,000.00	@	4%	1	\$12,000.00

PROFESSIONAL SERVICES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
72.	Accounting	\$400.00	@	2%	12	\$4,800.00
73.	Payroll Services	\$0.00	@	0%	0	\$0.00
74.	Computer Tech Support	\$300.00	@	0%	1	\$300.00
75.	Design Services	\$0.00	@	0%	0	\$0.00

OTHER (EXPLAIN) (In Section 11 page 20)

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
76.	Verizon Phone/Fax Bundle	\$2,800.00	@	1%	1	\$2,800.00
77.	Background Checks	\$25.00	@	0%	4	\$100.00
78.	Office Furniture (Chairs)	\$300.00	@	0%	2	\$600.00
79.	Cloud Storage	\$250.00	@	0%	1	\$250.00
80.			@	0%		
81.			@	0%		
82.			@	0%		
83.			@	0%		
84.			@	0%		
85.			@	0%		
	TOTAL FOR OPERATING EXPENSES					\$37,881.11

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

Operating Expenses

44- Cell Phone (Chip): A cell phone will be provided to the Executive Director for official use only. This cell phone will provide the ability for the Executive Director to be contacted when away from the office and to also be immediately informed of tips which come in after hours or on weekends. Based on a monthly cost of \$175.00, the annual cost will be \$2,100.

46- Internet Line. An Internet connection for the office is required to conduct business. Monthly cost is \$75, for a total annual cost of \$900.

47- Mileage: Mileage reimbursement has been set by the state at \$.445 per mile. Based on the previous year's monthly average of \$180.03, \$200 per month is being budgeted for 2013-2014. The annual cost will be \$2,400 annually.

48- Postage: Based on the 2012-2013 postage expenditures, HCS is budgeting less this year for postage. Based on \$41.67 per month, the annual cost will be \$500.

50- Storage Rent: Storage space is needed for HCS bulk supplies (yard signs, banners, pens, old files etc.) Based on a cost of \$100 per month, the total annual cost will be \$1,200.

51- General Office Supplies: HCS expects to see an increase in our office supply expenses due to switching to a laser printer for 2013-2014. Additional monies have been added to cover the cost of Laser cartridges and other miscellaneous supplies. Based on a cost of \$273.43 a month, the annual cost will be \$3,281.11.

53- Computer Hardware Accessories: This line item is included for computer hardware accessory needs which will come up during the budget year. Estimated cost for the year is \$300.

54- Laptop Computer: HCS's current laptop is seven (7) years old. This laptop was scheduled to be replaced in the 2012-2013 budget, but due to limited operating funds it was not replaced. Estimated replacement cost is \$1,800.

55- Additional Software: Additional software will be needed in the upcoming year, which includes anti-virus protection (\$39 x 2). The remaining \$422 is anticipated for other software needs which will come up during the year. Total annual cost is \$500.00

57- Printer: The current inkjet printer is in need of replacement. Limited operating funds prevented replacing this printer last year. Cost of a laser printer/copier/fax is estimated at \$1,000.

62- FACS Dues: HCS is required to be a member in good standing Florida Association of Crime Stoppers, which has yearly dues of \$500.

63- South East Crime Stoppers Dues: Membership dues for South East Crime Stoppers Association was \$75 last year. HCS is requesting \$100 for 2013-2014, to ensure monies are available to cover any possible increases.

64- CSUSA Dues: Membership dues for membership with Crime Stoppers USA is estimated to be \$350.

65- Corporate Filing Fees: Corporate filing fees are renewed annual at a cost of \$70. Additional monies are included to cover unforeseen cost associated with this filing requirement.

66- Board and Officers Liability: Liability insurance will be maintained by HCS. D and O coverage cost \$1,303.98 last year. The estimated cost for next year is \$1,500.

69- General Liability insurance will be purchased at an estimated cost of \$500 per year.

71- Travel: Travel to attend three(3) FACS Conferences, one (1) SECSA Conference, and one (1) CSUSA Conference.

