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CRIMINAL JUSTICE PROGRAMS  
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**AGREEMENT BETWEEN THE STATE OF FLORIDA  
DEPARTMENT OF LEGAL AFFAIRS  
OFFICE OF THE ATTORNEY GENERAL**

**AND**

**Pinellas County Board of County Commissioners  
GRANT NO: PC19-16  
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 Pinellas County Board of County Commissioners, a political subdivision of the State of Florida, hereafter referred to 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 Agreement including Attachments A, B, C, D, Exhibit 1 and Exhibit 2, which together constitute the entire Agreement.

**ARTICLE 2. SCOPE OF SERVICES**

The PROVIDER agrees to provide units of deliverables, including reports, findings, and drafts, as specified in this Agreement, 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 Agreement, the PROVIDER shall be compensated in accordance with Section 112.061, Florida Statutes (2015), or at such rates as specified in this Agreement, whichever is lower.

Financial consequences, as required pursuant to Section 215.971(1)(c), Florida Statutes, shall be applied pursuant to the requirements of Attachment D on a monthly basis for Deliverables 1, 2, 3, 4, 6 and 9, on a yearly basis for Deliverables 5 and 8, and on a quarterly basis for Deliverable 7.

The PROVIDER shall neither assign this Agreement to another party nor subcontract any work contemplated under this Agreement 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 Agreement 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 Agency shall at all times be entitled to assign or transfer its rights, duties, or obligations under this Agreement to another State of Florida government entity after giving written notice to the PROVIDER. In the event the Agency assigns or transfers this Agreement, the PROVIDER remains responsible for performing its duties and obligations under the Agreement, and the Agreement 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 listed below which is based upon the amount of monies deposited into the Crime Stoppers Trust Fund within the judicial circuit in which monies were collected and available for award and available unused funds. The Agency shall distribute funds as equitably as possible, based on amounts collected within each county, when more than one county is eligible for funds 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 Provider. In accordance with Attachment B, the total sum of monies approved for the costs incurred under this Agreement shall not exceed \$195,080.35.

The PROVIDER shall not commingle grant funds with other business or personal funds or accounts and must keep grant funds physically separated from all other business or personal funds or accounts in a separate account.

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

This Agreement shall become effective on July 1, 2016, or on the date when the Agreement has been signed by all parties, whichever is later, and shall continue through June 30, 2017. No modifications can be made after the termination date, June 30, 2017, 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. Failure of the Provider to register electronically with the State of Florida will result in non-payment for expenditures by the Department of Financial Services until the Provider has complied. The online registration can be completed at: <http://dms.myflorida.com/dms/purchasing/myfloridamarketplace>.

### **ARTICLE 6. W-9 REQUIREMENT**

The State of Florida Department of Financial Services requires that vendors have a verified Substitute Form W-9 on file in order to avoid delays in payments. Information on how to register and complete your Substitute Form W-9 can be found at <http://flvendor.myfloridacfo.com>. The Vendor Management Section can also be reached at (850) 413-5519.



## **ARTICLE 7. 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, 2016, through June 30, 2017. 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. Budget amendment requests for transfers between funded line items within the same budget category will be given priority status by the Department and will be reviewed for approval within three (3) business days of receipt of the written request. The Department will respond to budget amendment requests which are not for transfers between funded line items within the same budget category within thirty (30) days of receipt of such request. The Department will respond to such requests within thirty (30) days of receipt. Budget amendments must be approved in writing by the Department prior to the expenditure or any adjustments between previously approved budget categories and/or line items.

The PROVIDER understands and agrees that grant 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 allowable rates for state employee travel pursuant to Section 112.061, Florida Statutes (2015) 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, 2017, the termination date of the Agreement.

Office space rental reimbursed from the Crime Stoppers Trust Fund may only be used for Crime Stoppers activities. If the space is used for other than Crime Stoppers activities, the Provider will only be reimbursed a percentage of the total cost based upon the percentage of time that the space is being used for Crime Stoppers activities.

## **ARTICLE 8. METHOD OF PAYMENT**

The PROVIDER, in accordance with Section 216.181(16), Florida Statutes (2015), 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 grant fund payments shall be based on reimbursement of monthly expenditures as reported by the PROVIDER. Provider repayment of an advance payment shall begin on April 1, 2017, 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 was ever deposited into an interest-bearing account.

A Reimbursement Request shall be processed 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 for 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.

All invoices received from the PROVIDER will be processed in accordance with Section 215.422, Florida Statutes (2015).



In accordance with the provisions of Section 287.0582, Florida Statutes (2015), if the terms of this Agreement and payment thereunder extend beyond the current fiscal year, the Agency's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Legislature.

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

#### **ARTICLE 9. VENDOR OMBUDSMAN**

Pursuant to Section 215.422(7), Florida Statutes (2015), the Department 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 10. 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 payment and processing of Reimbursement Requests until all required reports have been submitted in a satisfactory manner.

#### **ARTICLE 11. 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 12. PURCHASES**

The PROVIDER must purchase articles which are the subject of or are required to carry out this Agreement from Prison Rehabilitative Industries and Diversified Enterprises, Inc., (PRIDE) identified under Chapter 946, Florida Statutes (2015), in the same manner and under the procedures set forth in Sections 946.515(2) and (4), Florida Statutes (2015). For purposes of this Agreement, the PROVIDER shall be deemed substituted for the Agency insofar as its 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 Agreement, in accordance with the provisions of Section 403.7065, Florida Statutes (2015).

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 business organization, the PROVIDER must comply with Rule 60A-1.002, F.A.C. and Chapter 287, Florida Statutes, to obtain a minimum of three (3) written quotes for all grant-related purchases equal to or in excess of Two Thousand Five Hundred Dollars (\$2,500) unless it can be documented that the vendor is a sole source supplier. A Reimbursement Request must be submitted to the Office of the Attorney General and shall include copies of the three (3) written quotes and proof of the Board of Directors review and approval for all products or services exceeding the amount of \$2,500. The Agency, upon request in advance, may approve in writing an alternative purchasing procedure.



**ARTICLE 13. PROPERTY**

The PROVIDER shall comply with the requirements set forth in Chapter 273, Florida Statutes (2015) and Chapter 69I-72, F.A.C. The PROVIDER agrees to be responsible for the proper care, custody and distribution of all property acquired with grant funds, and agrees not to sell, transfer, encumber, or otherwise dispose of property acquired with grant funds without the written permission of the Agency. Upon expiration of the term of this Agreement all such property shall be inventoried and shall be made available for transfer to the Agency in the Agency's sole discretion.

**ARTICLE 14. AUDITS, INSPECTIONS, INVESTIGATIONS, RECORDS AND RETENTION**

The PROVIDER shall maintain books, records, and documents (including electronic storage media) in compliance with Section 215.97, Florida Statutes (2015), sufficient to reflect all income and expenditure of funds provided by the Agency under this Agreement 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 Agreement for a period of five (5) years after completion of the Agreement or longer when required by law. In the event an audit is required under this Agreement, records shall be retained for a minimum period of five (5) years after the resulting audit report is issued or until resolution of any audit findings or litigation based on the terms of this Agreement, at no additional cost to the Agency.

The PROVIDER, upon demand, and at no additional cost to the Agency, will facilitate the duplication and transfer of any records or documents during the required retention period set forth in Article 14, Paragraph 2.

The PROVIDER agrees that these records shall be subject at all reasonable times to inspection, review, copying, and/or audit by Federal, State, or other personnel duly authorized by the Agency or by operation of 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 C.F.R., §92.36(i)(10) (2015), full access to and the right to examine any of the PROVIDER's contracts and related books, papers, documents, and records which are directly pertinent 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 Agreement 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 Agency's Office of the Inspector General (Section 20.055, Florida Statutes (2015), or as authorized by law.

**ARTICLE 15. 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 Agreement, and to interview any clients, employees and subcontractor's employees of the PROVIDER concerning the performance of the terms and conditions of this Agreement. 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 written report delivered by the Agency.

**ARTICLE 16. RETURN OF FUNDS**

The PROVIDER shall return to the Agency any overpayments made to the PROVIDER stemming from the identification of uncommitted funds or disallowed items pursuant to the terms and conditions of this Agreement. 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 assessed a service charge equal to the rate of interest payable on judgments or decrees at the lawful rate established by the Chief Financial Officer of the State of Florida pursuant to Section 55.03, Florida Statutes, on the amount of the overpayment or outstanding balance thereof.

**ARTICLE 17. FINAL INVOICE**

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

**ARTICLE 18. NOTICE**

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

**ARTICLE 19. 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 by those persons while acting within the scope of their authority during the existence of this Agreement and any renewal(s) and extension(s) thereof. Upon execution of this Agreement, the PROVIDER shall furnish the Agency written verification through a Certificate of Coverage 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 Agreement.

**ARTICLE 20. 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 Agreement 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 Agreement. 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 support services (e.g., office space, office supplies, telephone service, secretarial or clerical support) to the PROVIDER, or its subcontractor or assignee, unless specifically agreed in writing by the Agency.

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

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

#### **ARTICLE 21. 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 Section 119.011 (12), Florida Statutes (2015), made or received by the PROVIDER in conjunction with this Agreement, 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 Agreement.

The Provider shall allow public access to all documents, papers, letters, or other materials made or received in conjunction with this Agreement, except for those records exempt from disclosure under one of the statutory provisions mentioned in the paragraph above, or are otherwise exempt from disclosure by operation of Section 119.071, Florida Statutes (2015) or Chapter 119, Florida Statutes. Failure by the Provider to allow the aforementioned public access constitutes grounds for unilateral cancellation by the OAG at any time, with no recourse available to the Provider. The Provider shall also keep and maintain all public records consistent with the State of Florida's record retention schedule. The Provider shall provide the OAG with a copy of all requested public records or allow the records to be inspected and copied within a reasonable time, or as otherwise provided by law. The provider will ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion of the Agreement if the Provider does not transfer the records to the OAG at that time.

Upon completion of the Agreement, the Provider shall keep and maintain public records required by the OAG to perform the services to be provided in the scope of this Agreement or electronically transfer, at no cost, to the OAG all public records in possession of the Provider. If the Provider transfers all public records to the OAG upon completion of the Agreement, the Provider shall destroy all duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Provider keeps and maintains public records upon completion of the Agreement, the Provider shall meet all applicable requirements for retaining public records. All public records stored electronically must be provided to the OAG, upon request of its Custodian of Public Records, in a format compatible with the information technology systems of the OAG.



**IF THE PROVIDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PROVIDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 850-414-3300, [pam.bondi@myfloridalegal.com](mailto:pam.bondi@myfloridalegal.com), OFFICE OF THE ATTORNEY GENERAL, PL-01, THE CAPITOL, TALLAHASSEE, FL 32399.**

**ARTICLE 22. 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 eligibility to work in the United States of all persons employed during the Agreement term by the PROVIDER to perform employment duties within Florida.

**ARTICLE 23. NONDISCRIMINATION**

The Provider shall comply with all federal, state, local laws and ordinances applicable to the work and shall not discriminate on the grounds of race, color, religion, sex, or national origin in the performance of work.

**ARTICLE 24. CONFIDENTIALITY OF CLIENT INFORMATION**

The PROVIDER agrees not to use or disclose any information concerning a recipient of services under this Agreement 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 25. 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 Agreement in press releases, advertising or promotional materials distributed to the PROVIDER's prospective customers.

**ARTICLE 26. PUBLIC ENTITY CRIME**

Pursuant to Section 287.133(2)(a), Florida Statutes (2015), 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, proposal, or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals, or replies 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, Florida Statutes (2015), for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

**ARTICLE 27. 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 Agreement, the parties intend that this provision will survive the Agreement for a period of two years. In addition to any other remedies available to the Agency, any violation of this provision will result in referral of the PROVIDER's name and description of the violation of this term to the Florida Department of Management Services for the potential inclusion of the PROVIDER's name on the suspended vendors list for an appropriate period. The PROVIDER will ensure that its subcontractors, if any, comply with these provisions.

**ARTICLE 28. 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 Agreement, 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 Agreement 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 Agreement 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 Agreement. 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 Agreement 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 Agreement.

All subcontracts entered into by the PROVIDER must specify that all patent rights and copyrights are reserved to the State of Florida, as set forth in this Article.

**ARTICLE 29. 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 30. 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 as set forth in this Article expires or is vacated, the PROVIDER will refund the proportionate share of the state's initial investment, as determined by the Agency.

### **ARTICLE 31. INDEMNIFICATION**

To the extent permitted by Section 768.28, Florida Statutes, (2015), 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 attorney's 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 Agreement 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 attorney's 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 claims, suits, judgments or damages arising out of the sole negligent acts of the Agency.

### **ARTICLE 32. TERMINATION**

This Agreement may be terminated by either party without cause upon not less than thirty (30) calendar days' written notice 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, email, or by hand delivery, either, in the case of the Agency, to its contract manager or, in the case of the PROVIDER, the representative responsible for administration of the program.

In the event funds for payment pursuant to this Agreement become unavailable, the Agency may terminate this Agreement upon no less than twenty-four (24) hours written notice to the PROVIDER. Said notice shall be sent by a method of U.S. Postal Service, email, or by hand delivery, to 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 Agreement may be terminated for cause upon no less than twenty-four (24) hours written notice to the PROVIDER. If applicable, the Agency may employ the default provisions set forth in Rule 60A-1.006(3), Florida Administrative Code. Waiver of breach of any provisions of this Agreement 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 Agreement. The provisions herein do not limit the Agency's right to any remedies at law or in equity.

In the event this Agreement is terminated, or, in any event, upon its expiration, 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 thirty (30) days of the earliest of either the effective date of termination or the date of 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, only if proper and complete documentation is received by the Agency within thirty (30) days following the effective date of termination of this agreement.

### **ARTICLE 33. 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 34. OFFICIAL PAYEE AND REPRESENTATIVES (Names, Addresses, Telephone Numbers and Email Address):**

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

**Name:** Pinellas County Board of County Commissioners  
**Address:** 10750 Ulmerton Road  
**City, State Zip:** Largo, Florida 33778  
**Telephone Number:** (727) 582-6447  
**Email Address:** sfraley@pcsonet.com

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

**Name:** Susan Krause, Treasurer  
**Address:** 10750 Ulmerton Road  
**City, State Zip:** Largo, Florida 33778  
**Telephone Number:** (727) 582-6260  
**Email Address:** skrause@pcsonet.com

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

**Name:** Deborah Martino  
**Title:** Crime Stoppers Coordinator  
**Address:** 10750 Ulmerton Road  
**City, State Zip:** Largo, Florida 33778



**Telephone Number: (727) 582-5806**  
**Email Address: dmartino@pcsonet.com**

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

**Name: Richard R. Nuss**  
**Title: Bureau Chief**  
**Address: PL-01, The Capitol**  
**City, State Zip: Tallahassee, Florida 32399-1050**  
**Telephone Number: (850) 414-3360**  
**Email Address: rick.nuss@myfloridalegal.com**

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

**ARTICLE 35. GOVERNING LAW**

This Agreement 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 36. JURISDICTION AND VENUE**

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

**ARTICLE 37. AGREEMENT AS INCLUDING ENTIRE AGREEMENT**

This Agreement and its attachments, Attachment A, Attachment B, Attachment C, Attachment D, Exhibit 1 and Exhibit 2, and any additional 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 Agreement shall supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of this Agreement is determined by a court of law to be unlawful or unenforceable, the remainder of the Agreement shall remain in full force and effect.

