



RECEIVED
JUL 01 2013
CRIMINAL JUSTICE PROGRAMS
FCPTI

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

AND

**CRIME STOPPERS OF MIAMI-DADE COUNTY, INCORPORATED
GRANT NO: 017-13
CSFA #41.002**

THIS AGREEMENT is entered into in the City of Tallahassee, Leon County, Florida by and between the State of Florida, Department of Legal Affairs, Office of the Attorney General, Catalog of State Financial Assistance (CSFA) number 41.002, hereafter referred to as the Agency, and Crime Stoppers of Miami-Dade 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 \$420,835.55.

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 of Miami-Dade County, Incorporated
Address: 1030 NW 111th Avenue
City, State Zip: Miami, Florida 33172
Telephone Number: (305) 471-6160
Email Address: rmasten@crimestoppersmiami.com**

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

**Name: William Murphy, Treasurer
Address: 1030 NW 111th Avenue
City, State Zip: Miami, Florida 33172
Telephone Number: (305) 471-6160
Email Address: billm@securityalliancegroup.com**

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

**Name: Richard Masten, Executive Director
Address: 1030 NW 111th Avenue
City, State Zip: Miami, Florida 33172
Telephone Number: (305) 471-6160
Email Address: rmasten@crimestoppersmiami.com**

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

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

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

ARTICLE 34. GOVERNING LAW

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

ARTICLE 35. JURISDICTION AND VENUE

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

ARTICLE 36. AGREEMENT AS INCLUDING ENTIRE AGREEMENT


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

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

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

PROVIDER: Crime Stoppers of Miami-Dade County, Incorporated

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



PRESIDENT/CHAIRMAN OF THE BOARD

 7-1-13

**JOHN L. HAMILTON (DATE)
DIRECTOR OF ADMINISTRATION**



VICE PRES. BOARD OF DIRECTORS



SECRETARY, BOARD OF DIRECTORS



FEDERAL EID # of PROVIDER

PROVIDER Fiscal Year Ending Date: _____

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	\$420,835.55

TOTAL STATE FUNDS AWARDED SUBJECT TO SECTION 215.97, F.S. \$420,835.55

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

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

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

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



FLORIDA CRIME STOPPERS TRUST FUND

Submit by E-mail

Print Form

ATTACHMENT B
Grant Application
2013-2014

RECEIVED

JUN 07 2013

Section 1. Applicant Information

Type of Governmental Agency or Organization (check Space)

County Member, Florida Association of Crime Stoppers, Inc.

CRIMINAL JUSTICE PROGRAMS
FCPTI

Organization Information

Name of Agency or Organization: CRIME STOPPERS OF MIAMI-DADE COUNTY

Organization Mailing Address: 1030 NW 111th Avenue Applicable Judicial Circuits: 11th & 16th Judicial Circuits

City: Miami State: FL Zip: 33172

Federal Identification Number: Participating Counties: Miami-Dade & Monroe Counties

Total Budget Request: \$420,835.54

Individual to Contact in Case of Question: RICHARD H. MASTEN Area Code/Phone No.

E-Mail Address:

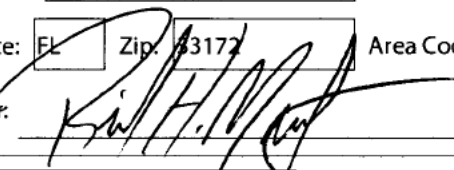
Coordination of Services: Identify agencies with which the organization will coordinate its services.

- Agency: CITY OF MIAMI POLICE DEPARTMENT Agency: MIAMI BEACH POLICE DEPARTMENT
Agency: FLORIDA HIGHWAY PATROL Agency: DRUG ENFORCEMENT AGENCY
Agency: FLORIDA DEPARTMENT OF LAW ENFORCEMENT Agency: KEY BISCAVNE POLICE DEPARTMENT
Agency: FEDERAL BUREAU OF INVESTIGATION Agency: DEPARTMENT OF CORRECTIONS
Agency: DEPARTMENT OF HOMELAND SECURITY Agency: MIAMI LAKES POLICE DEPARTMENT
Agency: MIAMI SHORES POLICE DEPARTMENT Agency: CORAL GABLES POLICE DEPARTMENT
Agency: DORAL POLICE DEPARTMENT Agency: NORTH MIAMI POLICE DEPARTMENT
Agency: SWEETWATER POLICE DEPARTMENT Agency: NORTH MIAMI BEACH POLICE DEPARTMENT
Agency: VIRGINIA GARDENS POLICE DEPARTMENT Agency: STATE ATTORNEY'S OFRICE
Agency: VILLAGE OF PINECREST POLICE DEPARTMENT Agency: AVENTURA POLICE DEPARTMENT
Agency: MIAMI-DADE POLICE DEPARTMENT Agency: ALL COLLEGES & UNIVERSITIES IN MIAMI-DADE CO.
Agency: UNITED STATES COAST GUARD Agency: MONROE COUNTY SHERIFF'S OFFICE

017-13

Section 2. Certification Signatures

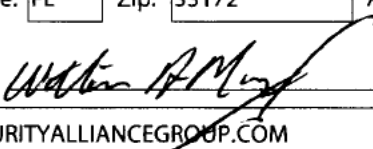
I acknowledge that I have read, understood, and agree to the conditions set forth in the Florida Crime Stopper Trust Fund Grant Application and agree to the duration of the grant period.

Name of Program Director: RICHARD H. MASTEN Title: EXECUTIVE DIRECTOR
Street, Post Office Box or Drawer: [REDACTED] Area Code/Telephone No. [REDACTED]
City: [REDACTED] State: FL Zip: 33172 Area Code/Fax No. [REDACTED]
Signature of Program Director:  Date of Signature: [REDACTED]
E-Mail Address: [REDACTED]

I acknowledge that I have read, understood, and agree to the conditions set forth in the Florida Crime Stopper Trust Fund Grant Application and agree to the duration of the grant period.

Name of Authorizing Official: ERIC LERNER Title: PRESIDENT
Street, Post Office Box or Drawer: 1030 NW 111th Avenue Area Code/Telephone No. +1 (305) 471-6160
City: Miami State: FL Zip: 33172 Area Code/Fax No. +1 (305) 471-6155
Signature of Authorizing Official: [REDACTED] Date of Signature: [REDACTED]
E-Mail Address: RLERNER@BELLSOUTH.NET

I acknowledge that I have read, understood, and agree to the conditions set forth in the Florida Crime Stopper Trust Fund Grant Application and agree to the duration of the grant period.

Name of Financial Officer: WILLIAM A. MURPHY Title: TREASURER
Street, Post Office Box or Drawer: 1030 NW 111th Avenue Area Code/Telephone No. +1 (305) 471-6160
City: Miami State: FL Zip: 33172 Area Code/Fax No. +1 (305) 471-6155
Signature of Financial Officer:  Date of Signature: [REDACTED]
E-Mail Address: BILLM@SECURITYALLIANCEGROUP.COM

I acknowledge that I have read, understood, and agree to the conditions set forth in the Florida Crime Stopper Trust Fund Grant Application and agree to the duration of the grant period.

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

Mission Statement:

Crime Stoppers of Miami-Dade County, Inc. is a not-for-profit, 501(c)(3), Florida Corporation, community program, operated by citizens, which works with the public, the media, and local/state/federal law enforcement agencies in the fight against crime. CSMDC, Inc., through its tip line and the media, offers cash rewards and anonymity to persons who furnish information leading to the arrest and/or the filing of charges against criminal offenders.