*Estimated total cost of FACS is \$4500. [Meals for 2 days \$72, 2 nights lodging \$250, estimated mileage \$150, miscellaneous \$28 = \$500. HCS plans on attending the scheduled three (3) FACS conferences at a cost of \$1,500, with three (3) members attending each conference, for a total cost of \$4,500.]

*Estimated total cost of SECSA is \$3,050. [Meals for 5 days \$180, 4 nights lodging \$500, estimated travel cost \$600, conference fee \$200, miscellaneous cost (parking fee, baggage fee) \$45 = \$1,525. HCS plans on sending two (2) members to the annual conference, for a total cost of \$3,050.]

*Estimated total cost of CSUSA is \$4,450. [Meals for 5 days \$180, 4 nights lodging \$520, estimated air fare \$600, conference fee \$600, rental car \$150, miscellaneous cost (parking fee, baggage fee) \$175 = \$2,225. HCS plans on sending two (2) members to the annual conference for a total cost of \$4,450.]

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

**Operating
Expenses**

72- Accounting: The cost to pay for accounting services is \$400 a month, for a total of \$4,800 annually.
74- Computer Tech Support: Previous experience shows a need for Computer Tech Support, with an estimated cost of \$300 annually.

Section 8. Part C. Salaried Employees - Personnel dedicated to administer the grant project and whose salaries or portion of salaries are to be paid with Crime Stopper Trust Fund monies. In "Budget Narrative" show breakdown of figures used to determine "Total Salary." A maximum of 30% of award amount can be allocated for "Total Salaries" this should include any benefits, payroll taxes, insurance, workers compensation, etc.

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
Sandy Dunn/Tip Coordinator	\$0.00	\$17.00	25	52	\$22,100.00	\$1,690.65	\$23,790.65
Brandy Skinner/Admin Assistant	\$0.00	\$16.00	9.25	52	\$7,696.00	\$588.74	\$8,284.74
	\$0.00					\$0.00	\$0.00
	\$0.00					\$0.00	\$0.00
	\$0.00					\$0.00	\$0.00
	\$0.00					\$0.00	\$0.00
Executive Director (Salaried - Not paid hourly)	\$0.00	\$0.00	0	0	\$35,000.00	\$2,677.50	\$37,677.50

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.	Sandy Dunn/Tip Coordinator	100%	\$23,790.65	\$23,790.65		×
87.	Brandy Skinner/Admin Assistant	100%	\$8,284.74	\$8,284.74	×	
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)	100%	\$37,677.50	\$37,677.50	×	
	TOTAL SALARY			\$69,752.89		

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

**Salary
Narrative**

86. The Tip Coordinator will be responsible for receiving, distributing and verifying tips. Current annual salary is \$21,000 for a 20-25 hour work week. The goal of the Board of Directors is to increase the publicity of our program which will in turn increase the number of hours worked by the Tip Coordinator. The increase in hours will also increase her annual salary. It is possible the salary increase will be \$22,100 annually plus \$1,690.65 for employer taxes and related expenses for a total salary of \$ 23,790.65.

87. The Administrative Assistant is responsible for maintaining the records of the organization, attending meetings and transcribing meeting minutes. She is paid a flat rate of \$16.00 per hour for hours worked. Salary was estimated by an average of 9.25 hours per week for a total annual salary of \$7,696. Employer taxes and related expenses were estimated at \$588.74 for a total salary of \$8,284.74.

92. The Executive Director has the day to day responsibility of the program. His current annual salary is \$31,500 for a 30 hour work week. The goal of the Board of Directors is to increase the Executive Director's hours to 32-35 hours per week within the 2013/14 grant year. This increase in hours will also increase his annual salary. It is possible the salary increase will be \$35,000 annually plus \$2,677.50 for employer taxes and related expenses for a total salary of \$37,677.50.

SECTION 9. "OTHER" NARRATIVE - For the budget categories Rewards and Public Education and Operating Expenses specifically describe **ALL** "OTHER" costs and justify them regardless of the amount. They must be "allowable," "reasonable," "necessary," and directed at achieving the mission statement, objectives and performance measures of the organization. Additional pages may be added as necessary.

