



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

AND

SENIORS VS. CRIME, INCORPORATED

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, hereafter referred to as the Agency, and Seniors vs. Crime, Incorporated, and its Board of Directors, hereafter referred to collectively as the PROVIDER. The parties hereto mutually agree as follows:

ARTICLE 1. ENGAGEMENT OF THE PROVIDER

The Agency hereby agrees to engage the PROVIDER and the PROVIDER hereby agrees to provide services in accordance with the terms and conditions specified in this contract including Attachments A, B, C, D and Exhibit 1, 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 (2013) 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. (2013), 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, as approved by the Agency. In accordance with Attachment B, the total sum of monies approved for the costs incurred under this Agreement shall not exceed \$390,388.00 for Fiscal Year 2015 – 2016, starting July 1, 2015 and ending June 30, 2016.

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

The PROVIDER will report to the Agency the source and amount of all funding received from other sources during the term of this contract. Such reports will be due as part of the monthly expense report sent to the Agency.

ARTICLE 4. TIME OF PERFORMANCE

This Agreement shall become effective on July 1, 2015, or on the date when the Agreement has been signed by all parties, whichever is later, and shall continue through June 30, 2016. No Budget or Program Modifications can be made to Attachment B of this Agreement after the termination date, June 30, 2016, or whenever 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, 2015, through June 30, 2016. 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 if approved by the PROVIDER'S Board of Directors, but without written approval of the Agency. 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 (e.g., room decorations). The PROVIDER further agrees that travel expenses paid by Agency funds will not exceed state rates pursuant to Section 112.061, F.S. (2013) 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 contract funds for any expenditures made by the PROVIDER after midnight June 30, 2016, the termination date of the Agreement.

The PROVIDER agrees that the Investigative Funds section of the budget is to be used exclusively for performing joint investigations with the Office of the Attorney General. The PROVIDER agrees that no funds from the Investigative Funds section of the budget will be expended without advance written authorization from the Director, Consumer Protection Division.

ARTICLE 7. METHOD OF PAYMENT

Payment shall be based on reimbursement of monthly expenditures as reported by the PROVIDER.

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 Invoice Tracking Form. The PROVIDER shall maintain support documentation of all costs represented on the Reimbursement Request Form in its files. The Agency requires that support documentation of all expenditures be submitted to the Agency prior to approval of the Reimbursement Request Form. The Agency may withhold payment if services are not satisfactorily completed.

Pursuant to Section 215.422, F.S. (2013), 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. (2013), 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

Each month, 1% of the requested reimbursement for the previous month will be held in escrow by the Agency to fund any penalties to be paid if Deliverable Goals (Attachment B) are not met. The escrowed funds will be paid to the PROVIDER with the payment for June, 2016 (to be paid in July, 2016) if all goals for the Fiscal Year are met or exceeded.

ARTICLE 8. VENDOR OMBUDSMAN

Pursuant to Section 215.422(7), F.S. (2013), 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 funds and in all materials produced or purchased wholly or in part with Agency 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. (2013), in the same manner and under the procedures set forth in Subsections 946.515(2) and (4), F.S. (2013). 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. (2013).

As the PROVIDER is a non-profit organization, the PROVIDER must obtain a minimum of three (3) written quotes for all 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 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 PROVIDER owned and leased property, and agrees not to sell, transfer, encumber, or otherwise dispose of property acquired with Agency funds without the written permission of the Agency. Upon expiration or termination of this Agreement PROVIDER will inventory all property and in the sole discretion of the Agency return to 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. (2013), 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 contract funds provided hereunder, regardless of the form in which such documents are kept.

If required, 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. (2013)) 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 subcontractor's 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 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 immediately 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 email 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, as 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. The PROVIDER and its agents, employees, subcontractors or assignees shall not 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.

This Agreement does not create any rights in any third parties and is not intended to be relied upon by third parties.

ARTICLE 20. PUBLIC RECORDS

The PROVIDER shall comply with the Florida Public Records laws and allow public access to all documents, papers, letters, or other public records as defined in Subsection 119.011 (12), F.S. (2013), 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.