INFORMATION ABOUT AREA SERVED

Population Served by Organization: 2,551,290

Crime Rate per County Served (per UCR): 5,129.3/100,000

Number of Media Outlets: 70

Are Billboards Available in Your Area?: YES No

Number of Law Enforcement Agencies: 66

Number of Schools in Area Served by Organization:

High Schools: 55

Middle Schools: 59

Elementary Schools: 173

Colleges: 48

Other Schools Served: (Private, Chartered, Christian, etc.) 346

Number of Public Transportation Entities Available in Area Served: 8

Number of Community Events in Area Served: HUNDREDS

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

Year	# of Tips Written	-	% of increase or Decrease in Tips Written	# of Arrests	# of Cases Cleared	# of Rewards Approved	Total # of Rewards Paid	% of Rewards Paid vs. Approved
2009-2010	5,080			453	432	320	140	43.75%
2010-2011	5,241	0	0.00%	499	2,618	343	169	49.27%
		161	3.17%					
2011-2012	5,111	-130	-2.48%	447	1,898	322	124	38.51%
		0	0.00%					

Year	\$ Spent on Public Awareness*		Cost per Tip	\$ Amount of Grant Funds Reimbursed
2009-2010	\$126,894.76		\$24.98	\$126,984.76
2010-2011	\$175,700.67		\$33.52	\$175,700.67
2011-2012	\$204,403.19		\$39.99	\$204,403.19

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

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

Type Here:

2011 - 2012: Was truly a banner year for us in that we met every goal and exceeded expectations in several, while staying within budget. Our 'thinking out of the box' attitude paid off with CBS (local) network television producing and broadcasting a weekly 30 minute show featuring re-enactments of local high profile unsolved crimes, bringing home four nominations and one Emmy statuette. This weekly program has taken our program to a very desirable level for any program. Our participation is requested across the county at more school and community events than we can possibly handle with our customized 'rolling billboards' of a NASCAR race car, golf cart, boat and van. Our customized caution tape is another opportunity for program exposure and is distributed to departments county-wide; we have even seen it on the evening news! All of the above, as well as our specialty items and multiple brochures will continue to be used.

2012-2013: We could be termed the country's most innovative Crime Stopper program, with wrapped "show" vehicles of all types - including an Emmy winning television show. Requests to attend community events has increased and we have had more opportunities (this year) to show off our boat, being included by the U.S. Coast Guard at their Summer Safety Event. We continue our television show production also producing 'specials' such as Human Trafficking, Children In The Crossfire, Theft, and Black on Black, we have started filming PSAs as well. Our Spanish version of Crime Stoppers - "How It Works," PSA was completed this year. These specials are available (and popular with) all local police departments (several in and out of state police departments); and used in training. The object of Public Education is getting our message out to the public and all of our transports (land and sea) are perfect examples of "a speedy delivery of goods." We will continue to use and refine these (and establish new) protocols going forward.

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

Type Here: Every Performance Measure was met and/or exceeded as outlined in the 12-13 Grant, with no Program Modifications.

1. Our Tip Lines are live/manned, locally by our Tips office (4 full time detectives-courtesy of MDCPD) and as evidenced by Invoices from CSI (who take up the slack) 24/7, 365; submitted for monthly reimbursement.
2. Rewards are presented for approval by our Tips Coordinator on a monthly basis at our Board meeting; as evidenced by the listing of approved rewards filed with our Board Minutes on a monthly basis.
3. The Payment of Approved Rewards are made available upon notification by the Tips Coordinator to the Tips office personnel that said rewards were approved by the Board of Directors and can be paid out; as evidenced by the bank statement submitted with our Request for Reimbursement on a monthly basis.
4. Public Awareness of "Tip Line" and Program is a daily event. With all of our land and sea vehicles, brochures, specialty items, as well as local media (television, radio and newspaper); on line, social media, mobile app and Facebook, to name a few - we are very visible. Corroborating support is collected on a weekly basis and maintained on file, due to bulk.
5. Meeting Requirements are met on a yearly basis for the 3 FACS meetings, which are attended by either the Executive Director or a designated representative, or both; as evidenced by notations in the Ex. Director's activity report which is presented at monthly meetings, by pre-authorization forms, by request for travel reimbursement, and by FACS listing Miami-Dade as a member in good standing.
6. Contact with Local Law Enforcement is somewhat easier for us than most programs, in that Ex. Director Masten is a former president of Dade Chiefs; additionally, we are located in the FDLE building. Our chiefs meet monthly and are invited to our meetings. Often, if they are in the building on other business, they make a point to drop in and speak with Mr. Masten and advising staff of their needs (brochures, DVD copies, etc). Additionally, we receive emails from numerous agencies with requests; as evidenced by the form completed on each request and maintained on site.
7. Board Meeting Requirements for Grants in Excess of \$20,000: Our Program meets on a monthly basis as evidenced by the monthly Minutes submitted with other forms with our monthly Request for Reimbursement.
8. N/A
9. Community Event Participation is predicated by Board member availability and ranges from a 2 hour outdoor event with approximately 200 people, to one and two day events; 4 to 8 hours, with 5,000 people and we can't forget our favorite, the annual Jr. Orange Bowl Parade, which is televised locally and boasts an attendance of at least 15,000! These events are listed on our monthly Agenda, noted in Minutes and a sign-up sheet is maintained on file.
10. Reporting Requirements are met on a monthly basis with the email filing of our Request for Reimbursement and supporting paperwork. The original is over-nighted (with mailing form appropriate) to the OAG.
11. Assistance to Smaller Programs is a given with us. We provide Child ID Kits, Tessa & Tab books (not to be reordered), pens, pencils and rulers to other programs usually at the FACS meetings. We have assisted Key West with travel money so that their Tips Coordinator could attend a FACS meeting. We had several hundred pens personalized (jointly) to the KW Crime Stopper Program/Miami-Dade Crime Stopper Program. Besides delivering specialty items to FACS meetings, we have also shipped ID Kits during the year as well; corroborating forms/notes are maintained in our office.
12. Media Monitoring and Dissemination: Achieved by clipping newspaper articles, accessing archive articles and a TV monitoring company, Facebook, and social media sites, as well as personal contact with various department chiefs, our Tips coordinator and consultation with our production crew. Notes maintained in this office.

CONTINUED ON PAGE 6A

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

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

REWARDS & PUBLIC EDUCATION

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
1.	Rewards	\$8,767.00	@	25%	12	\$105,204.00
2.	Tip Lines	\$1,000.00	@	3%	12	\$12,000.00
3.	Answering Service (Alternative Answers, CSI, Other)	\$1,400.00	@	4%	12	\$16,800.00
4.	Telecommute Fees	\$0.00	@	0%	0	\$0.00
5.	Tip Software	\$600.00	@	1%	4	\$2,400.00
6.	Cell Phone (Tip Coordinator)	\$45.00	@	0%	12	\$540.00
7.	Crime Prevention Training	\$0.00	@	0%	0	\$0.00

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	\$35.00	@	0%	12	\$420.00
9.	Brochures (Crime Specific or Related & Program Awareness)	\$275.00	@	1%	12	\$3,300.00
10.	Billboards/Rolling Billboards	\$0.00	@	0%	0	\$0.00
11.	Bus Wraps Only (Sole Source Determination Required)	\$500.00	@	0%	4	\$2,000.00
12.	Cab Signs	\$0.00	@	0%	0	\$0.00
13.	Newspaper	\$2,500.13	@	1%	1	\$2,500.13
14.	Radio	\$150.00	@	0%	12	\$1,800.00
15.	Television (Program Associated)	\$4,563.93	@	13%	12	\$54,767.16
16.	Movie Theater	\$0.00	@	0%	0	\$0.00
17.	Program Specialty Items (Pens, Pencils, Magnets, and Rulers (Pouches only if School CS Program)	\$250.00	@	1%	12	\$3,000.00

