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JUN 28 2013

**CRIMINAL JUSTICE PROGRAMS
FCPTI**



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

AND

**CRIME STOPPERS COUNCIL OF BROWARD COUNTY, INCORPORATED
GRANT NO: 004-13
CSFA #41.002**

THIS AGREEMENT is entered into in the City of Tallahassee, Leon County, Florida by and between the State of Florida, Department of Legal Affairs, Office of the Attorney General, Catalog of State Financial Assistance (CSFA) number 41.002, hereafter referred to as the Agency, and Crime Stoppers Council of Broward County, 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 \$480,771.80.

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

ARTICLE 4. TIME OF PERFORMANCE

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

ARTICLE 5. E-PROCUREMENT

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

ARTICLE 6. AUTHORIZED EXPENDITURES

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

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

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

ARTICLE 7. METHOD OF PAYMENT

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

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

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

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

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

ARTICLE 8. VENDOR OMBUDSMAN

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

ARTICLE 9. REPORTS

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

ARTICLE 10. ACKNOWLEDGEMENT

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

ARTICLE 11. PURCHASES

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

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

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

ARTICLE 12. PROPERTY

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

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

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

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

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

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

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

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

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

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

ARTICLE 14. MONITORING

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

ARTICLE 15. RETURN OF FUNDS

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

ARTICLE 16. FINAL INVOICE

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

ARTICLE 17. NOTICE

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

ARTICLE 18. LIABILITY AND ACCOUNTABILITY

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

ARTICLE 19. INDEPENDENT CONTRACTOR

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

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

ARTICLE 20. PUBLIC RECORDS

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

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

ARTICLE 21. EMPLOYMENT

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

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

ARTICLE 22. NONDISCRIMINATION

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

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

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

ARTICLE 23. CONFIDENTIALITY OF CLIENT INFORMATION

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

ARTICLE 24. PUBLICITY

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

ARTICLE 25. PUBLIC ENTITY CRIME

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

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

ARTICLE 26. GRATUITIES

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

ARTICLE 27. PATENTS, COPYRIGHTS, AND ROYALTIES

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

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

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

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

ARTICLE 28. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

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

ARTICLE 29. CONSTRUCTION OR RENOVATION OF FACILITIES USING STATE FUNDS

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

ARTICLE 30. INDEMNIFICATION

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

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

ARTICLE 31. TERMINATION

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

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

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

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

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

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

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

ARTICLE 32. AMENDMENTS

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

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

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

**Name: Crime Stoppers Council of Broward County, Incorporated
Address: 1451 W. Cypress Creek Road #300
City, State Zip: Ft. Lauderdale, Florida 33309
Telephone Number: (954) 325-5702
Email Address: pjaworski@browardcrimestoppers.org**

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

**Name: N. Dean Kubler, Treasurer
Address: 1451 W. Cypress Creek Road #300
City, State Zip: Ft. Lauderdale, Florida 33309
Telephone Number: (954) 370-6408
Email Address: DJT.Kubler@att.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: Paul W. Jaworski, Program Director
Address: 1451 W. Cypress Creek Road #300
City, State Zip: Ft. Lauderdale, Florida 33309
Telephone Number: (954) 325-5702
Email Address: pjaworski@browardcrimestoppers.org**

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: Crime Stoppers Council of Broward County, Incorporated

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

[Signature]
PRESIDENT/CHAIRMAN OF THE BOARD

VICE PRESIDENT

M. Ann Galt

TREASURER, BOARD OF DIRECTORS

Nicole Jensen
SECRETARY, BOARD OF DIRECTORS

[Redacted]

FEDERAL EID # of PROVIDER

PROVIDER Fiscal Year Ending Date: 6/30/14

[Signature] 7-1-13
**JOHN L. HAMILTON (DATE)
DIRECTOR OF ADMINISTRATION**

ATTACHMENT A
Florida Single Audit Act Requirements

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

MONITORING

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

AUDITS

PART I: FEDERALLY FUNDED

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

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

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

PART II: STATE FUNDED

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

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

PART III: OTHER AUDIT REQUIREMENTS

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

PART IV: REPORT SUBMISSION

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

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

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

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

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

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

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

- A. The Agency at the following address:

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

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

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

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

PART V: RECORD RETENTION

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

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

EXHIBIT – 1

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

No Federal Project Funds Awarded

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

MATCHING RESOURCES FOR FEDERAL PROGRAMS:

No Matching Funds for Federal Programs Awarded

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

<u>STATE PROJECT</u>	<u>AGENCY</u>	<u>PROJECT TITLE</u>	<u>AWARD AMOUNT</u>
#41.002	Office of the Attorney General	Crime Stoppers	\$480,771.80

TOTAL STATE FUNDS AWARDED SUBJECT TO SECTION 215.97, F.S. \$480,771.80

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

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

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

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



FLORIDA CRIME STOPPERS TRUST FUND

Submit by E-mail

Print Form

ATTACHMENT B
Grant Application
2013-2014

ORIGINAL

RECEIVED

Section 1. Applicant Information

Type of Governmental Agency or Organization (check Space)

County Member, Florida Association of Crime Stoppers, Inc.

JUN 07 2013

CRIMINAL JUSTICE PROGRAMS
FCPTI

Organization Information

Name of Agency or Organization: Crime Stoppers Council of Broward County, Inc.

Organization Mailing Address: 1451 W Cypress Creek Road #300 Applicable Judicial Circuits: 17th

City: Ft Lauderdale State: FL Zip: 33309

Federal Identification Number: Participating Counties: Broward

Total Budget Request: \$480,771.80

Individual to Contact in Case of Question: Paul W. Jaworski Area Code/Phone No. +1 (954) 325-5702

E-Mail Address: pjaworski@browardcrimestoppers.org

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

Grid of 20 Agency input fields for coordination of services.

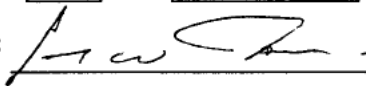
004-13

Section 2. Certification Signatures

Name of Program Director: Title:

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

City: State: Zip: Area Code/Fax No.

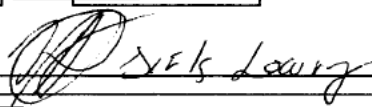
Signature of Program Director:  Date of Signature:

E-Mail Address:

Name of Authorizing Official: Title:

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

City: State: Area Code/Fax No.

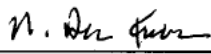
Signature of Authorizing Official:  Date of Signature:

E-Mail Address:

Name of Financial Officer: Title:

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

City: State: Zip: Area Code/Fax No.