If the paid staff of the PROVIDER grows to fifteen (15) or more employees, the PROVIDER must complete the Civil Rights Compliance Questionnaire, CF Forms 946 A and B, in accordance with CFOP 60-16.

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. (2013).

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

The PROVIDER and its employees, agents and representatives will use any reference to the Agency, visually or verbally, ONLY as it relates to, and ONLY in the course of official PROVIDER business.

ARTICLE 25. PUBLIC ENTITY CRIME

Pursuant to Section 287.133, F.S. (2013), 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. (2013), 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 Florida Department 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 or expires all supplies, equipment and property purchased with Agency 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: Seniors vs. Crime, Incorporated
Address: 5242 Sagamore Ct

City, State Zip: New Port Richey, FL 34655
Telephone Number: (727) 376-4348
Email Address: svcexdir@gmail.com

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

Name: Maryanna Papadopoulos
Address: 12940 Tikal Way
City, State Zip: Trinity, FL 34655
Telephone Number: (727) 457-2389
Email Address: mpapas12940@aol.com

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

Name: Donald Ravenna
Address: 5242 Sagamore Ct
City, State Zip: New Port Richey, FL 34655
Telephone Number: (727) 376-4348
Email Address: svcexdir@gmail.com

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

Name: Gerald Johnson
Address: PL-01 The Capitol
City, State Zip: Tallahassee, FL 32399-1050
Telephone Number: (850) 414-3835
Email Address: gerald.johnson@myfloridalegal.com

In the event of any change concerning an official payee, representative, or office (names, addresses, or 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, and Exhibit 1, 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: SENIORS VS. CRIME, INC.

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

 6/29/15

PRESIDENT/EXECUTIVE DIRECTOR (DATE)

 7/1/15

PATRICIA A. CONNERS (DATE)
DEPUTY ATTORNEY GENERAL

 07/01/2015

CHAIR, BOARD OF DIRECTORS



SECRETARY, BOARD OF DIRECTORS

██████████

FEDERAL EID # of PROVIDER

PROVIDER FISCAL YEAR ENDING DATE 6/30/2016

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
Director, Consumer Protection Division
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
Director, Consumer Protection Division
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:

No funds awarded subject to Section 215.97, F.S.

**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.

SENIORS VS. CRIME, INC.

ATTACHMENT B

Contract Information

2014-2015

Section 1. Applicant Information

Type of Governmental Agency or Organization

501 c 3 Not for Profit (Proposed Contractor)

Organization Information

Name of Agency or Organization

Seniors vs. Crime, Inc.

Organization Mailing Address:

5242 Sagamore Ct

City, State and Zip

New Port Richey, FL 34655

Federal Identification Number:

Total Budget Request:

\$392,945.00

Applicable Judicial Circuits:

State-wide

Participating Counties:

State-wide

Individual to Contact in Case of Question:

Donald Ravenna

Area Code/Phone No.

(727) 376-4348

Email Address:


svcexdir@gmail.com

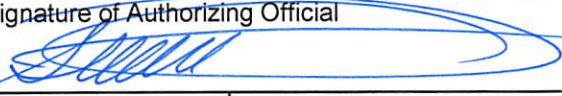
Coordination of Services: Identify agencies with which the organization will coordinate its service.

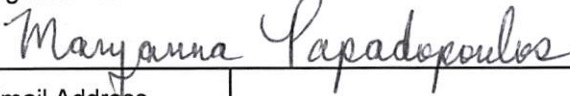
Florida Department of Legal Affairs
Florida Department of Financial Services
FL Dept of Business & Professional Regulation
Florida Department of Elder Affairs
FL Dept of Agriculture and Consumer Services
All County Sheriff Offices, State-wide
All Police Departments, State-wide
Other local county and city agencies
National Center for the Prevention of Home Improvement Fraud
U.S. Consumer Financial Protection Bureau
Federal Trade Commission

Section 2. Certification/Signatures

I acknowledge that I have read, understood, and agree to the conditions set forth in this Contract Request Package for the duration of the contract period. Funds approved in "Attachment B" may not be used for donations, contributions or other types of like expenditures. Further, I certify the information contained in this application is true, complete and correct.

