

**RECEIVED**

JUL 01 2013

CRIMINAL JUSTICE PROGRAMS  
FCPTI



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

**AND**

**PANHANDLE CRIME STOPPERS, INCORPORATED**  
**GRANT NO: 006-13**  
**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 Panhandle Crime Stoppers, Incorporated, and its Board of Directors, hereafter referred to collectively as the PROVIDER. The parties hereto mutually agree as follows:

**ARTICLE 1. ENGAGEMENT OF THE PROVIDER**

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

**ARTICLE 2. SCOPE OF SERVICES**

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

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

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

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

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

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

### **ARTICLE 3. AMOUNT OF FUNDS**

The Agency agrees to pay the PROVIDER for services completed in accordance with the terms and conditions of this Agreement, the grant application and the budget as approved by the Agency. The total sum of monies paid to the PROVIDER for costs incurred for **services performed** under this Agreement shall not exceed the amount of monies deposited into the Crime Stopper Trust Fund within the judicial circuit in which monies were collected and available for award. The Agency shall distribute funds as equitably as possible, based on amounts collected within each county, when more than one county is eligible within a judicial circuit. If the PROVIDER is an official member of the Florida Association of Crime Stoppers, monies may only be allocated upon receipt of a Letter of Agreement from the appropriate Board of County Commissioners for each county served by the member. In accordance with Attachment B, the total sum of monies approved for the costs incurred under this Agreement shall not exceed \$60,466.42.

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

### **ARTICLE 4. TIME OF PERFORMANCE**

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

### **ARTICLE 5. E-PROCUREMENT**

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

### **ARTICLE 6. AUTHORIZED EXPENDITURES**

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

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

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

#### **ARTICLE 7. METHOD OF PAYMENT**

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

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

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

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

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

#### **ARTICLE 8. VENDOR OMBUDSMAN**

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

#### **ARTICLE 9. REPORTS**

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

#### **ARTICLE 10. ACKNOWLEDGEMENT**

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

#### **ARTICLE 11. PURCHASES**

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

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

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

#### **ARTICLE 12. PROPERTY**

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

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

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

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

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

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

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

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

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

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

#### **ARTICLE 14. MONITORING**

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

#### **ARTICLE 15. RETURN OF FUNDS**

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

#### **ARTICLE 16. FINAL INVOICE**

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

#### **ARTICLE 17. NOTICE**

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

#### **ARTICLE 18. LIABILITY AND ACCOUNTABILITY**

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

#### **ARTICLE 19. INDEPENDENT CONTRACTOR**

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

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

#### **ARTICLE 20. PUBLIC RECORDS**

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

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

#### **ARTICLE 21. EMPLOYMENT**

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

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

#### **ARTICLE 22. NONDISCRIMINATION**

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

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

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

#### **ARTICLE 23. CONFIDENTIALITY OF CLIENT INFORMATION**

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

#### **ARTICLE 24. PUBLICITY**

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

#### **ARTICLE 25. PUBLIC ENTITY CRIME**

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

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

#### **ARTICLE 26. GRATUITIES**

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

#### **ARTICLE 27. PATENTS, COPYRIGHTS, AND ROYALTIES**

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

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

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

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

#### **ARTICLE 28. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**

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



## **ARTICLE 29. CONSTRUCTION OR RENOVATION OF FACILITIES USING STATE FUNDS**

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

## **ARTICLE 30. INDEMNIFICATION**

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

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

## **ARTICLE 31. TERMINATION**

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

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

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

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

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

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

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

#### **ARTICLE 32. AMENDMENTS**

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

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

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

**Name: Panhandle Crime Stoppers, Incorporated**  
**Address: Post Office Box 36235**  
**City, State Zip: Panama City, Florida 32412**  
**Telephone Number: (850) 769-5245**  
**Email Address: crmstopperad@knology.net**

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

**Name: Randy Wahlberg, Treasurer**  
**Address: Post Office Box 36235**  
**City, State Zip: Panama City, Florida 32412**  
**Telephone Number: (850) 769-5245**  
**Email Address: crmstopperad@knology.net**

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

**Name: William G. Hudson, Program Director**  
**Address: Post Office Box 36235**  
**City, State Zip: Panama City, Florida 32412**  
**Telephone Number: (850) 769-5245**  
**Email Address: crmstopperad@knology.net**

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

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

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

**ARTICLE 34. GOVERNING LAW**

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

**ARTICLE 35. JURISDICTION AND VENUE**

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

**ARTICLE 36. AGREEMENT AS INCLUDING ENTIRE AGREEMENT**

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

---

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

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

**PROVIDER: Panhandle Crime Stoppers, Incorporated**

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

*Norm Gulke*  
**PRESIDENT/CHAIRMAN OF THE BOARD**

*John L. Hamilton* 7.1.13  
**JOHN L. HAMILTON (DATE)  
DIRECTOR OF ADMINISTRATION**

*R. L. R. W. L. L.*  
**TREASURER, BOARD OF DIRECTORS**

*R. L. R. W. L. L.*  
**SECRETARY, BOARD OF DIRECTORS**

[REDACTED]  
**FEDERAL EID # of PROVIDER**

**PROVIDER Fiscal Year Ending Date: 6/30/2013**

**ATTACHMENT A**  
**Florida Single Audit Act Requirements**

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

**MONITORING**

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

**AUDITS**

**PART I: FEDERALLY FUNDED**

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

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

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

## **PART II: STATE FUNDED**

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

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

## **PART III: OTHER AUDIT REQUIREMENTS**

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

#### **PART IV: REPORT SUBMISSION**

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by PART I of this agreement shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of PROVIDER directly to each of the following:
  - A. The Office of the Attorney General  
Bureau of Citizens Safety Programs and Criminal Justice Programs  
Bureau Chief, PL-01, The Capitol  
Tallahassee, Florida 32399-1050
  - B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:  
  
Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10<sup>th</sup> Street  
Jeffersonville, IN 47132
  - C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.
2. In the event that a copy of the reporting package for an audit required by PART I of this agreement and conducted in accordance with OMB Circular A-133, as revised, is not required to be submitted to the Agency for the reasons pursuant to Section .320 (e)(2), OMB Circular A-133, as revised, PROVIDER shall submit the required written notification pursuant to Section .320 (e)(2) and a copy of PROVIDER's audited schedule of expenditures of Federal awards directly to the Agency's Contract Manager listed in this Contract.
3. Copies of financial reporting packages required by PART II of this agreement shall be submitted by or on behalf of PROVIDER directly to each of the following:
  - A. The Agency at the following address:  
  