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

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
18.	Door Hangers/Yard Signs (Does not include Neighborhood Watch Signs)	\$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	\$0.00	@	0%	0	\$0.00
24.	Crime Scene Tape	\$50.00	@	0%	12	\$600.00
25.	Posters	\$0.00	@	0%	0	\$0.00
26.	Banners	\$0.00	@	0%	0	\$0.00
Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
27.	Bus Benches	\$0.00	@	0%	0	\$0.00
28.	LCD Projector	\$0.00	@	0%	0	\$0.00
29.	Projection Screen	\$0.00	@	0%	0	\$0.00
30.	Display Board	\$0.00	@	0%	0	\$0.00
31.	Television	\$0.00	@	0%	0	\$0.00
32.	VCR/DVD	\$226.57	@	0%	1	\$226.57

FUGITIVES:

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
33.	Wanted Fugitive Ads	\$0.00	@	0%	0	\$0.00
34.	Wanted Fugitive Flyers	\$55.00	@	0%	12	\$660.00
35.	Wanted Fugitive Posters	\$0.00	@	0%	0	\$0.00
36.	Wanted Fugitive Billboards	\$0.00	@	0%	0	\$0.00

Section B, Part A, Rewards and Public Education - Continued

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

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
37.	Direct Mail (Rewards/PubEd Postage)	\$50.00	@	0%	12	\$600.00
38.	TV Eyes (Rewards/PubEd Media Monitor)	\$300.00	@	1%	12	\$3,600.00
39.	Re-enactors (SEE #15)	\$0.00	@	0%		\$0.00
40.	Media Reprdctn/DVD (SEE #15)	\$0.00	@	0%		\$0.00
TOTAL REWARDS & PUBLIC EDUCATION						\$210,417.86

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

Rewards and Public Education

The merger of the Miami-Dade Crime Stopper Program and Crime Stoppers of the Florida Keys, has resulted in a great amount of time, thought and effort to arrive at a workable budget honoring the commitments by the Keys and continuing our own program while including the Keys enjoying the benefits of a larger program.

1. Rewards: Allowable by line item, rewards were figured by averaging the awarded funding for 2013-2014, taking 100% of the total grants (combined) and dividing that in half to attain the 50% breakdown specifically for Part A, as required. Taking that 50% and again cutting it in half, then dividing that by 12 is how we arrived at \$8,767.00/mo or \$105,204.00/yr. for said line item.
2. Tip Lines: Allowable by line item, Miami-Dade County thinks so highly of our program that they basically have given us 4 full time detectives to answer our (5 local) tip lines, and 800 line. As required by the County, we supply their office, including computers, monitors, printers, DSL line and all office items necessary to function as an independent office. In picking up Key West, there will be an additional charge of approx. \$110/mo for the phone and line. This has been figured into the budget for combined lines and comes to \$1000/mo or \$12,000/yr.
3. Answering Service: Allowable by line item, we have used CSI for several years and find them to be more professional than any other service available. They are trained exclusively for Crime Stopper Programs, are located in the United States, are tri-lingual, are more cost effective than any other program we have used or been made aware of. We have combined costs for both programs in arriving at our line item amount. CSI advises with our 'live' local Tips office personnel, she expects their cost will go down considerably thus affording us a future savings from the most reasonable combined proposed fee of \$1400.00/mo or \$16,800/yr.; which leaves room for adjustment down during the course of the grant year.
4. Telecommute Fee: N/A
5. Tip software is essential to any program and allowable by line item. We have been notified of a substantial increase in program charges, based on County covered (not program), but as both programs are long standing,

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**

(continued)...

5. ...and may include a merger, we are in the process of working to at least maintain expense. For the purpose of this submission, we have allotted a double (county) charge and hope to be able to adjust this at a later date during the course of the grant year and further negotiations; \$600/mo x quarterly payments = \$2,400/yr.
6. Cell Phone for Tip Coordinator is provided to the Miami Coordinator. It is our understanding that one is not provided for the Keys Coordinator by Crime Stoppers. \$45/mo x 12 = \$540/yr; which has not changed in the last two years.
7. Crime Prevention Training: The Executive Director feels this line item should be eliminated as Crime Stopper funds can be better used elsewhere.
8. Miami-Dade has a long established website which is maintained on a weekly basis. With the merger of programs we figure this will present with new/additional updating for combined program content. We have allocated \$35/mo x 12 = \$420 and hope to reduce this charge during the course of the grant.
9. Brochures: Allowable by line item in the budget; printed collateral materials are mandatory for any program for disbursement at all public education events and for departmental use (training events). Cost and production of brochures takes in (first) PRIDE, then the best cost by local and/or internet vendors. We will produce and order materials at a cost of \$275/mo x 12 for a total of \$3300/yr.
10. Billboards/rolling billboards; SEE #15 Television (Program Associated)
11. Bus Wraps: The Executive Director feels this line item should be eliminated as Crime Stopper funds can be better used elsewhere.
12. N/A
13. Newspaper: In keeping with the tradition established by Crime Stoppers of the Florida Keys, we would like to continue to purchase occasional space in the Key West newspaper (\$1505.10) keeping residents and tourists alike, aware of our program and the ability to report any crimes. We would like to continue to have access to the Miami Herald Archives (\$995.00), as a tool necessary for high profile cases and historical case research.
14. Radio: This is a first for us - we would like to offer our PSAs to all stations both in Miami and the Keys. We are still receiving figures for broadcast, but feel to begin \$150/mo. x 12 mo = \$1,800 will get us started.
15. Television (Program Associated): With our ongoing relationship with CBS, and the numerous other costs associated with our show, we estimate a monthly expenditure of \$4563.93/mo x 12 for a total cost of \$54,767.20 necessary for pre-production, production, post-production and delivery for broadcast of our Emmy winning television show (Crime Stoppers Case Files) airing on CBS/WFOR and UPN/33. The cost per impression to local citizens (approximately 50,000 - 100,000) and comparative, true-market dollar cost of this type of production versus our cost, represents a production budget expense that far, far exceeds any similar cost(s) in the local and national market in terms of reasonableness. Please note that our viewer statistics are up 15+% over the 2011-2012 grant year, yet the base cost of our individual program has remained static. Note also that our program allows us to insert our public service announcements without additional cost. Similar production would easily cost 10 to 15 times what we pay through our unique partnership with CBS and Pinpoint Media. Our program is still compared to "America's Most Wanted" which went off the air in 2011 when production costs reached over \$500,000 per hour episode. In an effort to more clearly and concisely track expenditure for the show, we have now included (per instruction) items that had previously been listed separately. Please note, we placed the cost to wrap a trailer (#10) as a rolling billboard, at a cost not to exceed \$2,000. We are also including the cost for re-enactors (Previously line item #39) and Media Reproduction/DVD Purchase/Distribution (Line #40) into this line item. We previously allotted \$2600 for re-enactors and for Media Reproduction/DVD/ we allotted \$4267.20. Finally, we have been instructed to include in this line item (from Part B) Vehicle Tag/Enclosed trailer (#82) and Enclosed Trailer (#84) which will be put out to bid. The Vehicle Tag for Enclosed Trailer - mandatory by state - provisional on the authorization of purchase of an enclosed trailer - is not to exceed \$75.00 and the Enclosed Trailer, which will be put out to bid, is for a small enclosed trailer - needed to safely transport recording equipment for shoots - at all times actually, but specially for night and inclement weather shoots. Our equipment is not only large, but bulky and heavy. This trailer will not exceed \$6600.00.
16. N/A.