Signature of Financial Officer:  Date of Signature:

E-Mail Address:

Section 3. Organization Board of Directors



Position on Board	Name	E-Mail Address	Exempt
Chairman/President:	Paul W. Jaworski	pjaworski@browardcrimestoppers.org	<input type="checkbox"/> YES
Vice Chairman/President:	Dirk Lowry	[REDACTED]	<input checked="" type="checkbox"/> YES
Treasurer:	N. Dean Kubler	DJT.kubler@att.net	<input type="checkbox"/> YES
Secretary:	Nicole Jensen	njensen@browardcrimestoppers.org	<input type="checkbox"/> YES
Immediate Past President:	Frank D'Avanzo	frank.davanzo@gmail.com	<input type="checkbox"/> YES
Board Member:	Michael Albetta	albettam@autonation.com	<input type="checkbox"/> YES
Board Member:	Barry Baker	barry@marillsecurity.com	<input type="checkbox"/> YES
Board Member:	Stewart Bovelsky	stewartblake@bellsouth.net	<input type="checkbox"/> YES
Board Member:	Karl Cohen	[REDACTED]	<input checked="" type="checkbox"/> YES
Board Member:	Jamie Danburg	jamie@danburg.com	<input type="checkbox"/> YES
Board Member:	Steven Dauria	sdauria@bellsouth.net	<input type="checkbox"/> YES
Board Member:	Robert Davis	eyesail@mindspring.com	<input type="checkbox"/> YES
Board Member:	Ray D'Eusanio	rdeusanio@hotmail.com	<input type="checkbox"/> YES
Board Member:	Sharon D'Eusanio	sdeusanio@hotmail.com	<input type="checkbox"/> YES
Board Member:	Lee Giannino	gazoo954@yahoo.com	<input type="checkbox"/> YES
Board Member:	Paul Minoff	paul.minoff@gray-robinson.com	<input type="checkbox"/> YES
Board Member:	Gilbert Montalvo	gilbertomontalvo2010@gmail.com	<input type="checkbox"/> YES
Board Member:	Brenda Pagliaro	brendap@city-furniture.com	<input type="checkbox"/> YES
Board Member:	Art Pollack	artpollack@bellsouth.net	<input type="checkbox"/> YES
Board Member:	Sherry Schlueter	[REDACTED]	<input checked="" type="checkbox"/> YES
Board Member:	James Stoodley	insure001@aol.com	<input type="checkbox"/> YES
Board Member:	Barry Wilen	bwilen@wilenpa.com	<input type="checkbox"/> YES
Board Member:	Linda Wood	lwood@broward.edu	<input type="checkbox"/> YES

Mission Statement:

To serve as an information and intelligence gathering organization effectively engaging the community to assist law enforcement in the apprehension of criminals. To provide a method to educate the community concerning issues of crime and other unlawful activities affecting the citizens of Broward County.

INFORMATION ABOUT AREA SERVED

Population Served by Organization: 1,815,137

Crime Rate per County Served (per UCR): 4327.9

Number of Media Outlets: 43

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

Number of Law Enforcement Agencies: 18

Number of Schools in Area Served by Organization:

High Schools: 32

Middle Schools: 41

Elementary Schools: 140

Colleges: 6

Other Schools Served: (Private, Chartered, Christian, etc.) 176

Number of Public Transportation Entities Available in Area Served: 25

Number of Community Events in Area Served: 5000

Year	# of Tips Written	-	% of increase or Decrease in Tips Written	# of Arrests	# of Cases Cleared	# of Rewards Approved	Total # of Rewards Paid	% of Rewards Paid vs. Approved
2009-2010	2,077			226	1,379	74	56	75.68%
2010-2011	2,957	0	0.00%	330	2,085	194	149	76.80%
		880	42.37%					
2011-2012	3,072	0	0.00%	225	597	172	84	48.84%
		115	3.89%					

Year	\$ Spent on Public Awareness*		Cost per Tip	\$ Amount of Grant Funds Reimbursed
2009-2010	\$76,633.00		\$36.90	\$155,147.00
2010-2011	\$100,248.14		\$33.90	\$172,364.51
2011-2012	\$110,827.40		\$36.08	\$171,983.74

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

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Mid-Trust Year 2011-12 began a major PR campaign through bus bench and billboard advertising of our TIPS telephone line, Web-based Tips reporting and Texting. The intent was to cast a wide net through print-media outlets in ways not previously used. While we show an increase in TIPS written, year-over-year, it is still too early to evaluate the effectiveness of these initiatives. We have re-instituted a protocol for our TIPS operators: collect data on how the caller found our number, i. e. Yellow Pages, billboard, fliers, Bus Benches, etc. Armed with this data at YE 2013, we can analyze the return on investment. New state-of-the-art fingerprinting equipment was procured in late October '12. This enhanced the public image of Crime Stoppers among the police and community groups with whom we partner. The professional-looking wallet-sized, plastic, full-color ID cards with picture and thumb print provide a tangible example of our community participation that gives parents and caregivers a sense of security and well-being that can't be valued in dollar terms. The recently completed CS Promotional Video adds a new "weapon" in our PR campaign. Designed for multiple uses, the video allows us to educate parents and children about Crime Stoppers' history and how it works in their communities to assist in crime prevention while passively waiting for their child(ren) to be fingerprinted at community events. It will be used to educate groups of adults that meet regularly such as Kiwanis, Rotary, etc. and at gov't commission meetings. All of these venues will be routinely accessed in the coming years thus accomplishing a major thrust of Trust funding: Public Education. PCBC funding was increased this year and the police took full advantage of our offer. A full 21 sponsorships were awarded this year vs. 12 last year - a 75 % increase. This increase can be attributed to our drive to forge stronger ties with police. Billboards advertising cases of note and cold cases have been in place for 10 months. More time is needed to measure their impact. Website re-development has been partially completed: some web features promised were not delivered, thus we expect to make a vendor change in the new Trust Year.

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There were no program "failures" this year. We are on track to expend approximately 80% of our total 2012-13 Budget. Biggest budget disappointment: Rewards Paid were fewer than 50% of rewards approved. It can be difficult to quantify swings in Reward payouts. Many Tipsters are criminals themselves and may end up in jail before they can collect a Reward. Other tipsters are simply good citizens intent on "doing the right thing" and have no intention of collecting a Reward.

PERFORMANCE MEASURES:

- #1 Our PR campaign using Billboards, Bus Benches, and Internet remain our primary engine to generate "buzz" about CS in Broward and gain greater recognition in the community at large. Our recently completed CS Educational Video brings to fruition our plans to educate the public about CS through smaller, formal meetings at local clubs and other social gathering places including municipal and county government meetings.
- #2 Our board has met monthly all year and has a healthy attendance record among its members. We routinely see board members attend community events and share in the work of CS. There is healthy debate at our meetings before approving the Rewards for the new month.
- #3 All cash rewards are available for pick up by Tipsters on the first of the new month following Board approval. Unclaimed rewards are voided at the end of the month.
- #4 Our PR campaign (noted above) provides a continuous advertisement of our Tip Line and Internet address.
- #5 Broward has been represented at every FACS meeting this year including the upcoming June meeting in Lake Mary, FL.
- #6 Broward CS is present at the monthly Chiefs of Police meetings and we use this venue to promote our services, i.e. cold case/notable cases for our billboards; language translation services for foreign-language Tipsters; mobile TEXTING; and web-based TIPS reporting. Additionally, CS has instituted a program whereby our monthly board meetings will rotate among the municipal and county policing agencies to highlight the point that CS is a county-wide organization and NOT an arm of the local Sheriff's Office (confusion abounds because the sheriff provides office space and staff for the TIPS line).
- #7 Our Board (or Exec Committee in absence of a quorum) has met every month.
- #9 We have been active in the community having attended 63 events this Trust Year and distributed hundreds of CS-related brochures and specialty items, 465 take-home ID Kits, and fingerprinted 3,258 children this Trust Year to date.
- #10 We have submitted the Monthly Reimbursement and Performance Reports every month.
- #11 Our Billboard campaign highlighted two cases: the Hamilton homicide—a Coral Springs cold case—and the Hallandale double-homicide of a vacationing Canadian couple (Wise-Pichosky). Two other billboards highlighted our TIPS telephone line, and website address for receiving anonymous tips. Also, we have utilized, for the first time, a rolling billboard that highlighted another case: the McPherson Homicide in Lauderhill. 40 billboards in total will have been displayed during this Trust Year vs. the requirement of 12.
- #12 Here we required a Program and Budget Modification as we determined that spending \$20,000 on a CS Educational Video would provide a greater return—in our own home territory—rather than share with Miami-Dade in their TV re-enactment programs as a minority partner. Our Video is approx 12 minutes in length and professionally presents the CS message and can be used for many years as a stand-alone product requiring little additional funding to maintain.
- #13 Our contract with the bus bench vendor offered 25 free benches monthly on top of our purchase of 50 for a total of 900 bus benches—out-stripping the requirement of 600 for the Trust Year.
- #14 Our Program acquired 4 new state-of-the-art fingerprinting systems (laptops, printers, cameras and supplies) in October 2012. We required a Program Modification to reduce the number of events in which we use the new equipment from 50 to 17 for 3 reasons: 1) the equipment was not procured early enough in the Trust Year due to Board debates regarding vendor selection. By the time the equipment was procured, the Trust Year was nearly half over; 2) November and December are not prime months for community events as the Thanksgiving and Christmas holidays take precedence essentially waylaying our efforts; 3) We were overly optimistic on the number of events available neglecting to account for the end of the general election cycle of 2012 which had artificially inflated the number of events available to us. We currently have 3 more events scheduled before June 30 bringing our events total to 19 for the Trust Year.
- #15 The CS Promotional Video: We required a Program Modification here because the Video was not completed and delivered to us until May, 2013. Consequently, we have run out of time to achieve the requirements of 10 events in which to display it. We do have 6 events scheduled between May 1 and June 30, 2013 in which to showcase/display the new educational video and it will be run on a continuous loop in the lobbies of the Broward Sheriff's Office, Fort Lauderdale Police Department, Lighthouse Point Police Department, and the Sunrise Police Department. Additional police departments are expected to join in running our video in their lobbies and we will report those additions as they occur.

REWARDS & PUBLIC EDUCATION

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
1.	Rewards	\$5,517.00	@	14%	12	\$66,204.00
2.	Tip Lines	\$200.00	@	0%	12	\$2,400.00
3.	Answering Service (Alternative Answers, CSI, Other)	\$434.00	@	1%	12	\$5,208.00
4.	Telecommute Fees	\$0.00	@	0%	0	\$0.00
5.	Tip Software	\$1,500.00	@	0%	1	\$1,500.00
6.	Cell Phone (Tip Coordinator)	\$0.00	@	0%	0	\$0.00
7.	Crime Prevention Training	\$49,943.00	@	10%	1	\$49,943.00

PROGRAM AWARENESS/MEDIA

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

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
8.	Website Development/Maintenance	\$601.31	@	2%	12	\$7,215.76
9.	Brochures (Crime Specific or Related & Program Awareness)	\$1,500.00	@	4%	12	\$18,000.00
10.	Billboards/Rolling Billboards	\$7,695.00	@	19%	12	\$92,340.00
11.	Bus Wraps Only (Sole Source Determination Required)	\$0.00	@	0%	0	\$0.00
12.	Cab Signs	\$0.00	@	0%	0	\$0.00
13.	Newspaper	\$0.00	@	0%	0	\$0.00
14.	Radio	\$0.00	@	0%	0	\$0.00
15.	Television (Program Associated)	\$0.00	@	0%	0	\$0.00
16.	Movie Theater	\$800.00	@	1%	9	\$7,200.00
17.	Program Specialty Items (Pens, Pencils, Magnets, and Rulers (Pouches only if School CS Program))	\$1,000.00	@	2%	12	\$12,000.00

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
18.	Door Hangers/Yard Signs (Does not include Neighborhood Watch Signs)	\$0.00	@	0%	0	\$0.00
19.	Window Clings/Window Signs/Window Stickers	\$0.00	@	0%	0	\$0.00
20.	Yellow Pages (No bid if purchased with local phone utility carrier, if other, bid required)	\$0.00	@	0%	0	\$0.00
21.	Newsletters	\$0.00	@	0%	0	\$0.00
22.	Child ID Programs	\$0.00	@	0%	0	\$0.00
23.	Child ID Supplies	\$7,900.00	@	2%	1	\$7,900.00
24.	Crime Scene Tape	\$27.00	@	1%	200	\$5,400.00
25.	Posters	\$0.00	@	0%	0	\$0.00
26.	Banners	\$1,000.00	@	0%	2	\$2,000.00
Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
27.	Bus Benches	\$4,166.67	@	10%	12	\$50,000.00
28.	LCD Projector	\$870.00	@	0%	1	\$870.00
29.	Projection Screen	\$300.00	@	0%	2	\$600.00
30.	Display Board	\$0.00	@	0%	0	\$0.00
31.	Television	\$200.00	@	0%	2	\$400.00
32.	VCR/DVD	\$75.00	@	0%	1	\$75.00

FUGITIVES:

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
33.	Wanted Fugitive Ads	\$0.00	@	0%	0	\$0.00
34.	Wanted Fugitive Flyers	\$250.00	@	1%	12	\$3,000.00
35.	Wanted Fugitive Posters	\$0.00	@	0%	0	\$0.00
36.	Wanted Fugitive Billboards	\$500.00	@	0%	2	\$1,000.00

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

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
37.	Gasoline (for generator at events w/no power)	\$18.00	@	0%	12	\$216.00
38.	Pop-up Tents	\$2,000.00	@	0%	1	\$2,000.00
39.	Movie Theater Promo Video	\$20,000.00	@	4%	1	\$20,000.00
40.	Language Line Translation Services	\$83.00	@	0%	12	\$996.00
	TOTAL REWARDS & PUBLIC EDUCATION					\$356,467.76

Rewards and Public Education

- Rewards up to \$1k will be given to individuals who provide information leading to an arrest. In some cases, the tipster fails to collect the reward. Based on current figures, paid rewards average \$3,229 per month. We estimate to increase by 11 the number of tipsters who claim rewards (through bus bench ads, website develop. and billboards) with an average reward of \$208 each, taking us to \$5517/monthly.

- Tip line cost is estimated at \$200 per month for the 12 month period and are based on current AT&T charges.

- The after hours answering service cost is computed based on the number of calls anticipated during the grant year and our request uses the current monthly cost of \$413.25 plus 5% to cover any cost increase.

-We track all tips and statistics using TipSoft Software at an annual cost of \$1,500.00 based on our program size.