**"OTHER"
Narrative**

Rewards & Public Education:

37- Coupon Book: Having utilized this advertising media for the first time in 2012-2013, HCS plans to again advertise the Crime Stopper Program in coupon books. Based on a cost of \$1,000 per month, the annual cost will be \$3,000.

38- Interior Bus Signs and Vehicle Wraps: Interior Bus Signs are placed inside of public transit buses to promote the Heartland Crime Stoppers program and provide name awareness. Based on a cost of \$6.00 each, 167 signs will cost \$1,000 annually. Heartland Crime Stoppers would like to wrap Crime Prevention/Community Service vehicles belonging to Law Enforcement Agencies in Polk, Highlands, and/or Hardee Counties with the Heartland Crime Stoppers theme. This would promote the Crime Stoppers Program Awareness as well as showing the community the partnership between Law Enforcement and Crime Stoppers. The cost of a vehicle wrap is \$3,000 each. For two (2) vehicles, the cost will be \$6,000.

Line Item 39: Crime Scene Privacy Screens: Often times, Law Enforcement is required to process sensitive crime scenes in a public area. To preserve the scene from on-lookers and the media, portable privacy screens are used to ensure privacy for the victims and the crime scene itself. HCS has the opportunity to partner with the Polk County Sheriff's Office to add the HCS Crime Stoppers Logo and info to privacy screens that the Polk County Sheriff's Office will be purchasing in the coming months. The cost to add our logo to that privacy screen is \$500 per screen. The cost of adding our Crime Stoppers Logo to two (2) screens would be \$1,000.

Line Item #40: Digital Mug Shot Pages Advertising: Area newspapers now have digital versions of their newspaper on the internet. As a part of that digital newspaper, some post a section wherein all "mug shots" of people who have been arrested are displayed. These mug shot are updated daily. This is a very popular page which receives over 1 million views/hits per month for one of the newspapers. HCS would like to have advertising on this page due to not only the million plus views/hits per month, but also that a good number of people viewing the page will have some type of personal interest in seeing who was recently arrested. HCS feels that a number of those viewers will possible have information on other crimes and/or criminals. If those viewers with information on other crimes/criminals can see how they can report other crimes/criminals anonymously and also possible earn a cash reward, it will further enhance our tips as well as our community awareness. Preliminary inquiries indicate running a spot on the mug shot page will cost \$20,000 a year.

Operating Expenses:

76- Phone and Fax Bundle: The phone and fax line are bundled into one account at a cost of \$233.33 per month, for a total annual cost of \$2,800.

77- Background checks: Backgrounds checks must be run on all perspective Board Members. Cost is based on running four (4) checks at a cost of \$25 per each.

78- Office Furniture: Replacement of the two(2) office chairs is estimated at \$300 per chair, for a total of \$600.

79- Cloud Storage: Instead of using data storage devices, thumb drives, etc. for data backup, HCS will instead use an outside share point (aka Cloud Storage) to back up documents. We have estimated the cost to \$250 annually.

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

Budget Category	%	Total Cost
Part A. Rewards and Public Education (Minimum of 50% of Award Amount)	64%	\$187,310.00
Part B. Operating Expenses	13%	\$37,881.11
Part C. Salaried Employees (Maximum allowed 30% of Award Amount)	24%	\$69,752.89
TOTAL	100%	\$294,944.00
Award Amount	\$294,944.00	