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

**Rewards and
Public Education**

(Budget Narrative - Rewards/PubEd)

17. Program Specialty items are essential to our program - now, more so, with the extra opportunity for distribution in the Florida Keys. These promotional offering for adults and children at all public awareness/promotional and community events bring out even the most hesitant adult to inquire about our program. We have allotted \$250/mo x 12 mo for \$3000 per year.

18. :

19. :

20. :

21. : N/A

22. :

23. :

24. Crime Scene Tape is fast becoming a favorite among many of the homicide units here in Miami Dade and we are sure The Keys will follow suit. Miami's homicide units figure if the possible witness/tipster won't talk with them, they might talk with us as long as they know they can remain anonymous and possibly collect a reward. Because we would have like to accommodate, to the extent possible, recurring requests by those homicide units, we have allocated \$50/mo x 12/mo for a total of \$600.

25. :

26. :

27. :

28. : N/A

29. :

30. :

31. :

32. VCR/DVD we have funded this for the purchase of a VCR/DVD player/recorder to have the ability to play from older VHS format to a DVD. This will be a one-time purchase and we have allotted up to \$226.57

33. : N/A

34. Wanted Fugitive Flyers: Allowable by line item inclusion. We have had more requests for provision of wanted flyers from various agencies. Since these are considered public education/training devices we are now using this line item, rather than taking a total from our "copier" line item, which had been our practice. We have allotted \$55/mo x 12/mo for a total of \$660; making better use of funds from Part A.

35. : N/A

36. : N/A

37. Direct Mail (Rewards/PubEd Postage) Allowable by line item. We have made a study of the Direct Mail opportunity and entails and see where this could be greatly beneficial in reaching "spot" areas in record time for area-specific major crimes, generating greater area-specific/crime specific tips. We have allotted \$50/mo x 12/mo for a total of \$600 per year.

CONTINUED ON PAGE 11A

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

OFFICE EXPENDITURES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
41.	Office Rent (must submit copy of lease and office hours)	\$4,875.00	@	5%	4	\$19,500.00
42.	Utilities	\$0.00	@	0%	0	\$0.00
43.	Office Phone (Not Tip Line)	\$705.00	@	2%	12	\$8,460.00
44.	Cellular Phone	\$150.00	@	0%	12	\$1,800.00
45.	Fax Line	\$20.00	@	0%	12	\$240.00
46.	Internet Line/Wireless Connectivity (Internet Service)	\$75.00	@	0%	12	\$900.00
47.	Vehicle Mileage	\$125.00	@	0%	12	\$1,500.00
48.	Postage/Express Mail (must maintain Postage Log for all stamps to demonstrate usage)	\$90.00	@	0%	12	\$1,080.00
49.	Post Office Box Rent	\$0.00	@	0%	0	\$0.00
50.	Storage Rent	\$0.00	@	0%	0	\$0.00
51.	General Office Supplies/Letterhead/Envelopes	\$350.00	@	1%	12	\$4,200.00

EQUIPMENT AND PROPERTY

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
52.	Computer (Including monitor or Software purchased with computer)	\$0.00	@	0%	0	\$0.00
53.	Computer Hardware Accessories	\$250.00	@	1%	12	\$3,000.00
54.	Laptop Computer (does not include Ipad notebooks or similar devices)	\$0.00	@	0%	0	\$0.00
55.	Additional Software	\$250.00	@	1%	12	\$3,000.00
56.	Fax Machine	\$0.00	@	0%	0	\$0.00
57.	Printer	\$0.00	@	0%	0	\$0.00

Section B, Part B, Operating Expenses - Continued

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
58.	Copier	\$75.00	@	0%	12	\$900.00
59.	Copier Rental	\$0.00	@	0%	0	\$0.00
60.	Copier Maintenance	\$150.00	@	0%	3	\$450.00
61.	Telephone Equipment (not bills)	\$125.00	@	0%	6	\$750.00

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	\$75.00	@	0%	1	\$75.00
64.	USA Crime Stoppers Association	\$300.00	@	0%	1	\$300.00

FEES

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)	\$150.00	@	0%	12	\$1,800.00
67.	Employee Bond Insurance	\$0.00	@	0%	0	\$0.00
68.	Storage Unit Insurance	\$0.00	@	0%	0	\$0.00
69.	General Liability	\$3,700.86	@	1%	1	\$3,700.86
70.	Vehicle Insurance	\$225.00	@	1%	12	\$2,700.00

Section 8: Part B. Operating Expenses - Continued

TRAVEL

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
71.	Travel	\$500.00	@	1%	12	\$6,000.00

PROFESSIONAL SERVICES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
72.	Accounting	\$350.00	@	1%	12	\$4,200.00
73.	Payroll Services	\$185.00	@	1%	12	\$2,220.00
74.	Computer Tech Support	\$300.00	@	1%	12	\$3,600.00
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.	Vehicle Maintenance	\$85.00	@	0%	12	\$1,020.00
77.	Staff Training	\$150.00	@	0%	12	\$1,800.00
78.	Director/Board Training	\$150.00	@	0%	6	\$900.00
79.	Legal	\$750.00	@	2%	12	\$9,000.00
80.	State of Florida (License for Van)	\$75.00	@	0%	1	\$75.00
81.	State of Florida (License/Tag for Trailer-open)	\$35.00	@	0%	1	\$35.00
82.	State of Florida (Tag for trailer-enclosed) #15	\$0.00	@	0%	0	\$0.00
83.	State of Florida-DMA-Parking (Mandatory)	\$80.00	@	0%	5	\$400.00
84.	Enclosed Trailer (SEE #15)	\$0.00	@	0%	0	\$0.00
85.			@	0%		
	TOTAL FOR OPERATING EXPENSES					\$84,167.11

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

Operating Expenses

41. Office Rent: Allowable as a line item - necessary to provide office space, information, technology equipment location, security, covered parking and support for execution of our mission. The cost is reasonable based on current commercial rates in South Florida. Value added features exist significantly in that the entire law enforcement community (including The Florida Keys and Broward County) is familiar and comfortable with the location, therefore facilitating any meetings and assistance. Quite important is the ability to carry out complete television production activities within the studio in-house. Separate rental to achieve same would run into the thousands of dollars. The reasonable quarterly cost of \$4875.00 results in a yearly cost of \$19,500.00.
42. N/A
43. Office phone (not tip line): Allowable as a line item; office phones are necessary for the very conduct of our business. We are in the process of renegotiating bundles to receive reductions in pricing without sacrificing quality/reception/service on 4 land lines, a fax and DSL; resulting in the most reasonable rate in our business market. We have projected a cost of \$705 per month or \$8,460.00 year for 5 land lines. This is for the Administrative office only. We are located in the FDLE building, although central in location, it has a unique physical footprint as we are south and nearly adjacent to the Florida East Coast Rail Road line. Our provider, AT & T, has established land line connectivity necessary for (land line) phones - while there are other providers in our geographic area, none will provide service without the subscriber paying the necessary costs for lines to cross the FEC rail line. Those costs are prohibitive. Additionally, as in many costs for goods and services, Miami-Dade is more costly than other jurisdictions.
44. Cellular phone: Permissible as line item. We have negotiated the most reasonable pricing structure among the numerous providers, emphasizing reliable service and best cost ratio. This cell phone is necessary, being assigned to the Executive Director who is available 24 hours a day, to the Tips office, answering service and all listed local agencies for urgent contact.
45. Fax Line: Allowable as line item - this amount is broken down on bill for Admin. Office phone. Fax line necessary to contact CS by parties with information relative to Crime Stoppers operation. This has been figured at a cost of \$20/mo x 12/mo for a total of \$240.00/yr.
46. Internet Line/Wireless Connectivity is listed as allowable as line item; This covers expense of monthly WiFi charge on Mr. Masten's behalf for his 24/7 out-of-office availability by all listed local agencies. \$75/mo x 12 mo totals \$900.00/yr.
47. Vehicle Mileage: Allowable by line item. Board members driving to and from community events on behalf of Crime Stoppers have requested reimbursement for their mileage (while using their own vehicles) and the occasional trip to the bank or post office by the Staff (in their personal vehicles) should be reimbursed as well. We have allotted \$125/mo x 12 mo for a total of \$1500.00/yr. Several trips to Key West will be called for to ensure the smooth transition for the merger between the two programs. It is a 340 mile round trip (from Miami) to Key West @ \$.445/mile that would come to \$150+ per trip.
48. Postage: Allowable as a line item. US Postage necessary for predominantly local and out-of-town bills and correspondence, monthly overnight mail to the AGO at a monthly fee of \$90 x 12 resulting in a yearly total of \$1080.00.
49. N/A
50. N/A