Printed Name of Executive Director Donald Ravenna	Title President and Executive Director
Street, Post Office Box or Drawer 5242 Sagamore Ct	Area Code/Telephone No. (727) 376-4348
City, State and Zip Code New Port Richey, FL 34665	Area Code/Fax No. (727) 376-4348
Signature of Executive Director 	Date of Signature 6/20/2015
Email Address	svcexdir@gmail.com

Printed Name of Authorizing Official Slade Dukes	Title Chair, Board of Directors
Street, Post Office Box or Drawer 3348 College St.	Area Code/Telephone No. 386-882-4886
City, State and Zip Code Jacksonville, FL 32205	Area Code/Fax No.
Signature of Authorizing Official 	Date of Signature 06/17/2015
Email Address	svd1976@me.com

Printed Name of Financial Officer Maryanna Papadopoulos	Title Secretary/Treasurer
Street, Post Office Box or Drawer 12940 Tikal Way	Area Code/Telephone No. (727) 457-2389
City, State and Zip Code Trinity, FL 34665	Area Code/Fax No. (727) 376-4348
Signature of Financial Officer 	Date of Signature 6/17/15
Email Address	mpapas12940@aol.com

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	Exempt
Chair:	Slade Dukes	svd1976@me.com	
Vice Chair:	Edwin Boyer	emboyer@boyerjackson.com	
President/CEO:	Donald Ravenna	svcexdir@gmail.com	X
Secretary/Treasurer:	Maryanna Papadopoulos	mpapas12940@aol.com	
Board Member:	Nicholas Cox	nick.cox@myfloridalegal.com	X
Board Member:	Victoria Butler	victoria.butler@myfloridalegal.com	
Board Member:	Jay Morgan	agingtogether@verizon.net	

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: The Seniors vs. Crime Project helps prevent crime and fraud, mediates civil disputes, and assists the Florida Attorney General's Office with its mission through the work of Florida senior volunteers. Our mission is accomplished by:

- Assisting the Florida Attorney General in preventing crime against the elderly
- Educating seniors about consumer fraud, con games, scams, and other criminal acts
- Providing law enforcement and regulatory agencies with Senior Sleuth volunteers to assist in investigations
- Assisting senior victims through volunteer mediation services, mentoring or referral to another agency, and
- Promoting senior involvement with law enforcement for the protection, well-being, and peace of mind of seniors

Section 5. Seniors vs. Crime - Scope of Work, Deliverables, and Documented Support Requirements.

Objective: To act as the vehicle for providing direct services to Florida's seniors and to assist the Attorney General in consumer related investigations.