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

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

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

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

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

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

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

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

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

Scope of Work	Deliverables	Document Support	Sanctions
<p>10. Reporting Requirements: The Provider will submit thirteen (13) complete Reimbursement Request/Expenditure Reports and Performance Reports with original signatures, to include all required support documentation, by the 20th of the following month in which expenses occurred, even if no expenses were incurred.</p>	<p>10. The Provider will submit thirteen (13) complete monthly Reimbursement Request/Expenditure Reports with an original signature and performance reports, which must be post marked on or before the 20th of the following month even if no expenses were incurred. If the 20th falls on a Saturday, a Sunday or a federal holiday, then documents must be post marked by the next business day. The monthly reimbursement request shall include all invoices and required support documentation for expenditures either mailed or scanned and received within the above same time frame. The performance report shall include all required support documentation for determining the completion status of deliverables either mailed or scanned and received within the above same time frame.</p>	<p>10. Reporting Requirements: (a)The Provider must submit monthly one of the following as proof of post-mark date: (i)Copy of receipt provided by U. S. Postal Service for mailing the Reimbursement Request and Monthly Performance Report; (ii)Copy of receipt or other document provided by UPS or Fed Ex indicating the date Reimbursement Request and Monthly Performance Report was mailed; (iii)Copy of UPS, Fed Ex or U. S. Postal Service tracking form indicating the date Reimbursement Request and Monthly Performance Report was mailed. (b)All support documents and signed Monthly Performance Report must be scanned and emailed to the OAG Grant Manager and Program Administrator by the 20th of the following month; if the 20th falls on a Saturday, a Sunday or a federal holiday, the documents must be received no later than the next business day.</p>	<p>10. Reporting Requirements: (a) 5% reduction will be applied to the reimbursement request if the provider fails to submit 13 monthly reimbursement/ monthly performance reports that are not postmarked by the 20th of the following month, except if the 20th falls on a Saturday, a Sunday or a federal holiday, then must be postmarked by the next business day; and support documentation is not submitted according to the same requirements as stated above. (b) A Provider who submits a "0" reimbursement that is deem by the requirements to be late will be sanctioned 5% or up to \$100 on their next reimbursement, whichever is greater or lesser</p>
<p>11- Billboards: The Provider will purchase billboard space in Polk, Highlands, and Hardee Counties advertising Heartland Crime Stoppers and the toll free tip line during the grant year, July 1 through June 30.</p>	<p>11- Billboards: The Provider will place a minimum of sixteen (16) billboards within the service area of Polk, Highlands, and Hardee Counties to advertise Heartland Crime Stoppers and the toll free tip line during the grant year, July 1 through June 30.</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 monthly cost will be disallowed if Provider fails to promote Crime Stoppers Tip number & program on a minimum of 16 outdoor billboards and submit the required support documentation indicating achievement</p>
<p>12- Bus/Vehicle Wraps: The Provider will purchase vehicle wraps and advertising time, to wrap a public transportation bus and law enforcement crime prevention vehicles, to display and promote Heartland Crime Stoppers program information and tip line information.</p>	<p>12-Bus/Vehicle Wraps: The Provider will wrap a one (1) public transportation bus for a minimum of two (2) months, to promote and advertise Heartland Crime Stoppers program information and tip line information</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 and program on a minimum of 1 bus wraps for two months within Polk County and submit the required support documentation indicating achievement</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
13- Digital Mug Shot Page Advertising: The provider will purchase advertising space on the web page of area newspapers, which have a "Mug Shot Page" showing the photos of people arrested, during the grant year, July 1 through June 30. The ad will advertise Heartland Crime Stoppers and how to submit anonymous tips.	13- Digital Mug Shot Page Advertising: The Provider will advertise for a minimum of two (2) months on the "Mug Shot Page" of area newspaper web sites, the Crime Stoppers Program and the how to submit an anonymous tip.	1. Provide copy of Invoice indicating # of ads and length of time ad will run 2. Provide PDF copy of ad that appeared in newspaper Mug Shots 3. Maintain copy of the original ad on DVD/CD or digital format list of newspaper in which ad was run for Performance Review	100% of monthly cost will be disallowed if Provider fails to promote Crime Stoppers Tip number & program for a minimum of two months on newspaper "Mug Shots" and submit the required support documentation indicating achievement

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

Job Descriptions

Executive Director

The Executive Director will be selected, hired by, and report to, the Board of Directors of Heartland Crime Stoppers. The Executive Director shall provide the day-to-day management and coordination of the Heartland Crime Stoppers Program and staff. The Executive Director shall not be a voting member of the Board.

The Executive Director shall act as the liaison between the volunteer Board, law enforcement, news media, student/campus crime stoppers, government agencies and other groups.