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By signing this Agreement, the parties agree that they have read and agree to the entire Agreement, as described in Article 37 above.

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

**PROVIDER: Pinellas County Board of County Commissioners**

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

Mark S. Woodard  
**PROVIDER REPRESENTATIVE (DATE)** 6/15/16  
Mark S. Woodard  
Pinellas County Administrator  
**TITLE OF PROVIDER REPRESENTATIVE**

Bonnie Rogers 6/22/16  
**BONNIE ROGERS (DATE)**  
**DIRECTOR OF ADMINISTRATION**

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

**PROVIDER Fiscal Year Ending Date:** 09/30/16

APPROVED AS TO FORMS  
OFFICE OF COUNTY ATTORNEY  
By [Signature]  
Attorney







**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 or its designee 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, the 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 the PROVIDER is appropriate, the PROVIDER agrees to comply with any additional instructions provided by the Agency staff to the PROVIDER regarding such audit. The 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 the 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 the PROVIDER expends \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) or more in Federal awards in its fiscal year, the 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, the 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 the 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, the PROVIDER shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

3. If the 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 the 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 PROVIDER resources obtained from other than Federal entities).
4. **NOTE: FOR ADDITIONAL INFORMATION, PLEASE GO TO:**  
<https://apps.fldfs.com/fsaa/>

## **PART II: STATE FUNDED**

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

1. In the event that the PROVIDER expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such PROVIDER (for fiscal years ending September 30, 2004 or thereafter), the 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, the PROVIDER shall consider all sources of state financial assistance, including state financial assistance received from the Agency, other state 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, the 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 the 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 the 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 the 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 the PROVIDER directly to each of the following:
  - A. The Agency at the following address:

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

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10<sup>th</sup> Street  
Jeffersonville, IN 47132
  - C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.
2. In the event that a copy of the reporting package for an audit required by PART I of this agreement and conducted in accordance with OMB Circular A-133, as revised, is not required to be submitted to the Agency for the reasons pursuant to Section .320 (e)(2), OMB Circular A-133, as revised, PROVIDER shall submit the required written notification pursuant to Section .320 (e)(2) and a copy of PROVIDER's audited schedule of expenditures of Federal awards directly to the Agency's Contract Manager listed in this Contract.
3. Copies of financial reporting packages required by PART II of this agreement shall be submitted by or on behalf of the PROVIDER directly to each of the following:



A. The Agency at the following address:

The Office of the Attorney General  
Rick Nuss, Bureau Chief  
Bureau of Criminal Justice Programs  
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 the 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. PROVIDERs, 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 the 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 THE PROVIDER PURSUANT TO THIS AGREEMENT  
CONSIST OF THE FOLLOWING:**

No Federal Project Funds Awarded

**STATE RESOURCES AWARDED TO THE 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>AMOUNT</u>
#41.002	Office of the Attorney General	Crime Stoppers	\$195,080.35

**TOTAL STATE FUNDS AWARDED SUBJECT TO SECTION 215.97, F.S. \$195,080.35**

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED 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 the PROVIDER.***



FLORIDA CRIME STOPPERS TRUST FUND

ATTACHMENT B  
Grant Application

**ORIGINAL**

Grant Year: 2016-2017

Section 1. Applicant Information

Type of Governmental Agency or Organization (check Space)

County  Member, Florida Association of Crime Stoppers, Inc.

Organization Information

CRIMINAL JUSTICE PROGRAMS  
FCPTI

Name of Agency or Organization: Pinellas County Board of County Commissioners (C/O Pinellas County Sheriff's Office)

Organization Mailing Address: 10750 Ulmerton Road Applicable Judicial Circuits: Sixth

City: Largo State: FL Zip: 33778

Federal Identification Number: [REDACTED] Participating Counties: Pinellas

Total Budget Request: \$195,080.35

Individual to Contact in Case of Question: Susan Fraley Area Code/Phone No. +1 (727) 582-6447

E-Mail Address: sfraley@pcsonet.com

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

- |   |  |
|---|--|
| Agency: Florida Department of Law Enforcement       | Agency: Florida Department of Corrections            |
| Agency: Crime Stoppers of Tampa Bay, Inc.           | Agency: Pinellas County Sheriff's Office             |
| Agency: Largo Police Department                     | Agency: Belleair Police Department                   |
| Agency: Gulfport Police Department                  | Agency: Kenneth City Police Department               |
| Agency: Treasure Island Police Department           | Agency: Federal Bureau of Investigations             |
| Agency: U.S. Marshal Service                        | Agency: University of South Florida, St. Pete Campus |
| Agency: Florida Highway Patrol                      | Agency: Tarpon Springs Police Department             |
| Agency: Florida Association of Crime Stoppers, Inc. | Agency: Crime Stoppers USA                           |
| Agency: St. Petersburg Police Department            | Agency: Clearwater Police Department                 |
| Agency: Pinellas Park Police Department             | Agency: Indian Shores Police Department              |
| Agency: Pinellas County Schools Police              | Agency: Pinellas County Schools                      |
| Agency: Local Print Media                           | Agency: Area Businesses                              |

**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 Package for the duration of the grant period. Funds approved in "Attachment B" may not be used for donations, contributions, or other types of like expenditures. All funds, without exception, not utilized by this grant must be returned to the Crime Stopper Trust Fund. Further, I certify the information in this application is true, complete and correct.*

Name of Program Director:  Title:

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

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

Signature of Program Director: *Deborah A. Martino* Date of Signature:

E-Mail Address:

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

Name of Authorizing Official:  Title:

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

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

Signature of Authorizing Official: *Mark J. Woodard* Date of Signature:

E-Mail Address:

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

Name of Financial Officer:  Title:

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

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

Signature of Financial Officer: *Susan Krause* Date of Signature:

E-Mail Address:

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



### Section 3. Organization Board of Directors

List the names of the members of your organization's Board of Directors and their personal e-mail addresses. For those Board members who meet the exemptions as outlined in Chapter 119, F.S., please check the "Exempt" box.

Position on Board	Name	E-Mail Address	Exempt
Chairman/President:	Greg Tita [REDACTED]	[REDACTED]	<input checked="" type="checkbox"/> YES
Vice Chairman/President:	Chris Precious - [REDACTED]	[REDACTED]	<input checked="" type="checkbox"/> YES
Treasurer:	Leslie Knowles - lknowles@bbandt.com	[REDACTED]	<input type="checkbox"/> YES
Secretary:	Lee Ellen Hooper - clancyhooper@aol.com	[REDACTED]	<input type="checkbox"/> YES
Immediate Past President:	[REDACTED]	[REDACTED]	<input type="checkbox"/> YES
Board Member:	Joseph Clester [REDACTED]	[REDACTED]	<input checked="" type="checkbox"/> YES
Board Member:	Roderick H. Frankland - [REDACTED]	[REDACTED]	<input checked="" type="checkbox"/> YES
Board Member:	Kathie Gibson - kathiegibson@live.com	[REDACTED]	<input type="checkbox"/> YES
Board Member:	Thomas Habel - thomas.habel@regions.com	[REDACTED]	<input type="checkbox"/> YES
Board Member:	Jenn Holloway - jholloway@mediageneral.com	[REDACTED]	<input type="checkbox"/> YES
Board Member:	Lynn Mattiace - lynnmatiace@gmail.com	[REDACTED]	<input type="checkbox"/> YES
Board Member:	Julie Williams [REDACTED]	[REDACTED]	<input checked="" type="checkbox"/> YES
Board Member:	Douglas McDow - Dmcdow45@aol.com	[REDACTED]	<input type="checkbox"/> YES
Board Member:	Jessica Moody - Jessica@MPoweredLiving.org	[REDACTED]	<input type="checkbox"/> YES
Board Member:	Terri Mulvihill - tmulvihill@usameribank.com	[REDACTED]	<input type="checkbox"/> YES
Board Member:	John Schmalzbauer [REDACTED]	[REDACTED]	<input checked="" type="checkbox"/> YES
Board Member:	Suzy Sofer - SuzyFL@aol.com	[REDACTED]	<input type="checkbox"/> YES
Board Member:	Eva Eraclides Timberlake - evatimberlake@aol.com	[REDACTED]	<input type="checkbox"/> YES
Board Member:	Kim Fetner - kfetner@signal-15.com	[REDACTED]	<input type="checkbox"/> YES
Board Member:	[REDACTED]	[REDACTED]	<input type="checkbox"/> YES
Board Member:	[REDACTED]	[REDACTED]	<input type="checkbox"/> YES
Board Member:	[REDACTED]	[REDACTED]	<input type="checkbox"/> YES
Board Member:	[REDACTED]	[REDACTED]	<input type="checkbox"/> YES

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

**Mission Statement:**

The Mission of Crime Stoppers of Pinellas County, Inc. is to provide law enforcement with an additional tool in the fight against crime through community involvement while offering anonymity and rewards for information resulting in an arrest.

**INFORMATION ABOUT AREA SERVED**

Population Served by Organization: 933,258

Crime Rate per County Served (per UCR): 4,200.6

Number of Media Outlets: approximately 70

Are Billboards Available in Your Area?:  YES  No

Number of Local Law Enforcement Agencies in Area Served : 13

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

High Schools: 18

Middle Schools: 23

Elementary Schools: 77

Colleges: 7

Other Schools Served: (Private, Chartered, Christian, etc.) >100

Number of Public Transportation Entities Available in Area Served: 1 bus/11 taxi

Number of Community Events in Area Served: >50



**Section 5. Previous Activity** - Provide the following information for the three previous grant years, excluding current year, which 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
2012-2013	1,973			57	178	55	17	30.91%
2013-2014	2,088	0	0.00%	90	210	83	21	25.30%
		115	5.83%					
2014-2015	1,934	-154	-7.38%	61	132	63	15	23.81%
		0	0.00%					

Year	\$ Spent on Public Awareness*	Cost per Tip	\$ Amount of Grant Funds Reimbursed
2012-2013	\$149,451.92	\$75.75	\$224,886.00
2013-2014	\$153,182.09	\$73.36	\$237,432.00
2014-2015	\$118,024.52	\$61.03	\$205,753.63

\* As per OAG, 2014-2015 calculations only reflect public education, not rewards.

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

**Section 6. Programmatic and Fiscal Evaluation for the Previous Year and Year-to-Date:** 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:

Crime Stoppers of Pinellas County, Inc. (Crime Stoppers) has been very fortunate with the collection of fines that fund the program and has received generous funding for fifteen years. Multiple forums, at varying costs, are used to promote the program concept and tipline, and some have proved to work better than others. It is often unknown what may specifically prompt a tipster to call our tip line. Fortunately, we continue to track how tipsters have heard about our program, and this allows us to see which investments have been directly linked to the source of tip information. Based on that data we can conclude the following activities have proven to be the most successful in generating tips during the past year: television; use of the Internet and the program's website; law enforcement referrals; billboards; Facebook and word of mouth - a true measure that Crime Stoppers has been successfully branded in the community. Crime Stoppers history has also shown that the use of pictures continues to generate more calls and tips to our tipline.

The Pinellas program has utilized its website, Facebook page and Twitter account to profile wanted persons and cases of interest, resulting in many tips and calls, even more so during the current grant year. Due to the increased use of social media, and very successful campaigns with television, billboard and radio advertising, the program is on track to meet or exceed last year's number of tips received from the community.

Television commercials/public service announcements, radio and billboards have been large expenditures for the program and based on data collected, of all paid advertisements these investments are among the highest in generating tips.



**Section 7. Review of Performance Measures from Current Year - Will your Performance Measures from the current grant year 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:**

-Performance Measure #1 – The Provider will provide and maintain a dedicated phone line 24 hours a day, 7 days a week, 365 days a year for the public to report information concerning crimes, criminals, and other wanted fugitives. This service may include the use of phone lines, answering service, telecommute or transfer fees, tip software and the coordinator's cell phone. OBJECTIVE BEING MET. Pinellas County Crime Stoppers (CS) tip line is available to the public every day of the year, 24 hours per day. CS maintains a monthly tip log to document the number and disposition of all tips. 1,187 tips have been received through February 29th of the current grant year.

- Performance Measure #2 – Rewards: The Provider, no less than once a month, either by the entire Board of Directors or by appointed Reward Committee consisting of no less than two active Crime Stoppers board members, will review, approve, adjust or deny all reward requests submitted as a result of anonymous tips through their tip lines, which resulted in an arrest, stolen property or drugs recovered and re-approve all rewards over 90 days old prior to payment. OBJECTIVE BEING MET. The CS board approves/denies all rewards presented for payment on a monthly basis. 30 rewards have been approved or reapproved for payment through February 29th of the current grant year.

- Performance Measure #3 – Payment of Approved Awards: The Provider will make all approved rewards available to tipsters within ten (10) business days following Board/Reward Committee approval or within ten (10) business days following tipster contact with Provider to claim a Board/Reward Committee approved reward. OBJECTIVE BEING MET. During this grant year, awards were made available to tipsters the day following their approval by the Board of Directors. Through February 29th of this grant year, 30 rewards have been approved and 13 rewards have been claimed.

- Performance Measure #4 – Public Awareness of "Tip Line" and Program: The Provider will promote the Crime Stoppers "tip line," "text-a-tip," or website tip numbers or a specific crime a minimum of once each month utilizing any of the following venues: bus benches, yellow pages, billboards, bus wraps, cab signs, newspaper, radio, television, movie theater, website and design services. All methods of public awareness must contain OAG acknowledgment to qualify for reimbursement. OBJECTIVE BEING MET. CS utilizes multiple venues, such as billboards, radio and television advertising, the internet and other venues to promote the tip line. Crime Stoppers of Pinellas, Inc. utilizes, at a minimum, one of these venues each month. All methods of public awareness utilized by the program contain OAG acknowledgement.

- Performance Measure #5 – Continuing Education: The Provider is required to attend two (2) trainings per grant year. July 1 through June 30, through the Florida Association of Crime Stoppers, CSUSA, Southeastern Crime Stopper Association or other Crime Stoppers trainings as approved by a majority vote of the FACS membership board and is directly related to the Crime Stoppers project. OBJECTIVE MET. During this grant year, CS has attended one (1) CSUSA and two (2) FACS trainings. These occurred during the months of August, September and February.