- Crime Prevention Training expenses, specifically sponsorship of 30 law enforcement personnel to the PCBC annual conference, are based on cost experience (\$265 for registration, and \$99 per night hotel @ 3 nights apiece, \$200 for mileage, \$20 for tolls, and \$100 for meals) or \$26,460. \$1,365 FCPTI Basic Crime Prevention Course to be held in Altamonte Springs, FL August 12-16, 2013 for a Board Member to cover reg. fee of \$395; 6 nights (Sun-Fri night) hotel stay \$89/night (\$534); approx. 426 miles of travel reimbursement at .445 (\$190); max. per diem for 5.5 days \$36/day (\$216). The remainder, \$30, allows for tolls and a very slight overage as a contingency. (continued on page 11)

PLEASE SEE PAGE 11 FOR CONTINUATION OF CRIME PREVENTION TRAINING NARRATIVE

- Website redevelopment and maintenance costs are set at \$7,216 based on Bid selection.

-Crime Stoppers will produce program brochures for dissemination to the public announcing fingerprinting events; also case-specific reward brochures will be printed and distributed at local stores and at various county-wide community events. Total printing and delivery cost is estimated at \$1500.00 per month as we expect to "ramp up" this aspect of our Awareness Campaign.

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**

-Billboards - we will produce and display a maximum of 48 billboards during the period of July 1, 2013 through June 30, 2014. Four billboards (assuming availability) will display each month at a cost of \$1,500 per billboard per 4-week billing cycle (13 billing cycles in the year) for a total of \$78,000. At \$500 per vinyl, we expect to account for 6 changes/replacements of vinyls during the year for a total of \$3,000. Content will rotate between cold cases, Tip Line promotion and specific cases of note. For rolling billboards, we expect to run 1 truck route per month, at \$900 per route, highlighting cases of note/cold cases for a total of \$10,800. The digital rear panel costs \$45 per new cold case. With one new design per month \$540 will cover this expense.

- Movie Theater: we will advertise at a movie theater chain (TBD) using a video "short" that promotes our program and TIPS number displayed during the period before movie previews and run for 9 months (allowing 3 months to create/film/edit/produce final video) at \$800/ mo. for a total advertising cost of \$7,200.
- Crime Stoppers will purchase program specialty items such as pens, pencils and rulers and any additional items made available during the Trust Year for distribution at community events. Cost is estimated to be \$12,000.00.
- Child ID supplies: to replenish our stock of ID cards for the Fingerprint System, we will purchase 5,000 cards (our anticipated need) at a cost of \$0.50 per card, or \$2,500. Additionally, we will purchase 3000 Child ID take home kits (DNA kits) for an estimated cost of \$1,500.00. Finally, we will purchase 17 ink ribbons for the fingerprint machines for @ \$229 ea. for a total of \$3,900.
- Crime Scene tape with our logo and TIPS line imprinted will be purchased. 200 rolls at \$27.00 ea. or \$5,400.00.
- Posters/Banners: we will purchase two stand-up banners mounted on posts for use at our fingerprinting fairs at a cost of \$1000 apiece (including associated hardware).
- Bus Benches: we will purchase 45 bench ads at \$83.33 per bench (\$3,750/mo.) for twelve months focusing their use in high-crime areas and advertising our TIPS line. As we are in our second year of this program, we have allocated \$5,000 for replacement bench signs as recommended by the vendor as well as to print new bus shelter signs (something we did not utilize last year). Bench vendor will donate 23 additional benches.
- LCD Projector (\$830) for use with our Educational Video Loop (this will give us two projectors increasing our ability to present at multiple locations at the same time). An additional \$40 is allocated for a carrying case.
- Projection screens for use with the LCD projectors to show the new CS Educational Video, 2 @ \$300 apiece.
- Television/DVD combination unit for use in displaying the CS Educational Video at community events; 2 @ \$200 apiece.
- DVD player and cabling for use with existing inventory of TV's to be used to display the CS Educational Video; 1 @ \$75.00.
- Wanted Fugitive Fliers: we will work with local law enforcement to print case-specific Wanted Fugitive fliers for distribution in appropriate jurisdictions in Broward. We estimate the need to print 1,500 fliers per month at a cost of \$250 per month. 12 month cost: \$3,000.
- Wanted Fugitive Billboards: as a contingency and should the need arise, 2 vinyl productions at \$500 apiece. (We would replace currently displayed billboard vinyls in favor of Wanted Fugitives).
- Gasoline for our portable generator to power our fingerprint equipment at events without a power supply. We don't anticipate a great need, but have allocated \$18/month (\$3.60/gal. at 5 gallons) for 12 months.
- Pop-Up Tent: we had planned to purchase two tents last Trust Year, but opted to procure only one to be sure the product fit our needs. One additional tent is needed to replace an aging and broken tent in inventory; 1 tent @ \$2000 and to allow the Program to have a presence at more than one event at the same time. Tents are required in order to protect the electronic fingerprint equipment from the elements.
- Movie Theater Promo Short: to accomplish the Movie Theater advertising commitment, \$20,000 is allocated for production. The video will promote the CS anonymous TIPS crime reporting phone line, Texting, and Web-based reporting procedures and highlight the reward dollars available for tips leading to arrests. Given that the CS Educational Video cost just over \$21K, we believe that a one-to-three minute video short requiring the expertise of professional videographers as was utilized for the educational video, makes \$20K a more-than-reasonable estimate.
- Language Line translation services for foreign-speaking Tipsters: \$83/month based upon recent trending as we have heavily advertised this service to the local police departments.

**Rewards and
Public Education**

CONTINUATION OF CRIME PREVENTION TRAINING NARRATIVE:

The Broward County Multi Agency Gang Task Force (MAGTAF) is made up of representatives from all Broward County Law Enforcement agencies, county, municipal, state and federal. MAGTAF is tasked with the suppression of gang related crime, the gathering of intelligence as it relates to identification and prevention of crimes by both well organized and loosely organized criminals and the reduction of gang related expansion and recruitment. Organized gangs from both in and out of Broward County participate in crimes from shoplifting to murder. Law Enforcement has identified 103 gangs operating in Broward. They are prime organizers of the flow of narcotics and fencing of stolen property. In recent months law enforcement has detected a resurgence in the Outlaw Motorcycle Gang with ties to other states in the country. Their crimes range the whole gamut including narcotics trafficking and extortion. One of the most effective tools to combat organized gang activity is organized law enforcement....therefore MAGTAF. One of the most effective tools for MAGTAF is training. The training proposed below provides vital interaction with other gang units, the sharing of intelligence and sharing of the most effective operation methods.

The California Gang Investigators Assn. (CGIA), Bureau of ATF, FBI, LA County Sheriff's Department, National Gang Intelligence Center, Regional Community Policing Institute-CA, and Southern California Crime and Intelligence Analyst Association provides the very best multi-discipline gang training for Broward County Law Enforcement personnel:

July 8 -12, 2013, Anaheim, CA - 22nd Annual National Gang Conference - \$13,120
Course Fee: \$320 per son x 8 attendees: \$2,560
Airfare: \$400 x 8 attendees = \$3200
Hotel: \$149/night x 5 nights x 8 attendees = \$5,960
Taxi: 8 cabs max. (sharing will be encouraged) @ \$50 each way to/from Airport - Hotel = \$800
Home Airport Parking fees: \$15 per day x 5 days x 8 attendees: \$600

The Florida Gang Investigators Assn. (FGIA) is recognized as one of the most aggressive and effective gang associations in the world and prides itself in providing the top of- the-line training dedicated to combating one of the greatest threats to our communities; GANGS!