The Office of the Attorney General  
Bureau of Citizen Safety Programs and Criminal Justice Programs  
Bureau Chief, PL-01, The Capitol  
Tallahassee, Florida 32399-1050

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

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

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

#### **PART V: RECORD RETENTION**

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

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



## EXHIBIT – 1

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

No Federal Project Funds Awarded

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

#### MATCHING RESOURCES FOR FEDERAL PROGRAMS:

No Matching Funds for Federal Programs Awarded

#### SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

<u>STATE PROJECT</u>	<u>AGENCY</u>	<u>PROJECT TITLE</u>	<u>AWARD AMOUNT</u>
#41.002	Office of the Attorney General	Crime Stoppers	\$60,466.42

**TOTAL STATE FUNDS AWARDED SUBJECT TO SECTION 215.97, F.S. \$60,466.42**

### 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****RECEIVED**

JUN 07 2013

**CRIMINAL JUSTICE PROGRAMS  
FCPTI****Section 1. Applicant Information****Type of Governmental Agency or Organization (check Space)**☐ County☒ Member, Florida Association of Crime Stoppers, Inc.**Organization Information**

Name of Agency or Organization: Panhandle Crime Stoppers, Inc.

Organization Mailing Address: P.O. Box 36235

Applicable Judicial Circuits: 14th

City: Panama City State: FL Zip: 32412

Federal Identification Number: [REDACTED]

Participating Counties: Bay, Gulf

Total Budget Request: \$60,466.42

Individual to Contact in Case of Question: Marian Terry

Area Code/Phone No. +1 (850) 769-5245

E-Mail Address: crmstopperad@knology.net

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

Agency: Bay County Sheriff's Office

Agency: Panama City Beach Police Department

Agency: Parker Police Department

Agency: Springfield Police Department

Agency: Mexico Beach Police Department

Agency: Gulf County Sheriff's Department

Agency: Department of Homeland Security

Agency: Lynn Haven Police Department

Agency: Navel Coastal Systems

Agency: Florida Department of Law Enforcement

Agency: State Attorney's Office

Agency: U.S. Marshall's Office

Agency: Panama City Police Department

Agency: Port St. Joe Police Department

Agency:

Agency:

Agency:

Agency:

Agency:

Agency:

Agency:

Agency:

Agency:

Agency:

## Section 2. Certification Signatures

Name of Program Director: William G. Hudson Title: Grant Administrator  
Street, Post Office Box or Drawer: P.O. Box 36235 Area Code/Telephone No. +1 (850) 769-5245  
City: Panama City State: FL Zip: 32412 Area Code/Fax No. +1 (850) 785-2677  
Signature of Program Director: *William G. Hudson* Date of Signature: 25 Jun 2013  
E-Mail Address: crmstopperad@knology.net

Name of Authorizing Official: Norm Gulkis Title: President  
Street, Post Office Box or Drawer: P.O. Box 36235 Area Code/Telephone No. +1 (850) 769-5245  
City: Panama City State: FL Zip: 32412 Area Code/Fax No. +1 (850) 785-2677  
Signature of Authorizing Official: *Norm Gulkis* Date of Signature: 6/5/13  
E-Mail Address: crmstopperad@knology.net

Name of Financial Officer: Randy Wahlberg Title: Secretary/Treasurer  
Street, Post Office Box or Drawer: P.O. Box 36235 Area Code/Telephone No. +1 (850) 769-5245  
City: Panama City State: FL Zip: 32412 Area Code/Fax No. +1 (850) 785-2677  
Signature of Financial Officer: *Randy Wahlberg* Date of Signature: 6/5/13  
E-Mail Address: crmstopperad@knology.net

### Section 3. Organization Board of Directors



Position on Board	Name	E-Mail Address	Exempt
Chairman/President:	Norm Gulkis		<input type="checkbox"/> YES
Vice Chairman/President:	Jerry Tabatt		<input type="checkbox"/> YES
Treasurer:	Randy Wahlberg/ Asst. Treasurer- Barbara Hamner		<input type="checkbox"/> YES
Secretary:	Randy Wahlberg		<input type="checkbox"/> YES
Immediate Past President:	William G. Hudson		<input type="checkbox"/> YES
Board Member:	Debra Peel		<input checked="" type="checkbox"/> YES
Board Member:	Brian Miller		<input checked="" type="checkbox"/> YES
Board Member:	Steve Haines		<input checked="" type="checkbox"/> YES
Board Member:	John Newman		<input type="checkbox"/> YES
Board Member:	Rosemary Long - Chaplain		<input type="checkbox"/> YES
Board Member:	Rusty Russell		<input type="checkbox"/> YES
Board Member:	Jude Gross		<input type="checkbox"/> YES
Board Member:	Deborah Barfield		<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

**Mission Statement:**

The mission statement of Panhandle Crime Stoppers, Inc. is to assist law enforcement agencies with information on specific unsolved felony crimes, on wanted persons and other criminal activity that has been unavailable through normal investigative methods; to promote community involvement in all aspects of law enforcement; to promote community offensive against crime; to motivate the public to cooperate with law enforcement agencies, and to reward such cooperation.

**INFORMATION ABOUT AREA SERVED**

**Population Served by Organization:** Bay - 169,856 / Gulf - 15,844

**Crime Rate per County Served (per UCR):** Bay-4,876.9 / Gulf-2,109.9

**Number of Media Outlets:** 21

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

**Number of Law Enforcement Agencies:** 14

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

**High Schools:** Bay Co. - 6 / Gulf Co. - 2

**Middle Schools:** Bay Co. - 6 / Gulf Co. - 2

**Elementary Schools:** Bay Co. - 19 / Gulf Co. - 2

**Colleges:** 2

**Other Schools Served: (Private, Chartered, Christian, etc.)** 7

**Number of Public Transportation Entities Available in Area Served:** 1

**Number of Community Events in Area Served:** 24

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	929			66	145	60	54	90.00%
2010-2011	1,427	0	0.00%	97	181	103	76	73.79%
		498	53.61%					
2011-2012	1,319	-108	-7.57%	107	211	94	86	91.49%
		0	0.00%					

Year	\$ Spent on Public Awareness*		Cost per Tip	\$ Amount of Grant Funds Reimbursed
2009-2010	\$51,379.03		\$55.31	\$88,098.72
2010-2011	\$63,215.20		\$44.30	\$116,065.66
2011-2012	\$63,756.01		\$48.34	\$108,018.15

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

Type Here:

During the Grant Year 2011-12, we believe that our advertising campaign, with billboards as the emphasis, kept our program in the public eye. Our billboards were featured on several major traffic corridors in Bay County. Our advertising of fugitives, in the County Press also gives us exposure in all of the surrounding counties, including Gulf County, effectively utilizing our funding in the most efficient manor available. WMBB-TV features the Wheel, and is viewed in the tri-state area as a popular news segment. Most Public Information Officers in Bay County Law Enforcement agencies tag their press releases with our tips number allowing tipsters to remain anonymous. Reviewing our statistics indicates a slight decrease in our reported tips. We had 101,359 hits on our web site which represents a 50% increase. We are constantly changing fugitive profiles on our website to keep public interest in that area. We are also placing the Wheel fugitives on our web page weekly. We work diligently to keep the lines of communication open among all law enforcement agencies by sending invitations to all of our functions and meetings. Statistics for the Grant Year 2011-12 were slightly down, we believe due to the loss of \$8,047.51 in grant funding. The program expenses do not vary a lot so when the the funds are less, the advertising budget is one of the few places we can and have to adjust.