Section B, 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

51. General Office Supplies: Permissible as line item in budget for the purchase of adequate office supplies necessary for the conduct of business. We are responsible for the equipping of two separate offices (Administrative and Tips) and the most reasonable costs are always determined by shopping comparative prices locally and by internet direct purchases. Due to the economy we have noticed an increase passed on to us by vendors across the board. We have allotted \$350.00/mo x 12/mo totalling \$4,200.00/year covering all general office supplies for both offices.
52. N/A
53. Computer Hardware Accessories: Allowable by line item for purchase of additional hardware accessories for the 11 computers in use by the Administrative and Tips offices, for more expeditious handling of information such as graphic artwork/layouts/logos for brochures, tips, statistics, correspondence, etc. This is necessary to keep systems current and replace items that lose functionality due to age or obsolescence. Costs are limited to reasonable and necessary. We have allotted \$250.00/mo x 12/mo totalling \$3,000.00 per year.
54. N/A
55. Additional Software: Permissible as line item, covering the updating of existing products and acquisition of new productive software necessary for all 11 computers to remain current and up to date. This amount includes the yearly Symantec license for 12 computers \$425.00; the purchase of (2) Acrobat XI Pro @ \$898.00; the purchase of Adobe Creative Cloud (1) \$600.00 and the remaining \$1,000 to be maintained for any and all additional software to help us maintain mainstream state of the art equipment. research of best available prices results in a reasonable cost per month of \$250/mo x 12/mo for a total of \$3000.00/year covering all equipment in both offices.
56. N/A
57. N/A
58. Copier - Allowable by line item, a cost of \$75/mo x 12/mo results in a total of \$900/year, necessary for our volume copier that offers the most reasonable expense for special duplication needs versus outsourcing color fliers and print jobs. This figure is static from the 2012-2013 grant.
59. N/A
60. Copier maintenance allowable by line item. Due to age off machine (which is maintained in excellent working order upon request-or a minimum of twice yearly general service) the only thing that is no longer covered is the main drum, which presents a cost of \$450 including installation, for duplication of all required copy/duplication items.
61. Telephone Equipment (not bills) allowable by line item. Due to the age of the phone system, the cost projected includes maintenance and replacement of hardware/software that is often damaged by storm/ electrical events in South Florida. This is equipment is out of warranty and the component parts must, necessarily be purchased through the most reasonable cost available to insure reception and impartation of information. We have allotted \$125/per service call a total of 4 times a year for a total of \$750/yr.
62. Membership Dues - FACS: Allowable by line item. Mandatory (by statute) for receipt of Crime Stopper Trust Account Grant. \$500 has been allotted to this item, based on amount of grant. This amount remains static for the last several years.
63. Membership Dues - Southeastern Crime Stoppers - Allowable by line item. This expenditure is necessary for membership in the southeast regional area organization permitting training and the exchange of information provided by programs located in the Southeastern US. This item cost *(\$75 yearly) remains static for the past several years.
64. Membership Dues - USA Crime Stoppers - Allowable by line item. This expenditure allowed for membership in organization permitting training and exchange of information from numerous programs from across the Continental US. This item cost remains static (\$300/yr) for the past several years.
65. Corporate Filing Fees - Allowable by line item. Mandatory for doing business in the State. This cost of \$61.25 yearly remains static.
66. Board & Officers Liability - Allowable by line item. Mandatory. This cost/coverage is necessary to

Budget Narrative Operating Expenses

66. Board & Officers Liability...continued...to indemnify the members of the Board of Directors and, without the coverage, it is highly doubtful that volunteer members could be found/recruited. We have allotted \$150.00/mo x 12/mo for a total of \$1800.00/year.

67. N/A

68. N/A

69. General Liability Insurance: Allowable as line item. This coverage provides indemnification necessary for protection and mitigation of any legal action brought against the program. A one time, annual cost of \$3,700.86 is reasonable as coverage in the Miami area is one of, if not, the highest cost in the state. This policy is an older policy which we would like to maintain because after consulting several companies, we have been advised that this policy could not be duplicated as written, and certainly not at a reasonable fee.

70. Vehicle Insurance: Permissible as line item. This cost/coverage is necessary to comply with the State mandatory vehicle coverage, and also to provide comprehensive coverage against theft and damages. Our van is essential to our public awareness program and a monthly premium of \$225.00/mo x 12/mo for a total of \$2,700 a year is most reasonable.

71. Travel: Allowable by line item. Mandatory. Basically, this will cover travel expenses for attendance at 5 travel occasions - 3 FACS conferences per year which are within the state and 2 which require out of state travel. We have broken these down as 2 hotel nights each conference or \$200/conference in hotel; \$36/per diem; tolls/car rental \$400 or mileage/tolls \$275 or approx. anywhere between \$785 to \$975/attendee for 3 FACS events - more if we have to include airfare per delegate/attendee. On the Southeast and USA Conferences, although these are not mandatory, there is a great deal of information available specific to CS programs. These out of town events generally require a registration fee of approx.. \$500/delegate; the hotel we have figured \$250/room/night; \$600 airfare/per attendee and the meals remain the same at \$36.00per person/per day, for an approximate total of \$1700 per/person/. This line item has never exceeded funds set aside for travel. We have allotted a total of \$6,000 for all 5 events, based on 1 attendee. Broken down, that would average \$1,200 each; although some would require less (where we will drive) and some more (where airfare and a rental car is involved) we truly feel \$1200 will cover any event. We feel this breakdown to be most satisfactory to all parties, as we have placed reasonable costs for all events.

72. Accounting.....Allowable as a line item. We have used the same accountants for at least 8 years; a firm specializing in non-profit companies. We have allowed \$350/mo x 12/mo which will cover not only their regular monthly fee (\$175/mo) with the remainder (\$175/mo) going to our year-end accounting. We feel this yearly budgeted amount of \$4200.00 is most reasonable and has basically remained static for the last 3 years.

73. Payroll Services: Allowable as line item. Paychex prepares our checks and makes all payments necessary including payroll taxes. Additionally, they are the ones who file our quarterly tax reports. We have figured this yearly amount (\$2,200.00) on a twice monthly paycheck with accompanying paperwork; additionally, we have allowed for a small hike in rate, around September-October of the year (to \$185/mo). We feel this is the most reasonably priced company to fulfill our needs.

74. Computer Tech Support: This is allowable as a line item. This monthly expense of \$300/mo represents the ability of maintaining our large and aging computer/technology components in both offices. This budgeted yearly fee of \$3,600.00, we feel is reasonable for the type and quality of service, as available in the South Florida business community.

75. N/A

76. forward.....please see grant page 19.....

