



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

**AND**

**PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS  
GRANT NO: PC19-13  
CSFA #41.002**

**THIS AGREEMENT** is entered into in the City of Tallahassee, Leon County, Florida by and between the State of Florida, Department of Legal Affairs, Office of the Attorney General, Catalog of State Financial Assistance (CSFA) number 41.002, hereafter referred to as the Agency, and Pinellas County Board of County Commissioners, a political subdivision of the State of Florida, hereafter referred to collectively as the PROVIDER. The parties hereto mutually agree as follows:

**ARTICLE 1. ENGAGEMENT OF THE PROVIDER**

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

**ARTICLE 2. SCOPE OF SERVICES**

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

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

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

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

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

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

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

The Agency agrees to pay the PROVIDER for services completed in accordance with the terms and conditions of this Agreement, the grant application and the budget as approved by the Agency. The total sum of monies paid to the PROVIDER for costs incurred for **services performed** under this Agreement shall not exceed the amount of monies deposited into the Crime Stopper Trust Fund within the judicial circuit in which monies were collected and available for award. The Agency shall distribute funds as equitably as possible, based on amounts collected within each county, when more than one county is eligible within a judicial circuit. If the PROVIDER is an official member of the Florida Association of Crime Stoppers, monies may only be allocated upon receipt of a Letter of Agreement from the appropriate Board of County Commissioners for each county served by the member. In accordance with Attachment B, the total sum of monies approved for the costs incurred under this Agreement shall not exceed \$245,392.70.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The PROVIDER must procure any recycled products or materials, which are the subject of or are required to carry out this contract, in accordance with the provisions of Section 403.7065, F.S. (2012). If the PROVIDER is a unit of local or state government, the PROVIDER must follow the written purchasing procedures of the government agency. If the PROVIDER is a non-profit or for-profit organization, the PROVIDER must obtain a minimum of three (3) written quotes for all grant-related purchases equal to or in excess of one thousand dollars (\$1,000) unless it can be documented that the vendor is a sole source supplier. The PROVIDER must submit to the Office of the Attorney General, copies of the three (3) written quotes, together with a copy of the specification requirements and the "Bid Tab Form," (Exhibit 2), duly executed by the Board of Directors and the Reimbursement Request for all products or services exceeding the amount of \$1,000. The Agency, upon request, may approve in writing an alternative purchasing procedure.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

## **ARTICLE 30. INDEMNIFICATION**

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

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

## **ARTICLE 31. TERMINATION**

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

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

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

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

shall be made available to and for the exclusive use of the Agency. The PROVIDER agrees to return all unexpended funds to the Agency within 30 days of the earliest of the effective date of termination or expiration of the Agreement.

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

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

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

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

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

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

**Name:** Pinellas County Board of County Commissioners  
**Address:** 10750 Ulmerton Road  
**City, State Zip:** Largo, Florida 33778  
**Telephone Number:** (727) 582-5806  
**Email Address:** dmartino@pcsonet.com

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

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

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

**Name:** Deborah Martino, Program Administrator  
**Address:** 10750 Ulmerton Road  
**City, State Zip:** Largo, Florida 33778  
**Telephone Number:** (727) 582-5806

**Email Address: dmartino@pcsonet.com**

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

**Name: Edna Smith, Program Administrator**

**Address: PL-01, The Capitol**

**City, State Zip: Tallahassee, Florida 32399-1050**

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

**Email Address: edna.smith@myfloridalegal.com**

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

**ARTICLE 34. GOVERNING LAW**

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

**ARTICLE 35. JURISDICTION AND VENUE**

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

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

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

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

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

PROVIDER: Pinellas County Board of County Commissioners

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

Robert A. Lafala 7-3-13  
PROVIDER REPRESENTATIVE (DATE)

John L. Hamilton 7-10-13  
JOHN L. HAMILTON (DATE)  
DIRECTOR OF ADMINISTRATION

County Administrator  
TITLE OF PROVIDER REPRESENTATIVE

59-6000800  
FEDERAL EID # of PROVIDER

PROVIDER Fiscal Year Ending Date: 6/30/14

APPROVED AS TO FORM  
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 as described in this section.

**MONITORING**

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

**AUDITS**

**PART I: FEDERALLY FUNDED**

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

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

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

## **PART II: STATE FUNDED**

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

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

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

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

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

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

- A. The Office of the Attorney General

- Bureau of Citizens Safety Programs and Criminal Justice Programs  
Bureau Chief, PL-01, The Capitol  
Tallahassee, Florida 32399-1050

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

- Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10<sup>th</sup> Street  
Jeffersonville, IN 47132

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

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

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

- A. The Agency at the following address:

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

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

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

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

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

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

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



**EXHIBIT – 1**

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

No Federal Project Funds Awarded

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

**MATCHING RESOURCES FOR FEDERAL PROGRAMS:**

No Matching Funds for Federal Programs Awarded

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

<u>STATE PROJECT</u>	<u>AGENCY</u>	<u>PROJECT TITLE</u>	<u>AWARD AMOUNT</u>
#41.002	Office of the Attorney General	Crime Stoppers	\$245,392.70

**TOTAL STATE FUNDS AWARDED SUBJECT TO SECTION 215.97, F.S. \$245,392.70**

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

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

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

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



FLORIDA CRIME STOPPERS TRUST FUND

Submit by E-mail

Print Form

ATTACHMENT B

Grant Application  
2013-2014

**ORIGINAL  
RECEIVED**

JUN 07 2013

Section 1. Applicant Information

Type of Governmental Agency or Organization (check Space)

☒ County

☐ Member, Florida Association of Crime Stoppers, Inc. **CRIMINAL JUSTICE PROGRAMS  
FCPTI**

Organization Information

Name of Agency or Organization: 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: 59-6000800

Participating Counties: Pinellas

Total Budget Request: \$245,392.70

Individual to Contact in Case of Question: Mary Kurchinski

Area Code/Phone No. +1 (727) 582-6766

E-Mail Address: mkurchinski@pcsonet.com

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

Agency: Florida Department of Law Enforcement

Agency: Florida Highway Patrol

Agency: Florida Department of Corrections

Agency: Tarpon Springs Police Department

Agency: Crime Stoppers of Tampa Bay, Inc.

Agency: Florida Association of Crime Stoppers, Inc

Agency: Pinellas County Sheriff's Office

Agency: Crime Stoppers USA

Agency: Largo Police Department

Agency: St. Petersburg Police Department

Agency: Belleair Police Department

Agency: Clearwater Police Department

Agency: Gulfport Police Department

Agency: Pinellas Park Police Department

Agency: Kenneth City Police Department

Agency: Indian Shores Police Department

Agency: Treasure Island Police Department

Agency: Redington Shores Police Department

Agency: Federal Bureau of Investigation

Agency: Pinellas County Schools

Agency: Campus Police

Agency: U.S. Marshal Service

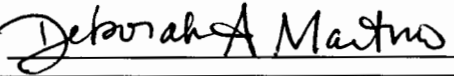
Agency: Local and Print Media

Agency: Area Businesses

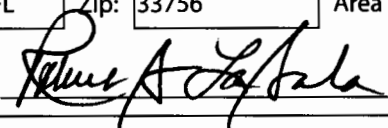
PC19-13

## Section 2. Certification Signatures

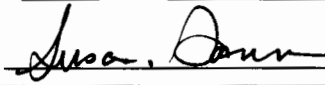
I acknowledge that I have read, understood, and agree to the conditions set forth in the Florida Crime Stopper Trust Fund Grant Application Package for the duration of the grant period. Funds approved in "Attachment B" may not be used for donations, contributions, or other types of like expenditures. 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:  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:  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:  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. 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:	Vance Arnett - vanman@me.com		<input type="checkbox"/> YES
Vice Chairman/President:	Greg Tita - [REDACTED]		<input checked="" type="checkbox"/> YES
Treasurer:	Leslie Knowles - lknowles@bbandt.com		<input type="checkbox"/> YES
Secretary:	Marianne Pasha - mpasha@pcsonet.com		<input type="checkbox"/> YES
Immediate Past President:	Bill McCann - [REDACTED]		<input checked="" type="checkbox"/> YES
Board Member:	Paul Andrews - [REDACTED]		<input checked="" type="checkbox"/> YES
Board Member:	Joseph Clester - [REDACTED]		<input checked="" type="checkbox"/> YES
Board Member:	Roderick H. Frankland - [REDACTED]		<input checked="" type="checkbox"/> YES
Board Member:	Kathie Gibson - kgibson@co.pinellas.fl.us		<input type="checkbox"/> YES
Board Member:	Jenn Holloway - jenniferjholloway@yahoo.com		<input type="checkbox"/> YES
Board Member:	Lee Ellen Hooper - clancyhooper@aol.com		<input type="checkbox"/> YES
Board Member:	Douglas McDow - dmc Dow45@aol.com		<input type="checkbox"/> YES
Board Member:	Lynn Mattiace - lynn@metrotampabay.org		<input type="checkbox"/> YES
Board Member:	Terri Mulvihill - tmulvihill@usameribank.com		<input type="checkbox"/> YES
Board Member:	Nick Pappas - npappas2@gmail.com		<input type="checkbox"/> YES
Board Member:	Chris Precious - [REDACTED]		<input checked="" type="checkbox"/> YES
Board Member:	John Schmalzbauer - [REDACTED]		<input checked="" type="checkbox"/> YES
Board Member:	Eva Eraclides Timberlake - eva@thehospice.org		<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES

**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: 916542

Crime Rate per County Served (per UCR): 4211.5

Number of Media Outlets: approx. 70

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

Number of Law Enforcement Agencies: 13

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

High Schools: 17

Middle Schools: 21

Elementary Schools: 74

Colleges: 8

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

Number of Public Transportation Entities Available in Area Served: 1bus/12cab

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. Information provided for 2009-2010 occurred between October 1, and June 30; information for 2010-2011 and 2011-2012 occurred between July 1, and June 30 of the grant years requested.