Grant Year 2012-13 has been a good year for us thus far. We have completed our deliverables to date and by the end of the year we will have gone beyond our goals in some areas. We have again utilized our advertising funds with the emphasis on billboards and printed media. This strategy has been a success in the past and continued to deliver results this year. Lamar Advertising has been an excellent partner in that they will place our extra vinyls on vacant boards until those boards are sold.

**Type Here:**

Grant Year 2012-13 has been a good year for us thus far. We have completed our deliverables to date and by the end of the year we will have gone beyond our goals in some areas. We have again utilized our advertising funds with the emphasis on billboards and printed media. This strategy has been a success in the past and continued to deliver results this year. Lamar Advertising has been an excellent partner in that they will place our extra vinyls on vacant boards until those boards are sold. This has resulted in us having as many as four boards while only paying for two during the month.

Our area law enforcement agencies have demonstrated support for our program placing our name and number on all of their press releases. In addition, two of our largest agencies in Bay County, Panama City Police Department and Panama City Beach Police Department, had their chiefs retire. With the appointment of two new chiefs we sent personal invitations to both men inviting them to our monthly membership meetings. Both men have begun attending regularly and we have noticed a lot more participation from both agencies. Three of our board members made a special trip to Gulf County after the election of a new Sheriff, to welcome him into our program. At a recent membership meeting we had members from eight out of fourteen agencies that we serve present.

We have been able to attend or host 12 events in addition to our 12 membership meetings open to the public. We have shared our Crime Stopper story and given our Crime Stopper items to citizens all over Bay and Gulf Counties. We have presented our Student Crime Stopper program to the Bay and Gulf County School Resource Deputies explaining the various ways to report a tip and remain anonymous. Our "Call-Click-Text" campaign has been very successful in the schools resulting in student tips being submitted to our program. Bay County School Resource Deputies have reported many more students coming to them with problems, and attribute the Student Crime Stopper Program for encouraging the students to seek help.

We have enjoyed a significant increase of activity on our web site. We constantly update our information and that diligence has again paid off. The number of "hits" on our web site has increased 45% over last year in the same time period (May 1, 2012-April 30, 2013) for the 2012-13 Grant year.

WMBB-TV has again this year featured the Wheel as a news segment every Monday night. We are approaching 150 arrests for the four years we have been doing the program. Each week we ask a different Law Enforcement Chief or Sheriff of Bay and surrounding counties to spin the Wheel, keeping public interest locally and in the area counties. This news feature has garnered many comments from the public at many events we have attended.

While there is always room for improvement, we believe that we still have a very successful program, considering the funding difficulties of the past three years, we continue to expand. We have added three new board members and retired one. All three are experts in their areas of vocation and possess a great deal of skill and energy to add to our program, to insure the program's survival in the future.

Another highlight and accomplishment for the grant year 2013-13 is the recognition this program received from Florida Association of Crime Stoppers. Those awards are as follows:

Civilian of the Year - Debra Peel

Media of the Year - WMBB - for the Wheel

Fund Raiser of the Year - Texas Hold'Em

Most Creative Advertising - News Letter

Panhandle Crime Stoppers also placed third in our population category for the productivity award. It is truly an honor to be recognized for a job well done by a panel of your peers.

**REWARDS & PUBLIC EDUCATION**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
1.	Rewards	\$890.00	@	18%	12	\$10,680.00
2.	Tip Lines	\$31.25	@	1%	12	\$375.00
3.	Answering Service (Alternative Answers, CSI, Other)	\$982.00	@	6%	4	\$3,928.00
4.	Telecommute Fees		@	0%		
5.	Tip Software	\$1,200.00	@	2%	1	\$1,200.00
6.	Cell Phone (Tip Coordinator)	\$143.00	@	3%	12	\$1,716.00
7.	Crime Prevention Training		@	0%		

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

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
8.	Website Development/Maintenance	\$30.00	@	1%	12	\$360.00
9.	Brochures (Crime Specific or Related & Program Awareness)		@	0%		
10.	Billboards/Rolling Billboards	\$890.42	@	18%	12	\$10,685.04
11.	Bus Wraps Only (Sole Source Determination Required)		@	0%		
12.	Cab Signs		@	0%		
13.	Newspaper	\$350.00	@	7%	12	\$4,200.00
14.	Radio		@	0%		
15.	Television (Program Associated)		@	0%		
16.	Movie Theater		@	0%		
17.	Program Specialty Items (Pens, Pencils, Magnets, and Rulers (Pouches only if School CS Program))		@	0%		



Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
18.	Door Hangers/Yard Signs (Does not include Neighborhood Watch Signs)		@	0%		
19.	Window Clings/Window Signs/Window Stickers		@	0%		
20.	Yellow Pages (No bid if purchased with local phone utility carrier, if other, bid required)		@	0%		
21.	Newsletters	\$30.00	@	1%	12	\$360.00
22.	Child ID Programs		@	0%		
23.	Child ID Supplies		@	0%		
24.	Crime Scene Tape		@	0%		
25.	Posters		@	0%		
26.	Banners		@	0%		
Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
27.	Bus Benches		@	0%		
28.	LCD Projector		@	0%		
29.	Projection Screen		@	0%		
30.	Display Board		@	0%		
31.	Television		@	0%		
32.	VCR/DVD		@	0%		

**FUGITIVES:**

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

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

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

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
37.	Christmas Parade Fees	\$75.00	@	0%	1	\$75.00
38.			@	0%		
39.			@	0%		
40.			@	0%		
	<b>TOTAL REWARDS &amp; PUBLIC EDUCATION</b>					\$33,579.04

**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

The budget for Panhandle Crime Stoppers grant year 2013-2014 was determined from previous budget experience, with another 10% reduction of Grant Funding in comparison to last year's award which was 60% lower than the previous year of 2011-12. Rewards and Public Education has been allocated 57% of our total amount awarded.