Scope of Work	Deliverables	Document Support	Financial Consequences
1. Assist Florida seniors that request assistance with financial issues, including potential scams or other crimes against the elderly.	Respond to all inquiries and assist where possible. Goal is to respond to a minimum of 2,500 requests in FY 2015 - 2016.	Report monthly on number of requests for service from seniors state-wide.	If annual goal is not made, annual budget reimbursement will be reduced by 1% (\$3,904) for every 100 inquiries below goal.
2. Handle complaints from Florida seniors concerning financial issues	Investigate complaints from Florida Seniors on financial issues, and handle appropriately through mediation, referral, or other means. Resolve "workable" cases to the senior's satisfaction. Minimum goal is to open 2,000 cases in FY 15 - 16.	Report monthly on number of cases opened state-wide, plus a cumulative total of cases worked to date during the FY.	If annual goal is not made, annual budget reimbursement will be reduced by 1% (\$3,904) for every 200 cases below goal.
3. Resolve cases to where the consumer is satisfied or funds are recovered for the consumer. Resolve as high a percentage of cases worked as possible.	Resolve at least 50% of the cases worked in FY 2015 - 16. This may included cases carried over from the previous FY, that were cleared in the new FY.	Report monthly on the # of cases closed, the number of cases resolved, and the percentage of cases resolved during the previous month.	If annual goal is not made, annual budget reimbursement will be reduced by 1% (\$3,904) for every 5% below the 50% goal.
4. Prepare presentations and educate Florida Seniors on such issues as crime and fraud prevention, handling finances and investments, and how seniors can assist with these issues.	Make presentations throughout the state and throughout the year to Florida seniors on these issues. Goal is to present to a minimum of 15,000 seniors during FY 2015 - 16.	Report monthly on the number of presentations and the number of attendees at those presentations, and report a cumulative year to date total each month.	If annual goal is not made, annual budget reimbursement will be reduced by 1% (\$3,904) for every 1,000 seniors below goal.
5. Recruit Florida senior volunteers to assist with the mission of Seniors vs. Crime. Train volunteers to help with presentations, to work as "senior sleuths," and on how to work cases.	Recruit volunteers as necessary to properly staff all offices state-wide. Goal is to provide a minimum of 23,000 senior volunteer workhours during FY 15 - 16.	Report monthly on the number of volunteer workhours recorded state-wide, and provide a cumulative year to date total each month.	If annual goal is not made, annual budget reimbursement will be reduced by 1% (\$3,904) for every 1,000 workhours below goal.
6. Maintain availability throughout the state, so that seniors can visit an open office, file a complaint through the Seniors vs. Crime webpage, or complain by calling the Senior's 1-800 phone number	Maintain the Seniors vs. Crime webpage, and continue leasing the 1-800 number. Maintain office hours throughout the state so that consumers have the option of speaking directly to someone in an office. Keep offices open a minimum of at least 280 hours per month (total for all offices).	Report monthly on the number of hours offices were open during the month.	If monthly goal is not made, the monthly contract payment will be reduced by 1% (\$3,904) for every 10 hours below the 280 hours per month goal.

Section 6. Previous Activity - Provide the following information for the three previous years, excluding current year.

Year	# of Seniors Assisted	# of Complaints Received	% of Cases Cleared	# of Seniors at Presentations	# of SVC Volunteer Workhours
2011	2,425	2,425	60%	21,026	35,470
2012	3,595	2,346	66%	22,888	33,814
2013	5,145	3,389	58%	25,524	34,506
Average	3,722	2,720	61%	23,146	34,597

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

Item	Annual Budget Amount
Office Expenditures	
Salaries	\$263,311.00
Insurance for Officers	\$7,120.00
Payroll Related Expenses	\$357.00
Total Payroll Expenses	\$270,788.00
Telephone	\$34,000.00
Office Supplies	\$11,500.00
Postage	\$2,800.00
Equipment	\$5,000.00
Rent	\$10,500.00
Vehicle Expenses	\$28,000.00
Other Travel Expenses	\$4,300.00
Awards/Badges	\$1,000.00
Fees	\$7,500.00
Public Relations/Advertising	\$1,000.00
Internet	8000
Conferences & Training	2000
Investigative Funds	\$4,000.00
Total Non-Payroll Expenses	\$119,600.00
Total 2014 - 15 Budget	\$390,388.00

Part C. Salaried Employees -

Name	Title	Gross Salary
Allen Payne	Deputy Regional Director, Region 1	\$ 16,535.04
Stephen Renico	Regional Director, Region 4	\$ 24,770.22
David Blacklock	Regional Director, Region 3	\$ 30,917.04
Donald Ravenna	CEO/Executive Director	\$ 40,432.80
Joe Rowland	Deputy Regional Director, Region 2	\$ 10,076.04
Judith Ertl	Regional Director, Region 5	\$ 25,333.60
Bruce Whitten	Deputy Regional Director, Region 5	\$ 10,076.04
Maryanna Papadopoulos	Secretary/Treasurer	\$ 20,281.32
Patrick Hanna	Regional Director, Region 2	\$ 29,840.64
Sandra Jernigan	Deputy Regional Director, Region 3	\$ 10,076.04
Judy Harden	Deputy Regional Director, Region 4	\$ 10,076.04
Wayne Picone	Regional Director, Region 1	\$ 29,840.64
Salary Total		\$258,255.46