Year	# of Tips Written	-	% of increase or Decrease in Tips Written	# of Arrests	# of Cases Cleared	# of Rewards Approved	Total # of Rewards Paid	% of Rewards Paid vs. Approved
2009-2010	1,341			87	244	71	30	42.25%
2010-2011	1,973	0	0.00%	101	225	84	35	41.67%
		632	47.13%					
2011-2012	1,471	-502	-25.44%	33	83	58	17	29.31%
		0	0.00%					

Year	\$ Spent on Public Awareness*		Cost per Tip	\$ Amount of Grant Funds Reimbursed
2009-2010	\$38,237.38		\$28.51	\$106,734.69
2010-2011	\$180,905.42		\$91.69	\$285,865.90
2011-2012	\$197,695.63		\$134.40	\$282,519.66

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

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

Type Here:

Crime Stoppers of Pinellas County, Inc. (Crime Stoppers) has been very fortunate in the collections of fines that fund the program and has received generous funding for twelve years. A multitude of forums at various costs have been used to promote the program concept and some have proved to work better than others. It is often unknown what may specifically prompt a call to the tip line. Fortunately, the numerous concepts and venues that have been used to promote Crime Stoppers have been tracked, and activities that have been directly linked to the source of tip information have been recorded. Based on that data we can conclude the following activities have proven to be the most successful in generating tips during the past year: criminal profiles; television; use of the Internet and programs website; law enforcement referrals; billboards; newspaper media; radio; and word of mouth - a true measure that Crime Stoppers has been successfully branded in the community. History has also shown that the use of pictures often generates more calls and tips. The Crime Stoppers program has utilized the Crime Stoppers Facebook page to profile wanted persons and cases of interest, resulting in many tips and calls.

During the current year the program is on track to meet or exceed last year's number of tips received. Television commercials/public service announcements, newspaper advertising, radio and billboards have been large expenditures for the program and based on data collected, of all paid advertisements these sources 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 of (2012-2013) be achieved by your organization? If yes, please give a brief narrative of your achievements. If no, give reason why you were unable to meet your established Performance Measures and did you require a Program Modification?**

**Type Here:**

Objective #1: Tip Line: The Provider will maintain and provide a tip line for the purpose of receiving anonymous information regarding fugitives, crimes committed and other wanted criminals. OBJECTIVE MET. Pinellas County Crime Stoppers (CS) tip line is available to the public all days of the year, 24 hours per day. CS maintains a monthly tip log to document the number and disposition of all tips. 1,589 TIPS HAVE BEEN RECIEVED TO DATE during this grant year.

Objective #2: Rewards: The Provider will review and either approve or deny all rewards submitted to them for payment on a monthly basis. OBJECTIVE MET. The CS board approves/denies all rewards presented for payment on a monthly basis. To date 45 rewards have been approved during this grant year.

Objective #3: Payment of Approved Rewards: The Provider will make all approved rewards available to tipsters within three (3) working days following Board or Committee approval. OBJECTIVE MET. To date 45 rewards have been approved, and 14 rewards have been claimed by tipsters during this grant year.

Objective #4: Public Awareness of "Tip Line" and Program: The Provider will promote the Crime Stopper tip number and program a minimum of once each month to make the public aware of the tip number, possible reward available for information leading to an arrest, the program in general, or a crime specific announcement. OBJECTIVE MET. CS utilizes multiple venues, such as billboards, radio and newspaper 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.

Objective #5: Meeting Requirements: The Provider or designated representative will attend a minimum of two(2) of three (3) scheduled Florida Association of Crime Stoppers meetings per grant year; held in October, February/March, and June, as required to be a member-in-good-standing and receive grant funds. OBJECTIVE MET. The CS Project Administrator and/or one Board member has attended the October and February FACS meetings and plan to attend the June meeting as well.

Objective #6: Contact with Local Law Enforcement: The Provider is required to contact law enforcement agencies within their service area, advise and invite them to their monthly/quarterly board meeting and provide support in the form of billboards, brochures, case tip cards, yard signs, etc. for use in making the public aware of crime or a specific crime. OBJECTIVE MET. On a monthly basis the CS Project Administrator has numerous contacts via telephone, electronic or in person with local law enforcement agencies. Additionally, law enforcement agencies are represented on the CS Board of Directors.

Objective #7: Board Meeting Requirements for Grants in Excess of \$20,000: The Provider receiving in excess of \$20,000 in grant funds will conduct monthly board meetings from July 1, 2012, through June 30, 2013. OBJECTIVE MET. The CS Board meets monthly as indicated in the monthly minutes submitted with the Program Performance Reports.

Objective #8: NOT APPLICABLE.

Objective #9: Community Event Participation: The Provider or its designated representative will attend community events to promote Crime Stoppers through the distribution of specialty items (pens, pencils, magnets, and rulers), brochures, child print ID's or other budget approved methods, between July 1, 2012, through June 30, 2013. OBJECTIVE MET. Both CS representatives and law enforcement volunteers from numerous agencies promote CS at community events. During this grant year 8 community events have been attended.

Objective #10: Reporting Requirements: The Provider will submit monthly Reimbursement Requests and Monthly Performance Reports by the following month in which expenses occurred or even if no expenses occurred. OBJECTIVE MET. Each month during this grant year a Reimbursement Request and Monthly Performance Report has been submitted before the deadline.

Objective #11: Public Awareness through the use of billboards: The Provider will promote the Crime Stopper tip number and program through the use of billboards throughout Pinellas County. OBJECTIVE MET. During this grant year 11 billboards and 2 sports arena billboards have been purchased/utilized to promote Crime Stoppers.

Objective #12: Public Awareness through newspaper advertisement: The Provider will promote the Crime Stopper Tip number and program through the use of local newspaper media. OBJECTIVE MET. Each month newspaper media is utilized to promote Crime Stoppers. Various audiences are targeted through varied newspaper media.

Objective #13: Public Awareness through radio advertisement: The Provider will promote the Crime Stopper Tip number and program through the use of local radio stations/programs. OBJECTIVE MET. The CS Program has utilized 3 radio stations during this grant year to promote the program.

Objective #14: Public Awareness through television: The Provider will promote the Crime Stopper Tip number and program through the use of television stations. OBJECTIVE MET. The CS Program has utilized more than 10 television stations during the grant year to promote the program.

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

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

#### REWARDS & PUBLIC EDUCATION

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
1.	Rewards	\$1,200.00	@	6%	12	\$14,400.00
2.	Tip Lines		@	0%		
3.	Answering Service (Alternative Answers, CSI, Other)	\$400.00	@	2%	12	\$4,800.00
4.	Telecommute Fees	\$250.00	@	1%	12	\$3,000.00
5.	Tip Software	\$1,200.00	@	0%	1	\$1,200.00
6.	Cell Phone (Tip Coordinator)		@	0%		
7.	Crime Prevention Training		@	0%		

#### PROGRAM AWARENESS/MEDIA

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

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
8.	Website Development/Maintenance	\$47.00	@	0%	12	\$564.00
9.	Brochures (Crime Specific or Related & Program Awareness)	\$125.00	@	1%	12	\$1,500.00
10.	Billboards/Rolling Billboards	\$3,300.00	@	16%	12	\$39,600.00
11.	Bus Wraps Only (Sole Source Determination Required)		@	0%		
12.	Cab Signs	\$1,000.00	@	5%	12	\$12,000.00
13.	Newspaper	\$5,000.00	@	6%	3	\$15,000.00
14.	Radio	\$6,000.00	@	5%	2	\$12,000.00
15.	Television (Program Associated)	\$5,000.00	@	16%	8	\$40,000.00
16.	Movie Theater		@	0%		
17.	Program Specialty Items (Pens, Pencils, Magnets, and Rulers (Pouches only if School CS Program))	\$1,000.00	@	0%	1	\$1,000.00



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

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
18.	Door Hangers/Yard Signs (Does not include Neighborhood Watch Signs)	\$0.10	@	0%	6,000	\$600.00
19.	Window Clings/Window Signs/Window Stickers		@	0%		
20.	Yellow Pages (No bid if purchased with local phone utility carrier, if other, bid required)		@	0%		
21.	Newsletters		@	0%		
22.	Child ID Programs	\$6,375.00	@	3%	1	\$6,375.00
23.	Child ID Supplies	\$46.00	@	0%	10	\$460.00
24.	Crime Scene Tape	\$2,231.00	@	1%	1	\$2,231.00
25.	Posters	\$35.00	@	0%	12	\$420.00
26.	Banners	\$100.00	@	2%	50	\$5,000.00
Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
27.	Bus Benches		@	0%		
28.	LCD Projector		@	0%		
29.	Projection Screen		@	0%		
30.	Display Board		@	0%		
31.	Television		@	0%		
32.	VCR/DVD		@	0%		

**FUGITIVES:**

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

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

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

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
37.			@	0%		
38.			@	0%		
39.			@	0%		
40.			@	0%		
	<b>TOTAL REWARDS &amp; PUBLIC EDUCATION</b>					\$160,150.00

**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. Two and one-half (2 1/2) pages have been provided. Additional pages may be added as necessary.