1. Rewards - We have reduced the amount of rewards by 10% which will be \$890. per month with a total of \$10,680 for the year. This was based on an average of approximately \$700 per month from the present grant year. That gives us around \$2,000 over our average for months going over this amount. We believe this will be sufficient due to our usually making a budget modification at the end of the grant year to utilize unspent funds.
2. Tip Lines- \$375.00, in the past several grant year's our budget has been the same \$31.25 per month for providing the tip line that rolls over to our toll free line. This allows tipsters toll free service to our call center by either dialing the 785-TIPS or dialing 866-963-8477 to report tips from Bay and Gulf counties with no long distance charges.
3. Answering Service - \$3,928.00 or \$982 per quarter for our answering service remains the same as last year, at this time we have not received any notifications indicating a price increase from Alternative Answers. This should be sufficient to cover our costs to provide tip reporting 24 hours a day, seven days a week.
5. Tip Software - Our program uses TipSoft V reporting software. The \$1200 software cost enables us to receive "text tips" which we promote and encourage in our Student Crime Stopper Program, as well as electronic transfer. This is done on a one-time billing of \$1,200. The service provided with this program includes the software, training of any new employees and any updates that are required for smooth operation of the actual software.
6. Cell Phone (Tip Coordinator) - We are allowing \$143 per month for a total of \$1,716 for the year, for the cell phone service used by the tip coordinator. With this service, we are able to monitor tips on the weekends as well as any holidays and time the coordinator is not in the office. We feel this is an essential tool considering the tip numbers are being publicized in the school systems in Bay and Gulf counties. Many of those tips turned in by students are text tips and can be very time sensitive in the protection aspect of keeping them safe.

**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**

8. Website Development/Maintenance – The \$360 allowed here is also a one-time yearly fee. Our website has been an essential part of our program. We provide weekly information on wanted individuals including the Wheel program. We update new developments daily on the website. In addition to this, we are able to use the web site to complete our bid process, giving new companies we may not be aware of a fair chance to take part in the process. We post newsletters monthly and information on events that have taken place, to let our local communities from Bay and Gulf counties know we are working for them. We also have a link to report a web-tip directly from our web site. This has proven to be a good working tool in past years and the 50% increase in hits over last grant year, is supportive to this statement.

10. Billboards - \$10,685.04, allows us \$890.42 per month for 12 months, which is a small reduction from last year due to the reduction in funding. When space is available signs in Gulf County. Anything over and above these amounts will have to be supplemented by fund raising and donations. In the transition times from one grant year to another or, one contract to another, and the billboards are not up for a week or two we have noticed a definite decrease in tips being called in. We feel this is a very necessary item to include in our budget.

13. Newspaper - We have again allowed \$350 per month for twelve months, totaling \$4,200 to keep up our weekly "Wanted's" listing in the County Press.

21. News Letter – For the grant year 2013-14, we are placing \$360.00 in the News Letter line item. Previously we have been taking the cost from expendable supplies and postage, but felt this gives us a more accurate picture of our expenses in the Rewards and Public Education category. This news letter is distributed monthly to our membership by printing and making available for members attending the monthly membership meeting, by email by everyone on our law enforcement contact list, membership contact list and also being sent to the membership distribution list to the FACS membership. We use this to keep members and area law enforcement agencies informed about events we have attended or hosted, new developments concerning the grant requirements and upcoming meetings that are taking place for FACS and Crime Stoppers USA.

37. Christmas Parade Fees - \$75 Each year Panhandle Crime Stoppers has an entry for the Christmas Parade. On this float we include many reminders of Crime Stoppers, via our logo, and banners that state "anyone" can become a Crime Stopper. We believe that this is a very successful tool to promote our program and its purpose, while supporting community involvement. It is always themed around stopping crime. The young and old all enjoy the floats. The "actors" portraying the "good" guys making the arrests and the "bad" guys being arrested are actually deputies from the Bay County Sheriff's Office.

Monies from Gulf County are approximately 6% of our total grant award, which will allow us to continue our efforts in the Gulf County area, including providing the mediums for Gulf County Sheriff's Office and Port St. Joe Police Department and Mexico Beach Police Department to advertise wanted individuals. We have included all of the Gulf County Law Enforcement agencies on our Law enforcement contact lists to receive our meeting announcements as well as being included on our tip recipient lists. Three of our Wheel candidates were from Gulf County this grant year and one of them resulted in an arrest. Gulf County Sheriff's Office has also sent representatives to our meetings and we have done programs for Gulf County civic organizations either at the request of Gulf Co. law enforcement agencies or the civic organizations themselves. At each of those we have provided educational and promotional materials to the attendees. We have also provided posters to hang up in neighborhoods where GCSO needed to acquire information pertaining to criminal activity in the area.

Three of our board members have vast experience in the advertising and marketing fields. This has resulted in a very well run media and public service campaign. Due to marketing efforts, the tip number and logo are incorporated into all media outlets pertaining to news and press releases provided by local law enforcement agencies, keeping the Crime Stopper Number in the minds of our local communities.



**Rewards and  
Public Education**

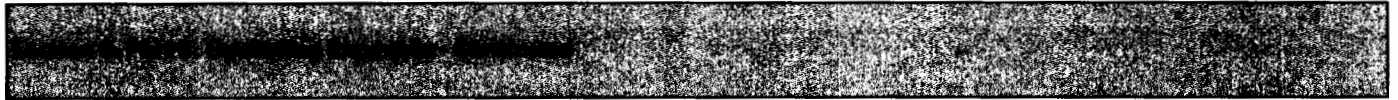
--

**OFFICE EXPENDITURES**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
41.	Office Rent (must submit copy of lease and office hours)		@	0%		
42.	Utilities		@	0%		
43.	Office Phone (Not Tip Line)	\$31.25	@	1%	12	\$375.00
44.	Cellular Phone		@	0%		
45.	Fax Line		@	0%		
46.	Internet Line/Wireless Connectivity (Internet Service)	\$64.00	@	1%	12	\$768.00
47.	Vehicle Mileage		@	0%		
48.	Postage/Express Mail (must maintain Postage Log for all stamps to demonstrate usage)	\$27.40	@	1%	12	\$328.80
49.	Post Office Box Rent	\$88.00	@	0%	1	\$88.00
50.	Storage Rent	\$45.60	@	1%	12	\$547.20
51.	General Office Supplies/Letterhead/Envelopes	\$175.00	@	3%	12	\$2,100.00