August 4 - 8, 2013, Bonita Springs, FL - 20th Annual Gang Training Workshop - \$5,928
Course Fee: \$265 per person x 8 attendees: \$2,120
Hotel: \$119/night x 4 nights x 8 attendees = \$3,808

The International Outlaw Motorcycle Gang Investigator's Association (IOMGIA) annual conference sponsored by the St. Paul Police Department, Midwest Cycle Intelligence Organization, and Midwest Gang Investigator's Association.

September 8-13, 2013, St. Paul, MN - 39th Annual Training Conference - \$3,070
Course Fee: \$325 per person x 2 attendees: \$650
Airfare: \$430 x 2 attendees: \$860
Hotel: \$121/night x 5 nights x 2 attendees: \$1,210
Taxi: 2 cabs @ \$50 each way to/from Airport - Hotel = \$200
Home Airport Parking fees: \$15 per day x 5 days x 2 attendees; \$150

TOTAL: \$22,118 added to Line 7

OFFICE EXPENDITURES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
41.	Office Rent (must submit copy of lease and office hours)	\$100.00	@	0%	12	\$1,200.00
42.	Utilities	\$0.00	@	0%	0	\$0.00
43.	Office Phone (Not Tip Line)	\$0.00	@	0%	0	\$0.00
44.	Cellular Phone	\$257.07	@	1%	12	\$3,084.84
45.	Fax Line	\$0.00	@	0%	0	\$0.00
46.	Internet Line/Wireless Connectivity (Internet Service)	\$289.00	@	1%	12	\$3,468.00
47.	Vehicle Mileage	\$175.00	@	0%	12	\$2,100.00
48.	Postage/Express Mail (must maintain Postage Log for all stamps to demonstrate usage)	\$70.83	@	0%	12	\$850.00
49.	Post Office Box Rent	\$0.00	@	0%	0	\$0.00
50.	Storage Rent	\$175.00	@	0%	12	\$2,100.00
51.	General Office Supplies/Letterhead/Envelopes	\$749.17	@	2%	12	\$8,990.00

EQUIPMENT AND PROPERTY

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
52.	Computer (Including monitor or Software purchased with computer)	\$2,000.00	@	0%	1	\$2,000.00
53.	Computer Hardware Accessories	\$250.00	@	0%	1	\$250.00
54.	Laptop Computer (does not include ipad notebooks or similar devices)	\$860.00	@	0%	1	\$860.00
55.	Additional Software	\$950.00	@	0%	1	\$950.00
56.	Fax Machine	\$0.00	@	0%	0	\$0.00
57.	Printer	\$150.00	@	0%	2	\$300.00

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
58.	Copier	\$0.00	@	0%	0	\$0.00
59.	Copier Rental	\$268.00	@	1%	12	\$3,216.00
60.	Copier Maintenance	\$122.47	@	0%	12	\$1,469.70
61.	Telephone Equipment (not bills)	\$0.00	@	0%	0	\$0.00

MEMBERSHIP DUES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
62.	FACS (Florida Association of Crime Stoppers, Inc.)	\$500.00	@	0%	1	\$500.00
63.	Southeastern Crime Stoppers Association	\$50.00	@	0%	1	\$50.00
64.	USA Crime Stoppers Association	\$300.00	@	0%	1	\$300.00

FEEES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
65.	Corporate Filing Fees	\$61.25	@	0%	1	\$61.25

INSURANCES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
66.	Board & Officer's Liability (Mandatory)	\$1,300.00	@	0%	1	\$1,300.00
67.	Employee Bond Insurance	\$1,100.00	@	0%	1	\$1,100.00
68.	Storage Unit Insurance	\$600.00	@	0%	1	\$600.00
69.	General Liability	\$4,000.00	@	1%	1	\$4,000.00
70.	Vehicle Insurance	\$0.00	@	0%	0	\$0.00

TRAVEL

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
71.	Travel	\$6,814.75	@	1%	1	\$6,814.75

PROFESSIONAL SERVICES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
72.	Accounting	\$800.00	@	2%	12	\$9,600.00
73.	Payroll Services	\$54.83	@	0%	12	\$658.00
74.	Computer Tech Support	\$333.00	@	1%	12	\$3,996.00
75.	Design Services	\$0.00	@	0%	0	\$0.00

OTHER (EXPLAIN) (In Section 11 page 20)

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
76.	Media Monitoring	\$3,600.00	@	1%	1	\$3,600.00
77.	OAG Grant Writing & Orientation	\$790.00	@	0%	1	\$790.00
78.	TV/Cable Service	\$74.00	@	0%	12	\$888.00
79.			@	0%		
80.			@	0%		
81.			@	0%		
82.			@	0%		
83.			@	0%		
84.			@	0%		
85.			@	0%		
	TOTAL FOR OPERATING EXPENSES					\$65,096.54

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

- Office rent for use by the Executive Director is figured at \$1,200 per year based on Bid results. The Program needs an office to conduct its business affairs and requires space for the Executive Committee to meet monthly.
- Cellular phones are required for the Executive Director and the President/Trust Administrator in order to conduct the business of the Program. 2 phones at approximately \$128.53 apiece based on YTD usage.
- The Unit personnel require internet access as part of their normal duties for CS. The cost is estimated using current-year expenses at \$175/mo. with a 5% contingency totaling \$184. Wireless air cards for the Trust Administrator and Board Secretary totals \$100/mo based on current usage and allowing a contingency (5%) for possible cost and usage increases totaling \$105.
- Vehicle Mileage for Exec Dir. This is a new position. We do not have a full year's expenses from which to project. Consequently, we are basing our need of \$175/mo from mileage logs submitted since January 2013. Ex Dir is required to travel throughout the County to various fingerprinting, speaking and other community events.
- Postage costs are estimated based on the current monthly average cost. Total cost is estimated at 150.00/yr for normal postage costs, i.e. invoice payments and occasional letters and packages mailed. An additional \$700 is allocated to cover overnight mailing expenses for monthly Trust submittals: 13 mailings at \$20 ea, (\$260), leaving \$440 for miscellaneous overnight or package deliveries.
- Storage space is needed for supplies and equipment associated with the Program. We are on a month-to-month basis at \$169.95/month. We have projected a 3% increase in monthly fees to \$175.00.
- General office supplies include, but are not limited to: pens, pencils, paper, DVD/CD's, printer ink, markers, desktop supplies, printer drums, etc., and will be used by the executive Director and Unit personnel. Estimated cost for the year is \$8020 based on past 3 years trending. As we have experienced an office move, it is necessary to re-print letterhead, envelopes and business cards. Using PRIDE, and based on last year's costs, we estimate this expense at \$970.
- Computer: one complete desktop computer is estimated to cost \$2,000.00 and will replace one aging computer at the CS Unit. (We allocated this money last year as well but were able to hold off on the purchase.)
- Computer Hardware Accessories: 1 back-up power supply unit to prevent loss of data in the event of a power outage at a cost of \$250.
- Laptop computer to replace the Treasurer's aging DELL Vostro 1500 laptop purchased in 2006. 1 ASUS laptop computer U47VC-DS51 @ \$820 plus \$40 for a carry case.
- The Trust Admin's Apple laptop is without Windows-based software which we estimate will cost \$450 to purchase and install. Additionally, we are reserving \$500 to cover unanticipated software upgrades for Windows and/or Adobe.
- Printers will need to be upgraded as all three OfficeJets are 5 years old or older. 2 new HP OfficeJet printers at \$150 apiece.
- Copier rental currently runs at \$255 per month and allowing for a 5% increase in cost totals \$267.76/month. (Contract attached). Copier is necessary to produce last-minute wanted fugitive or new reward cases of note as well as copies of board meeting agenda and related reports for the monthly board meetings.
- Copier maintenance is the category for charges incurred when contract maximum copies are exceeded. Cost is trending at approx. \$115.00 per month based on current Trust Year expense with a contingency of 6.5% totalling \$122.475/month (for expected increased use for fliers, wanted fugitive fliers, new rewards cases, etc.).
- We will renew the Trust-required FACS membership @ an annual fee of \$500.00.
- We will renew our membership in SE Crime Stoppers @ \$50. S.E. CS provides updated information on wanted felons and disseminates bulletins on fleeing suspects within 8 SE States, P.R. & Wash D.C. assisting the Program in its mission to help solve crimes by working with local police and other community-based agencies.
- Membership in Crime Stoppers USA @ \$300.00. CSUSA develops innovative resources and partnerships nationally among the local programs to promote Crime Stoppers' mission of collecting anonymous tips and develop/share best practices. We will send the Exec Dir to attend the annual meeting in 2013 expecting him to return with new ideas to promote our Program by raising awareness of and participation in our anonymous TIPS reporting processes. Membership reduces registration costs to attend the conference.
- State of Florida-required Corporate filing fees are renewed annually at a cost of \$61.25 (SunBiz online).