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

SALARY BREAKDOWN

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

Position/Title	Employer Benefits	Hourly Rate	Hrs. per Week	# Weeks	Salary	Employer Taxes	Total Salary
	\$0.00					\$0.00	\$0.00
	\$0.00					\$0.00	\$0.00
Admin. Assist II	\$0.00	\$15.00	30	44.3	\$19,935.00	\$1,525.03	\$21,460.03
Office Manager	\$0.00	\$26.46	35	37.5	\$34,728.75	\$2,656.75	\$37,385.50
Workers' Compensation	\$999.99					\$0.00	\$999.99
	\$0.00					\$0.00	\$0.00
Executive Director (Salaried - Not paid hourly)		\$0.00	0	0	\$61,686.07	\$4,718.98	\$66,405.05

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.	Dalanara "kiki" Lugo/Admin. II	100%	\$21,460.03	\$21,460.03		
89.	Maureen Hickey (Salaried)	100%	\$37,385.50	\$37,385.50		
90.	Workers' Compensation	100%	\$999.99	\$999.99		
91.			\$0.00	\$0.00		
92.	Executive Director (Salaried - Not paid hourly)	100%	\$66,405.05	\$66,405.05	X	
	TOTAL SALARY			\$126,250.57		

Section C: Salary Expense BUDGET NARRATIVE Provide justification and details of each salaried position to the Office of Management Services for each position, including the position title and approved by the Board of Directors. The following table includes the salary rate (e.g. \$100,000 annually) or hourly rate (e.g. \$15.00 through Friday) and hours per day or week (e.g. 40 hours per week, 8 hours per day, etc.).

Salary Narrative

Due to the continued cost of living increases and lack of salary increase, the figures below have been adjusted to balance with the 30% threshold placed on Part C. As you review the attached job descriptions, keep in mind that the three employees represent over 18 years with Crime Stoppers collectively and are most familiar with CS protocols. After expending the full funded amount proscribed in Section C, we will then rely on monies that are not grant generated dollars, as the figures above cannot possibly show a true representation of actual salary.

86. N/A

87. N/A

88. Daianara "Kiki" Lugo is approaching her 3rd year with us and is employed as an Administrative Assistant II; working six hour workdays, five days per week, Monday through Friday, 8 a.m. to 2 p.m.. She is available to work additional hours as needed. She is an hourly worker who is paid \$15/hr. and receives no benefits.

89. Maureen D. Hickey, our Office Manager, is employed going on 11 years with Crime Stoppers. She works Monday through Friday and is paid for a 35 hour workweek, 8:30 a.m. to 4 p.m., Monday through Friday. As a long standing employee she is entitled to one week sick time per year and 4 weeks paid vacation (not more than 2 weeks at a time) and is entitled to paid holidays as in keeping with the schedule of the State.

90. Workers' Compensation Insurance covering all employees of Crime Stoppers as recommended by legal counsel and the Board of Directors.

91. Richard H. Masten, Executive Director for Crime Stoppers is approaching his 5 year anniversary with Miami Dade Crime Stoppers. He is a salaried employee. He is contracted up to 20 sick days per year and 5 weeks paid vacation as well as the schedule (of State) of paid holidays. He works approximately 50+ hours per week and is on call 24/7, often being called to a crime scene in the middle of the night or on a weekend.

Board Approved Job Descriptions are 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**

76. Vehicle Maintenance: Has in previous years been allowed as a listed line item. We request that since we have a 10+ year old vehicle, purchased with Grant funds, that we be allowed to continue maintenance on same. We have allotted \$85.00/mo x 12/mo for a total of \$1,020/year. We feel these funds are most reasonable and will be used for regular maintenance which is indispensable to our Public Education Program.
77. Staff Training: An effort to keep abreast of all types of training for the betterment of the program, we feel having the ability to send staff to catch a class on a new protocol would be very beneficial to the program. These classes average out to \$119/day/pp x 12 mo for a total of \$1440.00 (some courses are discounted for more than 1 attendee) and there is also the ability to attend these classes by webinar which is approximately the same cost as an actual physical attendance). These classes cover everything from office management, bookkeeping, computers and technology matters. We feel these are reasonable costs and the resulting knowledge can only be good for the program.
78. Director/Board Training: As above, there are classes given which would be beneficial to any board member on business matters/protocols. We have been asked by the Board for the ability to perhaps attend some classes or webinars on "presentations", "Public speaking", etc. The ability to offer the opportunity to our volunteer Board can only be interpreted as a positive thing, as it will directly reflect back upon the program. The more knowledgeable our Board, the better the program looks. Additionally, with the merging of the KW and Miami programs, Mr. Masten (and possibly Sgt. BoClair Miami-Tips) will be meeting with the Keys Tips Coordinator and exchanging ideas for a smooth transition. We feel for all training reasons above, the allotment of \$150/mo x 12 mo for a total of \$1800 can only be seen as reasonable for all parties.
79. Legal: Has in previous years been allowed as a line item. By allotting \$450/mo x 12 for a total yearly allowance of \$5400 is good business considering the cost of legal representation in (law suit haven) Miami. We do carry insurance in case of a lawsuit, but this item will be set aside as a retainer for instant representation. We find this amount reasonable as after doing a comparison on legal fees we find \$375+ per hour a good rule of thumb! We consider all those examples of the reasonableness of the expense; an extra layer of protection against suit; which would reflect back on all Crime Stopper programs.
80. License for Van: Previously allowable by line item. Mandatory by State. This cost has remained static for several years at just under \$75/yr. so we can keep our most well known transport on the road.
81. State of Florida (License/Tag-Trailer-open) Has in previous years been allowed as a line item. Mandatory by State. This cost has remained static for several years at just under \$35/yr, as directed by the State. This tag goes on our open trailer; which is used delivering large items (tents, tables, chairs) to outdoor events related to public awareness.
82. State of Florida (License/Tab-Trailer-closed) SEE PART A, LINE 15.
83. State of Florida - DMA - Parking (Mandatory); This is a mandatory fee imposed by the DMA for vehicle parking on premises. This cost (of just under \$80/p vehicle) was set by the state and is imposed on every vehicle of building residents. We have 5 vehicles so our estimated cost will be \$400.00/yr.
84. Enclosed Trailer: SEE PART A, LINE 15.

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

Budget Category	%	Total Cost
Part A. Rewards and Public Education (Minimum of 50% of Award Amount)	50%	\$210,417.86
Part B. Operating Expenses	20%	\$84,167.11
Part C. Salaried Employees (Maximum allowed 30% of Award Amount)	30%	\$126,250.57
TOTAL	100%	\$420,835.54
Award Amount	\$420,835.55	