### Rewards and Public Education

- Rewards up to \$1,000 will be given to individuals who provide information that leads to an arrest. In some circumstances, the anonymous caller does not wish to collect the reward. No one can be sure how many rewards will be approved. We estimate approximately \$1,200.00 in rewards will be approved per month.
- Crime Stoppers Answering Service is provided by Alternative Answers. The Crime Stoppers 800 service tip line is answered 24 hours a day, seven days a week by an answering service. In addition, tip information is also received online and by text messaging via Anderson Software's e-transfer process. This year there is an increase expected for the answering service. Historically, the average cost per month for this service is \$400.00 x 12 months. Total cost is estimated to be \$4,800.00.
- The CS program will continue to utilize Telecompute Corporation for the 800 service line. Based on a historical average of \$250.00 per month the total fees are estimated at \$3,000.00 (\$250.00 x 12 = \$3,000.00).
- The CS program tracks all tips and statistics related to the tips, this is done using Tipsoft Tip Software at a cost of \$1,200.00 per year.
- Website hosting and maintenance is provided by Excalibur Technology and is estimated at a monthly cost not to exceed \$47/mo or \$564.00 per year.
- Crime Stoppers will produce program brochures for dissemination to the public. This effort will include brochures to be added to the notification packets delivered door-to-door by the Pinellas County Sheriff's Office Sexual Predator Offender Tracking Unit deputies. Cost of mailing the brochures to law enforcement agencies, court personnel, citizens and schools is included in this total. Total cost is estimated at \$125.00 per month or total cost of \$1,500.00 per year.

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

**Rewards and  
Public Education**

10. Crime Stoppers will continue to utilize billboard advertising throughout the grant year. Crime Stoppers will utilize stationary billboards to include billboards at local sports arenas. There will be at least one billboard during each month of the grant at an average cost of \$3,300.00 per month. Total billboards cost is \$39,600.00.
12. Crime Stoppers will utilize up to 30 cab top signs for public awareness purposes at a one-time cost, including production costs, of approximately \$12,000.00.
13. Crime Stoppers will place Inserts/Ads in prominent and local newspaper media, such as the Tampa Bay Times Daily Newspaper, Creative Loafing, TBT Weekly/TBT2 Student and Tampa Bay Newspapers. Pinellas County Schools campus newspapers and school related event publications will promote the Campus Crime Stoppers. Individual ad costs are dependent on the publication; total cost is based on historical data and based on average costs for full page ads in Creative Loafing, TBT Weekly/TBT2 Student and Tampa Bay Times Daily Newspaper. For budget purposes cost was estimated at an average of \$5,000/ per ad cycle for a total cost of \$15,000.00.
14. Crime Stoppers will produce air and online advertisement/promotions on a minimum of 2 local radio stations at least one ad cycle per station @ at an estimated cost of \$6000.00 x 2 = \$12,000.00. (Ad cycles historically have run for a 4-6 week period).
15. It is anticipated that television commercials on several stations, to include cable stations, will be produced at an estimated cost of \$5,000.00 per month for 8 months. Total cost is \$40,000.00.
17. Crime Stoppers will purchase program specialty items such as pens, pencils and rulers for the Crime Stoppers and Campus Crime Stoppers Programs. Total cost is estimated to be \$1,000.00.
18. Crime Stoppers works with all law enforcement agencies within Pinellas County. In an effort to assist with unsolved cases throughout Pinellas, the program will produce 6000 door hangers with the Crime Stoppers contact information at a cost of \$600.00 per year.
22. Crime Stoppers has a very well received Child ID ("KID Pix) program, unfortunately the system/hardware is no longer working and is irreparable. Because this program is very well received by the community a new system and hardware will be purchased during this grant year. The estimated cost of the system is \$6,375.00 (quote attached to this application.)
23. The Child ID kit will require fingerprint and id sheets at a cost of \$0.17 each x 1,000 = \$170.00 ; Child ID Kit supplies will include ink at a cost of \$29.00 each x 10 refills = \$290.00. Total is \$460.00 for Child ID Kit supplies, or \$46/mo x 10 months.
24. Crime Stoppers will purchase customized crime scene tape for various law enforcement agencies to use in hopes of generating tips. Estimated set up and printing costs are estimated at \$1,900 for 1000 feet of tape plus set up and shipping at \$331.00 = \$2,231.00 (cost estimates are attached to this application.)
- 25 & 26. Crime Stoppers will purchase posters, banners and display boards/banners for Crime Stoppers and Campus Crime Stoppers Programs. The total coast will be approximately \$35/mo. or \$420.00 per year for the posters and approximately 50 banners will be purchased at \$100/per banner for placement in area high schools and middle schools .

Rewards and Public Education total: \$160,150.00.

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

**Rewards and  
Public Education**

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

#### OFFICE EXPENDITURES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
41.	Office Rent (must submit copy of lease and office hours)		@	0%		
42.	Utilities		@	0%		
43.	Office Phone (Not Tip Line)		@	0%		
44.	Cellular Phone		@	0%		
45.	Fax Line		@	0%		
46.	Internet Line/Wireless Connectivity (Internet Service)		@	0%		
47.	Vehicle Mileage		@	0%		
48.	Postage/Express Mail (must maintain Postage Log for all stamps to demonstrate usage)	\$35.00	@	0%	1	\$35.00
49.	Post Office Box Rent	\$75.00	@	0%	1	\$75.00
50.	Storage Rent	\$79.00	@	0%	12	\$948.00
51.	General Office Supplies/Letterhead/Envelopes	\$410.00	@	0%	1	\$410.00

#### EQUIPMENT AND PROPERTY

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
52.	Computer (Including monitor or Software purchased with computer)		@	0%		
53.	Computer Hardware Accessories		@	0%		
54.	Laptop Computer (does not include ipad notebooks or similar devices)		@	0%		
55.	Additional Software	\$439.00	@	0%	1	\$439.00
56.	Fax Machine		@	0%		
57.	Printer		@	0%		

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

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

**MEMBERSHIP DUES**

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

**FEES**

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

**INSURANCES**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
66.	Board & Officer's Liability (Mandatory)	\$1,000.00	@	0%	1	\$1,000.00
67.	Employee Bond Insurance		@	0%		
68.	Storage Unit Insurance	\$9.00	@	0%	12	\$108.00
69.	General Liability	\$800.00	@	0%	1	\$800.00
70.	Vehicle Insurance		@	0%		

# Section 8. Part B. Operating Expenses - Continued

## TRAVEL

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
71.	Travel	\$7,928.00	@	3%	1	\$7,928.00

## PROFESSIONAL SERVICES

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

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

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
76.			@	0%		
77.			@	0%		
78.			@	0%		
79.			@	0%		
80.			@	0%		
81.			@	0%		
82.			@	0%		
83.			@	0%		
84.			@	0%		
85.			@	0%		
	<b>TOTAL FOR OPERATING EXPENSES</b>					<b>\$12,613.00</b>