Insurance		\$ 7,118.03
Payroll Related UTC-6		\$ 356.21
Total Salary Expense		\$ 265,729.70

2014-15 Expense Breakout

Telephones	Annual Expense	Insurance	Annual Expense
Marion	\$182.94	Directors and Officers	\$3,048.00
Sumter	\$214.00	Workers Comp	\$1,044.00
Crestview	\$1,279.88	General Liability	\$3,026.03
Navarre	\$1,976.36	Total Insurance	\$7,118.03
Secretary's Office - AT&T	\$122.20		
Delray	\$2,902.60	Fees	
800 Line	\$10,569.72	Accounting	\$1,944.00
Englewood	\$1,454.45	Bank	\$184.00
Secretary's Office - Verizon	\$808.96	Web Hosting	\$923.26
Main Office	\$927.32	FL Corporation Annual Report	\$61.25
New Port Richey	\$206.55	FL Dept of Agriculture & Con Serv	\$200.00
Sarasota	\$663.44	Program Management	\$3,500.00
St. Petersburg	\$223.23	Total Fees	\$6,812.51
Sun City	\$1,891.76		
South Daytona	\$2,856.27		
Citrus-Wireless	\$401.50		
Sumter - Wireless	\$622.22		
Delray - Wireless	\$1,366.30		
Melbourne	\$74.63		
West Palm Beach-Wireless	\$715.93		
Leesburg	\$472.55		
Total Phone Expense	\$29,932.81		
Internet			
Delray	\$1,200.83		
South Daytona	\$360.00		
New Port Richey	\$850.66		
Sun City	\$814.89		
St. Petersburg	\$1,207.95		
Marion	\$917.80		
Haines City	\$722.76		
Pennbrooke	\$472.45		
AOL	\$174.45		
Total Internet Expense	\$6,721.79		

**SENIORS VS. CRIME CONTRACT
ATTACHMENT C
FISCAL YEAR 2015-2016**

REPORTING REQUIREMENTS

***1. Reimbursement Request/Expenditure Report:** All reports must be postmarked by the 10th of the following month. If the 10th falls on a Saturday, a Sunday, or a federal holiday, the Reimbursement Request/Expenditure Report must be postmarked by the next business day. The report is 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: Operating Expenses and Salaried Employees:** Must be postmarked by the 10th of the following month. If the 10th falls on a Saturday, a Sunday, or a federal holiday, then they must be postmarked by the next business day, accompanied by copies of all receipts/invoices for each item listed and requested for reimbursement. These reports are due every month even if no expenditures are incurred, unless the Final Report has been submitted.
- b. **Monthly Time Sheets:** Must be maintained by the Provider. Each employee must sign their own time sheets at the bottom and the time sheets must be retained at the office of the Provider and available for review. *Do not submit to OAG unless requested.*
- c. **Monthly Summary Time Sheets:** A monthly summary timesheet for each salaried employee must be postmarked by the 10th of the following month. If the 10th 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 Sheet" for each salaried employee 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 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 Seniors vs. Crime Project, or by the Director, Consumer Protection. However, Executive Directors may sign those of their staff providing staff is not related to the Executive Director.
- d. **Daily Vehicle Use Log:** Must be postmarked by the 10th of the following month. If the 10th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day. 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 Seniors vs. Crime Project, or by the Director, Consumer Protection. Executive 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 the Executive Director.

- e. **Property Inventory:** Must be postmarked by the 10th of the following month. If the 10th 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 contract funds. This form must be submitted with the monthly reimbursement request.
- f. **Authorization to Incur Travel:** Travel requests must be submitted for all Class C (overnight) travel in advance, and approved by the Director, Consumer Protection or his designee. Travel requests must include estimated cost for lodging, meals, per diem, transportation, and any other anticipated costs. The OAG's travel request form should be used for all requests. The traveler must sign the submitted request.
- g. **Travel Voucher:** Must be postmarked by the 10th of the following month in which travel occurred. If the 10th 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 Seniors vs. Crime Project, or the Director, Consumer Protection Division... Executive 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 the Executive Director. Travel expenses are to be paid by the PROVIDER, and then reimbursed as an expense each month after the required documentation is provided by the PROVIDER.