The Executive Director shall supervise the Tips Coordinator and the Administrative Assistant.

The Executive Director will work with media representatives to coordinate and ensure publicity, coverage, and general marketing for Heartland Crime Stoppers.

The Executive Director shall be the information resource to the community regarding the operation, financing, effectiveness, and overall mission and goals of Heartland Crime Stoppers. The Executive Director shall make presentations to civic groups, schools, churches, government agencies, or any other group or organization.

The Executive Director shall make all necessary and required reports to the Attorney General's Office of the State of Florida and to the Florida Association of Crime Stoppers.

All matters regarding the identity of a person providing a Crime Stoppers tip shall remain strictly confidential. The Executive Director is responsible for maintaining the confidentiality of persons providing tips.

Any Fund raising activity done by the Executive Director may not be conducted as part of regular hours as reimbursed by the Office of the Attorney General Crime Stoppers Trust Fund. All fund raising will be done in addition to regular work hours.

The Executive Director shall perform other duties and responsibilities as directed by the Chair of the Board.

Law Enforcement (Tips) Coordinator

The Tips Coordinator will be selected and hired by the Heartland Crime Stoppers Board of Directors and be supervised by the Executive Director.

The primary functions of the Law Enforcement Coordinator are: to forward tips communicated through the Tips Line to the Law Enforcement Agency having jurisdiction where the tip is located; to complete the follow-up on the tip to determine if an arrest was made, or stolen property was recovered, or if narcotics were seized, based on the information provided by the tipster, which would make the tipster eligible for a reward; and to determine the range of the reward by using the established point system in the Crime Stoppers Computer program.

The Law Enforcement Coordinator must be available 24 hours a day to receive calls from the Tip Line. All tips must be forwarded to the appropriate Law Enforcement Agency as follows.

1. Emergency/High Priority Tips must be forwarded immediately.
 - Emergency /High Priority tips are those calls which involve a violent felony and/or a life and death situation, and any delay will place someone in imminent danger if action is delayed.
 - A tip on a person(s) having an outstanding warrant for their arrest for a felony, wherein a delay might result in the suspect leaving the tip location.
 - Other calls as determined by the Law Enforcement Coordinator to require immediate forwarding.
2. Non Emergency Tips/Low Priority Tips must be forwarded within one (1) hour from when the call was received by the Tip Coordinator. An exception to the one (1) hour time frame, is if the tip is received after 10:00 p.m., at which time the tip must be forwarded by 9:00 a.m. the following morning.
3. Non-Emergency/Low Priority/General Tips are those tips which may include general information on a crime and/or the identity of a person who the caller believes to be involved in a non-violent crime.

The Tips Coordinator shall prepare and disseminate at regularly scheduled Board meeting a statistical report for the Board's review including the following areas: tips received, calls received, arrests made, cases cleared, number of rewards approved, dollar amount of rewards approved, number of rewards paid, dollar amount of rewards paid, number of weapons recovered, estimated dollar amount of property recovered, estimated street value of narcotics seized and total dollar amount (property and narcotics) recovered.

The Law Enforcement Coordinator will provide a minimum of two (2) blocks of time a month wherein tipsters with assigned numbers can call in and receive an update on their respective tips.

The Law Enforcement Coordinator position will be a part-time job requiring from 20-25 hours per week.

The Law Enforcement Coordinator will maintain a weekly time sheet reflecting the days and hours worked to include starting time and ending time each day.

Compensation will be salaried, as determined by the Board of Directors, and payable to the Law Enforcement Coordinator bi-monthly.

The Law Enforcement Coordinator will report to the Executive Director.

Other duties and responsibilities may be assigned as directed by the Executive Director or the Heartland Crime Stoppers Board of Directors.

Administrative Assistant

The function of the Administrative Assistant is to assist the Board of Directors and the Executive Director with the administrative paperwork and general correspondence required for the organization. The Administrative Assistant will be hired by the Board of Directors and be will be supervised by the Executive Director.