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

**Operating Expenses**

48. Postage costs are estimated based on the current monthly average cost-not to include newsletters or brochures. Total cost of postage is estimated at \$35.00.
49. Post Office box rental for Crime Stoppers of Pinellas County is expected to increase. Estimated cost is \$75.00 x 1 year = \$75.00.
50. Storage space has been needed for supplies and equipment associated with the Crime Stoppers Program. The existing rental will be renewed during the grant year at a total cost of \$948.00 (\$79.00/mo x 12 months - lease attached.)
51. General office supplies include, but are not limited to: pens, pencils, paper, DVD/CD's, printer ink, markers, desk-top supplies etc., and will be used by the Program Administrator and/or Secretary. Estimated cost for the year is \$410.00 (approximately \$34.00/month).
55. The CS Project Administrator utilizes Adobe Software: Adobe Photoshop as well as Adobe Acrobat. These programs will require updates during this grant year at a cost of \$199/ upgrade and \$240/ cloud access. Total cost for Adobe Software is \$439.00. This software will be invaluable for the continuation of the Crime Stopper electronic newsletter.
62. Crime Stoppers of Pinellas County is required to be a member in good standing with the Florida Association of Crime Stoppers (FACS). The FACS has an annual membership fee of \$500.00. Program staff and Board Members may receive training and 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 our program's operation.
64. Crime Stoppers of Pinellas County plans to renew our annual membership with Crime Stoppers USA (CSUSA.) Being a member of CSUSA affords our program access to a network of nationwide Crime Stoppers programs, as well as to pertinent training on the latest in program development, resource development, program promotion and legislative initiatives. CSUSA also offers us an opportunity to obtain reduced D&O and liability insurance, as well as web training for new board members. Through our participation in this national network of Crime Stoppers organizations, we hope to continue to acquire the latest insight, skills and ideas offered by CSUSA, which will assist us in the further development of and promotion of our Crime Stoppers program in Pinellas County. Membership fees for USA Crime Stoppers Association are \$300.00.
65. Corporate filing fees for Crime Stoppers of Pinellas, Inc. are \$70.00 for the grant year.
- 66 & 69. Liability insurance will be maintained for Crime Stoppers of Pinellas County, Inc. The estimated cost for the insurance is \$1,800.00 annually. (\$1,000.00 for Directors/ Officers insurance and \$800.00 for General Liability.)
68. Storage Unit Insurance will be purchased at a cost of approximately \$9.00/month or \$108.00 per year.
71. TRAVEL: Crime Stoppers of Pinellas County is a member of the FACS and attends the tri-annual meetings in order to receive training and 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 our program's operation.



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

**Operating Expenses**

Crime Stoppers of Pinellas County's membership in the FACS is a statutorily mandated requirement. F.S.S. 16.555 requires that grantees are members in good standing with FACS and member programs are required to attend at least two of the three annual meetings to remain in good standing. FACS meetings are to be attended by the Project Administrator and/or Board Members and the cost for all the meetings is estimated and is calculated as follows:

October meeting	Hotel - \$496.00 ( $\$124.00 \times 2 \text{ nights} \times 2 \text{ persons} = \$496.00$ )
Two attendees/two nights	Per diem at \$36.00/day x 3 days x 2 persons = \$216.00
Total Travel- \$984.00	Mileage @ \$.445/mi x 300 miles = \$133.50 x 2 = \$267.00
	Tolls - \$5.00
February meeting	Hotel - \$440.00 ( $\$110.00 \times 2 \text{ nights} \times 2 \text{ persons} = \$440.00$ )
Two attendees/two nights	Per diem at \$36.00/day x 3 days x 2 persons = \$216.00
Total Travel- \$1,017.00	Mileage (for Board member) \$.445/mi x 400 miles = \$178.00 x 2 = \$356.00
	Tolls - \$5.00
June meeting	Hotel - \$660.00 ( $\$110.00 \times 3 \text{ nights} \times 2 \text{ persons} = \$660.00$ )
Two attendees/three nights	Per diem at \$36.00/day x 4 days x 2 persons = \$288.00
Total Travel- \$1,220.00	Mileage (for Board member) \$.445/mi x 300 miles = \$133.50 x 2 = \$267.00
	Tolls - \$5.00

As stated above in an effort to better serve the local area Crime Stoppers of Pinellas will renew membership in CSUSA. The CSUSA conference will afford Pinellas County Crime Stoppers the opportunity to network with programs nationwide in an effort to explore and expand the Pinellas program as well as share in development, best practices and promotional ideas. Travel associated with USA Crime Stoppers Association is estimated at:

	Registration @ \$475/per person x 3 = \$1,425.00
Three attendees/four nights	Hotel - \$1,500.00 ( $\$125.00 \times 4 \text{ nights} \times 3 \text{ persons} = \$1,500.00$ )
	Per diem at \$36/day x 3 days x 3 persons = \$324.00
Total Travel- \$4,707.00	Airfare for 3 persons @ \$450.00/per person = \$1,350.00
	Airport Parking @ \$9/day x 4 days x 3 persons = \$108.00

Operating Expenses total: \$12,613.00

**Section B, 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 Prog Admin	\$19,620.62	\$20.10	40	52	\$41,806.13	\$3,198.17	\$64,624.92
Crime Stoppers Secretary	\$19,175.70	\$16.92	40	52	\$35,198.80	\$2,692.71	\$57,067.21
	\$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
86.	Deborah Martino	70%	\$64,624.92	\$45,237.44	×	
87.	Lisa Carrillo	48%	\$57,067.21	\$27,392.26	×	
88.			\$0.00	\$0.00		
89.			\$0.00	\$0.00		
90.			\$0.00	\$0.00		
91.			\$0.00	\$0.00		
92.	Executive Director (Salaried - Not paid hourly)		\$0.00	\$0.00		
	<b>TOTAL SALARY</b>			\$72,629.70		

**Section B. 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 instructions the maximum allowable cost for salary and benefits is 30% of the total award amount. Also, the Project Administrator and/or Secretary may dedicate a portion of time to fund raising activity, which is not grant funded.

For these reasons only 70% of the salary and benefits of the Project Administrator and only 48% of the salary and benefits of the Secretary will be requested for reimbursement.

Crime Stoppers Project Administrator: Annual Salary \$20.0991/hr x 2080 hrs = \$41,806.13

FICA @ 7.65% = \$3,198.17

Florida State Retirement @ 6.71% = \$2,805.19; Health/Dental (fixed) = \$15,339.31

Life/LTD Insurance @ = \$216.12; Workers' Compensation (fixed) = \$1,260.00.

Total Salary plus Benefits: \$64,332.30.

Salary at 70% = \$29,264.29

Benefits at 70% = \$15,973.15

The Secretary is funded .5 FTE through and dedicates half of her full time work week to Crime Stoppers and will be charged to the grant for only a portion of her full time salary plus benefits (48%).

Crime Stoppers Secretary: Annual Salary \$16.9225/hr x 2080 = \$35,198.80

FICA @ 7.65% = \$2,692.71

Florida State Retirement @ 6.71% = \$2,361.84; Health/Dental (fixed) = \$15,370.51; Life/LTD Insurance @ = \$183.36;

Workers' Compensation (fixed) = \$1,260.00.

Salary at 48% = \$16,895.42

Benefits at 48% = \$10,496.84

TOTAL SALARY AND BENEFITS REQUEST: \$72,629.70.

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

**"OTHER"  
Narrative**

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

Budget Category	%	Total Cost
Part A. Rewards and Public Education (Minimum of 50% of Award Amount)	65%	\$160,150.00
Part B. Operating Expenses	5%	\$12,613.00
Part C. Salaried Employees (Maximum allowed 30% of Award Amount)	30%	\$72,629.70
<b>TOTAL</b>	100%	\$245,392.70
<b>Award Amount</b>	\$245,392.70	

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

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

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

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

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

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

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

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

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



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

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

Scope of Work	Deliverables	Document Support	Sanctions
<p><b>10. Reporting Requirements:</b> The Provider will submit thirteen (13) <b>complete</b> Reimbursement Request/Expenditure Reports and Performance Reports with original signatures, to include all required support documentation, by the 20<sup>th</sup> of the following month in which expenses occurred, even if no expenses were incurred.</p>	<p>10. The Provider will submit thirteen (13) complete monthly Reimbursement Request/Expenditure Reports with an original signature and performance reports, which must be post marked on or before the 20<sup>th</sup> of the following month even if no expenses were incurred. If the 20<sup>th</sup> falls on a Saturday, a Sunday or a federal holiday, then documents must be post marked by the next business day. The monthly reimbursement request shall include all invoices and required support documentation for <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>10. Reporting Requirements:</b>  <b>(a)</b> The Provider must submit monthly one of the following as proof of post-mark date:  <i>(i)</i> Copy of receipt provided by U. S. Postal Service for mailing the Reimbursement Request and Monthly Performance Report;  <i>(ii)</i> Copy of receipt or other document provided by UPS or Fed Ex indicating the date Reimbursement Request and Monthly Performance Report was mailed;  <i>(iii)</i> Copy of UPS, Fed Ex or U. S. Postal Service tracking form indicating the date Reimbursement Request and Monthly Performance Report was mailed.  <b>(b)</b> All support documents and signed Monthly Performance Report must be scanned and emailed to the OAG Grant Manager and Program Administrator by the 20<sup>th</sup> of the following month; if the 20<sup>th</sup> falls on a Saturday, a Sunday or a federal holiday, the documents must be received no later than the next business day.</p>	<p><b>10. Reporting Requirements: (a)</b> 5% reduction will be applied to the reimbursement request if the provider fails to submit 13 monthly reimbursement/ monthly performance reports that are not postmarked by the 20<sup>th</sup> of the following month, except if the 20<sup>th</sup> falls on a Saturday, a Sunday or a federal holiday, then must be postmarked by the next business day; and support documentation is not submitted according to the same requirements as stated above.  <b>(b)</b> A Provider who submits a "0" reimbursement that is deemed by the requirements to be late will be sanctioned 5% or up to \$100 on their next reimbursement, whichever is greater or lesser</p>
<p>11) Public Awareness through the use of billboards: The Provider will promote the Crime Stopper tip number and program through the use of billboards throughout Pinellas Count.</p>	<p>11) Public Awareness of the Program: The Provider will promote the Crime Stopper program, or a crime specific initiative through the use of public billboards as indicated in approved Budget. A minimum of 9 billboards will be purchased, to include sports arena billboards.</p>	<p>1. Provide copy of Invoice indicating 9 of billboards, length of display, and the locations of the billboards  2. Provide copy of final proof or digital photo  3. Maintain dated digital photos of billboards purchased with the vinyl affixed for Performance Review</p>	<p>100% of monthly cost will be disallowed if Provider fails to promote Crime Stoppers Tip number &amp; program on a minimum of 9 outdoor billboards and submit the required support documentation indicating achievement</p>
<p>12) Public Awareness through newspaper advertisement: The Provider will promote the Crime Stopper Tip number and program through the use of local newspaper media.</p>	<p>12) Public Awareness of the Program: The Provider will utilize local newspaper media a minimum of 4 times during the grant cycle for promotion of the program. These may include the Tampa Bay Times, The Flyer, The Crusader, TBT 2, and other local publications.</p>	<p>1. Provide copy of Invoice indicating # of ads and length of time ad will run  2. Provide PDF copy of ad that appeared in newspaper  3. Maintain copy of the original newspaper in which ad was run for Performance Review</p>	<p>100% of total cost will be disallowed if Provider fails to promote Crime Stoppers Tip number &amp; program in newspapers for a minimum of 4 ad campaigns and submit the required support documentation indicating achievement</p>