Section 1.1: 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 4.1: 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>10. Reporting Requirements: The Provider will submit thirteen (13) complete Reimbursement Request/Expenditure Reports and Performance Reports with original signatures, to include all required support documentation, by the 20th of the following month in which expenses occurred, even if no expenses were incurred.</p>	<p>10. The Provider will submit thirteen (13) complete monthly Reimbursement Request/Expenditure Reports with an original signature and performance reports, which must be post marked on or before the 20th of the following month even if no expenses were incurred. If the 20th falls on a Saturday, a Sunday or a federal holiday, then documents must be post marked by the next business day. The monthly reimbursement request shall include all invoices and required support documentation for expenditures either mailed or scanned and received within the above same time frame. The performance report shall include all required support documentation for determining the completion status of deliverables either mailed or scanned and received within the above same time frame.</p>	<p>10. Reporting Requirements: (a)The Provider must submit monthly one of the following as proof of post-mark date: (i)Copy of receipt provided by U. S. Postal Service for mailing the Reimbursement Request and Monthly Performance Report; (ii)Copy of receipt or other document provided by UPS or Fed Ex indicating the date Reimbursement Request and Monthly Performance Report was mailed; (iii)Copy of UPS, Fed Ex or U. S. Postal Service tracking form indicating the date Reimbursement Request and Monthly Performance Report was mailed. (b)All support documents and signed Monthly Performance Report must be scanned and emailed to the OAG Grant Manager and Program Administrator by the 20th of the following month; if the 20th falls on a Saturday, a Sunday or a federal holiday, the documents must be received no later than the next business day.</p>	<p>10. Reporting Requirements: (a) 5% reduction will be applied to the reimbursement request if the provider fails to submit 13 monthly reimbursement/ monthly performance reports that are not postmarked by the 20th of the following month, except if the 20th falls on a Saturday, a Sunday or a federal holiday, then must be postmarked by the next business day; and support documentation is not submitted according to the same requirements as stated above. (b) A Provider who submits a "0" reimbursement that is deem by the requirements to be late will be sanctioned 5% or up to \$100 on their next reimbursement, whichever is greater or lesser</p>
<p>11. Television Production (Program Associated): The Provider will deliver the necessary electronic media to the television station's engineering/ broadcast departments in final High Definition format with digital effects, original and licensed music, video and audio content, graphics and coding.</p>	<p>11. Television Production (Program Associated) The Provider will produce, edit, and deliver twelve (12) new television episodes in broadcast ready format, High Definition format to CBS4-WFOR TV-Miami. The Provider will also produce and deliver four (4) episodes recapping previous cases. The Provider will produce four (4) :30 second Public Service Announcements (PSAs) for television broadcast.</p>	<p>1. Provide copy of Invoice indicating episode payment is requested 2. Provide copies of each segment for all productions at time of reimbursement request 3. Maintain list of dates and time 16 episodes aired & statistics of cases solved for Performance Review</p>	<p>100% of total cost will be disallowed if Provider fails to complete 12 new episodes of cold cases and 4 recap cold case episodes and 4 PSAs program associated and deliver to CBS4-WFOR TV-Miami and submit the required support documentation indicating achievement</p>

**MEMO OF UNDERSTANDING
FOR SUBLEASE OF CERTAIN PREMISES BETWEEN
THE FLORIDA DEPARTMENT OF LAW ENFORCEMENT (FDLE)
AND CRIME STOPPERS OF MIAMI-DADE COUNTY, INC.**

Pursuant to authority granted by Chapter 943.03(5), Florida Statutes, the Florida Department of Law Enforcement (FDLE) will sublease space within the Miami Regional Operations Building to Crime Stoppers of Miami-Dade County, Inc., an a Florida non-profit corporation (Crime Stoppers), which space is part of the premises leased by FDLE under Lease No. 971:6801, dated April 8, 2002, between FDLE and the Department of Management Services (DMS), a copy of which is attached hereto for reference. The space will be used by Crime Stoppers to facilitate and support investigations of crimes against the citizens of the State of Florida.

- Crime Stoppers agrees to reimburse FDLE for space subleased at the current rate of **\$17.18** per square foot per year for **1,131** square feet, payable quarterly in arrears at the rate of **\$4,857.65**. Said cost will include heating and cooling. If the rental FDLE is paying to DMS is increased pursuant to Section XII of Lease No. 971:6801, the rate and amount by which Crime Stoppers reimburses FDLE will increase proportionately. The rent for any fractional part of a quarter shall be prorated.
- Except as expressly provided herein, FDLE does not assume any obligations as Sub-Lessor toward Crime Stoppers as Sub-Lessee.
- Sections V, VII, IX, and XIII of Lease No. 971:6801, are incorporated herein by reference, and shall be binding on Crime Stoppers to the same extent as if Crime Stoppers were the party identified as "Lessee" and the space subleased to Crime Stoppers were the property identified as the "premises" in that Lease.
- Crime Stoppers will be responsible for establishing and paying for telephone services to its offices, supplies, and other material required to perform its mission.
- Any cost for renovation will be the responsibility of Crime Stoppers subject to the prior approval of FDLE and DMS.
- FDLE and/or Crime Stoppers reserve the right to cancel the sublease embodied in this Memo of Understanding with or without cause upon giving 30 days written notice.
- The sublease embodied in this Memo of Understanding begins **October 1, 2012** and ends five years from that date.
- FDLE's obligations under this Memo of Understanding are subject to the appropriation and availability of funds to FDLE for such purposes.
- This Memo of Understanding may be modified at any time by written consent of the parties thereto.

Down AGC

BY: [Signature] 10/22/12
Assistant Commissioner, FDLE Date

BY: [Signature] 10-01-12
Crime Stoppers of Miami-Dade County, Inc. Date

PRINTED: Maureen D. Hickey

PRINTED: RICHARD H. MASTEN

Witness signature [Signature]

MAUREEN D. HICKEY
Witness

Witness signature [Signature]

DAIANARA LUGO
Witness

FACS PROGRAMS IN COMPLIANCE – 2013-2014 FISCAL YEAR

The following programs are in compliance and in good standing with FACS going into the 2013-2014 fiscal year: ***

*** The programs are shown in compliance on the IRS website; however that website is often incorrect as they run about 8 months behind in revocations.

1. Broward County Crime Stoppers
2. Citrus County Crime Stoppers
3. Columbia County Crime Stoppers
4. Emerald Coast Crime Stoppers
5. First Coast Crime Stoppers
6. Gulf Coast Crime Stoppers
7. Heartland Crime Stoppers
8. Hernando County Crime Stoppers
9. Jackson County Crime Stoppers
10. Crime Stoppers of the Keys
11. Manatee County Crime Stoppers
12. Miami Dade Crime Stoppers
13. Palm Beach Crime Stoppers
14. Panhandle Crime Stoppers
15. Pinellas County Crime Stoppers
16. Santa Rosa County Crime Stoppers
17. Sarasota County Crime Stoppers
18. Suwannee County Crime Stoppers
19. Tampa Bay Crime Stoppers
20. Treasure Coast Crime Stoppers

The following programs will be in compliance IF they attend the Summer Conference in Orlando:

1. Central Florida CrimeLine
2. Hamilton County Crime Stoppers
3. Holmes County Crime Stoppers
4. Levy County Crime Stoppers
5. Madison County Crime Stoppers
6. Marion County Crime Stoppers
7. Northeast Florida Crime Stoppers
8. Southwest Florida Crime Stoppers

The following must produce a list of their Board of Directors:

1. Alachua County

The following must attend the Summer Conference and produce a list of their Board of Directors:

1. Big Bend Crime Stoppers
2. Washington County Crime Stoppers



ADMINISTRATIVE ASSISTANT II JOB DESCRIPTION

1. Maintain/update all "Contact Lists";
2. Coordinate Special Events with BOD; prepare and package all allowable Specialty Items and brochures;
3. Coordinate computer programs and maintenance sessions (for both offices) with IT;
4. Work with by Ex. Director on all posters, brochures and media requiring computerized artwork. Maintain all graphic files. When requested by (L/O) departments, after authorization by Ex. Director, create wanted flyers and oversee distribution of same;
5. Order and replace office inventory items as necessary for both offices.;
6. Place all orders for promotional items and brochures, as requested by the Executive Director;
7. Coordinate with Ex. Director and film crew the scheduling of re-enactments to be broadcast on Channel 4/UPN33 as follows:
 1. Prior to Re-enactment: Contact departments/detectives for recommendations on cases for filming. Work with individual detectives and family members with pre-film paperwork, direction and interview, acting as (Spanish) interpreter if necessary, coordinate actors and send updates and reminders to all parties.
 2. During Re-enactment: Liaison with police/re-enactors and production crew on site; Distribute and collect paperwork (Unsolved Crime Submission Form and General Liability Wavers;
 3. Post Production: Maintain contact with police/family members and production crew. Coordinate with production crew reference finalization of episode(s) as per filming protocol; Coordinate with police/family members/media date of air, channel and time.
8. Create/maintain Re-enactment diary and folder on all individuals/episodes;
9. Monitor/maintain daily news (media) clips through TVEyes and local publications;
10. Monitor/maintain web and social media sites;
11. Assist Executive Director and Office Manager with jobs specific.