**EQUIPMENT AND PROPERTY**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
52.	Computer (including monitor or Software purchased with computer)		@	0%		
53.	Computer Hardware Accessories		@	0%		
54.	Laptop Computer (does not include iPad notebooks or similar devices)		@	0%		
55.	Additional Software	\$149.91	@	0%	1	\$149.91
56.	Fax Machine		@	0%		
57.	Printer		@	0%		



Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
58.	<b>Copier</b>		@	0%		
59.	<b>Copier Rental</b>		@	0%		
60.	<b>Copier Maintenance</b>	\$70.00	@	1%	12	\$840.00
61.	<b>Telephone Equipment (not bills)</b>		@	0%		

#### MEMBERSHIP DUES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
62.	<b>FACS (Florida Association of Crime Stoppers, Inc.)</b>	\$250.00	@	0%	1	\$250.00
63.	<b>Southeastern Crime Stoppers Association</b>		@	0%		
64.	<b>USA Crime Stoppers Association</b>	\$250.00	@	0%	1	\$250.00

#### FEES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
65.	<b>Corporate Filing Fees</b>	\$70.00	@	0%	1	\$70.00

#### INSURANCES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
66.	<b>Board &amp; Officer's Liability (Mandatory)</b>	\$800.00	@	1%	1	\$800.00
67.	<b>Employee Bond Insurance</b>	\$186.00	@	0%	1	\$186.00
68.	<b>Storage Unit Insurance</b>		@	0%		
69.	<b>General Liability</b>		@	0%		
70.	<b>Vehicle Insurance</b>		@	0%		

**TRAVEL**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
71.	Travel	\$400.00	@	2%	3	\$1,200.00

**PROFESSIONAL SERVICES**

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

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

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
76.			@	0%		
77.			@	0%		
78.			@	0%		
79.			@	0%		
80.			@	0%		
81.			@	0%		
82.			@	0%		
83.			@	0%		
84.			@	0%		
85.			@	0%		
	<b>TOTAL FOR OPERATING EXPENSES</b>					<b>\$8,752.91</b>

**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

Operating Expenses for the grant year 2013-14 make up a total of 13% of our budget, which reflects a smaller percentage than last year due to another reduction of funds with many expenses remaining the same or increasing. The majority of our operating expenses have remained constant for most of the expenditure line items.

43. Office Phone Line – \$31.25 per month or \$375 per year. This is a necessary expense, keeping communication lines open to the public, providing them the ability to check on and receive instruction for collecting rewards.

46. Internet line - \$64.00 per month totaling \$768. Our entire program rests on the ability to receive and disseminate tips to law enforcement agencies quickly and efficiently. It is an essential service to operate this program.

48. Postage/Express Mail – We have allowed 27.40 per month or \$328.80 for the year for postage. That expense includes express mail for our monthly reimbursements, and postage vendor checks to pay invoices for services.

49. Post Office Box rent - \$88 is a yearly expense. Our office is housed in the Bay County Sheriff's Office and it is necessary for us to have a mail receptacle outside the building to insure the timely delivery of our mail.

50. Storage Rent – \$45.60 per month \$547.20 for the year. The regular rent amount is actually \$49.50 per month, however we pay it in one lump sum and receive an 8% discount. This saves our program the postage and handling throughout the year or about 53.00 per year. Our office is very small and the storage is necessary to retain records for 5 years to meet grant requirements and to store educational items that have been ordered in bulk.

51. General Office Supplies - \$175.00 per month or \$2,100. per year. Paper and ink are the largest expense for this program. These are necessary to document tips, rewards and correspondence essential to program operation. Other expenses include tape, paper, file folders, labels and other general supplies needed to maintain an orderly office.

55. Additional Software - \$149.91 – This line item is to purchase security protection for our computer, and updates needed for the accounting program.

60. Copier Maintenance - \$70 per month/ \$840.00 per year. With the addition of new board members and our accounting reports being much more detail, we are using many more copies than we did in the past, providing a copy of all reports to each board member, and an agenda and stat sheet for each attending member to the monthly meetings. So this amount represents an increase over last year. We have had the machine for a year now and have a much better idea of how much volume we need to allow for. We also keep copies of each tip in a binder for daily use, and run another copy for reward requests.

62. FACS Membership - \$250 is a set expense based on the amount the program receives in Grant funds. This is a requirement, to keep our program a FACS member in good standing, which is a grant requirement.

64. USA Crime Stoppers Association - \$250 is also a set expense, giving us membership in this association and is allowable as a grant expense. This organization keeps us informed of changes in the law pertaining to Crime Stopper organizations, training, both law enforcement and program, and is an advocate for Crime Stopper programs in the United States.

65. Corporate Filing Fees - \$70.00 this is a state requirement to maintain our status as being incorporated in the state of Florida. Being incorporated is a protection for our program and a necessary, and allowable expense.

66. Board and Officers Liability – \$800.00, a requirement under the grant provisions. In the past we have put out bid requests to several companies to try to obtain the best price for coverage and this is one of the few companies that will even quote this type of insurance. This is a necessary expense for the protection of the director's of our program against litigation.

67. Employee Bond Insurance - \$186.00 this is again a required expense under the grant and is for the protection of the program in the case of theft by a paid employee.



**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**

71. Travel - \$400 per trip- We have allowed a Total of \$1,200 for travel to FACS Tri-Annual conferences. This attendance is a requirement for maintaining a "membership is good standing" for our program, and is a very good resource for individual programs for educational purposes for law enforcement and program topics. Unfortunately there is just not enough in our budget to fully fund these trips the shortage will have to be provided by the individual traveling or from discretionary funds.

72. Accounting - \$800 - This is a necessary expense for every program. It allows us to maintain our 501c3 status by having our 990 forms submitted to the IRS yearly, timely and accurate. We have been fortunate to be able to find the accounting firm we use. When we put this out for bid the smallest bid we received was \$1,600. This firm performs a great service to us at a minimal expense to our program.

Panhandle Crime Stoppers will be required once again to adjust the amount of spending to the reduction of funds provided by the grant placing the burden of the majority of our expenses to be covered by fund-raising by our board and general membership.