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

- Board & Officers Liability insurance will be maintained at an estimated cost of \$1,300.00 annually based on prior year's expense and a contingency for cost increase.
- Employee Bond (Fidelity) Insurance is estimated to cost \$1,100 based on last year's expense of \$905 (Traveler's) with a 21% contingent for unanticipated increases in cost. Last year we could find only two vendors willing to quote and the high bidder was at \$1,400 (Hiscox Ins). An Employee Fidelity Bond insures the Program from losses from dishonest and/or negligent actions of its employee(s).
- Storage Unit insurance will be acquired this year at an estimated cost of \$600. This insures the Program against loss due to fire, theft, and water damage. This is necessary since we store our supplies of Trust-reimbursed rulers, grocery list magnets, fliers, and other CS-related materials for distribution at our fingerprint fairs in this storage unit.
- General Liability Insurance will be secured at an annual cost of \$4,000 based upon last year's expense - cost based on current year expense with a 6% increase for contingency as this insurance is becoming more difficult to secure given our numerous fingerprinting events and the addition of a paid employee.
- TRAVEL: There are three FACS meetings that will be attended by the Executive Director and/or Board Members:
 - February Meeting in Tallahassee (2 attendees): \$1,916
 - Airfare to Tallahassee - \$500 round trip x 2 = \$1000
 - Hotel- \$125.00 x 2 nights x 2 persons= \$500.00
 - Per diem at \$36.00/day x 3 days x 2 persons= \$216.00
 - Taxi and airport parking: \$100 x 2 = \$200
 - October Meeting (2 attendees): \$1,138.70
 - Hotel- \$125.00 x 2 nights x 2 persons= \$500.00
 - Per diem at \$36.00/day x 3 days x 2 persons= \$216.00
 - Mileage @ \$.445/mi x 430 miles= \$191.35 x 2 = \$382.70
 - Tolls- \$20 x 2 = \$40
 - June meeting (2 attendees): \$1,345
 - Hotel- \$125.00 x 3 nights x 2 persons= \$750.00
 - Per diem at \$36.00/day x 4 days x 2 persons \$288.00
 - Mileage \$.445/mi x 300 miles x 2 = \$267.00
 - Tolls- \$20 x 2 = \$40
 - Crime Stoppers USA Annual meeting (location unknown at this time) 1 attendee: \$1,625.05
 - Airfare to destination (unknown - Grand Rapids?) approx. \$670.05
 - Hotel- \$125.00 x 5 nights x 1 person = \$625
 - Per diem at \$36.00/day x 5 days x 1 person = \$180.00
 - Taxi and airport parking: \$150.00
 - OAG Grant Writing Workshop (see page 19): \$790
- Accounting: we require the use of the outside accounting firm to complete our Form 990. Additionally, the firm maintains our bank accounts and pays our daily expenses acting as a check and balance against theft or fraud. We expect to incur costs of \$800/mo based on this year's bid renewal process, bringing the total to \$9600 per annum.
- Payroll Services: we require ADP payroll services to process our employee P/R, including quarterly P/R tax filings at \$49.36/mo based on current year's expenses plus the once-a-year Year-End W-2 processing of \$65 for a total of \$658.
- Computer Tech Support: based on the age of some of our computers and their critical role in maintaining business continuity--especially TIPS reporting-- we require on-the-spot repair and maintenance services and we estimate these costs at \$333/mo for 12 months based on last year's bid process.

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
Ralph Page - Executive Director	\$0.00					\$0.00	\$0.00
Executive Director (Salaried - Not paid hourly)	\$0.00	\$0.00	0	0	\$55,000.00	\$4,207.50	\$59,207.50

Employed By Crime Stoppers (Paid from CS Trust Fund)

Item #	Employee Name (Match Name to Position/Title)	% Time Spent on Crime Stoppers	Salary	Salary Based on %	Non-Sworn	Sworn
86.			\$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.	Ralph Page - Executive Director		\$0.00	\$0.00		
92.	Executive Director (Salaried - Not paid hourly)	100%	\$59,207.50	\$59,207.50	×	
	TOTAL SALARY			\$59,207.50		

**Salary
Narrative**

Crime Stoppers Executive Director: Annual Salary \$26.4423 /hour x 2080 hours \$55,000.00 FICA @7.65% \$4,207.50;
Total Salary plus Benefits: \$59,207.50.

The Executive Director is a full time administrative and management position dedicated 100% to Crime Stoppers business. This position is a 40 hour per week assignment. No portion of the Executive Director's time will be used for fund raising activities.

The Executive Director handles the day-to-day management of the Program as our Board of Directors serves in a part-time capacity, thus it is essential to the proper functioning and business continuity of the Program. Program direction and initiatives are required skills as are skills related to the administration of the Trust.

According to PayScale, Inc, (payscale.com) the average salary for an executive director of a non-profit organization in the United States ranges between \$44,369 and \$81,309 annually as of December 2010. Cities with the highest salaries include Santa Cruz, CA, Fort Lauderdale, FL, New York City, NY, Washington D.C. and San Jose, CA. PayScale provides data and insights around salary and career topics for various publications.

Job Description is attached.