- Performance Measure #6 – Law Enforcement Contact: The Provider is required to make contact with all law enforcement agencies noted on page 4 of their grant application, Attachment B, via e-mail, phone, or in person, a minimum of once a month to make available to them support in the form of Crime Prevention Training, Child ID programs and supplies, Crime Scene Tape, and Wanted Fugitive ads, flyers, posters and billboards. OBJECTIVE BEING MET. CS contacts all law enforcement agencies via e-mail monthly. CS is on track to meet the objective of 192 contacts during this grant year, having already made 128 (67%) contacts through the month of February.

- Performance Measure #7 – Board Meetings Grants \$20,000 or higher: The Provider receiving \$20,000 or more will conduct a minimum of nine (9) monthly board meetings with a quorum present, but no less than one every quarter. Multiple monthly meetings (i.e. more than one meeting within a month, will not meet the requirement and will only be counted as one meeting for the month.) OBJECTIVE BEING MET. CS continues to hold monthly board meetings and has already had eight (8) meetings for the 15-16 grant year.

- Performance Measure #8 – Community Events: The Provider, its employee, or designee will participate in a minimum of two (2) community events within each county served by the Provider, July 1 through June 30, to promote Crime Stoppers through the distribution of public awareness materials or other budget approved methods. OBJECTIVE MET. Both CS representatives and law enforcement volunteers from numerous agencies promote CS at community events. To date, five (5) community events have been attended by Crime Stoppers staff and/or Board members during this grant year

- Performance Measure #9 – Reporting Requirements: The Provider will submit thirteen (13) complete monthly Reimbursement Requests/Expenditure Reports and Performance Reports with an original signature which must be postmarked 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 postmarked 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 documentation for determining the completion status of deliverable either mailed or scanned and received within the above same time frame. OBJECTIVE BEING MET. Each month CS submits the required reimbursement/expenditure and performance reports with original signatures. As of February 29th, CS has submitted eight (8) of the thirteen (13) required reports on or before the deadline.



**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; "reasonable," "allowable," and "necessary."

**Section 8. Part A. Rewards and Public Education** - Includes, but is not limited to, the following approved items. Blank lines will be provided for any additional requests, but will be subject to evaluation and approval. **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 - (D2 & D3)	\$1,250.00	@	8%	12	\$15,000.00
2.	Tip Lines - (D1)		@	0%		
3.	Answering Service (Alternative Answers, CSI, Other) - (D1)	\$450.00	@	3%	12	\$5,400.00
4.	Telecommute Fees - (D1)	\$200.00	@	1%	12	\$2,400.00
5.	Tip Software - (D1)	\$2,200.00	@	1%	1	\$2,200.00
6.	Cell Phone (Tip Coordinator) - (D1)		@	0%		
7.	Crime Prevention Training - (D6)		@	0%		

**PROGRAM AWARENESS/MEDIA**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
8.	Bus Benches - (D4 & D6)		@	0%		
9.	Yellow Pages Ads (Quotes not required if purchased with local phone utility carrier - (D4)		@	0%		
10.	Billboards/Rolling Billboards - (D4 & D6)	\$4,500.00	@	23%	10	\$45,000.00
11.	Bus Wraps Only (Sole Source Determination Required) - (D4)		@	0%		
12.	Cab Signs - (D4)		@	0%		
13.	Newspaper - (D4 & D6)		@	0%		
14.	Radio - (D4 & D6)	\$4,250.00	@	4%	2	\$8,500.00
15.	Television (Program Associated) - (D4 & D6)	\$6,500.00	@	17%	5	\$32,500.00
16.	Movie Theater - (D4)		@	0%		
17.	Website Development/Maintenance - (D4 & D6)	\$50.00	@	0%	12	\$600.00

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

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
18.	Brochures - (D4 & D8)	<del>\$187.50</del> . <sup>304</sup>	@	1%	<del>12</del> 7,500	\$2,250.00
19.	Promotional Materials - (D4, D6 & D8)	<del>\$8,390.00</del> \$1,675.00	@	4%	<del>1</del> 5	\$8,390.00
20.	Door Hangers/Yard Signs (Does not include Neighborhood Watch Signs) - (D4 & D6)		@	0%		
21.	Window Clings/Signs/Stickers - (D4)		@	0%		
22.	Newsletters - (D4)		@	0%		
23.	Posters - (D4 & D6)		@	0%		
24.	Banners - (D4)		@	0%		
25.	LCD Projector - (D4)		@	0%		
26.	Projection Screen - (D4)		@	0%		
Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
27.	Display Board - (D4)		@	0%		
28.	Television - (D4)		@	0%		
29.	VCR/DVD/Blue-Ray/or similar device - (D4)		@	0%		
30.	Child ID Programs - (D8)		@	0%		
31.	Child ID Supplies - (D8)		@	0%		
32.	Crime Scene Tape - (D6)	\$27.8 <sup>15</sup>	@	1%	80	\$2,231.00

KO  
5/9/16  
DQM  
5/23/16

KO  
5/9/16  
DQM  
5/23/16

**FUGITIVES:**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
33.	Wanted Fugitive Ads - (D6)		@	0%		
34.	Wanted Fugitive Flyers - (D6)		@	0%		
35.	Wanted Fugitive Posters - (D6)		@	0%		
36.	Wanted Fugitive Billboards - (D6)		@	0%		



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

"OTHER" Specific Line Items (not listed above. Explain on page 19, Section 9, in detail. Line Items 37- 42 associated with D4)

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
37.			@	0%		
38.			@	0%		
39.			@	0%		
40.			@	0%		
41.			@	0%		
42.			@	0%		
<b>TOTAL REWARDS &amp; PUBLIC EDUCATION</b>						\$124,471.00

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

**Rewards and Public Education**

- Line Item 1 – Rewards - Crime Stoppers of Pinellas County, Inc. (Crime Stoppers) rewards up to \$3,000 to individuals who provide information that leads to an arrest. In some circumstances, the anonymous caller does not wish to collect the reward. Based on a review of the last two grant years, Crime Stoppers estimate, approximately \$1,250.00 in rewards will be approved per month x 12 months, totaling \$15,000.00 for the grant year. ~~This line item is associated with Deliverable #2 and 3, Rewards and Payment of Approved Rewards.~~

-Line Item 3 - Answering Service - The tip line is answered/monitored 24 hours a day, 7 days a week, by Alternative Answers/Northern Communications. The current budget of \$450 per month has been sufficient to cover costs incurred during the current grant year. In anticipation of similar billing and service requirements for the upcoming grant year, the budget for this line item is \$450 per month x 12 months, totaling \$5,400.00 for the grant year. ~~This line item is associated with Deliverable #1, Tip Line.~~

-Line Item 4 – Telecompute Fees - The Crime Stopper program will continue to utilize Telecompute Corporation for the 800 service line, as it provides the toll free line that tipsters can call with no cost and without revealing their phone number. The budgeted amount of \$200.00 per month is based upon review of current and past grant year expenditures. \$200.00 per month x 12 months = \$2,400.00 for grant year 2015-2016. ~~This line item is associated with Deliverable #1, Tip Line.~~

KO  
5/9/16  
DOM  
5/23/16  
KO  
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DOM  
5/23/16  
KO  
5/9/16  
DOM  
5/23/16



**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. Additional pages may be added as necessary.

**Rewards and Public Education**

-Line Item 5- Tip Software: Crime Stoppers receives/tracks all tips and statistics related to the Crime Stoppers and Campus Crime Stoppers programs using TipSoft Software. Crime Stoppers will replace the current tip software with P3 Tips/Level 2. The decision was based, in part, on experienced outages and reliability concerns related to TipSoft. Additionally, another local Crime Stoppers program with whom we are continually coordinating with has transitioned to P3 and our transition will assist in the sharing of tip information, which occurs on a continual basis. The cost for P3/Level 2 \$1,800/yr + \$400 One-Time Setup and Training Fee = \$2,200 for grant year 2016-17. This line item is associated with Deliverable #1, Tip Line

KO  
5/19/16  
DPM  
5/23/16

-Line Item 10- Billboards/Rolling Billboards - Crime Stoppers will continue to utilize billboard advertising throughout the grant year. This year, Crime Stoppers had one vinyl bulletin and eight poster billboards that changed location every month for 10 months, total cost, including production was \$30,000. The program also had outfield billboards in two of the spring training baseball fields. The cost for both billboards (\$10,500 for Clearwater Phillies and \$4,500 for Dunedin Blue Jays) was \$15,000. Crime Stoppers plans to utilize a similar strategy for advertising the tip line and program using outdoor billboards and billboards at local sports arenas for the coming grant year. Based upon the historical data above, it is estimated the average monthly cost will be \$4,500/month for 10 months, for a total cost of \$45,000.00. This line item is associated with Deliverables #4 and 6, Public Awareness of "Tip Line" and Program and Law Enforcement Contact.

KO  
5/19/16  
DPM  
5/23/16

-Line Item 14- Radio - Crime Stoppers will purchase on-air and online advertisement/promotions on a minimum of 2 local radio stations, at least one ad cycle per station, to promote our program and the ways to contact our anonymous tip line. The estimated cost of \$4,250 x 2 = \$8,500. Based on historical data, an ad cycle is estimated at approximately 334 (30) second spots and 379 streaming ads. Ad cycles historically have run for a 4-6 week period. This line item is associated with Deliverable #4 and 6, Public Awareness of "Tip Line" and Program and Law Enforcement Contact.

KO  
5/19/16  
DPM  
5/23/16

-Line Item 15- Television - Television advertising has been the most successful method of educating the public about the program. It is anticipated that public service announcements, produced in both English and Spanish, will air on several local stations, to include cable stations in the coming grant year. Based upon historical data, the advertising is calculated at an average cost of \$6,500.00 per month for 5 months (approx. 220 ads). Total cost is \$6,500/month x 5 months = \$32,500.00. This line item is associated with Deliverable #4 and 6, Public Awareness of "Tip Line" and Program and Law Enforcement Contact.

KO  
5/19/16  
DPM  
5/23/16

-Line Item 17 - Website Development and Maintenance - A majority of tipsters utilize the Crime Stopper's website to submit web tips and to review criminal cases or wanted fugitives. While most website updates are done by the Crime Stoppers Coordinator, the website is hosted by Excalibur Technology at a \$50 monthly hosting fee. \$50/month x 12 months = \$600 for the grant year. This line item is associated with Deliverable #4 and 6, Public Awareness of "Tip Line" and Program and Law Enforcement Contact.

KO  
5/19/16  
DPM  
5/23/16

-Line Item 18 - Brochures - Crime Stopper will produce program brochures for our community and campus programs for dissemination to the public. The cost is estimated at \$187.50/month x 12 months = \$2,250 for the grant year. This line item is associated with Deliverables #4 and 8, Public Awareness of "Tip Line" and Program and Community Events.

KO  
5/19/16  
DPM  
5/23/16

*Handwritten note:* .30¢ per brochure x 7,500 brochures = \$2,250.00



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

**Rewards and Public Education**

-Line Item 19 – Promotional Materials - In order to promote our tip line, by putting our phone number in citizens and students hands, Crime Stoppers will purchase of pens, pencils, coloring books, crayons, and reusable tote bags. These items will be distributed throughout the community. Based on projected costs, Crime Stoppers will purchase approximately 9,000 pencils (\$0.22/each, \$1,980 total), 6,500 pens (\$0.30/each, \$1,950 total), 1,000 reusable tote bags (\$1.50/each, \$1,500 total), 3,000 Crime Stoppers Heroes coloring books (\$0.51/each, \$1,530 total), and 3,000 4-packs of crayons imprinted with our logo and tipline (\$0.46/each + \$50 shipping = \$1,430). Total cost is \$8,390. ~~This line item is associated with Deliverables # 4, 6 and 8, Public Awareness of "Tip Line" and Program, Law Enforcement Contact, and Community Events.~~ *Therefore \$1,478.00 x 5 different items = \$8,390.00.*

-Line Item 32 – Crime Scene Tape - Crime Stoppers will purchase customized crime scene tape for the Pinellas County law enforcement agencies to generate tips related to unsolved crimes. The crime scene tape will display the tipline contact information. Set up, printing and shipping costs are estimated at \$27.8875/roll for (80) 1,000 foot rolls of 3 mil tape = \$2,231. ~~This line item is associated with Deliverable #6, Law Enforcement Contact.~~

TOTAL REWARDS & PUBLIC EDUCATION REQUEST: \$124,471.00

*K.O  
5/19/14  
DQM  
5/23/16*

*K.O  
5/19/14*

*DQM  
5/23/16*

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

**OFFICE EXPENDITURES**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
43.	Office Rent (must submit copy of lease and office hours) - (D9)		@	0%		
44.	Utilities - (D9)		@	0%		
45.	Office Phone (Not Tip Line) - (D9)		@	0%		
46.	Cellular Phone - (D9)		@	0%		
47.	Fax Line - (D9)		@	0%		
48.	Internet Line/Wireless Connectivity (Internet Service) - (D9)		@	0%		
49.	Vehicle Mileage - (D9)		@	0%		
50.	Postage/Express Mail (must maintain Postage Log for all stamps to demonstrate usage) - (D9)	\$9.00	@	0%	12	\$108.00
51.	Post Office Box Rent - (D9)	\$70.00	@	0%	1	\$70.00
52.	Storage Rent - (D9)		@	0%		
53.	General Office Supplies/Letterhead/Envelopes - (D9)	\$242.95	@	0%	1	\$242.95

**EQUIPMENT AND PROPERTY**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
54.	Computer (Including monitor or Software purchased with computer) - (D9)		@	0%		
55.	Computer Hardware Accessories - (D9)		@	0%		
56.	Laptop Computer (does not include ipad notebooks or similar devices) - (D9)		@	0%		
57.	Additional Software - (D9)	\$34.98	@	0%	12	\$419.76
58.	Fax Machine - (D9)		@	0%		
59.	Printer - (D9)		@	0%		



**Section 8. Part B. Operating Expenses - Continued**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
60.	Copier - (D9)		@	0%		
61.	Copier Rental - (D9)		@	0%		
62.	Copier Maintenance - (D9)		@	0%		
63.	Telephone Equipment (not bills) - (D9)		@	0%		

**MEMBERSHIP DUES**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
64.	FACS (Florida Association of Crime Stoppers, Inc. - (D5)	\$500.00	@	0%	1	\$500.00
65.	Southeastern Crime Stoppers Association - (D5)	\$75.00	@	0%	1	\$75.00
66.	USA Crime Stoppers Association - (D5)	\$300.00	@	0%	1	\$300.00

**FEEES**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
67.	Corporate Filing Fees - (D9)	\$70.00	@	0%	1	\$70.00

**INSURANCES**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
68.	Board & Officer's Liability (Mandatory) - (D7)	\$1,000.00	@	1%	1	\$1,000.00
69.	Employee Bond Insurance - (D7)		@	0%		
70.	Storage Unit Insurance - (D9)		@	0%		
71.	General Liability - (D8)	\$600.00	@	0%	1	\$600.00
72.	Vehicle Insurance (State owned) - (D9)		@	0%		