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

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Scope of Work	Deliverables	Document Support	Sanctions
13) Public Awareness through radio advertisement: The Provider will promote the Crime Stopper Tip number and program through the use of local radio stations/programs.	13) Public Awareness of the Program: The Provider will utilize a minimum of 2 local radio stations to promote the Program and run one ad cycle per station with ad cycle to be for 4-6 weeks..	1. Provide copy of Invoice indicating 2 ads and length of time ads will run 2. Provide copy of approved ad in written format or digital format for the month reimbursement is requested 3. Maintain DVD/CD of ad that ran, dates it ran, for Performance Review	100% of total cost will be disallowed if Provider fails to promote Crime Stoppers Tip number & program on 2 radio stations for a minimum of 2 radio ad campaigns for the length of 4-6 weeks per ad campaign and submit the required support documentation indicating achievement
14) Public Awareness through television: The Provider will promote the Crime Stopper Tip number and program through the use of television stations.	14) Public Awareness of the Program: The Provider will promote Crime Stoppers on a minimum of 3 television stations throughout the year. Stations may include cable, Spanish, local affiliates, and public access stations.	1. Provide copy of Invoice indicating # of ads and length of time ads will run 2. Provide copy of approved ad in written format or digital format for the month reimbursement requested 3. Maintain DVD/CD of ad that ran, dates it ran, for Performance Review	100% of cost will be disallowed if the Provider fails to promote Crime Stoppers Tip number and program on television for a period of 8 months and submit the required support documentation indicating achievement

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

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Scope of Work	Deliverables	Document Support	Sanctions

# Required Attachments

FAC Membership Confirmation

Board Letter

Job Descriptions

Leases and Lease Information

Miscellaneous Bid/Quotes

### **FACS PROGRAMS IN COMPLIANCE – 2013-2014 FISCAL YEAR**

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

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

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

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

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

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

1. Alachua County

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

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



**CRIME STOPPERS**  
PINELLAS COUNTY

1-800-873-TIPS (8477)

Board of Directors

Vance Arnett, President  
Cooper-Hudson Consulting Group

Greg Tito, Vice President  
Retired - Pinellas County Sheriff's Office

Leslie C. Knowles, Treasurer  
BB&T

Marianne Pasha, Secretary  
Pinellas County Sheriff's Office

Bill McCann, Immediate Past President  
Wells Fargo Bank

Paul Andrews  
St. Petersburg College

Det. Joseph Ciesler  
St. Petersburg Police Department

Rod Frankland  
Regions Bank

Kathie Gibson  
Office of the State Attorney, 6th Circuit

Jenn Holloway  
WTTA-TV

Lee Ellen Hooper  
J.L. Peggs Financial

Lynn Mattiace  
Metro Wellness & Community Centers

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

Terri Mulvihill  
USAAmeriBank

Nick Pappas  
Flamestone American Grill, Besa Grill

Det. Chris Precious  
Clearwater Police Department

John Schmalzbauer  
Retired - Clearwater Police Department

Eva Eraclides Timberlake  
Hospice of the Florida Suncoast

Deborah Martino  
Project Administrator

Honorary Board Members

Bob Gualtieri, Sheriff  
Pinellas County

Bernie McCabe, State Attorney  
6th Judicial Circuit

James D. Sewell, Ph.D.

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

 Find us on FACEBOOK

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

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

June 5, 2013

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

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

Dear Mr. LaSala:

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,



Vance Arnett  
President - Board of Directors  
Crime Stoppers of Pinellas County, Inc.

## CHARACTERISTICS OF THE CLASS

Under general direction, performs professional work of considerable difficulty in managing, promoting and maintaining a grant-funded program. 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 conferences and results obtained.

## EXAMPLES OF DUTIES

Coordinate development of the project, timeline, curriculum, databases and evaluation plans for implementation of the grant.

Ensure project 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 grant performance reports.

Coordinate development and implementation of staff, contractor and/or volunteer training in support of grant goals and objectives.

## QUALIFICATIONS

### A. Training and Experience

Bachelor's Degree from an accredited college/university or an equivalent combination of education, training and/or experience required. Prior grant management experience desirable. Experience in area of focus of grant project preferred.

### B. Essential Requirements of the Position

High level of technical aptitude in MS Word, Excel, Outlook and PowerPoint

High degree of initiative, accountability, problem-solving, logic aptitude, follow-up skills and attention to detail

Outstanding organizational, prioritization, and time management skills

**PINELLAS COUNTY SHERIFF'S OFFICE**  
**PROJECT ADMINISTRATOR**  
Job Code: 30075

Possess above average interpersonal and communication skills, to include the ability to write and present speeches and make presentations to diverse audiences

The ability to develop and maintain systems for recording, documenting and disseminating project activities and results

The ability to establish and maintain effective working relations with others within and outside own organization

The ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the work place

This list of functions, duties, responsibilities, and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.



**SECRETARY I**  
**JOB CODE: 60105**

CHARACTERISTICS OF THE CLASS

Under the direction of a division or section commander, performs complex and responsible secretarial, clerical, and administrative work requiring a thorough knowledge of departmental operating procedures and policies of the Sheriff's Office. Incumbent relieves superior of detailed work, assisting in the performance of routine tasks, making independent decisions based on experience and knowledge of organizational operations. Work is reviewed through conferences, work reports, and observation of results obtained.

EXAMPLES OF DUTIES

Takes dictation or transcribes from dictating equipment; screens mail and composes correspondence for routine matters; routes mail not requiring review by supervisor to the proper office or person; follows up on inquiries or requests for information.

Maintains records, files reports and other written and statistical data pertinent to the organization; prepares reports based on records and information; assists in collecting information for budget preparation for the division.

Verifies division/section payroll information; answers phone calls and routes inquiries or provides information.

Schedules appointments and meetings; makes travel arrangements and requests travel funds and/or tickets; maintains petty cash funds; requisitions supplies for the division; and balances financial books.

Attends meetings of committees and boards, takes notes, transcribes and distributes appropriately.

Prepares documents for destruction or archive as directed by retention guidelines.

Assists in training of personnel.

Participates in Sheriff's Office recruitment and community relations activities as directed.

Performs related work as assigned or required.

QUALIFICATIONS

A. Training and Experience

High school diploma, or GED, supplemented by at least five years of responsible office experience and dependable work record. Requires the ability to type at a minimum rate of 45 words per minute, and the ability to transcribe from tapes and/or take dictation at a reasonable rate of speed, as determined by

**SECRETARY I**  
**JOB CODE: 60105**

department need. Must achieve a minimum score of 85% on the written clerical examination. Consideration for this position will require a credit check.

**B. Essential Requirements of the Position**

Advanced knowledge and skill with computer, software, and office equipment.

Advanced knowledge of business English, spelling, and arithmetic.

Time management skills.

Inter-personal skills.

Knowledge of rules, policies and procedures of the Sheriff's Office.

Verbal and written communication skills.

Problem solving skills.

Ability to maintain accurate records, logs and files.

Ability to prepare operating and statistical tabulations and reports, and the ability to make difficult arithmetical computations accurately.

Ability to maintain the confidentiality of office matters.

Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.

This list of functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.



## Rental Agreement - State of Florida

This Rental Agreement is executed at the place and on the date set forth below, between Metro Storage LLC as managing agent for Nagel Holdings LLC, a Delaware limited liability company (hereinafter "Lessor") and, "Pinellas County, Crime Stoppers of " (hereinafter "Lessee") as evidenced by their signatures below, and is made subject to the terms and conditions set forth below in this Rental Agreement, which terms and conditions are incorporated herein and made a part hereof for all purposes. In consideration of the covenants, conditions, and agreements hereinafter contained to be kept and performed by Lessee, Lessor does hereby lease to Lessee and Lessee hereby leases from Lessor the storage space unit named below, hereinafter called "the Self Storage Space" or if referring to the entire property, "the Facility".

### LESSEE INFORMATION

### LESSEE INFORMATION MUST BE CURRENT AND ACCURATE (PLEASE PRINT)

Storage Space No	1268
Account No	
Lease Agreement Date	12/30/2011
Approximate Size	5X10
Monthly Due Date	1
Monthly Rent	\$73.00
Monthly Rent does not include sales tax	

Make All Checks  
Payable To:

Pinellas County, Crime Stoppers of  
Name

### METRO SELF STORAGE

P.O. Box 416  
Address

and  
Mail or Deliver To:

Largo FL 33779-0416  
City State Zip

1675 Starkey Road  
Largo, FL  
33771

727-582-5806

Phone (HM)

(Bus.)

(727) 531-3393

59-6000800

Social Security Number

04-24-1970

Date of Birth

M635-161-70-644-0 FL 04-24-2019

Drivers's License Number / State Issued / Expiration Date

Authorized Access (Accommodation to Tenant only; no rights granted to this person under this agreement)

Emergency Contact

Phone

Total Rent Received

Administration Fee

Insurance

Lock/Merchandise

Tax

Total Received

Paid Thru

1/31/2012

1. **TERM.** This lease shall be for a month-to-month term commencing on lease agreement date listed above and continuing to but not including the same day of each succeeding month (or, for any calendar month having fewer days than the numerical day of the month on which this lease begins, to but not including the last day of that calendar month) until termination. Each monthly period described in this article shall be called a "Rental Month". Either party may terminate this lease as of the last day of a Rental Month by giving the other party written notice of its intention to terminate at least five days prior to the last day of the then current Rental Month.

2. **RENT.** Lessee shall pay the above monthly rent punctually on the monthly rent payment date. In addition to Lessor's other rights and remedies, Lessor may assess reasonable charges if Lessee defaults hereunder including charges for (i) delinquent payment of rent, (ii) return of a check that is not honored, (iii) failure to deliver possession upon termination, (iv) failure to remove property upon termination and (v) other reasons set forth in this lease, including the Rules and Regulations.

3. **LEASEHOLD INTEREST.** The leased premises consist solely of the self-storage space described above. Lessor shall have the right to limit access to the self-storage space to Lessor's operating hours. Access at other times shall be only by appointment with Lessor's manager or other designated agent. The parties acknowledge and agree that, except in the circumstances of Lessee's default, Lessee has in no way delivered or relinquished exclusive possession of the property stored or used in the self-storage space by entering into this Lease, and Lessee's control and dominion over such property is dependent in no degree upon the cooperation of Lessor. This lease creates no bailment.

4. **USE OF THE SELF-STORAGE SPACE.** Lessee shall not allow the self-storage space to be used for unlawful purposes. Lessee shall only store property lawfully belonging to Lessee. Lessee shall not cause or permit to be brought upon, kept or used on the premises any hazardous or toxic substance, chemical or waste, or any pollutant or contaminant defined as such under any local, state or federal law or regulation, or any flammable or explosive material or substance, or any petroleum product, polychlorinated biphenyls, asbestos, or radioactive material, or engage in any activity on the premises which produces such substances or materials.

The Lessee agrees not to store jewels, furs, heirlooms, art works, collectibles or other irreplaceable items having special or emotional value to the Lessee. There shall be NO HABITABLE OCCUPANCY of the space by humans or pets of any kind for any period whatsoever and violation of these prohibitions shall be grounds for immediate TERMINATION of the Agreement.

Lessee agrees that in no event shall the total value of all property stored be deemed to exceed \$5,000 unless Lessor has given permission in writing for Lessee to store property exceeding \$5,000 in value and Lessee has provided proof of insurance to Lessor to cover the value of the stored property. Lessee agrees that the maximum liability of Lessor to Lessee for any claim or suit by Lessee, including but not limited to any suit that alleges wrongful or improper foreclosure or sale of the contents of a storage unit is \$5,000. Nothing in this section shall be deemed to create any liability on the part of Lessor to Lessee for any loss or damage to Lessee's property, regardless of cause.

No mechanical work of any nature is permitted in the self-storage space, the Buildings or grounds.

5. **LESSEE LOCK.** Lessee shall keep the self-storage space locked at all times, using only one lock per door. All necessary locks shall be provided by Lessee at Lessee's sole cost and expense. If Lessee fails to lock the self-storage space, Lessor may lock the self-storage space with Lessor's lock and deny access to Lessee until Lessee provides a suitable lock. Under no circumstances shall Lessor be deemed under any obligation to lock the self-storage space, nor shall Lessor incur any liability whatever as a result of any failure of Lessor to exercise its right to lock the unit. In the event Lessor exercises its right hereunder to lock the self-storage space with Lessor's lock, Lessee shall be assessed an additional charge to be paid as additional rent for each such incident. Lessee agrees to remove lock from unit upon vacate. Lessee agrees to be responsible for all rent and associated charges as long as the self-storage space is locked with Lessee's lock. This Rental Agreement shall automatically terminate if Lessee abandons space. Lessee shall have abandoned the space if Lessee has removed the contents of the space, and/or has removed Lessee's locking device from the space and IS NOT current in all obligations herewith. Lessee agrees to be responsible for all charges and further acknowledges Lessor has no liability to the abandoned space.

6. **HOURS OF OPERATION: "RULES AND REGULATIONS"** Regular office hours of the facility are shown in the Rules and Regulations on section of this rental agreement. Lessor shall have the right, without prior notice, to change the hours of operation or rules and amendments, or implement additional rules and regulations. Lessee agrees to follow all rules in effect, or that may be put into effect, from time to time.

7. **NONLIABILITY OF LESSOR.** Lessor shall not be liable for loss damages or injury caused by any reason whatsoever, including but not limited to theft, water, fire, mysterious disappearance, mold, mildew, vandalism, smoke, flood, hurricanes, rain, tornadoes, explosions, rodents, birds or other animals, acts of God, the failure to keep the Buildings or grounds under repair, or for the acts or neglect of Lessor, or lessees of other self-storage space, or of any other persons. All property stored or used within the self-storage space by Lessee shall be at Lessee's sole risk. The Lessor is not a warehouseman engaged in the business of storing goods for hire, and no bailment is created by this Agreement. The Lessor exercises neither care, custody, nor control over the Lessee's stored property.

8. **RIGHT TO ENTER.** In the event of an emergency, or upon request of a governmental authority, Lessor or Lessor's agents, or representatives of any governmental authority, shall have the right to remove Lessee's lock and enter the premises, without notice to Lessee, and take such action as may be necessary or appropriate to preserve the premises, to comply with applicable law, or enforce any of Lessor's rights, including removal of materials stored in violation of paragraph 4. Further, Lessor may relocate Lessee's property to a comparable unit within the premises if such a relocation is necessary to repair, maintain, service, reconfigure or otherwise perform work on the units, buildings or grounds.

9. **LESSEE INSURANCE.** THE LESSOR DOES NOT PROVIDE ANY TYPE OF INSURANCE THAT WOULD PROTECT THE LESSEE'S PERSONAL PROPERTY FROM LOSS BY FIRE, THEFT, OR ANY OTHER TYPE OF CASUALTY LOSS. IT IS THE LESSEE'S RESPONSIBILITY TO OBTAIN SUCH INSURANCE. The Lessee, at the Lessee's expense, shall secure his own insurance to protect himself and his property against all perils of whatever nature for the actual cash value of the stored property. Insurance on the Lessee's property is a material condition of this Agreement. Lessee shall make no claim whatsoever against the Lessor's insurance in the event of any loss. The Lessee agrees not to subrogate against the Lessor in the event of loss or

Initials

Initials

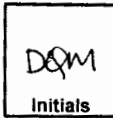


# Rental Agreement - State of Florida

damage of any kind or from any cause. The proceeds of any insurance which may be carried by Lessor against loss or damage to its building, its contents fixtures or improvements situated adjacent thereto or to the grounds shall be payable solely to Lessor or its mortgagee.

**10. PERSONAL INJURY.** Lessor and Lessor's agents and employees shall not be liable whatsoever to any extent to Lessee or Lessee's invitees, family, employees, agents or servants for any personal injury or death arising from Lessee's use of the storage space or premises from any cause whatsoever including, but not limited to, the active or passive acts or omissions or negligence of the Lessor, Lessor's agents, or employees.