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

**"OTHER"
Narrative**

REWARDS & PUBLIC EDUCATION EXPENSES "OTHER"

- Gasoline for our portable generator to power our fingerprint equipment at events without a power supply. We don't anticipate a great need, but have allocated \$18/month (\$3.60/gal. at 5 gallons) for 12 months.
- Pop-Up Tent: we had planned to purchase two IN THE last Trust Year, but opted to procure only one to be sure the product fit our needs. One additional tent is needed to replace an aging and broken tent in inventory; 1 tent @ \$2000.
- Movie Theater Promo Short: to accomplish the Movie Theater advertising commitment, \$20,000 is allocated for production. The video will promote the CS anonymous TIPS crime reporting phone line, Texting, and Web-based reporting procedures and highlight the reward dollars available for tips leading to arrests. Given that the CS Educational Video cost just over \$21K, we believe that a one-to-three minute video short requiring the expertise of professional videographers as was utilized for the educational video, makes \$20K a more-than-reasonable estimate.
- Language Line translation services for foreign-speaking Tipsters: \$85/month based upon recent trending as we have heavily advertised this service to the local police departments.

OPERATING EXPENSES "OTHER"

- Media Monitoring is used by the CS program to track CS media exposure in our radio and TV markets to determine the effectiveness and usefulness of our marketing efforts. Cost is expected to remain static at \$3600 for the year based on our re-bid results.
- OAG Grant Writing-Orientation Training (2 attendees): \$790
 - Hotel - \$125 x 1 night x 2 = \$250.00
 - Per diem@ \$36.00/day x 2 days x 2 =\$ 144.00.
 - Mileage @ .445/mi x approx. 400 mi x 2 = \$356
 - Tolls - \$20 x 2 = \$40
- TV/Cable: Executive Director and Unit staff utilize this service to track breaking news events where CS can make an impact through immediate Reward offerings. Cost is estimated at \$74/mo based on current expenses of \$70.25/mo and a 5% contingency.



Budget Category	%	Total Cost
Part A. Rewards and Public Education (Minimum of 50% of Award Amount)	74%	\$356,467.76
Part B. Operating Expenses	14%	\$65,096.54
Part C. Salaried Employees (Maximum allowed 30% of Award Amount)	12%	\$59,207.50
TOTAL	100%	\$480,771.80
Award Amount	\$480,771.80	

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

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

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

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

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

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

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

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

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

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

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

Scope of Work	Deliverables	Document Support	Sanctions
<p>10. Reporting Requirements: The Provider will submit thirteen (13) complete Reimbursement Request/Expenditure Reports and Performance Reports with original signatures, to include all required support documentation, by the 20th of the following month in which expenses occurred, even if no expenses were incurred.</p>	<p>10. The Provider will submit thirteen (13) complete monthly Reimbursement Request/Expenditure Reports with an original signature and performance reports, which must be post marked on or before the 20th of the following month even if no expenses were incurred. If the 20th falls on a Saturday, a Sunday or a federal holiday, then documents must be post marked by the next business day. The monthly reimbursement request shall include all invoices and required support documentation for expenditures either mailed or scanned and received within the above same time frame. The performance report shall include all required support documentation for determining the completion status of deliverables either mailed or scanned and received within the above same time frame.</p>	<p>10. Reporting Requirements: (a)The Provider must submit monthly one of the following as proof of post-mark date: (i)Copy of receipt provided by U. S. Postal Service for mailing the Reimbursement Request and Monthly Performance Report; (ii)Copy of receipt or other document provided by UPS or Fed Ex indicating the date Reimbursement Request and Monthly Performance Report was mailed; (iii)Copy of UPS, Fed Ex or U. S. Postal Service tracking form indicating the date Reimbursement Request and Monthly Performance Report was mailed. (b)All support documents and signed Monthly Performance Report must be scanned and emailed to the OAG Grant Manager and Program Administrator by the 20th of the following month; if the 20th falls on a Saturday, a Sunday or a federal holiday, the documents must be received no later than the next business day.</p>	<p>10. Reporting Requirements: (a) 5% reduction will be applied to the reimbursement request if the provider fails to submit 13 monthly reimbursement/ monthly performance reports that are not postmarked by the 20th of the following month, except if the 20th falls on a Saturday, a Sunday or a federal holiday, then must be postmarked by the next business day; and support documentation is not submitted according to the same requirements as stated above. (b) A Provider who submits a "0" reimbursement that is deemed by the requirements to be late will be sanctioned 5% or up to \$100 on their next reimbursement, whichever is greater or lesser</p>
<p>11. Billboards: The provider will provide case- or program-specific fixed Billboards as required by the needs of law enforcement, in areas where they will have the most effect.</p>	<p>11.The provider will produce and display a minimum of 30 billboards during the period of July 1, 2013 through June 30, 2014. Content will rotate between cold cases, Tip Line promotion and specific cases of note.</p>	<ol style="list-style-type: none"> 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>100% of monthly cost will be disallowed if Provider fails to promote Crime Stoppers Tip number & program on a minimum of 30 outdoor billboards and submit the required support documentation indicating achievement</p>
<p>12. Rolling Billboards: The provider will advertise cases of note, cold cases, and/or its TIPS phone line and anonymous rewards program using mobile billboard advertising to help solve these cases.</p>	<p>12. The provider will produce and display vinyl and digital signage suitable for mobile advertising a minimum of 10 times during the Trust Year. Content will rotate between cold cases, TIP Line promotion and specific cases of note.</p>	<ol style="list-style-type: none"> 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>100% of monthly cost will be disallowed if Provider fails to promote Crime Stoppers Tip number & program on a minimum of 10 rolling billboards and submit the required support documentation indicating achievement</p>

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

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

Scope of Work	Deliverables	Document Support	Sanctions
<p>13. Bus Bench Advertising: The provider will contract with the appropriate authority to arrange for county-wide bus bench advertising paying particular attention to areas with high crime rates relative to the mean.</p>	<p>13. The Provider will purchase 45 bus bench ads per month advertising the CS TIPS reporting phone line, website address and Mobile Texting number during the period of July 1, 2013 through June 30, 2014.</p>	<ol style="list-style-type: none"> 1. Provide a detailed copy of Invoice indicating # of bus benches and locations 2. Provide either copy of final proof of ad or a digital picture of Bus Bench with ad/ads displayed. 3. Maintain list of location of bus bench ads and digital photos indicating dates 	<p>100% of cost will be disallowed if Provider fails to obtain a minimum of 7 bus benches and submit the required support documentation indicating achievement</p>
<p>14. Movie Theater Advertisement Video Short: Produce a short (3 - 5 minute) video describing Crime Stoppers and its TIPS reporting system to be displayed during intermissions and before previews at movie houses in Broward County.</p>	<p>14. The provider will produce for use at movie houses in Broward County a Video Short (advertisement) during the period of July 1, 2013 through June 30, 2014 to educate the public about CS at a minimum of 1 movie house and run the video not less than 9 months (to allow time to produce the video) during the 2013-2014 Trust Year.</p>	<ol style="list-style-type: none"> 1. Provide a detailed Invoice showing the purchase of the ad, list of when ads will run and what theaters ad will run 2. Provide copy of video to OAG at time of reimbursement request. 	<p>100% of cost will be disallowed if Provider fails to the video and submit the required support documentation indicating achievement</p>
<p>15. CS Educational Video Equipment: Provider will utilize 1 LCD, 2 Projection Screens, 2 TV/DVD combo sets, and 1 DVD player for use in displaying the new CS Educational Video at private club meetings and government council meetings throughout Broward County.</p>	<p>15. The Provider will show the CS Educational Video at a minimum of 10 private-club and/or local/county government meetings during the Trust Year.</p>	<ol style="list-style-type: none"> 1. Provide copy of equipment purchase invoices 2. Provide Event Form indicating use of equipment each time required in deliverable 	<p>100% of cost will be disallowed if Provider fails to show the educational video a minimum of 10 times at private club meetings and government council meetings throughout Broward County and submit the required support documentation indicating achievement</p>