2. **Budget Modification:** A contract "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, 2016.

Receivable Modifications: All "Receivable Modifications" must be submitted on or before April 1, 2016, 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 10th of the following month. If the 10th 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 cannot be processed. It is understood that the performance goals are annual goals, and that monthly deliverable reports are only indicators of progress toward meeting those annual goals. **Failure to meet and provide the required support documentation for the deliverables may result in sanctions.**

4. **Final Reimbursement Request/Expenditure Report - Invoice:** Must be postmarked by August 14, 2016. 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. **Audit Report:** If an audit is to be performed, the audit is due 90 days after the Agency's request for an audit.

6. **Final Financial Statement Report/ Perpetual Budget Package:** Must be postmarked by August 14, 2016. Final payment will not be made until all final required reports have been received by the OAG.

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

Seniors vs. Crime Monthly Performance Report (Attachment D)			
Report Date: July 1, 2015 - July 31, 2015			
Due on or before August 10, 2015			
	Monthly Reports	Year to Date Reports	
1. Report monthly on # of requests for service		0	
2. Report monthly on number of cases opened state-wide		0	
3. Report monthly on number of case closed state-wide		0	
3. Report monthly on number of cases resolved state-wide		0	
4. Report monthly on % of cases resolved	#DIV/0!	#DIV/0!	
5a. Report monthly on # of presentations made to Senior Groups		0	
5b. Report monthly on # of senior attendees at presentations		0	
6. Report monthly on # of volunteer workhours state-wide		0	
7. Report monthly on # of hours offices were open state-wide		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>			
Signature of Seniors vs. Crime Executive Director		Date	Typed Name of Preparer
Reviewed by: OAG Contract Manager		Date	

Seniors vs. Crime Monthly Performance Report (Attachment D)			
Report Date: August 1, 2015 - August 31, 2015			
Due on or before September 10, 2015			
	Monthly Reports	Year to Date Reports	
1. Report monthly on # of requests for service		0	
2. Report monthly on number of cases opened state-wide		0	
3. Report monthly on number of case closed state-wide		0	
3. Report monthly on number of cases resolved state-wide		0	
4. Report monthly on % of cases resolved	#DIV/0!	#DIV/0!	
5a. Report monthly on # of presentations made to Senior Groups		0	
5b. Report monthly on # of senior attendees at presentations		0	
6. Report monthly on # of volunteer workhours state-wide		0	
7. Report monthly on # of hours offices were open state-wide		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>			
Signature of Seniors vs. Crime Executive Director		Date	Typed Name of Preparer
Reviewed by: OAG Contract Manager		Date	

Seniors vs. Crime Monthly Performance Report (Attachment D)

September 2014

Seniors vs. Crime Monthly Performance Report (Attachment D)			
Report Date: September 1, 2015 - September 30, 2015			
Due on or before October 10, 2015			
	Monthly Reports	Year to Date Reports	
1. Report monthly on # of requests for service		0	
2. Report monthly on number of cases opened state-wide		0	
3. Report monthly on number of case closed state-wide		0	
3. Report monthly on number of cases resolved state-wide		0	
4. Report monthly on % of cases resolved	#DIV/0!	#DIV/0!	
5a. Report monthly on # of presentations made to Senior Groups		0	
5b. Report monthly on # of senior attendees at presentations		0	
6. Report monthly on # of volunteer workhours state-wide		0	
7. Report monthly on # of hours offices were open state-wide		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>			
Signature of Seniors vs. Crime Executive Director		Date	Typed Name of Preparer
Reviewed by: OAG Contract Manager		Date	