**Section 8. Part B. Operating Expenses - Continued**

**TRAVEL**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
73.	Travel - (D5)	<del>\$8,226.70</del> \$ 1,645.34	@	4%	15	\$8,226.70

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5/21/16  
2894  
3/23/16

**PROFESSIONAL SERVICES**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
74.	Accounting - (D9)		@	0%		
75.	Payroll Services - (D9)		@	0%		
76.	Computer Tech Support - (D9)	\$100.00	@	0%	7	\$700.00
77.	Design Services - (D4)		@	0%		
78.	N/A		@	0%		

**OTHER (EXPLAIN) (In Section 9 page 19) ( Line items 79-87 D9 or otherwise as assigned)**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
79.			@	0%		
80.			@	0%		
81.			@	0%		
82.			@	0%		
83.			@	0%		
84.			@	0%		
85.			@	0%		
86.			@	0%		
87.			@	0%		
<b>TOTAL FOR OPERATING EXPENSES</b>						\$12,312.41



**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. Additional pages may be added as necessary.

**Operating Expenses**

- Line item 50 - Postage - In order to conduct Crime Stoppers business, Crime Stoppers estimates the need for \$9.00 per month for postage. Current monthly costs are \$5.85 for priority two-day postage for reporting to the OAG and a minimum of 6 letters @ \$0.49 = \$2.94 for general program correspondence. \$9.00/month x 12 months = \$108.00. This line item is associated with Deliverable #9, Reporting Requirements. KCO  
5/9/16  
DQM 5/23/16
- Line item 51 - Post Office Box Rent - This is a reasonable and necessary cost to have bills and other forms of communication sent to us. Post Office box rental for Crime Stoppers of Pinellas County is budgeted based on current rates posted at www.usps.com. The current rate is \$70/ year. This line item is associated with Deliverable #9, Reporting Requirements. KCO  
DQM 5/23/16  
5/9/14
- Line item 53 - General Office Supplies/Letterhead/Envelopes - This is a necessary and reasonable cost to cover ink for printers (\$29/cartridge), binders, folders, storage boxes, pens, pencils, paper, DVD/CD's, markers, post it notes, highlighters, thermal cartridges for fax machine (\$29.99/cartridge), desk-top supplies, for replacement as items are expended or depleted. These items will be used by the Program Coordinator and Program Secretary to conduct Crime Stoppers' business. Estimated cost for the year for all items is estimated to be \$242.95. This line item is associated with Deliverable #9, Reporting Requirements. KCO  
DQM 5/23/16  
5/9/16
- Line item 57 - Additional Software - The Coordinator utilizes both Adobe Photoshop and Adobe Acrobat Pro for a majority of the work that is done to post alerts to social media, the website, as well as to create posters for law enforcement to use. Adobe PhotoShop is now limited to Creative Cloud access, which costs \$19.99/month and Adobe Acrobat Pro has been upgraded and is now limited to Document Cloud access, called Adobe Acrobat Pro DC which costs \$14.99/month. Total cost for Adobe Software (Cloud Access) is \$34.98 /month x 12 months = \$419.76. This line item is associated with Deliverable #9, Reporting Requirements. KCO  
DQM 5/23/16  
5/9/14
- Line item 64 - FACS Membership - Membership to the Florida Association of Crime Stoppers (FACS) is allowable and necessary for purposes of securing funding through the Crime Stoppers Trust Fund. Crime Stoppers of Pinellas County, Inc. is required to be a member in good standing with the FACS and annual dues are projected to be \$500.00. Program staff and Board Members receive training and continue to learn recommended guidelines and "best practices" from member programs in the state of Florida; this ensures consistency and continuity of the Crime Stoppers' mission in the program's operation. This line item is associated with Deliverable #5, Continuing Education. KCO  
DQM 5/23/16  
5/9/14
- Line item 65 - Southeastern Crime Stoppers Association (SECSA) - Membership in SECSA affords the program access to a regional network of Crime Stoppers programs, as well as to pertinent training on the latest in program development, resource development, and program promotion. Through participation in this regional network of Crime Stoppers organizations, the program will continue to acquire the latest insight, skills and ideas offered by regional colleagues, which will assist in the further development and promotion of the Crime Stoppers program in Pinellas County. The \$75 annual membership fee is standard for all programs. This line item is associated with Deliverable #5, Continuing Education. KCO  
5/9/14  
DQM 5/23/16
- Line item 66 - Crime Stoppers USA (CSUSA) Membership - Membership in CSUSA affords access to a network of nationwide Crime Stoppers programs, as well as to pertinent training on the latest in program development, resource development, and program promotion. Through participation in this national network of Crime Stoppers organizations, the program will continue to acquire the latest insight, skills and ideas offered by CSUSA. This will assist us in the further development and promotion of the Crime Stoppers program in Pinellas County. Annual dues for CSUSA are \$300.00. This line item is associated with Deliverable #5, Continuing Education. DQM 5/23/16  
KCO  
5/9/14
- Line item 67 - Corporate Filing Fees - This is a reasonable, allowable and necessary cost to maintain the program in good standing with the State of Florida. The cost is set by the state. Corporate filing fees for Crime Stoppers of Pinellas, Inc. are \$70.00 for the grant year. This is associated with Deliverable #9, Reporting Requirements. KCO  
5/9/16  
DQM 5/23/16
- Line item 68 - Board and Officers Liability Insurance - This is a mandatory cost, as per the OAG. The cost projections are based on the insurance agent's estimated renewal figures, and also using prior year's data for comparison. Operations have not changed and the agent expects there to be minimal premium increases over the policy year. Estimated cost for the insurance is \$1,000.00 annually. This line item is associated with Deliverable #7, Board Meetings \$20,000 or Higher. KCO  
5/9/14  
DQM 5/23/16



**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. Additional pages may be added as necessary.

**Operating Expenses**

-Line item 71 - General Liability - This is a reasonable, allowable and necessary cost to protect the program. This is a bundled package and the cost is based on the insurance agent securing estimated renewal figures, and using prior year's data for comparison. As with our Board and Officers Liability policy, there have been no changes to program operations and the agent expects there to be minimal premium increases over the policy year. Estimated cost for the insurance is \$600.00 annually. ~~This line item is associated with Deliverable #8, Community Events.~~

-Line Item 73 - Travel - ~~This line item is associated with Deliverable #5, Continuing Education.~~ Crime Stoppers of Pinellas is a member of FACS and attends the triannual meetings to receive training and learn recommended guidelines and "best practices" from member programs in Florida; this ensures consistency and continuity of the Crime Stoppers' mission in our program's operation. Crime Stoppers wishes to remain in good standing with FACS and member programs are required to attend at least two of the three annual meetings. The CS Coordinator and one Board Member will attend.

-October meeting - Total Travel \$879.58  
 Hotel - \$500.00 (\$125.00 x 2 nights x 2 persons = \$500.00); ~~Two attendees/two nights~~ Meals at \$36.00/day x 3 days x 2 persons = \$216.00 Mileage (for Board member) \$0.445/mi x 122 miles = \$54.29 x 2 days = \$108.58; Tolls - \$5.00; Fuel - \$50.00 (Coordinator)

-February meeting - Total Travel \$879.58  
 Hotel - \$500.00 (\$125.00 x 2 nights x 2 persons = \$500.00); ~~Two attendees/two nights~~ Meals at \$36.00/day x 3 days x 2 persons = \$216.00; Mileage (for Board member) \$0.445/mi x 122 miles = \$54.29 x 2 days = \$108.58; Tolls - \$5.00; Fuel - \$50.00 (Coordinator)

-June meeting - Total Travel \$879.58  
 Hotel - \$500.00 (\$125.00 x 2 nights x 2 persons = \$500.00); ~~Two attendees/two nights~~ Meals at \$36.00/day x 3 days x 2 persons = \$216.00; Mileage (for Board member) \$0.445/mi x 122 miles = \$54.29 x 2 days = \$108.58; Tolls - \$5.00; Fuel - \$50.00 (Coordinator)

In an effort to better serve the local area, Crime Stoppers plans to attend the CSUSA conference, which will provide an opportunity to network with programs nationwide. This will allow Crime Stoppers to expand our program, as well as share in development, best practices and promotional ideas. The CS Coordinator and one Board Member will attend.

- Travel associated with CSUSA in Albuquerque, NM from September 25-28, 2016 is estimated to be \$2,898  
 Registration @ \$375 x 2 = \$750.00; Hotel @ ~~\$119~~ <sup>\$119.50</sup> x 4 nights x 2 persons & tax = \$1,078.00; Meals: \$85 x 2 = \$170.00; Airfare: \$450 x 2 = \$900 = \$2,898 Total CSUSA Travel

In an effort to better serve our local area, Crime Stoppers plans to attend the SECSA conference, which will provide an opportunity to network with regional programs. This will allow Crime Stoppers to expand our program, as well as share in development, best practices and promotional ideas. The CS Coordinator and one Board Member will attend.

-Travel associated with the Southeastern Association 2017 conference, which will be held in Annapolis, MD, is estimated to be \$2,690.00  
 Hotel - \$125.00 x 4 nights x 2 persons = \$1,000.00; Meals at \$85 x 2 persons = \$170.00; Airfare - \$450 x 2 persons = \$900; Car rental - \$50/day x 5 days = \$250; Registration = \$185.00 x 2 = \$370 = \$2,690 Total SECSA Travel

TOTAL TRAVEL (\$879.58 x 3) + \$2,898.00 + \$2,690.00 = \$8,226.70 *rounded down*

-Line Item 76- Computer Tech Support - As a result of the website previously being hacked, Crime Stoppers is budgeting \$700 to cover tech support. This tech support may be necessary for any residual problems or any further issues to ensure citizens may use our website to submit tips. The cost for the additional professional support is \$100/hour, also provided by Excalibur Technology. \$100/hour x 7 hours = \$700. ~~This line item is associated with Deliverable #9, Reporting Requirements.~~

TOTAL OPERATING EXPENSES REQUEST: \$12,312.41

DOM 5/23/16  
 KO 5/9/14  
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 KO 5/9/14



**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
Crime Stoppers Coordinator	\$23,285.08	\$23.43	40	52	\$48,740.43	\$3,728.64	\$75,754.16
Senior Office Assistant	\$8,353.36	\$19.01	20	52	\$19,773.94	\$1,512.71	\$29,640.00
	\$0.00					\$0.00	\$0.00
	\$0.00					\$0.00	\$0.00
	\$0.00					\$0.00	\$0.00
	\$0.00					\$0.00	\$0.00
Executive Director (Salaried - Not paid hourly)	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00

**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
88.	Deborah Martino	66%	\$75,754.16	\$49,997.74	×	
89.	Lisa Carrillo	28%	\$29,640.00	\$8,299.20	×	
90.			\$0.00	\$0.00		
91.			\$0.00	\$0.00		
92.			\$0.00	\$0.00		
93.			\$0.00	\$0.00		
94.	Executive Director (Salaried - Not paid hourly)		\$0.00	\$0.00		
	<b>TOTAL SALARY</b>			\$58,296.94		

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

**Salary Narrative**

As noted in the grant application instruction, the maximum allowable cost for salary and benefits is 30% of the total award amount, therefore the Pinellas County Sheriff's Office will pay for 34% of the (1 FTE) Crime Stoppers Coordinator's salary and 72% of the (0.5 FTE) Senior Office Assistant's salary. The majority of their time is spent working in the program and conducting Crime Stoppers business, and occasionally, the Crime Stoppers Coordinator and/or Senior Office Assistant may dedicate a portion of time to fund raising activities, which are not grant funded.

For these reasons 66% of the (1 FTE) salary and benefits of the Crime Stoppers Coordinator and 28% of the (0.5 FTE) salary and benefits of the Senior Office Assistant will be requested for reimbursement.

-Line Item 88- Crime Stoppers Coordinator:  
Annual Salary \$23,432.9/hr x 2080 hrs = \$48,740.43  
(Regular work hours: Monday - Friday, 8 hours/day)

FICA @ 7.65% = \$3,728.64  
Florida State Retirement @ 7.52% = \$3,665.28  
Health/Dental/Life/LTD (fixed) = \$18,019.80  
Workers Compensation (fixed) = \$1,600.00

TOTAL (1 FTE) Salary plus Benefits: \$75,754.16  
Salary plus benefits @ 66% = \$49,997.74

-Line Item 89- The Senior Office Assistant is funded at 0.5 FTE as half of her full time work week is dedicated to Crime Stoppers. In addition, the Senior Office Assistant dedicates a portion of her time to fund raising activities, which is not eligible for grant funding. Only a portion (28%) of her (0.5 FTE) salary plus benefits will be charged to the grant, leaving (72%) of her (0.5 FTE) not grant funded.

Senior Office Assistant (0.5 FTE):  
Annual Salary \$19,013.4/hr x 1040 hrs (0.5 FTE) = \$19,773.94  
(Crime Stoppers work hours: Monday - Friday, approximately 4 hours/day)

FICA @ 7.65% = \$1,512.71  
Florida State Retirement @ 7.52% = \$1,487.00  
Health/Dental/Life/LTD (fixed) = \$6,066.36  
Workers Compensation (fixed) = \$800

TOTAL (0.5 FTE) Salary plus Benefits: \$29,640.00  
Salary plus benefits @ 28% = \$8,299.20

TOTAL SALARY AND BENEFITS REQUEST: \$58,296.94



**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 "reasonable," "allowable," "necessary," and directed at achieving the mission statement, objectives and performance measures of the organization. Additional pages may be added as necessary.

**"OTHER"  
Narrative**

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

<b>Budget Category</b>	<b>%</b>	<b>Total Cost</b>
<b>Part A. Rewards and Public Education (Minimum of 50% of Award Amount)</b>	64%	\$124,471.00
<b>Part B. Operating Expenses</b>	6%	\$12,312.41
<b>Part C. Salaried Employees (Maximum allowed 30% of Award Amount)</b>	30%	\$58,296.94
<b>TOTAL</b>	100%	\$195,080.35
<b>Award Amount</b>	\$195,080.35	





**CRIME STOPPERS**  
PINELLAS COUNTY

1-800-873-TIPS (8477)

Board of Directors

Greg Tita, President  
Retired--Pinellas County Sheriff's Office

Det. Chris Precious, Vice President  
Clearwater Police Department

Leslie C. Knowles, Treasurer  
BB&T

Lee Ellen Hooper, Secretary  
J.L. Peggs Financial

Det. Joseph Clester  
St. Petersburg Police Department

Kim Fetner  
Signal 15

Rod Frankland  
Regions Bank

Kathie Gibson  
Office of the State Attorney, 6<sup>th</sup> Circuit

Thomas Habel  
Regions Bank

Jenn Holloway  
WTTA-TV

Lynn Mattiace

Douglas McDow  
D & W Heating & Air Conditioning, Inc.