Job Description – Executive Director

1. General

- 1.1. The Executive Director (ED) of Crime Stoppers serves at the pleasure of the Crime Stoppers Board of directors.
- 1.2. The ED reports directly to the President, as Chief Executive Officer of the Crime Stoppers Council of Broward County, Inc.

2. Requirements

- 2.1. The ED should have working knowledge in Microsoft Word, Excel, Outlook and Power Point.
- 2.2. Proficiency with Quick books a plus; working knowledge of general accounting procedures including: accounts payable, accounts receivable, accepted file management and communication and correspondence skills are required.

3. Duties

- 3.1. Office hours of operation are 9:00 AM TO 5:00 PM weekdays. The ED will accept all phone calls, take messages, review all emails and respond as necessary.
- 3.2. The ED will maintain the appointment schedule of the President and others as directed.
- 3.3. The ED will maintain the schedule of events, provide the necessary follow up notifications to the Board and keep the President informed regarding appropriate staffing of events.
- 3.4. The ED will open all mail, accept all invoices and enter in Quick Books.
- 3.5. The ED will monitor all e-payments to maintain Quick Books accounts Payable.
- 3.6. The ED will maintain the Quick Books accounts receivable
- 3.7. The ED will be responsible for all correspondence, meeting minutes as required and the maintenance of required corporate records
- 3.8. Perform secretarial duties for the President including meeting calendar, correspondence and events tracking
- 3.9. Assists in the preparation of reports to the Board.



3.10. Compiles data and prepares various statistical and informational records and reports for President and Board review.

3.11. Oversees archiving/purging of records and files in accordance with applicable regulatory standards.

4. Minimum Training and Experience

4.1. High School diploma or GED; Associates Degree or vocational/technical training in office systems preferred. Three to five years progressively responsible experience in administrative support duties, a portion of which shall be in a supervisory position.

4.2. Demonstrated ability to provide effective coordination for specialized functions. Effective communication skills both verbal and written.

5. Physical Requirements

5.1. Tasks involve the ability to exert light physical effort and sedentary light work. Tasks may require some lifting, carrying, pushing and or pulling objects and materials of light weight (5-10 lbs).

5.2. Tasks may involve extended periods of time working at a keyboard or computer workstation.

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

REPORTING REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Crime Stoppers Trust Fund Monthly Performance Report (Attachment D)

Agency Name: Crime Stoppers Council of Broward County, Inc.

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

Grant Number: 004-13

Due on or before August 20, 2013

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

MINIMUM PERFORMANCE STANDARDS

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

Crime Stoppers Monthly Performance Report (Attachment D)

July 2013

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

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

	Monthly Services Completed	Yearly Services Required	YTD Services Provided	SANCTIONS
10. The provider will produce and display a minimum of 30 billboards during the period of July 1, 2013 through June 30, 2014. Content will rotate between cold cases, Tip Line promotion and specific cases of note. Documentation Requirement: 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	30	0	100% of monthly cost will be disallowed if Provider fails to promote Crime Stoppers Tip number & program on a minimum of 30 outdoor billboards and submit the required support documentation indicating achievement
11. The provider will produce and display vinyl and digital signage suitable for mobile advertising a minimum of 10 times during the Trust Year. Content will rotate between cold cases, TIP Line promotion and specific cases of note. Documentation Requirement: 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 monthly cost will be disallowed if Provider fails to promote Crime Stoppers Tip number & program on a minimum of 10 outdoor billboards and submit the required support documentation indicating achievement
12. The Provider will purchase 45 bus bench ads per month advertising the CS TIPS reporting phone line, website address and Mobile Texting number during the period of July 1, 2013 through June 30, 2014. Documentation Requirement: 1. Provide a detailed copy of Invoice indicating # of bus benches and locations 2. Provide either copy of final proof of ad or a digital picture of Bus Bench with ad/ads displayed. 3. Maintain list of location of bus bench ads and digital photos indicating dates	0	45	0	100% of cost will be disallowed if Provider fails to obtain a minimum of 45 bus benches and submit the required support documentation indicating achievement

	Monthly Services Completed	Yearly Services Required	YTD Services Provided	SANCTIONS
13. The provider will produce for use at movie houses in Broward County a Video Short (advertisement) during the period of July 1, 2013 through June 30, 2014 to educate the public about CS at a minimum of 1 movie house and run the video not less than 9 months (to allow time to produce the video) during the 2013-2014 Trust Year. Documentation Requirement: 1. Provide a detailed Invoice showing the purchase of the ad, list of when ads will run and what theaters ad will run 2. Provide copy of video to OAG at time of reimbursement request.	0	1	0	100% of cost will be disallowed if Provider fails to the video and submit the required support documentation indicating achievement
14. The Provider will show the CS Educational Video at a minimum of 10 private-club and/or local/county government meetings during the Trust Year. Documentation Requirement: 1. Provide copy of equipment purchase invoices 2. Provide Event Form indicating use of equipment each time required in deliverable	0	10	0	100% of cost will be disallowed if Provider fails to show the educational video a minimum of 10 times at private club meetings and government council meetings throughout Broward County and submit the required support documentation indicating achievement
	0	0	0	

Enter justification for bid selection:

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

SIGNATURE OF AUTHORIZING OFFICIAL: _____ BOARD APPROVAL DATE: _____



FLORIDA CRIME STOPPERS GRANTS

BUDGET AS APPROVED

Agency Name:

Crime Stoppers Council of Broward County, Inc.

Grant No: 004-13

Date:

July 1, 2013

Amend No:

	Amount Requested	Amount Approved
Rewards and Public Education	\$356,467.76	\$356,467.76
Operating Expenses	\$65,096.54	\$65,096.54
Salaried Employees	\$59,207.50	\$59,207.50
Non-Sworn	\$ 59,207.50	\$ 59,207.50
Non-Sworn Employed by a Law Enforcement Agency	\$ -	\$ -
Sworn	\$ -	\$ -
Total Budget Requested	\$ 480,771.80	
Available Trust Fund Amount	\$ 480,771.80	
Difference	\$ -	
Disallowed or Reduced Expenditures:		
Total Reduction/Disallowed:		
Total Approved Budget	\$ 480,771.80	\$ 480,771.80


 Approved, Program Administrator


 Approved, Bureau Chief

7-11-13
 Date

7/11/13
 Date