Without limiting the generality of the foregoing, the duties of the Administrative Assistant include:

- Recording all Board of Directors meeting.
- Coordinate with the Secretary of the Board of Directors, the typing of the minutes and providing them to the Board of Directors in a timely fashion. The Secretary will review and approve the minutes prior to the Board Meeting.
- Maintaining and completing the required paperwork per the guidelines of the Office of the Attorney General Crime Stoppers Trust Fund.
- Sending out application packets to perspective Board Members.
- Other duties as determined by the Board of Directors and/or the Executive Director.

The Administrative Assistant will maintain a weekly time sheet reflecting the days and hours worked and will include the starting time and ending time of each day.

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

REPORTING REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Crime Stoppers Trust Fund Monthly Performance Report (Attachment D)
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Agency Name: Polk County Crime Stoppers, Inc. d/b/a Heartland Crime Stoppers

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

Grant Number: 021-13

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

	Monthly Services Completed	Yearly Services Required	YTD Services Provided	SANCTIONS
(3) Payment of Approved Rewards: The Provider will make all approved rewards available to tipsters within five (5) business days following Board or Committee approval, by delivering the authorization to the contracted bank for payment and when the tipster calls back, making the tipster aware of the availability of the reward. (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.)		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.
	0			
(4) Public Awareness of "Tip Line" and Program: The Provider will promote the Crime Stopper "tip line," or information on a specific crime a minimum of once each month through one of the following venues: Crime Stopper's or other website, newspaper, brochures, billboard, bus wrap, movie theater, telephone book, radio, or as approved within the grant budget. (a) Provider will submit copies of all publications and/or final approved proofs, paid for with Crime Stoppers Trust Fund dollars. (to include date, time, and places where displayed or distributed; i.e. pictures of billboards to include location that matches invoice; copies of newspaper articles; affidavits of air time for radio spots; telephone book ads and support indicating date, time/time frame of publication); and (b) All publications must contain the following Office of the Attorney General's acknowledgement "Paid for wholly or in part by the Office of the Attorney General, Crime Stoppers Trust Fund."		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.
	0			
(5) Grant Requirement: The Provider will maintain a status of "a member in good standing" with the Florida Association of Crime Stoppers from July 1 through June 30 to be eligible to receive and maintain their grant funding and be reimbursed for any travel needed to maintain "a member in good standing" status. (a) The Provider will submit copies of all sign-in sheets for the three meetings held by the Florida Association of Crime Stoppers during the grant year, July 1 through June 30, regardless of the program's attendance; and (b) The Provider or representative must be signed in as attending all sessions/days to qualify for travel reimbursement.		2	0	a. Failure to maintain the status of "a member in good standing" with the Florida Association of Crime Stoppers will result in the termination of the grant; and b. Travel may only be reimbursed for attending all sessions/days of conferences held by the Florida Association of Crime Stoppers.
	0			
(6) Law Enforcement Contact: The Provider is required to make contact, a minimum of once a month to invite law enforcement to monthly/quarterly meetings and make available to them support in the form of billboards, brochures, case tip cards, yard signs, etc., for use in making the public aware of crime or a specific crime. (a) The Provider is required to make contact, a minimum of once a month to invite law enforcement to monthly/quarterly meetings and make available to them support in the form of billboards, brochures, case tip cards, yard signs, etc., for use in making the public aware of crime or a specific crime.		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.
	0			