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

Position/Title	Employer Benefits	Hourly Rate	Hrs. per Week	# Weeks	Salary	Employer Taxes	Total Salary
	\$0.00					\$0.00	\$0.00
	\$0.00					\$0.00	\$0.00
	\$0.00					\$0.00	\$0.00
	\$0.00					\$0.00	\$0.00
	\$0.00					\$0.00	\$0.00
	\$0.00					\$0.00	\$0.00
Executive Director (Salaried - Not paid hourly)	\$3,568.01	\$0.00	0	0	\$13,531.31	\$1,035.15	\$18,134.47

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

Item #	Employee Name (Match Name to Position/Title)	% Time Spent on Crime Stoppers	Salary	Salary Based on %	Non-Sworn	Sworn
86.			\$0.00	\$0.00		
87.			\$0.00	\$0.00		
88.			\$0.00	\$0.00		
89.			\$0.00	\$0.00		
90.			\$0.00	\$0.00		
91.			\$0.00	\$0.00		
92.	Executive Director (Salaried - Not paid hourly)	100%	\$18,134.47	\$18,134.47		
	<b>TOTAL SALARY</b>			\$18,134.47		

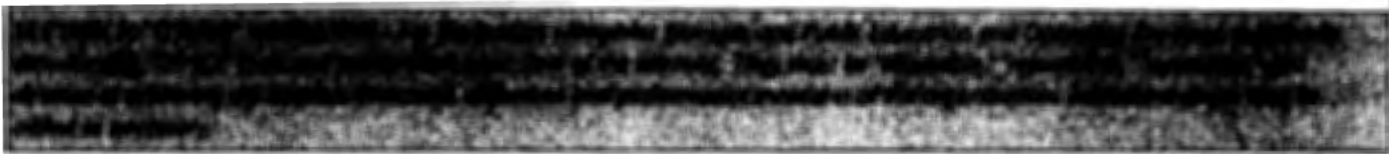
**Salary  
Narrative**

Salaried Employees will be 30% of our total grant award, this will not cover the full amount of last year's salary expenses, and does not include any increase. Due to a reduction in our award amount any shortfall will be taken from discretionary funds. Our program does not have a law enforcement person provided by the county, instead we employ a full time executive administrator to keep our program operating. A job description is provided to show how she is utilized to reach our objectives. Her salary is commensurate with the level of duties and local scale for performing work. This is based on 8 hours per day Monday through Friday. Her salary is as follows:

Actual Salary		Approximately 28.098 Weeks of Salary	
Salary	\$25,031.03	Salary	\$13,531.31
Employer Tax	1,930.16	Employer Tax	1,035.15
Health Care Suppl	6,600.00	Health Care Suppl	3,568.01
Total Salary	\$33,561.19	Total Salary	\$18,134.47

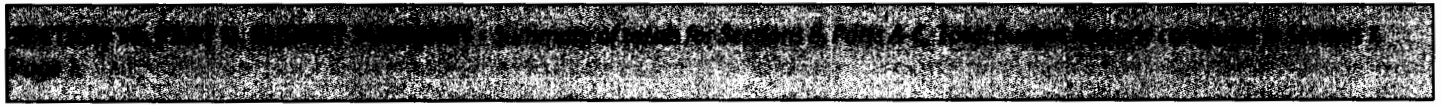
The salary represented here costs this program approximately \$2,639.00 per month, the 30% allowed under the grant is \$18,139.93 which will cover approximately 28.098 weeks of the grant year. Our board is considering several fund raising programs to supplement the salary amount needed to retain our executive administrator. Volunteer board members contribute many hours of work to keep our success rate high, and we do have a part-time law enforcement coordinator provided by the BCSO as liaison between our program and law enforcement agencies in our area. Any budget shortfalls will have to be supplemented by fund raising on the part of our Board and membership.

(See Attached Executive Administrator Position Description)



**"OTHER"**  
**Narrative**

Christmas Parade Fees (Public Awareness) - Per your request we have created a line item to cover the \$75 parade entry fee for the Jaycees Panama City Christmas Parade. This parade gives Panhandle Crime Stoppers the largest exposure to the community With the exception of Billboards.



Budget Category	%	Total Cost
Part A. Rewards and Public Education (Minimum of 50% of Award Amount)	56%	\$33,579.04
Part B. Operating Expenses	14%	\$8,752.91
Part C. Salaried Employees (Maximum allowed 30% of Award Amount)	30%	\$18,134.47
TOTAL	100%	\$60,466.42
Award Amount	\$60,466.42	

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

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

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

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

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

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

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



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

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

Scope of Work	Deliverables	Document Support	Sanctions
<p><b>10. Reporting Requirements:</b> The Provider will submit thirteen (13) <u>complete</u> Reimbursement Request/Expenditure Reports and Performance Reports with original signatures, to include all required support documentation, by the 20<sup>th</sup> of the following month in which expenses occurred, even if no expenses were incurred.</p>	<p>10. The Provider will submit thirteen (13) complete monthly Reimbursement Request/Expenditure Reports with an original signature and performance reports, which must be post marked on or before the 20<sup>th</sup> of the following month even if no expenses were incurred. If the 20<sup>th</sup> falls on a Saturday, a Sunday or a federal holiday, then documents must be post marked by the next business day. The monthly reimbursement request shall include all invoices and required support documentation for <u>expenditures</u> 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 <u>deliverables</u> either mailed or scanned and received within the above same time frame.</p>	<p><b>10. Reporting Requirements:</b>  <b>(a)</b>The Provider must submit monthly one of the following as proof of post-mark date:                      (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>(b)</b>All support documents and signed Monthly Performance Report must be scanned and emailed to the OAG Grant Manager and Program Administrator by the 20<sup>th</sup> of the following month; if the 20<sup>th</sup> falls on a Saturday, a Sunday or a federal holiday, the documents must be received no later than the next business day.</p>	<p><b>10. Reporting Requirements:</b> (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 20<sup>th</sup> of the following month, except if the 20<sup>th</sup> falls on a Saturday, a Sunday or a federal holiday, then must be postmarked by the next business day; and support documentation is not submitted according to the same requirements as stated above.  <b>(b)</b> A Provider who submits a "0" reimbursement that is deem by the requirements to be late will be sanctioned 5% or up to \$100 on their next reimbursement, whichever is greater or lesser</p>
<p>11. Billboards: The Provider or its designated representative will provide billboard media in the counties of Bay and Gulf during the Grant year 2013-14 for the education of the program, top of mind awareness, and to provide law enforcement a swift and saturation type coverage on dangerous fugitives on electronic billboards</p>	<p>11. The Provider or its Representative will work with local billboard companies, graphic designers and local law enforcement agencies to place billboards in Bay and Gulf counties a minimum of 10 months beginnings July 1, 2013 through June 30, 2014. There will be vinyls provided for the billboards and digital files for placement on electronic billboards when needed.</p>	<p>1. Provide copy of Invoice indicating # of billboards, length of display, and the locations of the billboards                      2. Provide copy of final proof or digital photo                      3. Maintain dated digital photos of billboards purchased with the vinyl affixed for Performance Review</p>	<p>100% of cost will be disallowed if Provider fails to promote Crime Stoppers Tip number &amp; program for a minimum of 10 months during the grant year on billboards and submit the required support documentation indicating achievement</p>
<p>12. Newspapers: The Provider or its designated representative will provide news paper space weekly for a minimum of 48 weeks featuring ten fugitives provided by all of the Bay &amp; Gulf County law enforcement agencies and area state and federal agencies upon request during the grant year 2013-14.</p>	<p>2. The Provider or its representative will forward provided information on fugitives released by law enforcement to provider via a digital format, weekly throughout the 2013-14 grant year. Information forwarded to Provider shall be kept in a binder available for inspection or verification weekly as the information is disseminated.</p>	<p>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                      3. Maintain copy of the original newspaper in which ad was run for Performance Review</p>	<p>100% of cost will be disallowed if Provider fails to promote 10 fugitives for 48 weeks in various newspaper publications within their counties for 13-14 and submit the required support documentation indicating achievement</p>