Jessica A. Moody  
MPoweredLiving.org

Terri Mulvihill  
USAmeriBank

John Schmalzbauer  
Retired—Clearwater Police Department

Suzy Sofer  
Cody's Belleair, LLC

Eva Eraclides Timberlake

Julie Williams  
Largo Police Department

Deborah Martino  
Coordinator

Honorary Board Members

Bob Guatteri, Sheriff  
Pinellas County

Bernie McCabe, State Attorney  
6<sup>th</sup> Judicial Circuit

**Crime Stoppers of Pinellas County, Inc.**  
"WE'RE FIGHTING CRIME ONE CALL AT A TIME!"

March 31, 2016

Mr. Mark S. Woodard  
Pinellas County Board of County Commissioners  
County Administrator  
315 Court Street  
Clearwater, FL 33756

**Re: Crime Stoppers of Pinellas County, Inc.**

Dear Mr. Woodard-

By copy of this letter, I am informing the Pinellas County Board of County Commissioners that Crime Stoppers of Pinellas County provides its services to the citizens and law enforcement agencies within Pinellas County.

Sincerely,

Gregory Tita  
President – Board of Directors  
Crime Stoppers of Pinellas County, Inc.

[www.CrimeStoppersOfPinellas.org](http://www.CrimeStoppersOfPinellas.org)

 Find us on FACEBOOK

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## SENIOR OFFICE ASSISTANT

**JOB CODE: 60214**

**PAY GRADE: 6**

**PAY RANGE: \$27,000 - \$43,200**

### GENERAL DESCRIPTION

Under the general direction of a supervisor, performs moderately complex, relatively standardized clerical and office work requiring skilled and accurate typing and knowledge of Sheriff's Office policies and procedures. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS: No**

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Review and verify source materials to determine accuracy and completeness of information; follows up to correct or complete data (i.e. approved work orders, bills, applications, etc.)
- Input information into databases
- Process forms or applications;
- Answer phones, take messages and/or route inquiries;
- Assist visitors;
- Monitor supply inventory and enter requisitions;
- Notarize documents;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

### QUALIFICATIONS

- High school diploma or G.E.D.
- 1 year experience in clerical office environment
- A score of 75% on a Microsoft Office Professional test
- A score of 75% on a basic skills test
- A typing test will be administered to assess speed and accuracy
- Must possess a valid Florida driver's license



# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## CRIME STOPPERS COORDINATOR

JOB CODE: 30075	PAY GRADE: 15	PAY RANGE: \$43,200 - \$69,120
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### GENERAL DESCRIPTION

Under general direction of a Captain, performs professional work of considerable difficulty in managing, promoting, and maintaining the grant-funded 501(c) (3) non-profit program, Crime Stoppers of Pinellas County, Inc. The incumbent exercises considerable professional judgment in reviewing and interpreting grant guidelines and requirements to ensure the efficient and effective management of the program. Work is reviewed through observation and results obtained. **Ability to work a flexible schedule is required.**

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Receive and disseminate confidential tip information received through the Crime Stopper's tip line to the proper local and/or federal law enforcement agencies;
- Research a variety of technical databases to assist in identifying and locating suspects, criminal associates and witnesses, including public source information searches and confidential internet intelligence database searches;
- Coordinate development of the program, timeline, curriculum, databases, websites, social media and evaluation plans for implementation of the grant;
- Ensure program activities maintain alignment with grant specifications and agency goals and objectives in collaboration with agency personnel, federal and/or state grant program staff and other organizations;
- Prepare program brochures, press releases, lesson plans or articles for submission to print and electronic media, to promote the project, as required;
- Manage budget and requisitions for project-approved equipment and supplies;
- Coordinate and assist with project evaluation; analyze and disseminate information on the effectiveness of grant project implementation;
- Prepare monthly grant performance reports for the Office of the Attorney General, as well as monthly statistical reports for the agency and the program's Board of Directors;
- Manage development and implementation of staff, contractors and/or volunteer training in support of grant goals and objectives;
- Maintain liaison with other PCSO divisions, local and federal law enforcement agencies, and outside organizations, including the media;



FedEx carbon-neutral envelope shipping

FedEx TRK# 0215 8096 9865 2693

FRI - 29 APR AA STANDARD OVERNIGHT 32399 FL-US TLH

RT 866 6 15:00 A 2693 04:29



FTD 534332 28APR16 P1EA 539C1/1042/6A08

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Form No. 0215

Packages up to 150 lbs. For packages over 150 lbs., use the FedEx Express Freight US Asset.

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8000 0005 2603

1 From Date [Redacted]

Sender's Name [Redacted] Phone [Redacted]

Company [Redacted]

Address [Redacted]

City [Redacted] State [Redacted] ZIP [Redacted]

2 Your Internal Billing Reference

3 To Recipients Name [Redacted] Phone [Redacted]

Company [Redacted]

Address [Redacted]

City [Redacted] State [Redacted] ZIP [Redacted]

Hold Weekday  Hold Saturday  Hold Holiday

4 Express Package Service  Next Business Day

FedEx First Overnight  FedEx Priority Overnight  FedEx Standard Overnight

5 Packaging  FedEx Envelope  FedEx Pak  FedEx Box  FedEx Tube  Other

6 Special Handling and Delivery Signature Options  Saturday Delivery  Direct Signature  Indirect Signature

7 Payment Bill to:  Sender  Recipient  Third Party  Credit Card  Cash/Check

fedex.com 1.800.GoFedEx 1.800.463.3339

Use only the 1100 location address or the continuation of your shipping address

Use only the 1100 location address or the continuation of your shipping address







Pinellas County Sheriff's Office Crime Stoppers Trust Fund application 16-17

Fraley, Susan

to:

Karen O'Bryan (Karen.OBryan@myfloridalegal.com)

05/10/2016 03:01 PM

Cc:

"Lomas, Meghan"

Hide Details

From: "Fraley, Susan" <sfraley@pcsonet.com>

To: "Karen O'Bryan (Karen.OBryan@myfloridalegal.com)"

<Karen.OBryan@myfloridalegal.com>

Cc: "Lomas, Meghan" <mlomas@pcsonet.com>

Hi Karen-

Thanks so much for the phone call and I appreciate the opportunity to correct this line item regarding the purchase of the brochures. And I neglected to tell you congratulations on your new position—seems like a natural fit for you with the experience and history you have with the program, best wishes!

If you would please correct page 8 to reflect:

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
18.	Brochures – (D4 & D8)	\$ 00.30	@	1%	7,500	\$2,250.00

And page 10 to reflect:

-Line Item 18 – Brochures – Crime Stoppers will produce program brochures for our community and campus programs for dissemination to the public. The cost per brochure is estimated at \$00.30 per brochure x 7,500 brochures - \$2,250 for the grant year. This line item is associated with Deliverable #4 and 8, Public Awareness of "Tip-Line" and Program and Community Events. → I understand this sentence may not be needed, delete if necessary.

Again, thanks so much and we look forward to hearing from you.

**Susan L. Fraley**

**Grants Supervisor**

Grants Administration Section

Strategic Planning Bureau

Pinellas County Sheriff's Office

10750 Ulmerton Road

Largo, FL 33778

[sfraley@pcsonet.com](mailto:sfraley@pcsonet.com)

727-582-6447

My office hours: Monday – Thursday 7AM – 5:30PM

*"Leading The Way For A Safer Pinellas"*



**CRIME STOPPERS**  
PINELLAS COUNTY

1-800-873-TIPS (8477)

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Retired—Clearwater Police Department

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Pinellas County

Bernie McCabe, State Attorney  
6<sup>th</sup> Judicial Circuit

## Crime Stoppers of Pinellas County, Inc.

"WE'RE FIGHTING CRIME ONE CALL AT A TIME!"

March 31, 2016

Mr. Mark S. Woodard  
Pinellas County Board of County Commissioners  
County Administrator  
315 Court Street  
Clearwater, FL 33756

**Re: Crime Stoppers of Pinellas County, Inc.**

Dear Mr. Woodard-

By copy of this letter, I am informing the Pinellas County Board of County Commissioners that Crime Stoppers of Pinellas County provides its services to the citizens and law enforcement agencies within Pinellas County.

Sincerely,

Gregory Tita  
President – Board of Directors  
Crime Stoppers of Pinellas County, Inc.

[www.CrimeStoppersOfPinellas.org](http://www.CrimeStoppersOfPinellas.org)



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# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## SENIOR OFFICE ASSISTANT

**JOB CODE: 60214**

**PAY GRADE: 6**

**PAY RANGE: \$27,000 - \$43,200**

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**SUPERVISES OTHERS: No**

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Review and verify source materials to determine accuracy and completeness of information; follows up to correct or complete data (i.e. approved work orders, bills, applications, etc.)
- Input information into databases
- Process forms or applications;
- Answer phones, take messages and/or route inquiries;
- Assist visitors;
- Monitor supply inventory and enter requisitions;
- Notarize documents;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

### QUALIFICATIONS

- High school diploma or G.E.D.
- 1 year experience in clerical office environment
- A score of 75% on a Microsoft Office Professional test
- A score of 75% on a basic skills test
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- Must possess a valid Florida driver's license

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## CRIME STOPPERS COORDINATOR

**JOB CODE: 30075**

**PAY GRADE: 15**

**PAY RANGE: \$43,200 - \$69,120**

### GENERAL DESCRIPTION

Under general direction of a Captain, performs professional work of considerable difficulty in managing, promoting, and maintaining the grant-funded 501(c) (3) non-profit program, Crime Stoppers of Pinellas County, Inc. The incumbent exercises considerable professional judgment in reviewing and interpreting grant guidelines and requirements to ensure the efficient and effective management of the program. Work is reviewed through observation and results obtained. **Ability to work a flexible schedule is required.**

**SUPERVISES OTHERS: No**

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Receive and disseminate confidential tip information received through the Crime Stopper's tip line to the proper local and/or federal law enforcement agencies;
- Research a variety of technical databases to assist in identifying and locating suspects, criminal associates and witnesses, including public source information searches and confidential internet intelligence database searches;
- Coordinate development of the program, timeline, curriculum, databases, websites, social media and evaluation plans for implementation of the grant;
- Ensure program activities maintain alignment with grant specifications and agency goals and objectives in collaboration with agency personnel, federal and/or state grant program staff and other organizations;
- Prepare program brochures, press releases, lesson plans or articles for submission to print and electronic media, to promote the project, as required;
- Manage budget and requisitions for project-approved equipment and supplies;
- Coordinate and assist with project evaluation; analyze and disseminate information on the effectiveness of grant project implementation;
- Prepare monthly grant performance reports for the Office of the Attorney General, as well as monthly statistical reports for the agency and the program's Board of Directors;
- Manage development and implementation of staff, contractors and/or volunteer training in support of grant goals and objectives;
- Maintain liaison with other PCSO divisions, local and federal law enforcement agencies, and outside organizations, including the media;





**ATTACHMENT C  
FLORIDA CRIME STOPPERS TRUST FUND  
PROGRAMATIC AND REPORTING REQUIREMENTS**

Agency Name: Pinellas County Board of County Commissioners

1) **Reimbursement Request/Expenditure Report:** This form is considered the payment invoice and is the document submitted by the grant administration staff to the OAG Finance Office and DFS for reimbursement processing. The Reimbursement Request/Expenditure Report and all other required reports listed below, a - h and #4, must be postmarked by the 20th of the following month. If the 20th falls on a Saturday, a Sunday, or a federal holiday, the reports must be postmarked by the next business day. Reports are due every month even if no expenditures are incurred, unless the Final Report has been submitted. The Reimbursement Request/Expenditure Report is incorporated at rule 2A-9.006 (7)(a), F.A.C., and must contain the following supporting documents as applicable:

- a) **Invoice Tracking Reports: Rewards and Public Education, Operating Expenses and Salaried Employees:** These forms are used to seek reimbursement of allowable expenses as outlined in Attachment B or as approved by the Agency under a Budget Modification. All three forms must be included with the Reimbursement Request/Expenditure Report and must be postmarked by the 20th of the following month. If the 20th falls on a Saturday, Sunday, or a federal holiday, then they must be postmarked by the next business day. All three of these reports are incorporated at rule 2A-9.006 (7), F.A.C., and are due every month even if no expenditures were incurred, unless the Final Report has been submitted.
- b) **OAG Tip Report:** To claim rewards for reimbursement, the OAG Tip Report must be completed. The following lines must have the required data entered into them: Report #, Alternate ID, Rewards Amount Approved, Date Tip Received, Reason for Reward, Date of Approval or Tipster Call, Date to Bank, Deliverable will auto populate, Check #/Draft#/Transaction # and Date Debited from Bank.

At the beginning of the grant year, the organization must select which one of the two methods they will use to meet deliverable #3. The organization may select 10 business days following board approval or they may select 10 business days following tipster contact. The organization must select one, but **may not use both**. The organization must notify the Program Administrator, by email, which method they have selected. If the date of tipster contact or callback is utilized, the organization must provide a tipsoft or other similar report indicating the recorded date the tipster called back. Board meeting minutes containing reward approval will be utilized for organizations using Board Approval Date for support documentation. The OAG Tip Report must be signed by a Board member who was in attendance at the meeting where the rewards were approved. The OAG Tip Report is incorporated by reference at rule 2A-9.006(7)(e), F.A.C., and must be submitted each month, even if no rewards are being claimed for reimbursement.

- c) **Monthly Statement of Salary/Benefits:** The form must be completed where applicable, indicating the Employee Name, Total Crime Stoppers Hours worked, Ending Date of Pay

Grant Number: PC19-16



Period, Employee's Net Check Amount, Employee's Taxes (FICA, Medicare & Withholding), Employee's Deductions (Life, Health and Dental Ins., Deferred Comp.), Employer Paid Benefits (FICA, Medicare, Life, Health and Dental Ins., LTD Pensions, WC, etc.). The Gross Payroll and the Total Amount Requested to be reimbursed will auto calculate, as will the Totals. The form must be signed by a member of the Board or a person designated and duly authorized by the Board. Failure to complete the Monthly Statement of Salary/Benefits and submit the fully completed and signed form will result in a payment delay of salary related reimbursements. No salary related reimbursement will be authorized without proper submission of this form. The Monthly Statement of Salary/Benefits form is incorporated by reference at rule 2A-9.006(7)(f), F.A.C.