Administrative Offices

1030 Northwest 111th Avenue, Miami, Florida 33172
Phone: 305.471.6160 • Facsimile: 305.471.6155
www.crimestoppersmiami.com



OFFICE MANAGER JOB DESCRIPTION

1. Oversee office staff and office operation;
2. Receive/date stamp daily mail and distribute for review/direction;
3. Maintain all Miami-Dade Crime Stoppers bank accounts:
 - a. Prepare checks for signature;
 - b. Prepare all deposits;
 - c.
4. Prepare and coordinate:
 - a. Weekly staff meetings;
 - b. Monthly BOD Meetings to include preparation of individual packages of
 1. Agenda;
 2. Meeting Minutes (provided by BOD Secretary);
 3. Treasurer's Report (provided by BOD Treasurer);
 4. Any and all "other" correspondence;
 5. Executive Director's Activity Report (provided by Ex. Director);
 6. Reward Authorizations for Payout (provided by Tips Coordinator).
5. Monitor Trust Fund paperwork to include monthly
 - a. Request for Reimbursement;
 - b. Monthly Performance Report;
 - c. Rewards and Public Education Tracking Form;
 - d. Operating Account Tracking Form
(NOTE: All tracking forms to include copy of bill/statement and check)
 - e. Salary Tracking Forms (2) to include
 - i. Payroll journal and monthly timesheets
 - f. Quarterly Perpetual Budget;
 - g. Preparation of all Budget or Program Modifications
 - h. Preparation all Travel Pre-Authorization and Reimbursement forms
 - i. Preparation bill requests
 - j. Prepare/duplicate/file all of the above.
6. Prepare and maintain Executive Director's calendar and travel arrangements
7. Attend any OAG Seminar for Grants or FACS meeting as directed by Ex. Director;
8. Assist Executive Director (and Board) as directed by the Executive Director.

Administrative Offices

1030 Northwest 111th Avenue, Miami, Florida 33172
Phone: 305.471.6160 • Facsimile: 305.471.6155
www.crimestoppersmiami.com



EXECUTIVE DIRECTOR JOB DESCRIPTION

1. Manage day to day operation of Miami-Dade Crime Stoppers (MDCS);
2. Interview/hire/fire and oversee all (MDCS) personnel;
3. Assist the Board of Directors' various activities to include grant proposals, corporate and individual donations;
4. Administer/oversee marketing and public relations activities on behalf of MDCS;
5. Liaison with MDCS Board of Directors, the Tips Coordinator; law enforcement and public officials to include local, state, county, city and federal authorities;
6. Actively seek speaking engagements with law enforcement, community groups and media to promote the MDCS program(s);
7. Meet goals and objectives set annually by the MDCS Board of Directors;
8. Maintain and provide a written report on all MDCS related activities engaged in, to the BOD on a monthly basis;
9. Attend both regular and special BOD meetings as requested/required, and Executive Committee meetings upon request;
10. Coordinate/oversee filming of re-enactments, television shows, public service announcements, interviews with public, media and law enforcement. Oversee production/reproduction of DVDs for distribution to media, law enforcement, public and educational/training groups;
11. Represent/attend any FACS, SECS, CSUSA and/or OAG seminars, as scheduled.

Administrative Offices

1030 Northwest 111th Avenue, Miami, Florida 33172
Phone: 305.471.6160 • Facsimile: 305.471.6155
www.crimestoppersmiami.com

**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 of Miami Dade County, Inc.

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

Grant Number: 017-13

Due on or before August 20, 2013

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

MINIMUM PERFORMANCE STANDARDS

	Monthly Services Completed	Yearly Services Required	YTD Services Provided	SANCTIONS
(1) Tip Line: The Provider will provide and maintain a 24 hour, 7 days a week, 365 days a year, tip line for the public to report information concerning crimes, criminals, and other wanted fugitives. (a)Provide a copy of the OAG tip log or the Tip Soft report if the using Tip Soft which indicates tips received and/or paid. These reports must include CSI tip number or if not using Tip Soft, the tip numbers assigned, how tip was received (i.e. phone, text, web, etc.), date tip received. or (b)Provide a copy of the tip line phone bill or answering service invoice.	0	12	0	10% reduction of reimbursement submitted for any month a phone line is not provided; and support documentation is not submitted as required.
(2) 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.	0	12	0	10% reduction of reimbursement submitted for failure to review, approve or deny rewards submitted for payment; and support documentation is not submitted as required.

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

Crime Stoppers Monthly Performance Report (Attachment D)

July 2013

	Monthly Services Completed	Yearly Services Required	YTD Services Provided	SANCTIONS
<p>(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.

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

	Monthly Services Completed	Yearly Services Required	YTD Services Provided	SANCTIONS
<p>(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. (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.)</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 deemed 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. Television Production (Program Associated) The Provider will produce, edit, and deliver twelve (12) new television episodes in broadcast ready format, High Definition format to CBS4-WFOR TV-Miami. The Provider will also produce and deliver four (4) episodes recapping previous cases. The Provider will produce four (4) :30 second Public Service Announcements (PSAs) for television broadcast. Documentation Required: 1. Provide copy of Invoice indicating episode payment is requested 2. Provide copies of each segment for all productions at time of reimbursement request 3. Maintain list of dates and time 16 episodes aired & statistics of cases solved for Performance Review	0	20	0	100% of total cost will be disallowed if Provider fails to complete 12 new episodes of cold cases and 4 recap cold case episodes and 4 PSAs program associated and deliver to CBS4-WFOR TV-Miami and submit the required support documentation indicating achievement
	0	0	0	
	0	0	0	

	Monthly Services Completed	Yearly Services Required	YTD Services Provided	SANCTIONS
	0	0	0	
	0	0	0	
	0	0	0	

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

Enter justification for bid selection:

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

SIGNATURE OF AUTHORIZING OFFICIAL: _____ BOARD APPROVAL DATE: _____

FLORIDA CRIME STOPPERS GRANTS

BUDGET AS APPROVED

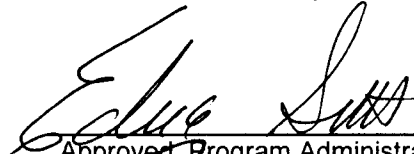
Agency Name: Crime Stoppers of Miami-Dade County, Inc.

Grant No: 017-13

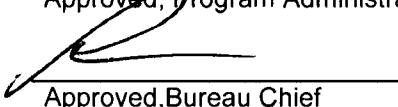
Date: July 1, 2013

Amend No:

	Amount Requested	Amount Approved
Rewards and Public Education	\$210,417.86	\$210,417.86
Operating Expenses	\$84,167.11	\$84,167.11
Salaried Employees	\$126,250.57	\$126,250.57
Non-Sworn	\$ 126,250.57	\$ 126,250.57
Non-Sworn Employed by a Law Enforcement Agency	\$ -	\$ -
Sworn	\$ -	\$ -
Total Budget Requested	\$ 420,835.54	
Available Trust Fund Amount	\$ 420,835.55	
Difference	\$ 0.01	
Disallowed or Reduced Expenditures:		
Total Reduction/Disallowed:		
Total Approved Budget	\$ 420,835.54	\$ 420,835.54



 Approved, Program Administrator



 Approved, Bureau Chief

7-11-13
 Date

7/11/13
 Date