## **Job Description for Executive Administrator**

### **TIP Dissemination / Documentation**

Down load, organize and collate TIP number & code for emailing, check number sequence daily, research discrepancies, and monitor tips in the evening and weekends for urgent or critical tips. Follow-up with phone call for Campus Tips

Maintain and update email distribution list to law enforcement agencies for tip distribution. Call and inform BCSO Warrants Captain or his designee about urgent tips. Print tips and file in tip log book. Monitor office phone for reward requests, prepare reward request documentation for law enforcement approval / liaison for arrest verification / submit for Board Committee Approval.

### **Correspondence**

Notification of General Membership Meeting, CS Board Meetings and Media, electronically or by phone if necessary, for announcements pertaining to meetings, events and/or director polling for matters that need urgent or immediate attention between board or membership meetings, including: financial obligations, purchases, large reward approvals and policy procedures.

### **Grant Maintenance/Documentation**

Grant application, all aspects pertaining to the performance and rules and regulations regarding the Grant. Prepare research and work directly with Grant Coordinator regarding the completion of Grant application for Board approval, submit signed and completed application to State for Approval.

Maintain Email Log / Correspondence Log with State Personnel regarding matters pertaining to the Grant.

### **Media / Public Relations**

Maintain complete documentation regarding the Release of Information to Media regarding Wanted Individuals, Press Releases / Release of Information and or Notification of Reward. Assist Media Director regarding all aspects of Media and Public Relations regarding the Crime Stopper Program. Including the "Wheel of Justice", Press Releases, Weekly Wanted's, Web Site and Event Planning.

### **Accounting / Record Custodian**

Maintain all aspects of accounting procedures, including Payroll, Checking Account for files regarding the Grant and Accountants for tax filing. Assist Treasurer and Asst. Treasurer with any and all Banking Matters and Financial Reports. Generate Reports for General Membership Meeting and Board Meetings

### **Standard Operations**

Assist Board of Directors in any and all matters pertaining to the Panhandle Crime Stoppers Organization and its daily functions. Oversee and inform Board Members / Committee Chairs of any and all areas of concern to such Committee Chair.

Maintain Crime Stopper Office and Vehicle per policy and procedures.

## **Marian Terry**

---

**From:** executive.directors [executive.directors-bounces@facsflorida.org] on behalf of Cindy Wilson [cindy.wilson13@verizon.net]  
**Sent:** Tuesday, May 21, 2013 6:48 PM  
**To:** MEmbership@facsflorida.org  
**Subject:** FACS Programs in Compliance with By-Laws - Eligibility for 2013-2014 grant  
**Attachments:** ATT00025.txt

Now that it is time to begin working on the 2013-2014 Grant, I wanted to alert everyone as to their compliance status.

### **PROGRAMS THAT NEED TO ATTEND THE JUNE CONFERENCE TO BE THE 2 OUT OF 3 ATTENDANCE REQUIREMENTS:**

Big Bend Crime Stoppers  
Broward County Crime Stoppers  
Central Florida CrimeLine  
Hamilton County  
Holmes County  
Levy County  
Madison County  
Marion County  
Northeast Florida  
Southwest Florida  
Washington County

### **THE FOLLOWING COUNTIES NEED TO SEND ME A LIST OF THEIR BOARD OF DIRECTORS:**

Alachua County Crime Stoppers  
Big Bend  
Levy County  
Manatee County  
Northeast Florida  
Palm Beach  
Panhandle  
Washington County

### **IRS 501c3 STATUS:**

Every program is shown to be compliant; however I must remind you that they run approximately 8 months behind in their revocations.  
I would urge every program to check their own records (not the IRS site which I have already done), because you could be found  
Non-compliant later in the year.

### **FLORIDA SUNBIZ:**

Every program is shown to be compliant.

Please let me know if there are any questions.

Thanks.

**Cindy Wilson**

Florida Association of Crime Stoppers  
(FACS) - Secretary  
Chair - Communications Committee  
Crime Stoppers of Tampa Bay Inc.

Executive Assistant/Event Chair/Board Secretary  
HCSO FOPA Lodge #108- President  
Phone/Fax: 813-685-4473  
E-Mail: [cindy.wilson13@verizon.net](mailto:cindy.wilson13@verizon.net)

## Marian Terry

---

**From:** Cindy Wilson [cindy.wilson13@verizon.net]  
**Sent:** Wednesday, May 22, 2013 12:02 PM  
**To:** 'Marian Terry'  
**Subject:** RE: FACS Programs in Compliance with By-Laws - Eligibility for 2013-2014 grant

Thanks, Marion. Got it down.

Cindy Wilson

Florida Association of Crime Stoppers  
(FACS) - Secretary  
Chair - Communications Committee  
Crime Stoppers of Tampa Bay Inc.  
Executive Assistant/Event Chair/Board Secretary  
HCSO FOPA Lodge #108- President  
Phone/Fax: 813-685-4473  
E-Mail: [cindy.wilson13@verizon.net](mailto:cindy.wilson13@verizon.net)

**From:** Marian Terry [<mailto:crmstopperad@knology.net>]  
**Sent:** Wednesday, May 22, 2013 9:13 AM  
**To:** 'Cindy Wilson'  
**Cc:** 'Norm Gulkis'; 'William G Hudson'; Debra Peel; 'Marian Terry'  
**Subject:** RE: FACS Programs in Compliance with By-Laws - Eligibility for 2013-2014 grant

Cindy,

Here is the list of directors for Panhandle Crime Stoppers, Inc.

President – Norm Gulkis  
Vice-President – Jerry Tabatt  
Sec/Treasurer – Randy Wahlberg  
Asst. Treasurer – Barbara Hamner  
Media Director – Debra Peel  
John Newman – Director  
Steve Haines – Director  
Grant Admin. – William Hudson  
Law Enf. Liaison – Brian Miller  
Chaplain - Rosemary Long  
Rusty Russell – Director  
Deborah Barfield – Director  
Jude Gross – Director  
Exec. Admin – Marian Terry

Thanks, and have a good day!