	Monthly Services Completed	Yearly Services Required	YTD Services Provided	SANCTIONS
<p>(7) Board Meetings, Grants up to \$19,999: The Provider receiving up to and including \$19,999 in grant funds will conduct a minimum of three (3) quarterly board meetings during the grant year, July 1 through June 30.</p> <p>Document Support: (a)The Provider will submit complete copies of un-redacted board meeting minutes for each month that a board meeting is required, June 1 through June 30.</p> <p><i>(Board meeting minutes must indicate date of meeting, board members present, board members absent, law enforcement attendance and any guests. They must indicate that a quorum was present for the board to be able to conduct business.)</i></p>	0	10	0	10% reduction of monthly reimbursement when more than 1 quarterly board meeting is missed per grant year; and support documentation is not submitted as required..
<p>(8) Community Events: The Provider or its designated representative will attend a minimum of two (2) community events, of which one or more must be completed within the first six months of the grant year, to promote Crime Stoppers through the distribution of specialty items (pens, pencils, magnets, and rulers), brochures, child print ID's or other approved methods during the grant year, July 1 through June 30.</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>(9) Reporting Requirements: The Provider will submit thirteen (13) complete monthly Reimbursement Request/Expenditure Reports with an original signature and performance reports, which must be post marked on or before the 20th of the following month even if no expenses were incurred. If the 20th falls on a Saturday, a Sunday or a federal holiday, then documents must be post marked by the next business day. The monthly reimbursement request shall include all invoices and required support documentation for expenditures either mailed or scanned and received within the above same time frame. The performance report shall include all required support documentation for determining the completion status of deliverables either mailed or scanned and received within the above same time frame.</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>Reporting Requirements:</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>

	Monthly Services Completed	Yearly Services Required	YTD Services Provided	SANCTIONS
10- Billboards: The Provider will place a minimum of sixteen (16) billboards within the service area of Polk, Highlands, and Hardee Counties to advertise Heartland Crime Stoppers and the toll free tip line during the grant year, July 1 through June 30. Documentation Required: 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		16	0	100% of monthly cost will be disallowed if Provider fails to promote Crime Stoppers Tip number & program on a minimum of 16 outdoor billboards and submit the required support documentation indicating achievement
	0			
11-Bus/Vehicle Wraps: The Provider will wrap a one (1) public transportation bus for a minimum of two (2) months, to promote and advertise Heartland Crime Stoppers program information and tip line information Documentation Required: 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		2	0	100% of cost will be disallowed if Provider fails to promote Crime Stoppers Tip number and program on a minimum of 1 bus wraps for two months within Polk County and submit the required support documentation indicating achievement
	0			
12- Digital Mug Shot Page Advertising: The Provider will advertise for a minimum of two (2) months on the "Mug Shot Page" of area newspaper web sites, the Crime Stoppers Program and the how to submit an anonymous tip. Documentation Required: 1. Provide copy of Invoice indicating # of ads and length of time ad will run 2. Provide PDF copy of ad that appeared in newspaper Mug Shots 3. Maintain copy of the original ad on DVD/CD or digital format list of newspaper in which ad was run for Performance Review		2	0	100% of monthly cost will be disallowed if Provider fails to promote Crime Stoppers Tip number & program for a minimum of two months on newspaper "Mug Shots" and submit the required support documentation indicating achievement
	0			