Seniors vs. Crime Monthly Performance Report (Attachment D)			
Report Date: October 1, 2015 - October 31, 2015			
Due on or before November 10, 2015			
	Monthly Reports	Year to Date Reports	
1. Report monthly on # of requests for service		0	
2. Report monthly on number of cases opened state-wide		0	
3. Report monthly on number of case closed state-wide		0	
3. Report monthly on number of cases resolved state-wide		0	
4. Report monthly on % of cases resolved	#DIV/0!	#DIV/0!	
5a. Report monthly on # of presentations made to Senior Groups		0	
5b. Report monthly on # of senior attendees at presentations		0	
6. Report monthly on # of volunteer workhours state-wide		0	
7. Report monthly on # of hours offices were open state-wide		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>			
Signature of Seniors vs. Crime Executive Director		Date	Typed Name of Preparer
Reviewed by: OAG Contract Manager		Date	

Seniors vs. Crime Monthly Performance Report (Attachment D)			
Report Date: November 1, 2015 - November 30, 2015			
Due on or before December 10, 2015			
	Monthly Reports	Year to Date Reports	
1. Report monthly on # of requests for service		0	
2. Report monthly on number of cases opened state-wide		0	
3. Report monthly on number of case closed state-wide		0	
3. Report monthly on number of cases resolved state-wide		0	
4. Report monthly on % of cases resolved	#DIV/0!	#DIV/0!	
5a. Report monthly on # of presentations made to Senior Groups		0	
5b. Report monthly on # of senior attendees at presentations		0	
6. Report monthly on # of volunteer workhours state-wide		0	
7. Report monthly on # of hours offices were open state-wide		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>			
Signature of Seniors vs. Crime Executive Director		Date	Typed Name of Preparer
Reviewed by: OAG Contract Manager		Date	

Seniors vs. Crime Monthly Performance Report (Attachment D)			
Report Date: December 1, 2015 - December 31, 2015			
Due on or before January 10, 2016			
	Monthly Reports	Year to Date Reports	
1. Report monthly on # of requests for service		0	
2. Report monthly on number of cases opened state-wide		0	
3. Report monthly on number of case closed state-wide		0	
3. Report monthly on number of cases resolved state-wide		0	
4. Report monthly on % of cases resolved	#DIV/0!	#DIV/0!	
5a. Report monthly on # of presentations made to Senior Groups		0	
5b. Report monthly on # of senior attendees at presentations		0	
6. Report monthly on # of volunteer workhours state-wide		0	
7. Report monthly on # of hours offices were open state-wide		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>			
Signature of Seniors vs. Crime Executive Director		Date	Typed Name of Preparer
Reviewed by: OAG Contract Manager		Date	

Seniors vs. Crime Monthly Performance Report (Attachment D)			
Report Date: January 1, 2016 - January 31, 2016			
Due on or before February 10, 2016			
	Monthly Reports	Year to Date Reports	
1. Report monthly on # of requests for service		0	
2. Report monthly on number of cases opened state-wide		0	
3. Report monthly on number of case closed state-wide		0	
3. Report monthly on number of cases resolved state-wide		0	
4. Report monthly on % of cases resolved	#DIV/0!	#DIV/0!	
5a. Report monthly on # of presentations made to Senior Groups		0	
5b. Report monthly on # of senior attendees at presentations		0	
6. Report monthly on # of volunteer workhours state-wide		0	
7. Report monthly on # of hours offices were open state-wide		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>			
Signature of Seniors vs. Crime Executive Director		Date	Typed Name of Preparer
Reviewed by: OAG Contract Manager		Date	

Seniors vs. Crime Monthly Performance Report (Attachment D)			
Report Date: February 1, 2016 - February 29, 2016			
Due on or before March 10, 2016			
	Monthly Reports	Year to Date Reports	
1. Report monthly on # of requests for service		0	
2. Report monthly on number of cases opened state-wide		0	
3. Report monthly on number of case closed state-wide		0	
3. Report monthly on number of cases resolved state-wide		0	
4. Report monthly on % of cases resolved	#DIV/0!	#DIV/0!	
5a. Report monthly on # of presentations made to Senior Groups		0	
5b. Report monthly on # of senior attendees at presentations		0	
6. Report monthly on # of volunteer workhours state-wide		0	
7. Report monthly on # of hours offices were open state-wide		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>			
Signature of Seniors vs. Crime Executive Director		Date	Typed Name of Preparer
Reviewed by: OAG Contract Manager		Date	