- a) **Project Specific Timesheets:** Project Specific Timesheets must be utilized to report time spent on Crime Stoppers grant activities. Only salary for time spent on activities relevant to the Crime Stoppers program is reimbursable. A Project Specific Timesheet must be utilized by all organizations requesting reimbursement of salary expenses and must be completed for all organizational staff members including Executive Directors. Failure to submit the Project Specific Timesheet for any grant staff will result in removal of any requested salary dollars until such time as the required Project Specific Timesheet is submitted. The Project Specific Timesheet must be submitted monthly. The form must be signed by the employee. Executive Directors and Project Directors must have their timesheets authorized by a member of the Board of Directors for the Crime Stoppers organization. Executive Directors and Project Directors may authorize the timesheets of their staff providing staff is not related to Project Director or Executive Director. At least one Project Specific Timesheet must be utilized for each staff member. The organization may use as many timesheets as necessary to report appropriate time. The Project Specific Timesheet form is incorporated by reference at rule 2A-9.006(7)(g), F.A.C.
- b) **Daily Vehicle Use Log:** This form is utilized to report mileage for activities relevant to the Crime Stoppers program within the organization's local service area. This form **is not** for use when travel is outside the organization's service area. The form must be submitted monthly even if no miles are logged. The signature of the person claiming mileage is required and the form must be signed by an authorized member of the Board of Directors for the Crime Stoppers organization. Executive Directors and Project Directors may not authorize their own Daily Vehicle Use. However, they may authorize those of their staff provided staff is not related to Project Director or Executive Director. The Daily Vehicle Use Log form is incorporated by reference at rule 2A-9.006(7)(h), F.A.C.
- c) **Property Inventory Report:** All property purchased pursuant to Chapter 273, F. S. and *Florida Administrative Code* Chapter 69I-72, utilizing grant funds, requires a Property Inventory Report be completed and submitted to the OAG at the time reimbursement is requested. Payment will not be authorized until such time as the required Property Inventory Report has been submitted. The Property Inventory Report form is incorporated by reference at rule 2A-9.006(7)(i), F.A.C.
- d) **Authorization to Incur Travel Expense:** Pursuant to *Florida Administrative Code 69I-42.003*, form DFS-AA-13 shall be used when requesting approval for travel. The form shall be signed by the person requesting travel and their supervisor or an authorized member of the Crime Stoppers Board of Directors. Same must be completed prior to



travel taking place and must evidence the estimated cost of travel as allowed under 112.061, F. S. This form must be submitted along with the completed Travel Voucher when requesting reimbursement of travel expenses associated with the Crime Stoppers grant project. This form should be submitted within the month travel occurred and travel reimbursement is requested, if possible. It must, however, be submitted no later than the month following the actual travel.

- a) **Travel Voucher:** Pursuant to *Florida Administrative Code 69I-42.003, form DFS-AA-15* shall be used when requesting reimbursement for travel expenses associated with the Crime Stoppers grant project. The form shall be completed by all travelers requesting reimbursement from Crime Stoppers Trust Fund and shall be prepared in strict compliance with Section 112.061, F. S. The form shall be signed by the traveler and the official authorizing the travel, a supervisor or an authorized member of the Crime Stoppers Board of Directors. Social Security numbers should not be placed on the form when submitting for reimbursement. However, the Crime Stoppers organization must maintain information to correctly identify all authorized travelers under audit. Only those travel expenses associated with the Crime Stoppers project and in the program's previously approved budget are reimbursable. This form should be submitted within the month travel occurred and travel reimbursement is requested, if possible. It must, however, be submitted no later than the month following travel and must be accompanied with form DFS-AA-13, Authorization to Incur Travel Expense, and must be submitted at the time the monthly Reimbursement Request/Expenditure Report is submitted.
- 2) **Budget Modification:** The Budget Modification request form must be completed and submitted to the OAG for approval prior to expenditure of any transfer funds. Budget Modifications submitted after a purchase has been made will not be processed or approved unless the program has sufficient funds in the previously approved budget line item. No Budget Modifications will be processed or approved after June 1st. Please ensure that all budget modifications provide that services will be received within the same grant year as the expenditure. New projects will not be approved the last month of the grant year. The Budget Modification Request form is incorporated by reference at rule 2A-9.006(7)(j), F.A.C.
- 3) **Program Modifications:** The Program Modification Request form is used to request modifications to program deliverables and must be submitted on or before April 1st, for review to allow sufficient time for the program to meet any approved changes. No Program Modifications forms will be processed or approved after April 1st. The Program Modifications form is incorporated by reference at rule 2A-9.006(7)(k), F.A.C.
- 4) **Monthly Performance Report (Attachment D):** This form is used to provide information on the minimum performance measures required for all Crime Stoppers organizations and to justify reimbursement. 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. Otherwise, the Reimbursement cannot be processed. If the Provider fails to meet the minimum performance measures and provide the required support documentation, Financial Consequences will be applied pursuant to Section 215.971(1) (c), Florida Statutes, as written in Attachment D, under Financial Consequences. The Monthly Performance Report (Attachment D) \$19,999.00 or Less form, for those programs who receive \$19,999.00 or less in grant funds, is incorporated by reference at rule 2A-9.006(7)(l), F.A.C. The Monthly

Performance Report (Attachment D) \$20,000.00 or More form for those programs who receive \$20,000.00 or more in grant funds is incorporated by reference at rule 2A-9.006(7)(m), F.A.C.

- 2) **Final Invoice - Reimbursement Request/Expenditure Report:** The Final Invoice any given grant year must be postmarked by August 15 of the immediately following grant year. If the 15th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day, or reimbursement will be disallowed. This form is used to request reimbursement of any expenses which occurred before the end of the current grant year, but invoices/statements were not received or paid until after the end of the current grant year. These expenditures may only be for the current grant year. No expenses for any subsequent grant years may be submitted on the Final Invoice. Final payment will not be made until all required reports have been submitted, unless the organization is required to comply with Section 215.97, F.S., the Florida Single Audit Act, and has appropriately requested an extension of time to comply with same. The Reimbursement Request/Expenditure Report is incorporated at rule 2A-9.006 (7)(a), F.A.C. and is designated “final” by indicating as such in the appropriate place on the form.
  
- 3) **Audit Report:** Crime Stoppers organizations or counties required to have an audit under 215.97, F. S. or who expend in excess of \$500,000 in a fiscal year from all funding sources managed by a State agency, including Federal financial assistance must generate and submit a copy of an appropriate audit no later than 180 days following the termination or expiration of the Agreement.

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



**[ATTACHMENT D - \$20,000 OR MORE CONTRACT DELIVERABLES]**

**Crime Stoppers** - Scope of Work, Deliverables, Documented Support Requirements, Financial Consequences, and Agency Verification. Project will consist of the deliverable associated 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 the information that leads to an arrest of a criminal or wanted fugitive, recovery of illegal drugs or stolen property, beginning July 1, through June 30.

Scope of Work	Deliverable	Provider Documentation	Financial Consequences	Agency Verification
<p><b>1. Tip Line:</b> The Provider will provide and maintain all budgeted components of a tip line, answering service, telecommute, tip software and the tip coordinator's cell phone for the purpose of receiving anonymous tip information from the public regarding fugitives, crimes committed and other wanted criminals as well as stolen property or illegal drugs for transfer to law enforcement for investigation.</p> <p>Budget line items associated with this deliverable are: #2, #3, #4, #5 and #6.</p>	<p><b>1. Tip Line:</b> The Provider will provide and maintain a dedicated phone line 24 hours a day, 7 days a week, 365 days a year for the public to report information concerning crimes, recovery of drugs, stolen property, and other wanted fugitives for transfer to law enforcement for investigation.</p>	<p><b>1. Tip Line:</b> The Provider will submit the following to support that services were available as required:</p> <p>(a) Copies of invoices associated with line items, phone lines, answering services, telecommute/transfer fees, tip software, and tip coordinator's cell phone indicating monthly services were provided.</p>	<p><b>1. Tip Line:</b> When any budgeted component of a Provider's tip line is found to be non-functioning or unavailable to the public, a 10% reduction in the overall monthly cost reimbursement submitted for that month will be applied.</p>	<p><b>1. Tip Line:</b> Grant Managers will call Provider tip lines a minimum of twice during the grant year to verify the lines are being answered. They will record the person spoke to and date and time.</p>
<p><b>2. Rewards:</b> The Provider on a monthly basis, will review and either approve, adjust, or deny payment of any and all rewards submitted as a result of anonymous tips received prior to arrest, through their tip line, text-a-tip, or website tip, which resulted in an arrest being made, recovery of drugs or stolen property and re-approve all rewards over 120 days old prior to payment to qualify for reimbursement.</p> <p><i>Note: In a month with no rewards, the board/reward committee meets and states such in writing, this deliverable will be considered met.</i></p> <p>The Budget line item associated with this deliverable is #1.</p>	<p><b>2. Rewards:</b> The Provider, no less than once a month, either by the entire Board of Directors or by an appointed Reward Committee consisting of no less than two active Crime Stoppers board members, will review, approve, adjust or deny any and all reward requests submitted as a result of anonymous tips received through their tip lines, which resulted in an arrest, recovery of drugs or stolen property and re-approve all rewards over 120 days old prior to payment.</p>	<p><b>2. Rewards:</b> The Provider will submit the following to support the review and approval of all tips submitted for reimbursement.</p> <p>(a) Submit a copy of the OAG Tip Report signed by a Board Member in attendance at the time the tips were approved.</p> <p>(b) Tips over 120 days must be accompanied by Board Meeting Minutes indicating re-approval by the Board of Directors prior to payment having been made.</p> <p><i>NOTE: All backup support documentation for every tip is subject to review and verification and may be requested at anytime by the OAG for compliance monitoring review purposes.</i></p>	<p><b>2. Rewards:</b> For each reward listed on the OAG Tip Report, when cross referenced with the Provider's Board Meeting Minutes where tips were approved or e-mail verification from the Reward Committee noting payment approval, does not verify the reward as having been approved for payment will be removed at 100% of the reward. A Provider who submits a reward on the OAG Tip Report in excess of 120 days and when cross referenced with the Provider's Board Meeting Minutes and no second approval for the reward in excess of 120 days can be verified, 100% of the reward will be removed. Once removed as a Financial Consequence, a reward will no longer be eligible for reimbursement.</p>	<p><b>2. Rewards:</b> The Grant Manager will review board minutes/committee approvals to note date any rewards were reviewed and approved by the board or the rewards committee as listed on the OAG Tip Report.</p>

[Contract Number: PC19-16]  
 CSA-6.2 Attachment D - \$20,000 or More Contract Deliverables (Revised 10/2015)  
 Rule 2A-9.006(8)(e), Florida Administrative Code

**[ATTACHMENT D - \$20,000 OR MORE CONTRACT DELIVERABLES]**

Scope of Work	Deliverable	Provider Documentation	Financial Consequences	Agency Verification
<p><b>3. Payment of Approved Rewards:</b> The Provider will make all approved rewards available to tipsters: <b>Method #1</b> - within ten (10) business days following Board/Reward Committee approval or <b>Method #2</b> - within ten (10) business days following tipster contact with Provider to claim a Board/Reward Committee approved reward. Tips must be received through the Provider's anonymous tip line, text-a-tip or website tip to qualify for reimbursement from the CSTF.</p> <p><i>NOTE: In a month with no rewards, the board/committee meets and states such in writing, this deliverable will be considered met.</i></p> <p>The Budget line item associated with this deliverable is #1.</p>	<p><b>3. Payment of Approved Rewards:</b> The Provider will make all approved rewards available to tipsters: <b>Method #1</b> - within ten (10) business days following Board/Reward Committee approval; or <b>Method #2</b> - within ten (10) business days following tipster contact with Provider to claim a Board/Reward Committee approved reward. The Provider, at the start of the grant year, will select the method they will use throughout the grant year and may not switch between the two.</p>	<p><b>3. Payment of Approved Rewards:</b> The Provider will submit documentation for the authorization of payment to an anonymous tipster indicating payment was provided within 10 business days, by one of the following:</p> <p><b>Method #1</b> (A) Board Meeting Minutes indicating Board/or Committee Approval date. <b>Method #2</b> (A) Copy of a tipsoft report or other software report indicating the date the tipster made contact with the provider for reward payment</p> <p>In addition the following support documentation must be provided:</p> <p>(a) a copy of an authorization sheet, which indicates date and tip number and a copy of the confirmation from the fax machine indicating date and time faxed to bank, (b) copy of e-mail authorization to bank, indicating date, time sent and tip number, or (c) a list of check(s)/debit slips delivered to bank, indicating date, check/debit number, tip number, and signature of bank official who received them.</p>	<p><b>3. Payment of Approved Rewards:</b> The failure of the Provider to make a tipster's reward available to them within 10 business days using one the selected methods, either Method #1 or Method #2, but not both, as noted in the deliverable, will result in a reduction of 100% of the reward amount as a financial consequence. Once removed as a Financial Consequence, a reward will no longer be eligible for reimbursement.</p>	<p><b>3. Payment of Approved Rewards:</b> The Grant Manager will review bank statements or debit slips clearly documenting payment dates against other submitted support documentation to support the tip was paid out within the required 10 days by one of the approved methods.</p>



**[ATTACHMENT D - \$20,000 OR MORE CONTRACT DELIVERABLES]**

Scope of Work	Deliverable	Provider Documentation	Financial Consequences	Agency Verification
<p><b>4. Public Awareness of "Tip Line" and Program:</b> The Provider will promote the Crime Stoppers program for the purpose of making the public aware of the tip number, text-a-tip, or website tip numbers, possible reward available for information leading to an arrest, the recovery of stolen property or drugs, and/or a specific crime.</p> <p>Line items associated with this deliverable are: #8-#29 and #37-#42.</p>	<p><b>4. Public Awareness of "Tip Line" and Program:</b> The Provider will promote the Crime Stoppers "tip line", "text-a-tip," or website tip numbers or a specific crime a minimum of once a month for 11 months, August 1 through June 30, utilizing any of the venues listed in line items #8-#29 and #37-#42 of their approved budget. All methods of public awareness must contain the OAG acknowledgement to qualify for reimbursement.</p>	<p><b>4. Public Awareness of "Tip Line" and Program:</b> The Provider will submit the following as support of services for the month stated on the Monthly Performance Report (Attachment D) for each monthly service completed:</p> <p>(a) Submit invoices current copies, photos, ads, etc. of all public awareness campaigns paid for with CSTF dollars. (to include date, time, and places where displayed or distributed) All support documentation must contain the OAG acknowledgement to qualify for reimbursement; or</p> <p>(b) Organizations dispersing purchases only from line items #18-#23 or #37-#42 for public awareness on a monthly basis, may submit a document indicating date, location, number of items and signature of board authorizing official <b>confirming</b> dispersal.</p>	<p><b>4. Public Awareness of "Tip Line" and Program:</b> A Provider who fails to promote their program once a month for 11 months, between August 1 and June 30, will receive a 10% reduction of the cost reimbursement within the month service cannot be documented.</p> <p><i>NOTE: Some copies and photos may qualify to be submitted only once and placed in the Provider's file for reference provided they are taken in the current grant year. Photos and copies that are from another grant year will not be accepted as current grant year support documentation.</i></p>	<p><b>4. Public Awareness of "Tip Line" and Program:</b> Grant Managers will review invoices for descriptions, dates, places. In addition, they will review any audio's, PSA's or other broadcast materials as well as, pictures, copies of newspaper ads or other types of public awareness purchased by the Provider to ensure they were approved in the budget and that the required OAG acknowledgement is attached.</p>
<p><b>5. Continuing Education:</b> The Provider is required to attend trainings during the grant year, July 1 through June 30. Training may be through Florida Association of Crime Stoppers, CSUSA, Southeastern Crime Stoppers Association or other Crime Stoppers trainings as approved in writing prior to travel by a majority vote of the FACS membership and is directly related to the Crime Stoppers project.</p> <p>The Budget line items associated with this deliverable are: #64, #65, #66, and #73.</p>	<p><b>5. Continuing Education:</b> The Provider is required to attend two (2) trainings per grant year, July 1 through June 30, through Florida Association of Crime Stoppers, CSUSA, Southeastern Crime Stoppers Association or other Crime Stoppers trainings as approved in writing prior to travel by a majority vote of the FACS membership and is directly related to the Crime Stoppers project.</p>	<p><b>5. Continuing Education:</b> The Provider must submit the following as support documentation that the deliverable was met.</p> <p>(a) The Provider will submit copies of the agenda and either sign-in sheets or certificate of attendance for all trainings attended where reimbursement from the Crime Stoppers Trust Fund is requested.</p> <p><i>NOTE: If sign-in sheets are provided by FACS, the Provider does not have to submit to the OAG, however, if not provided by FACS, the Provider is responsible for submission of sign-in sheets.</i></p>	<p><b>5. Continuing Education:</b> If the Provider fails to attend two trainings per year, does not attend all of the sessions and cannot provide a certificate of attendance or who's name does not appear on all days of the sign-in-sheets will result in a 10% reduction of the monthly cost reimbursement.</p>	<p><b>5. Continuing Education:</b> Grant Managers will verify via Sign-in-sheets, certificates of attendance or other available means all travel related to attendance to grant allowable conferences or conventions as authorized in the approved Budget.</p>