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

	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: _____

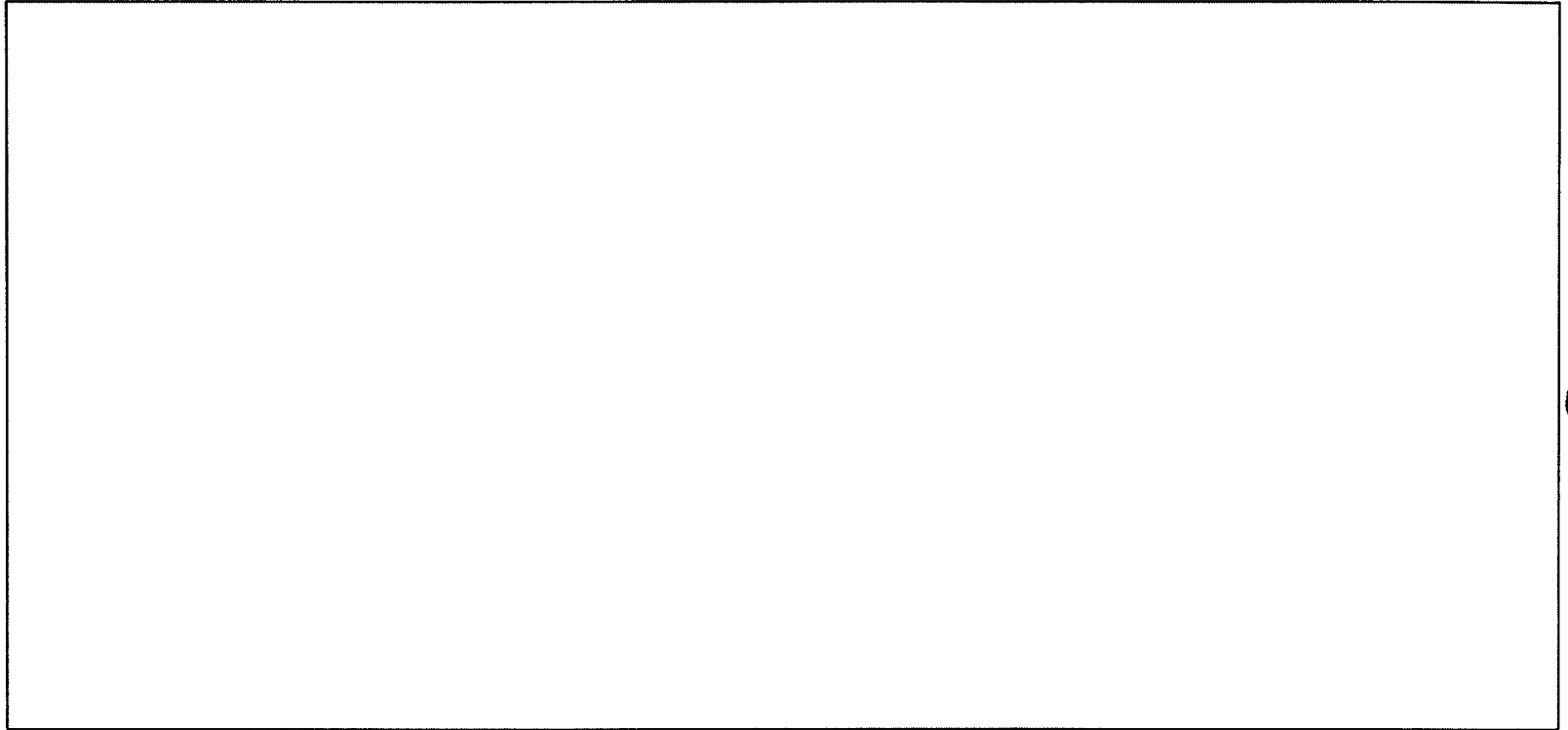
FROM: _____

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:

A large, empty rectangular box with a thin black border, intended for entering justification for bid selection. It occupies the upper right portion of the page.

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

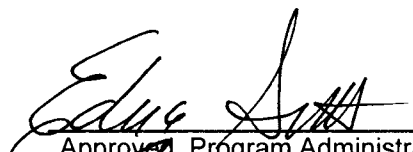
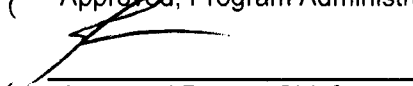
SIGNATURE OF AUTHORIZING OFFICIAL: _____ BOARD APPROVAL DATE: _____

FLORIDA CRIME STOPPERS GRANTS

BUDGET AS APPROVED

Agency Name: Polk County Crime Stoppers, Inc. d/b/a Heartland Crime Stoppers
 Date: July 1, 2013
 Grant No: 021-13
 Amend No:

	Amount Requested	Amount Approved
Rewards and Public Education	\$187,310.00	\$187,310.00
Operating Expenses	\$37,881.11	\$37,881.00
Salaried Employees	\$69,752.89	\$69,752.89
Non-Sworn	\$ 45,962.24	\$ 45,962.24
Non-Sworn Employed by a Law Enforcement Agency	\$ -	\$ -
Sworn	\$ 23,790.65	\$ 23,790.65
Total Budget Requested	\$ 294,944.00	
Available Trust Fund Amount	\$ 294,944.00	
Difference	\$ -	
Disallowed or Reduced Expenditures:		
Total Reduction/Disallowed:		
Total Approved Budget	\$ 294,944.00	\$ 294,944.00


 Approved, Program Administrator

 Approved, Bureau Chief

7-11-13
 Date
7/11/13
 Date