Marian

**From:** executive.directors [mailto:executive.directors-bounces@facsflorida.org] **On Behalf Of** Cindy Wilson  
**Sent:** Tuesday, May 21, 2013 6:48 PM  
**To:** MEmbership@facsflorida.org  
**Subject:** FACS Programs in Compliance with By-Laws - Eligibility for 2013-2014 grant

Now that it is time to begin working on the 2013-2014 Grant, I wanted to alert everyone as to their compliance status.

**PROGRAMS THAT NEED TO ATTEND THE JUNE CONFERENCE TO BE THE 2 OUT OF 3 ATTENDANCE REQUIREMENTS:**

Big Bend Crime Stoppers  
Broward County Crime Stoppers  
Central Florida CrimeLine  
Hamilton County  
Holmes County  
Levy County  
Madison County  
Marion County  
Northeast Florida  
Southwest Florida  
Washington County

**THE FOLLOWING COUNTIES NEED TO SEND ME A LIST OF THEIR BOARD OF DIRECTORS:**

Alachua County Crime Stoppers  
Big Bend  
Levy County  
Manatee County  
Northeast Florida  
Palm Beach  
Panhandle  
Washington County

**IRS 501c3 STATUS:**

Every program is shown to be compliant; however I must remind you that they run approximately 8 months behind in their revocations.  
I would urge every program to check their own records (not the IRS site which I have already done), because you could be found  
Non-compliant later in the year.

**FLORIDA SUNBIZ:**

Every program is shown to be compliant.

Please let me know if there are any questions.

Thanks.

Cindy Wilson

Florida Association of Crime Stoppers  
(FACS) - Secretary  
Chair - Communications Committee  
Crime Stoppers of Tampa Bay Inc.  
Executive Assistant/Event Chair/Board Secretary  
HCSO FOPA Lodge #108- President  
Phone/Fax: 813-685-4473  
E-Mail: [cindy.wilson13@verizon.net](mailto:cindy.wilson13@verizon.net)

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

**REPORTING REQUIREMENTS**

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

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



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

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

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

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

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

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

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

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

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

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

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

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

Crime Stoppers Monthly Performance Report (Attachment D)

July 2013

**Crime Stoppers Trust Fund Monthly Performance Report (Attachment D)**

Agency Name: **Panhandle Crime Stoppers, Inc.**

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

Grant Number: **006-13**

Due on or before August 20, 2013

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

**MINIMUM PERFORMANCE STANDARDS**

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

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

Crime Stoppers Monthly Performance Report (Attachment D)

July 2013

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

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

Crime Stoppers Monthly Performance Report (Attachment D)

July 2013

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

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

Crime Stoppers Monthly Performance Report (Attachment D)

July 2013

	Monthly Services Completed	Yearly Services Required	YTD Services Provided	SANCTIONS
10. The Provider or its Representative will work with local billboard companies, graphic designers and local law enforcement agencies to place billboards in Bay and Gulf counties a minimum of 10 months beginning July 1, 2013 through June 30, 2014. There will be vinyls provided for the billboards and digital files for placement on electronic billboards when needed. <b>Documentation Required:</b> 1. Provide copy of Invoice indicating # of billboards, length of display, and the locations of the billboards 2. Provide copy of final proof or digital photo 3. Maintain dated digital photos of billboards purchased with the vinyl affixed for Performance Review	0	10	0	100% of cost will be disallowed if Provider fails to promote Crime Stoppers Tip number & program for a minimum of 10 months during the grant year on billboards and submit the required support documentation indicating achievement
11. The Provider or its representative will forward provided information on fugitives released by law enforcement to provider via a digital format, weekly throughout the 2013-14 grant year. Information forwarded to Provider shall be kept in a binder available for inspection or verification weekly as the information is disseminated. <b>Documentation Required:</b> 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 3. Maintain copy of the original newspaper in which ad was run for Performance Review	0	48	0	100% of cost will be disallowed if Provider fails to promote 10 fugitives for 48 weeks in various newspaper publications within their counties for 13-14 and submit the required support documentation indicating achievement
N/A	0	0	0	

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

Crime Stoppers Monthly Performance Report (Attachment D)

July 2013

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

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

Crime Stoppers Monthly Performance Report (Attachment D)

July 2013

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

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



## BID TABULATION FORM - Exhibit 2

ORGANIZATION: \_\_\_\_\_ GRANT NUMBER: \_\_\_\_\_

OPENING DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

POSTING TIME/DATE: \_\_\_\_\_

FROM: \_\_\_\_\_ UNTIL: \_\_\_\_\_

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

BID SPECIFICATIONS →									
BIDDERS ↓									

Enter justification for bid  
selection:

OPENED BY: \_\_\_\_\_ TABULATED BY: \_\_\_\_\_ VERIFIED BY: \_\_\_\_\_

SIGNATURE OF AUTHORIZING OFFICIAL: \_\_\_\_\_ BOARD APPROVAL DATE: \_\_\_\_\_

# FLORIDA CRIME STOPPERS GRANTS

## BUDGET AS APPROVED

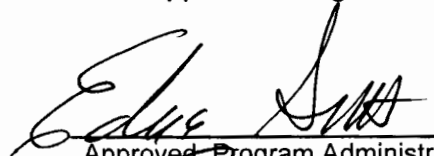
Agency Name: Panhandle Crime Stoppers, Inc.

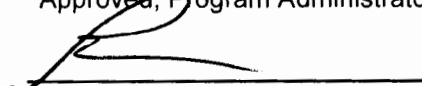
Grant No: 006-13

Date: July 1, 2013

Amend No:

	Amount Requested	Amount Approved
Rewards and Public Education	\$33,579.04	\$33,579.04
Operating Expenses	\$8,752.91	\$8,752.91
Salaried Employees	\$18,134.47	\$18,134.47
Non-Sworn	\$ 18,134.47	\$ 18,134.47
Non-Sworn Employed by a Law Enforcement Agency	\$ -	\$ -
Sworn	\$ -	\$ -
<b>Total Budget Requested</b>	<b>\$ 60,466.42</b>	
<b>Available Trust Fund Amount</b>	<b>\$ 60,466.42</b>	
<b>Difference</b>	<b>\$ -</b>	
<b>Disallowed or Reduced Expenditures:</b>		
<b>Total Reduction/Disallowed:</b>		
<b>Total Approved Budget</b>	<b>\$ 60,466.42</b>	<b>\$ 60,466.42</b>

  
Approved, Program Administrator

  
Approved, Bureau Chief

7-11-13  
Date

7/11/13  
Date