[Contract Number: PC19-16]  
 CSA-6.2 Attachment D - \$20,000 or More Contract Deliverables (Revised 10/2015)  
 Rule 2.4-9.006(8)(e), Florida Administrative Code

**[ATTACHMENT D - \$20,000 OR MORE CONTRACT DELIVERABLES]**

Scope of Work	Deliverable	Provider Documentation	Financial Consequences	Agency Verification
<p><b>6. Law Enforcement Contact:</b> The Provider is required to contact all local law enforcement agencies noted on page 4 of their grant application, Attachment B, via e-mail, to offer support of the program. Line items associated with this deliverable are: #7, #8, #10, #13, #14, #15, #17, #19, #20, #23, and #32-#36</p>	<p><b>6. Law Enforcement Contact:</b> The Provider is required to make contact with all local law enforcement agencies noted on page 4 of their grant application, Attachment B, via e-mail, a minimum of once a month to offer the support of the program through venues listed in line items: #7, #8, #10, #13, #14, #15, #17, #19, #20, #23, and #32-#36.</p>	<p><b>6. Law Enforcement Contact:</b> The Provider will submit copies of sent e-mails indicating date and time sent each month to support notifying local law enforcement agencies noted on page 4 of their grant application, Attachment B, of the venues Crime Stoppers has available to support the law enforcement partnership with Crime Stoppers. <i>NOTE: The Provider, may choose to copy their Grant Manager when sending the contact e-mail to law enforcement. Grant Managers will place copy in Provider's file for reference.</i></p>	<p><b>6. Law Enforcement Contact:</b> A Provider who fails to make contact with local law enforcement agencies noted on page 4 of their grant application, Attachment B, via e-mail, a minimum of once a month, July 1 through June 30, to offer the support of the program through venues listed in line items: #7, #8, #10, #13, #14, #15, #17, #19, #20, #23 and #32 - #36, will receive a 10% reduction in their monthly cost reimbursement for any month services as required are not completed.</p>	<p><b>6. Law Enforcement Contact:</b> Grant Managers will review e-mails to ensure they are sent to the correct number of agencies as listed on page 4 of the grant application and to ensure that Crime Stopper services were offered to law enforcement.</p>
<p><b>7. Board Meetings Grants \$20,000 or Higher:</b> The Provider who receives grant funds of \$20,000 or more will conduct monthly board meetings during the course of the grant year, July 1 through June 30. The Budget line items associated with this deliverable are #68 and #69.</p>	<p><b>7. Board Meetings Grants \$20,000 or Higher:</b> The Provider receiving \$20,000 or more will conduct a minimum of ten (10) monthly board meetings. <i>NOTE: Multiple monthly meetings, (i.e. more than one meeting within a month) will not meet the requirement and will only be counted as one meeting for the month.</i></p>	<p><b>7. Board Meetings Grants \$20,000 or Higher:</b> The Provider will submit complete copies of un-redacted board meeting minutes for each month that a board meeting is required, as proof a board meeting within the specified time frame of the deliverable. (Only two board meetings may be missed without financial consequences being applied.) <i>NOTE: Board meeting minutes must indicate date of meeting, board members present and absent.</i></p>	<p><b>7. Board Meetings Grants \$20,000 or Higher:</b> The Provider's total monthly cost reimbursement will be reduced by 10% for any month that exceeds the allowed two monthly missed board meetings between July 1 and June 30, and no support documentation is submitted as required.</p>	<p><b>7. Board Meetings Grants \$20,000 or Higher:</b> Grant Managers will review submitted board meeting minutes to ensure a meeting was conducted.</p>
<p><b>8. Community Events:</b> The Provider, its employee or designee will participate in community events to promote Crime Stoppers through the distribution of public awareness materials in line items #18, #19, #30 and #31 or other budget approved methods during the grant year, July 1 through June 30.</p>	<p><b>8. Community Events:</b> The Provider, its employee, or designee will participate in a minimum of two (2) community events within each county served by the Provider, July 1 through June 30, to promote Crime Stoppers through the distribution of public awareness materials in line items #18, #19, #30 and #31 or other budget approved methods.</p>	<p><b>8. Community Events:</b> The Provider will submit a completed OAG Event Reporting Form detailing the names of organizational attendees, what materials or items were distributed or utilized at the event to increase the awareness of the Crime Stoppers program and tip number.</p>	<p><b>8. Community Events:</b> The Provider or designee who fails to attend a minimum of two community events per county served and submit the required support documentation between July 1 and June 30, will result in the provider's June Cost Reimbursement being reduced by 20% for failure to complete the required number of community events within the counties served.</p>	<p><b>8. Community Events:</b> Grant Managers will monitor on a monthly basis, the yearly required number of community events that is specified for each grantee. If any grantee has failed to meet the required number of community events by the final quarter, the Grant Manager will remind the grantee, via e-mail, of the services due but not delivered to-date. If the Provider does not meet this deliverable, a financial consequence will be applied to the June Cost Reimbursement as noted in the Financial Consequences for Deliverable 8.</p>

[Contract Number: PC19-16]  
 CSA-6.2 Attachment D - \$20,000 or More Contract Deliverables (Revised 10/2015)  
 Rule 2A-9.006(8)(e), Florida Administrative Code



**[ATTACHMENT D - \$20,000 OR MORE CONTRACT DELIVERABLES]**

Scope of Work	Deliverable	Provider Documentation	Financial Consequences	Agency Verification
<p><b>9. Reporting Requirements:</b> The Provider will submit twelve (12) complete Reimbursement Requests/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. The Provider will submit one (1) Final Reimbursement Expenditure Report which must be postmarked on or before August 15, if August 15th, falls on a Saturday, A Sunday or a federal holiday, then postmark must be on the next business day.</p> <p>Line items associated with this deliverable are #43-63, #67, #70, #72, and #74-#76.</p>	<p><b>9. Reporting Requirements:</b> The Provider will submit twelve (12) complete monthly Reimbursement Requests/Expenditure Reports and Performance Reports with an original signature which must be postmarked 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 postmarked by the next business day. The Provider must submit one (1) Final Reimbursement Expenditure Report which must be postmarked by August 15th, if August 15th, falls on a Saturday, a Sunday or a federal holiday, then postmark must be on the next business day. The monthly reimbursement request shall include all invoices and required support documentation for <b>expenditures</b> 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 <b>deliverables</b> either mailed or scanned and received within the above same time frame.</p>	<p><b>9. Reporting Requirements:</b> The OAG grant staff will make a copy of the envelope received from each Provider indicating the postmark on the envelope as support documentation the submitted reimbursement request and performance measures were in compliance with the deadline as specified in deliverable #9. The postmark must be for the 20th of the following month unless otherwise specified. If the Provider wishes to dispute the date as postmarked on the envelope, the Provider must submit one of the following as support:</p> <ol style="list-style-type: none"> <li>1. Copy of receipt provided by U.S. Postal Service date mailed; 2. Copy of receipt from UPS or Fed Ex other method of mailing indicating date mailed; 3. Copy of UPS, Fed Ex or U.S. Postal Service or other method of mailing tracking form indicating date mailed</li> </ol> <p><b>NOTE: Failure of the Provider to submit the required support documentation with or at the same time of the Reimbursement Request and Performance Report will result in a delay in processing which will result in a delay in payment.</b></p>	<p><b>9. Reporting Requirements:</b> Provider's total monthly cost reimbursement will be reduced by 10% if the Provider fails to have their monthly Reimbursement and Monthly Performance reports postmarked by the 20th of the following month, except if the 20th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day and the support documentation must be submitted either as aforementioned or e-mailed by the due dates as provided. A reduction of 10% will be applied to the Final Reimbursement if it is not postmarked by August 15, or if August 15th falls on a Saturday, a Sunday or a federal holiday, then postmark must be on the next business day.</p> <p><b>A Provider who intentionally submits a "0" reimbursement for the purpose of avoiding the 10% Financial Consequence will be assessed the 10% Financial Consequence on their next monthly cost reimbursement containing expenditures noted to have been paid and cleared the bank within the month the "0" reimbursement was submitted.</b></p>	<p><b>9. Reporting Requirements:</b> The Grant Manager will review the submitted support documentation provided by the provider and will make a copy of the envelope that the cost reimbursement is received in as well as, check date of electronically submitted or other OAG approved method. In the event no postmark is on the envelope the provider is responsible for support documentation. Grant Managers will review all "0" reimbursements for failure to submit expenses within the month they were paid and cleared the bank to determine if they should have filed a request for payment in the month they filed a "0" and apply the required financial consequence.</p>

[Contract Number: PC19-16]  
 CSA-6.2 Attachment D - \$20,000 or More Contract Deliverables (Revised 10/2015)  
 Rule 2A-9.006(8)(e), Florida Administrative Code





OFFICE OF THE ATTORNEY GENERAL
DIVISION OF VICTIM SERVICES
AND CRIMINAL JUSTICE PROGRAMS

NONSTATE AGENCY FLORIDA SINGLE AUDIT ACT QUESTIONNAIRE

In accordance with Florida Statute Section 215.97, all nonstate agencies who expend a total amount of state financial assistance equal to or in excess of \$500,000.00 in any fiscal year must comply with the Florida Single Audit Act and its requirements.

Please complete this questionnaire and return to your grant manager.

- 'Audit threshold' means the threshold amount used to determine when a state single audit or project specific audit of a nonstate entity shall be conducted in accordance with Florida Statutes section 215.97.
'Nonstate entity' means a local governmental entity, nonprofit organization, or for-profit organization that receives state financial assistance.
'Local governmental entity' means a county as a whole, municipality, or special district or any other entity excluding a district school board, charter school, Florida College System institution, or public university, however styled, which independently exercises any type of governmental function within the state.
'Federal financial assistance' means financial assistance from federal sources passed through the state and provided to nonstate organizations to carry out a federal program.
'State awarding agency' means a state agency that is primarily responsible for the operations and outcomes of a state project, regardless of the state agency that actually provides state financial assistance to a nonstate entity.
'Coordinating agency' means the state awarding agency that provides the predominant amount of state financial assistance expended by a recipient as determined by the recipient's Schedule of Expenditures of State Financial Assistance.
'State program' means a set of special purpose activities undertaken to realize identifiable goals and objectives in order to achieve a state agency's mission and legislative intent requiring accountability for state resources.
'State project' means a state program that provides state financial assistance to a nonstate organization and that must be assigned a state project number identifier in the Catalog of State Financial Assistance.
'State fiscal year' means the State of Florida fiscal year which begins on July 1 of each year and ends on June 30 of the following year.

July 1 - June 30

Agency or Entity: Pinellas County Board of County Commissioners

Fiscal Year: 2016-2017

Grant Number: PC19-16

See email CO 6/24/16

Did the agency or entity expend \$500,000.00 or more in the previous State fiscal year from all funding sources which are managed by a State agency, including Federal financial assistance?

- Yes
No

In accordance with Section 215.97, Florida Statutes; applicable rules of the Executive Office of the Governor and the Comptroller; and Chapter 10.650, Rules of the Auditor General this agency/organization has reviewed its state financial assistance and attests, under penalties of perjury, that the above information is true and accurate.

Signature: Mark H. Woodard Title: County Administrator Date: 6/15/16

Print Name: Mark Woodard

APPROVED AS TO FORM
OFFICE OF COUNTY ATTORNEY





**Re: [BULK] Exhibit 2**  
Martino,Deborah to: Karen O'Bryan

06/26/2016 06:26 PM

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For Crime stoppers of Pinellas County, our fiscal year is July 1 through June 30. For the Pinellas County sheriff's office the fiscal year is October 1 through September 30 .

Sent from my Verizon 4G LTE Smartphone

----- Original message-----

From: Karen O'Bryan  
Date: Sun, Jun 26, 2016 3:47 PM  
To: Martino,Deborah;  
Cc: Shayla Crumity;Adrian Dillon;Danica Fields;  
Subject:[BULK] Exhibit 2

Ms. Martino,

Please confirm the month and day of your organization's fiscal year so that we may attach it to Exhibit 2, for example, October 1 thru September 30. We need this information as soon as possible to complete the contract process.

Thanks!

Karen L. O'Bryan, Program Administrator  
Office of the Attorney General  
Division of Victim Services  
and Criminal Justice Programs  
PL-01, The Capitol  
Tallahassee, Florida 32399-1050  
Telephone: (850) 414-3362  
Fax: (850) 413-0633  
fcpti.com

## FLORIDA SINGLE AUDIT ACT CHECKLIST FOR NON-STATE ORGANIZATIONS - RECIPIENT/SUBRECIPIENT VS. VENDOR DETERMINATION

This checklist and the standard contract audit language may be obtained electronically from the Department of Financial Services' website (<https://apps.fdfs.com/fsaa>).