Seniors vs. Crime Monthly Performance Report (Attachment D)			
Report Date: March 1, 2016 - March 31, 2016			
Due on or before April 10, 2016			
	Monthly Reports	Year to Date Reports	
1. Report monthly on # of requests for service		0	
2. Report monthly on number of cases opened state-wide		0	
3. Report monthly on number of case closed state-wide		0	
3. Report monthly on number of cases resolved state-wide		0	
4. Report monthly on % of cases resolved	#DIV/0!	#DIV/0!	
5a. Report monthly on # of presentations made to Senior Groups		0	
5b. Report monthly on # of senior attendees at presentations		0	
6. Report monthly on # of volunteer workhours state-wide		0	
7. Report monthly on # of hours offices were open state-wide		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>			
Signature of Seniors vs. Crime Executive Director		Date	Typed Name of Preparer
Reviewed by: OAG Contract Manager		Date	

Seniors vs. Crime Monthly Performance Report (Attachment D)			
Report Date: April 1, 2016 - April 30, 2016			
Due on or before May 10, 2016			
	Monthly Reports	Year to Date Reports	
1. Report monthly on # of requests for service		0	
2. Report monthly on number of cases opened state-wide		0	
3. Report monthly on number of case closed state-wide		0	
3. Report monthly on number of cases resolved state-wide		0	
4. Report monthly on % of cases resolved	#DIV/0!	#DIV/0!	
5a. Report monthly on # of presentations made to Senior Groups		0	
5b. Report monthly on # of senior attendees at presentations		0	
6. Report monthly on # of volunteer workhours state-wide		0	
7. Report monthly on # of hours offices were open state-wide		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>			
Signature of Seniors vs. Crime Executive Director		Date	Typed Name of Preparer
Reviewed by: OAG Contract Manager		Date	

Seniors vs. Crime Monthly Performance Report (Attachment D)			
Report Date: May 1, 2016 - May 31, 2016			
Due on or before June 10, 2016			
	Monthly Reports	Year to Date Reports	
1. Report monthly on # of requests for service		0	
2. Report monthly on number of cases opened state-wide		0	
3. Report monthly on number of case closed state-wide		0	
3. Report monthly on number of cases resolved state-wide		0	
4. Report monthly on % of cases resolved	#DIV/0!	#DIV/0!	
5a. Report monthly on # of presentations made to Senior Groups		0	
5b. Report monthly on # of senior attendees at presentations		0	
6. Report monthly on # of volunteer workhours state-wide		0	
7. Report monthly on # of hours offices were open state-wide		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>			
Signature of Seniors vs. Crime Executive Director		Date	Typed Name of Preparer
Reviewed by: OAG Contract Manager		Date	

Seniors vs. Crime Monthly Performance Report (Attachment D)			
Report Date: June 1, 2016 - June 30, 2016			
Due on or before July 10, 2016			
	Monthly Reports	Year to Date Reports	
1. Report monthly on # of requests for service		0	
2. Report monthly on number of cases opened state-wide		0	
3. Report monthly on number of case closed state-wide		0	
3. Report monthly on number of cases resolved state-wide		0	
4. Report monthly on % of cases resolved	#DIV/0!	#DIV/0!	
5a. Report monthly on # of presentations made to Senior Groups		0	
5b. Report monthly on # of senior attendees at presentations		0	
6. Report monthly on # of volunteer workhours state-wide		0	
7. Report monthly on # of hours offices were open state-wide		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>			
Signature of Seniors vs. Crime Executive Director		Date	Typed Name of Preparer
Reviewed by: OAG Contract Manager		Date	