**11. CONDITION OF SELF-STORAGE SPACE.** The self storage space is leased herein, as is and with approximate size, at the date hereof. Lessee shall throughout the term of this lease, maintain, and at the expiration of the term hereof surrender the self-storage space, broom clean and in good repair, by Lessee hereunder, and Lessor may, at any time thereafter at Lessor's election, declare the term of this lease ended.



**12. PARTIAL PAYMENTS.** Lessee agrees and understands that partial payments made to cure a default for non-payment of rent will not delay or stop the sale of Lessee's property. Partial payments do not waive or avoid the legal effect of prior notices given to Lessee. Only full payment on Lessee's account prior to the published auction date will stop the scheduled sale of the property.

**13. TERMINATION AND DEFAULT.** If at any time a petition is filed against Lessee in any bankruptcy or insolvency proceedings or Lessee is otherwise adjudged bankrupt, makes an assignment for the benefit of creditors, fails to pay rent or otherwise breaches any of the terms of this lease or any other lease for additional self-storage space(s) which Lessee may now have or hereafter execute with Lessor, such event(s) will be considered to constitute default by Lessee hereunder and Lessor may at any time hereafter at Lessor's election declare the term of this lease ended and re-enter the self-storage space, or any part thereof, and (after providing notice) deny Lessee access to the self-storage space and Lessee's property, without prejudice to any remedies which Lessor might otherwise have.

**14. LESSOR'S LIEN.** Lessor shall have, at all times, a valid and first lien upon and a security interest in all personal property stored in the self-storage space which Lessee now owns, or hereafter acquires, or in which Lessee now has, or hereafter obtains an interest, whether exempt by law or not, as security for payment of rent or any other amount due because of default under the terms of this lease or any other lease for additional self-storage space(s) which Lessee may now have or may hereafter execute with Lessor. The security interest created hereby shall be in addition to all of the Lessor's rights under this lease or at law, including any statutory security interest or lien in favor of Lessor. OWNER'S LIEN ARISES FROM THE "SELF-SERVICE STORAGE FACILITY ACT" SET FORTH IN SECTIONS 83.801-83.809 OF THE FLORIDA STATUTES. THE LIEN PROVIDED HEREUNDER ATTACHES AS OF THE DATE THAT THE PERSONAL PROPERTY IS BROUGHT TO THE PREMISES. IN ADDITION TO ALL OTHER REMEDIES AVAILABLE AT LAW OR IN EQUITY, OWNER MAY ENFORCE ITS LIEN BY SELLING OR OTHERWISE DISPOSING OFF THE PERSONAL PROPERTY STORED IN THIS SPACE.

Lessee acknowledges that since the self-storage spaces are leased solely for storage purposes, it is not practical for Lessor to remove and store elsewhere property remaining in the self-storage space after termination of this lease, and that Lessor will not be able to relet the self-storage space as long as the property remains unclaimed. Lessee agrees that in the event it does not review all of its property from the self-storage space upon termination of this lease whether by default or otherwise, all such property shall conclusively be deemed abandoned. At Lessor's option all property so abandoned may be disposed of in any manner and the proceeds applied or retained as Lessor sees fit.

Lessee shall pay and discharge all reasonable costs, attorney's fees and expenses that may be incurred by Lessor in enforcing this lease and any other lease for another self-storage space(s) which Lessee may now have or may hereafter execute with Lessor.

**15. INDEMNIFICATION OF LESSOR.** Lessee shall indemnify and hold Lessor and its agents harmless from any and all claims and demands for damages or injury, and against all losses, penalties and expenses, including Lessor's reasonable costs and attorney's fees, arising from any act or omission of Lessee, from the violation of any statute or ordinance by Lessee, or from any accident or occurrence due directly or indirectly to use or occupancy of the self-storage space by Lessee, including without limitation any breach of Lessee's covenants with respect to hazardous materials, substances or wastes set forth in Paragraph 4.

**16. NOTICE REGARDING ALARM SYSTEM.** Lessee acknowledges that Lessor may, but shall not be obligated to, arrange for the installation of an alarm system on the Premises. In such event, Lessee agrees that such services shall be for Lessor's sole benefit, and that Lessor shall not have the responsibility for maintaining or operating such alarm system. Accordingly, NONE OF THE LESSOR, THE ALARM SERVICE, THE ALARM OPERATOR, OR ANY OTHER PERSON SHALL HAVE ANY LIABILITY TO LESSEE OR ANY OTHER PERSON (INCLUDING LESSEE'S INSURER) IN THE EVENT SUCH ALARM SYSTEM, OR ANY COMPONENT THEREOF, SHALL FAIL OR MALFUNCTION (INCLUDING ANY FAILURE OR MALFUNCTION BASED ON OR ARISING FROM THE NEGLIGENCE ACTS OF LESSOR, ITS AGENTS OR EMPLOYEES). LESSEE HEREBY WAIVES ALL RIGHTS OF SUBROGATION WITH RESPECT TO ANY LOSSES LESSEE MIGHT INCUR ARISING FROM SUCH A FAILURE OR MALFUNCTION.

**17. ACCESS.** Lessor may (but shall be under no obligation to) provide automatic access doors, elevators or electronic entry devices. Notwithstanding installation of such devices, Lessor shall in no event be liable for any damages or injury caused by Lessee's inability to move between floors or an elevator or to gain access to, or exit from the premises, whether because of mechanical or other electrical failure of the elevators, automatic access doors or electronic entry devices, or for any other reason. Access will

be denied to any party other than the Lessee who does not retain gate code and key to lock on Space or has supplied Lessor with written authorization from the Lessee to enter the Space. Lessee's access to the facility may also be conditioned in any manner deemed reasonably necessary by Lessor to maintain order on the premises. Such measures may include, but are not limited to, restricting hours of operation, requiring verification of Lessee's identity and inspecting vehicles that enter the premises.

**18. STORAGE OF MOTOR VEHICLES.** In the event that any Vehicle or other vehicle as defined in Florida Statute Section 715.07 remains stored in the self-storage space after termination of the lease or upon Lessee's default, and in addition to all other rights and remedies available to Lessor, Lessor is authorized to cause such vehicle to be removed by a person regularly engaged in the business of towing vehicles, without liability for the costs of removal, transportation or storage or damages caused by such removal, transportation or storage pursuant to Florida Statute Section 715.07. Lessee acknowledges that he or she has personally been given notice that the vehicle is subject to removal at the Lessee's expense after termination of the lease or upon Lessee's default. Lessor shall incur no liability to Lessee for causing the vehicle to be removed pursuant to this paragraph.

**19. CONFESSION OF JUDGMENT.** Lessee hereby irrevocably constitutes any attorney or any court of record of this state to enter Lessee's appearance in such court, waive process and service thereof, and confess judgment from time to time, for any amounts which may be due to Lessor or his assignees, by the terms of this lease, with costs and reasonable attorney's fees, and to waive all errors and right of appeal from said judgment and to file a consent in writing that a proper writ of execution may be issued immediately.

**20. ASSIGNMENT.** Lessee may not assign this lease or any rights hereunder, or sublet the self-storage space without the prior written consent of Lessor.

**21. NOTICE.** All notices, demands or requests under this lease shall be in writing, and shall be sent (i) if to Lessor, to Lessor's address listed above, and (ii) if to Lessee, to Lessee's "last known address". Lessee's "last known address" shall be Lessee's address listed above unless Lessee has notified Lessor of a change of address by delivery to Lessor of a Change of Address form, in which case Lessee's last known address shall be the address indicated in such form. Change of Address forms are available from Lessor on request. Except as may be required by law, notices shall be sent by first class mail.

**22. TERMINATION.** This Agreement shall continue from month to month unless Lessee or Lessor delivers to the other party a written notice of its intentions to terminate the agreement at least five (5) days prior to the end of the current rental month. Lessee shall remove all personal property from the space and shall deliver possession of the space to the Lessor no later than the end of the current rental month unless such property is subject to Lessor's lien rights as referenced in this Rental Agreement. If Lessee fails to fully remove its property from the space within the time required, Lessor, at its option, may without further notice or demand, either directly or through legal process, reenter the Lessee's unit and remove all property therefrom without being deemed guilty in any manner of trespassing or conversion. This Agreement shall automatically terminate if Lessee abandons space. Lessee shall have abandoned the space if Lessee has removed the contents of the space, and/or has removed Lessee's locking device from the space and IS NOT current in all obligations hereunder. Rent paid for month in which Lessee moves out early shall not be refunded.

**23. WAIVER/ENFORCEABILITY.** In the event any part of this Agreement shall be held invalid or unenforceable the remaining part of this Rental Agreement shall be in full force and effect as though any invalid or unenforceable part or parts were not written into this Agreement. No waiver by Lessor of any provisions hereof shall be deemed a waiver of any other provision hereof or of any subsequent default or breach by Lessee of the same or any other provision.