If a Florida Single Audit Act State Project Determination Checklist has not been previously completed, please complete it now. (Applies only to State agencies)

This checklist must be used by State agencies to evaluate the applicability of the Florida Single Audit Act (FSAA) to non-state organizations after a state program has been determined (using the Florida Single Audit Act State Project Determination Checklist) to provide state financial assistance (i.e. is a State Project as defined in 215.97 (2), F.S.). This checklist assists in determining if the non-state organization is a vendor, recipient/subrecipient, or an exempt organization.

Recipients and subrecipients of state financial assistance must also use this checklist to evaluate the applicability of the FSAA to non-state organizations to which they provide State resources to assist in carrying out a State Project.

Name of Non-state Organization: Pinellas County Board of County Commissioners

Type of Non-state Organization: Non-Profit

(i.e. nonprofit, for-profit, local government; if the non-state organization is a local government, please indicate the type of local government – municipality, county commission, constitutional officer, water management district, etc.)

Awarding Agency: Office of the Attorney General

Title of State Project: Crime Stoppers

Catalog of State Financial Assistance (CSFA) Number: 41.002

Contract/Grant/Agreement Number: PC19.16

### PART A

YES	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Is the non-state organization a district school board, charter school, community college, public university, government outside of Florida, or a Federal agency?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Is the relationship with the non-state organization <b>only</b> to procure commodities (as defined in 287.012(5) F.S.)?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Does the relationship with the non-state organization consist of <b>only</b> Federal resources, State matching resources for Federal Programs or local matching resources for Federal Programs?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Does the relationship with the non-state organization consist of <b>only</b> State maintenance of effort (MOE) <sup>1</sup> resources that meet <b>all</b> of the following criteria?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A. Do Federal Regulations specify the requirements for the use of the State MOE resources and are there no additional State requirements?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	B. Do contracts contain sufficient language to identify the State MOE resources and the associated Federal Program?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	C. Do A-133 audit requirements apply to the State MOE resources and do contracts stipulate that the State MOE resources should be tested in an A-133 audit in accordance with Federal Program requirements?

<sup>1</sup> MOE refers to the Federal maintenance of effort/level of effort requirements as defined by OMB Circular A-133 Compliance Requirement G (Matching, Level of Effort, Earmarking).

**If any of 1-4 above is yes, the recipient/vendor relationship determination does not need to be completed because the FSAA is not applicable to the non-state organization.**



**PART B**

Recipient/Vendor Relationship Determination:

The following should be analyzed for each relationship with a non-state organization where it has been determined that the state program provides state financial assistance (i.e. is a State Project) and the non-state organization is not exempt based on the questions above. This relationship may be evidenced by, but not limited to, a contract, agreement, or application.

**YES**   **NO**

- 1. Does State law or legislative proviso create the non-state organization to carry out this State Project?
- 2. Is the non-state organization required to provide matching resources not related to a Federal Program?
- 3. Is the non-state organization required to meet or comply with specified State Project requirements in order to receive State resources? (State Project requirements include laws, rules, or guidelines specific to the State Project such as eligibility guidelines, specified types of jobs to be created, donation of specified assets, etc. Specified State Project requirements do not include procurement standards, general guidelines, or general laws/rules.)
- 4. Is the non-state organization required to make State Project decisions, which the State agency would otherwise make? (e.g. determine eligibility, provide case management, etc.)
- 5. Is the non-state organization's performance measured against whether State Project objectives are met? (e.g. number of jobs to be created, number of patients to be seen, number of disadvantaged citizens to be transported, etc. Performance measures may or may not be related to State performance-based budgeting.)

If **any** of the above is **yes**, there is a **recipient/subrecipient relationship** and the non-state organization **is** subject to the FSAA. Otherwise the non-state organization is a **vendor** and is **not** subject to the FSAA.

**PART C**

Based on your analysis of the response above and discussions with appropriate agency personnel, state your conclusion regarding the non-state organization.

**(Check one)**   **Recipient/Subrecipient:**    **Vendor:**    **Exempt Organization:**

**Comments:** 16.555, F.S. creates with whom the Agency will contract with.

**Print Name:** Edna Smith

**Telephone Number:** 850-414-3357

**Title:** Program Administrator

**Signature:**



**Date:** 5/1/2016

Note it is the program personnel's responsibility to notify Finance and Accounting of which non-state organizations have been determined to be recipients and are receiving state financial assistance (i.e. disbursements must be coded as 7500 object code in FLAIR).

*Note it is possible to have a contractual agreement with a non-state organization under Chapter 287, Florida Statutes, and still consider the non-state organization a recipient under the Florida Single Audit Act.*

If a recipient/subrecipient relationship exists the standard contract audit language, including Exhibit 1 (DFS-A2-CL), must be included in the document that established the State's, recipient's, or subrecipient's relationship with the non-state entity.

Questions regarding the evaluation of a non-state organization or if it has been determined that the non-state organization is a recipient and a CSFA number has not been assigned, contact your FSAA State agency liaison or the Department of Financial Services, Bureau of Auditing at (850) 413-3060 or Suncom 293-3060. Reference may be made to Rule 69I-5, FAC.





## COST/PRICE ANALYSIS FORM

**Grant Number:** PC19- 16

**Organization Name:** Pinellas County Board of County Commissioners

Depending on procurement/selection method and type of agreement to be entered into, price and/or cost analyses should be completed. Section 216.3475, Florida Statutes requires that a person or entity that is awarded funding on a non-competitive basis may not be paid more than the competitive market rate.

**1. Determine if costs are:**

- a. Allowable
- b. Reasonable
- c. Necessary

**2. \* Can use for comparison:**

Current and previous ITBs, RFPs, quotes, contract prices, similar program costs and published price lists.

**NOTE:** These guidelines apply to all agreements, regardless of funding source or form (contract, purchase order, memorandum of understanding, grant, etc.). Competition (2 or more responses) usually establishes price reasonableness (except competitively procured fixed price/fixed rate agreements with recipients which will require further cost analyses). Fixed price/fixed rate agreements with vendors which have been competitively procured by evaluation of two or more responses, do not usually require further price or cost analyses. ITN, Single Source, and non-competitive procurements objective is to negotiate an agreement that provides the greatest incentive for efficient and economical performance.

	Definition	Objective	Actions	Contract Types Applicable to	Check Box Indicating Method Used
Price Analysis	The process of examining and evaluating proposed price without evaluating its separate cost elements.	Verify that overall price is fair and reasonable	*Compare current proposed prices  *Compare current price to previous price	ITN, Single Source, and non-competitive procurements require price and cost analyses.	<input checked="" type="checkbox"/> Current ITB or RFPs <input checked="" type="checkbox"/> Previous ITB or RFPs <input checked="" type="checkbox"/> Quotes <input checked="" type="checkbox"/> Contract prices <input checked="" type="checkbox"/> Similar program costs <input checked="" type="checkbox"/> Published price lists
Cost Analysis	The process of reviewing and evaluating separate cost elements	Determine the allowability and reasonable ness of proposed cost elements.	*Determine that proposed costs are allowable (per federal and state laws, rules and regulations). *Evaluate necessity for and reasonableness of proposed costs. (Pay particular attention to fringe benefits, overhead and indirect cost rates, profit margin.) *Compare to actual costs previously incurred for same or similar services.	ITN, Single Source, and non-competitive procurements require price and cost analyses.  Cost reimbursement and/or cost plus fixed fee agreements <u>always</u> require cost analysis. Competitively procured fixed price/fixed rate agreements with recipients require further cost analyses.	<input checked="" type="checkbox"/> Current ITB or RFPs <input checked="" type="checkbox"/> Previous ITB or RFPs <input checked="" type="checkbox"/> Quotes <input checked="" type="checkbox"/> Contract prices <input checked="" type="checkbox"/> Similar program costs <input checked="" type="checkbox"/> Published price lists

Item #	Line Item Budget Category	Amount	% Allocated this Agreement	Allowable	Reasonable	Necessary
	<b>Total Contract Value</b>	\$195,080.35				
	<b>Rewards &amp; Public Education</b>	\$124,471.00	63.8%			
1	Rewards	\$15,000.00	7.7%	√	√	√
2	Tip Lines	\$0.00	0.0%			
3	Answering Service (Alternative Answers, CSI, Other)	\$5,400.00	2.8%	√	√	√
4	Telecommute Fees	\$2,400.00	1.2%	√	√	√
5	Tip Software	\$2,200.00	1.1%	√	√	√
6	Cell Phone (Tip Coordinator)	\$0.00	0.0%			
7	Crime Prevention Training	\$0.00	0.0%			
	<b>Program Awareness/Media</b>					
8	Bus Benches	\$0.00	0.0%			
9	Yellow Page Ads (not listing)	\$0.00	0.0%			
10	Billboards/Rolling Billboards	\$45,000.00	23.1%	√	√	√
11	Bus Wraps Only (Sole Source Determination Required)	\$0.00	0.0%			
12	Cab Signs	\$0.00	0.0%			
13	Newspaper	\$0.00	0.0%			
14	Radio	\$8,500.00	4.4%	√	√	√
15	Television (Program Associated)	\$32,500.00	16.7%	√	√	√
16	Movie Theater	\$0.00	0.0%			



17	Website Development/Maintenance	\$600.00	0.3%	√	√	√
18	Brochures	\$2,250.00	1.2%	√	√	√
19	Program Specialty Items (as approved)	\$8,390.00	4.3%	√	√	√
20	Door Hangers/Yard Signs (Does not include Neighborhood Watch Signs)	\$0.00	0.0%			
21	Window Clings/Signs/Stickers	\$0.00	0.0%			
22	Newsletters	\$0.00	0.0%			
23	Posters	\$0.00	0.0%			
24	Banners	\$0.00	0.0%			
25	LCD Projector	\$0.00	0.0%			
26	Projection Screen	\$0.00	0.0%			
27	Display Board	\$0.00	0.0%			
28	Television	\$0.00	0.0%			
29	VCR/DVD/Blue-Ray/or similar device	\$0.00	0.0%			
30	Child ID Programs	\$0.00	0.0%			
31	Child ID Supplies	\$0.00	0.0%			
32	Crime Scene Tape	\$2,231.00	1.1%	√	√	√
Item #	Fugitives					
33	Wanted Fugitive Ads	\$0.00	0.0%			
34	Wanted Fugitive Flyers	\$0.00	0.0%			

35	Wanted Fugitive Posters	\$0.00	0.0%			
36	Wanted Fugitive Billboards	\$0.00	0.0%			
<b>Item #</b>	<b>"OTHER" Specific Line Items</b>					
37			0.0%			
38			0.0%			
39			0.0%			
40			0.0%			
41			0.0%			
42			0.0%			
	<b>TOTAL REWARDS &amp; PUBLIC EDUCATION</b>	<b>\$124,471.00</b>				
<b>Item #</b>	<b>Operating Expenses</b>	<b>\$12,312.41</b>	<b>6.3%</b>			
43	Office Rent (Must submit copy of lease)	\$0.00	0.0%			
44	Utilities	\$0.00	0.0%			
45	Office Phone (Not Tip Line)	\$0.00	0.0%			
46	Cellular Phone	\$0.00	0.0%			
47	Fax Line	\$0.00	0.0%			
48	Internet Line/Wireless Connectivity (Internet Service)	\$0.00	0.0%			
49	Vehicle Mileage	\$0.00	0.0%			
50	Postage/ Express Mail (must maintain postage log for all stamps to demonstrate usage)	\$108.00	0.1%	√	√	√
	<b>Total Office Rent</b>	<b>\$70.00</b>	<b>0.0%</b>	√	√	√



Item #	Line Item Budget Category	Amount	% Allocated this Agreement	Allowable	Reasonable	Necessary
51	Storage Rent	\$0.00	0.0%			
52	General Office Supplies/Letterhead/Envelopes	\$242.95	0.1%	√	√	√
53	Line Item Budget Category	Amount	% Allocated this Agreement	Allowable	Reasonable	Necessary
<b>Equipment and Property</b>						
54	Computer (Including monitor or Software purchased with computer)	\$0.00	0.0%			
55	Computer Hardware Accessories	\$0.00	0.0%			
56	Laptop Computer (does not include ipad notebooks or similar devices)	\$0.00	0.0%			
57	Additional Software	\$419.76	0.2%	√	√	√
58	FAX Machine	\$0.00	0.0%			
59	Printer	\$0.00	0.0%			
60	Copier	\$0.00	0.0%			
61	Copier Rental	\$0.00	0.0%			
62	Copier Maintenance	\$0.00	0.0%			
63	Telephone Equipment (not bills)	\$0.00	0.0%			
<b>Membership Dues (Limited to those below)</b>						
64	FACS (Florida Association of Crime Stoppers, Inc.)	\$500.00	0.3%	√	√	√
65	Southeastern Crime Stoppers Association	\$75.00	0.0%	√	√	√
66	USA Crime Stoppers Association	\$300.00	0.2%	√	√	√
<b>Fees</b>						
67	Corporate Filing Fees	\$70.00	0.0%	√	√	√

Item #	Line Item Budget Category	Amount	% Allocated this Agreement	Allowable	Reasonable	Necessary
<b>Insurance</b>						
68	Board & Officers Liability (Mandatory)	\$1,000.00	0.5%	√	√	√
69	Employee Bond Insurance	\$0.00	0.0%			
70	Storage Unit Insurance	\$0.00	0.0%			
71	General Liability	\$600.00	0.3%	√	√	√
72	Vehicle Insurance (State Owned)	\$0.00	0.0%			
<b>Travel</b>						
73	Travel (all)	\$8,226.70	4.2%	√	√	√
<b>Professional Services</b>						
74	Accounting	\$0.00	0.0%			
75	Payroll Services	\$0.00	0.0%			
76	Computer Tech Support	\$700.00	0.4%	√	√	√
77	Design Services	\$0.00	0.0%			
<b>Other (Explain) in Section 13, page 14b.</b>						
79			0.0%			
80			0.0%			
81			0.0%			
82			0.0%			
83			0.0%			
84			0.0%			



Item #	Line Item Budget Category	Amount	% Allocated this Agreement	Allowable	Reasonable	Necessary
85			0.0%			
86			0.0%			
87			0.0%			
	<b>TOTAL FOR OPERATING EXPENSES</b>	<b>\$12,312.41</b>				
	<b>Salaries and benefits</b>	<b>\$58,296.94</b>	<b>0.298835531</b>			
88	Deborah Martino	\$49,997.74	25.6%	√	√	√
89	Lisa Carrillo	\$8,299.20	4.3%	√	√	√
90			0.0%			
91			0.0%			
92			0.0%			
93			0.0%			
94	Executive Director	\$0.00	0.0%			
	<b>TOTAL</b>	<b>\$195,080.35</b>	<b>100%</b>			

**CERTIFICATION**

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

*D Fields* 7/15/2016  
 (Signature) (Date)

Grant Specialist IV *Danica Fields*  
 (Type Name and Title Here)

*Karen O'Bryan* 7/15/16  
 (Signature) (Date)

Karen O'Bryan, Program Administrator  
 (Type Name and Title Here)