**24. WAIVER OF JURY TRIAL.** Lessor and Lessee waive their respective rights to trial by jury of any cause of action, claim, counterclaim, or cross complaint brought by either Lessor against Lessee, or Lessee against Lessor on any matter arising out of or in any way connected with this Rental Agreement, Lessee's use or occupancy of the storage space, or any claim of bodily injury or property damage or the enforcement of any remedy under any law, statute, or regulation.

**25. SECURITY AGREEMENT.** This Agreement shall constitute a security agreement covering the contents of the Space and a security interest shall attach thereto for the benefit of, and is hereby granted to the Lessor by the Lessee to secure the payment and performance of any default by the Lessee hereunder. All rights of the Lessor hereunder or at law or in equity are cumulative, and an exercise of one or more of such rights shall not constitute a waiver of any other rights. The Lessee hereby waives and renounces its right to the benefit of any exemptions it may otherwise have under Florida law.

**26. LESSEE'S LIABILITY.** In the event of a foreclosure of the Lessee's interest in the Space, it is understood and agreed that the liability of the Lessee for the rents, charges, costs and expenses provided for in this Rental Agreement shall not be relinquished, diminished or extinguished prior to payment in full. The Lessor may use a collection agency thereafter to secure any remaining balance owed by the Lessee after the application of sale proceeds, if any. If any property remains unsold after foreclosure and sale, the Lessor may dispose of said property in any manner considered appropriate by the Lessor.

**27. LIMITED WARRANTY.** This Agreement contains the entire agreement of the parties and no representation or agreements, oral, or otherwise, between the parties not embodied herein shall be of any force or effect. The agents and employees of the Lessor are not authorized or permitted to make any warranties about the Space, the Property, or any facilities referred to in this Agreement. The Lessor's agents and



# Rental Agreement State of Florida

employees' ORAL STATEMENTS DO NOT CONSTITUTE WARRANTIES and shall not be relied upon by the Lessee. The entire agreement and understanding of the parties hereto are embodied in this writing and NO OTHER WARRANTIES are given.

**28. LESSEE PRIVACY.** Lessor shall not disclose Lessee information to other persons or companies for marketing purposes other than internal use by Metro Self Storage or one of its affiliates. Lessee information may be disclosed to police and other law enforcement agencies when they are engaged in an official investigation.

**29. MILITARY SERVICE.** IF YOU ARE IN THE MILITARY SERVICE, Lessee must provide written notice to Lessor. Lessor will rely on this information to determine applicability of Sailors and Soldiers Military Relief Act.

**30. MISCELLANEOUS.** This lease shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns. This lease, together with the Rules and Regulations and any written Addenda, Riders or Supplements, is the entire agreement between Lessor and Lessee, and no oral modifications or agreements shall have any effect. All changes must be approved in writing by Lessor. The captions of this lease are for convenience only and shall in no way affect the construction of the lease.

**31. ADDITIONAL RULES AND REGULATION.** Lessee has read, understands and agrees to the following rules and regulations:

## A. RENT POLICY

- One Rental Month Minimum.
- Rent is due and payable in Lessor's office on or before Monthly Due Date. No statements are sent.
- If rent is more than two (2) days delinquent, Lessee will be denied entry to the facility and the Lessee's self-storage space will be locked or overlocked by Lessor. Late fees and administrative charges will be assessed cumulatively. The current amount of such fees and charges are listed below. These fees and charges may be increased without notice.

### Charges

Administration Fee	\$22.00
First Past Due Notice (at 10 days past due)	\$15.00
Second Past Due Notice (at 20 days past due)	\$25.00
At 41 days and recurring for each 30 day period thereafter	\$15.00
At 51 days and recurring for each 30 day period thereafter	\$25.00
Final Notice - Dispose of Tenant's Property	\$100.00
Receipt of NSF Check/Uncollected Funds	\$30.00
Unauthorized Use of Dumpsters	\$50.00
Unclean Unit upon Vacate	\$50.00

- Refunds less than the monthly rental amount will not be refunded by the Lessor. Lessor does not prorate rent.
- Overlock will not be removed, nor will access to the facility be granted, unless all rental, late fees and administrative and other charges are paid current.
- Receipt of NSF check will require all future payments by money order, bank check or credit card.
- Lessor reserves the right to refuse payment by personal check made either in person or by mail at any time.
- All rental payments made by check, money order or traveler's check must contain your self-storage space number. Any and all correspondence should reference your space number to insure prompt and correct handling.
- Prepaid rental amounts full rental for months that have not yet commenced at the date Lessee vacates are eligible for refund. Allow 30 days after vacating for receipt of funds.
- MOVE-OUT notice forms are available at the office.
- Lessor reserves the right to adjust Monthly Rent upon 30 days prior written notice to Lessee. Any such adjustment shall not affect the other terms of this lease, and, as modified, the lease shall remain in full force and effect.



## B. LEGAL ADDRESS

This lease defines the Lessee's legal address and this address will remain the Lessee's legal address for purposes of notification until the Lessee advises Lessor in writing promptly of any actual change of address. Such change must be in writing, dated, and signed by Lessee. Give complete new address, zip code and telephone at new address. CHANGE OF ADDRESS forms are available at the office upon request.

## C. LESSEE RESPONSIBILITY

- All property stored is at Lessee's sole risk. Lessor is not responsible for theft or loss damage to property caused by fire, wind, water, rain, storms, tornadoes, explosions, riot, mysterious disappearance, mold, mildew, rodents, civil disturbances, insects, sonic boom, vehicle or any other cause, whatsoever, nor shall Lessor be liable for personal injuries on the premises.
- Any insurance on contents will be provided by Lessee at Lessee's sole discretion and expense.
- To reduce potential moisture problems, store all goods on pallets.
- When vacating, please remove all items including shelving, boxes and trash from the self-storage space. It is Lessee's responsibility to remove all items from the premises. Use of the site dumpsters is prohibited.

## D. HOURS OF OPERATION

Office hours are normally: Monday through Friday 9:30 a.m.-6:00 p.m., Saturday 8:00a.m. - 4:30 p.m., Sunday 10:00 a.m. - 3:00 p.m.  
Closed on Holidays. Gate Access: 24 hours access daily, 365 Days a Year

## E. STORAGE RULES

- The self-storage space is to be used for the storage of personal property and for no other use (see paragraph 4 on reverse side).
- All items left in the self-storage space, hallways or driveway after vacating will be deemed to be of no value to the Lessee and will be discarded by Lessor.
- Self-Service Storage is Self-Service. Please do not ask the Storage Consultant or staff to assist in loading, unloading or moving.
- Please help us conserve energy by turning off the lights in your self-storage space and hallway prior to leaving, if applicable.

## F. GROUND RULES

- Identification
  - The Lessor is not responsible for acts of persons entering the premises.
  - Your cooperation in reporting any suspicious activity will help maintain security consciousness among all tenants.
- General - Grounds
 

All Lessees and Lessees' guests or agents must:

  - Be prepared to identify themselves if asked to do so.
  - Observe the 5-mile per hour speed limit on the property.
  - Not block driveways.
  - Not park unattended vehicles in fire lanes.
  - Not park vehicles or leave any other items outside of self-storage space overnight.
  - Not work in driveways.
  - Not discharge liquids of any kind in the self-storage space, hallways or driveways.
  - Not litter hallways, driveways or grounds.
  - Not use dumpsters for off-site or other job-related refuse.
  - Smoking is not permitted on the premises.
  - Use of alcoholic beverages is not permitted on the premises.

## G. EMERGENCY INSTRUCTIONS

Emergency instructions are posted on the gates.

## H. RULES AND REGULATIONS CHANGES

These Rules and Regulations are subject to change without prior notice.

Special Comments:

*\$1 more in special*

Do not sign this agreement until you have read it fully and understand it. Lessee has reviewed all tenant information printed on this lease agreement and verifies that it is true and correct. This agreement limits the Lessor's liability for loss of or damage to you stored goods. If you have any questions concerning this legal effect, consult your legal advisor.

BY EXECUTION OF THIS LEASE, I ACKNOWLEDGE THAT ALL PROPERTY NOT CLAIMED UPON TERMINATION OF THIS LEASE WHETHER BY DEFAULT OR OTHERWISE SHALL BE DEEMED ABANDONED UPON SUCH TERMINATION AND MAY BE DISPOSED OF PURSUANT TO PARAGRAPH 13 OR PARAGRAPH 18. I UNDERSTAND THAT LESSOR DOES NOT PROVIDE INSURANCE COVERAGE OF ANY PERSONAL PROPERTY IN MY SELF-STORAGE SPACE. I HAVE BEEN GIVEN A BROCHURE WHICH EXPLAINS THE OPTIONAL CUSTOMER STORAGE INSURANCE THAT IS AVAILABLE TO ME. I HAVE READ, UNDERSTAND, AND AGREE TO THE RULES AND REGULATIONS INCLUDED WITHIN THIS RENTAL AGREEMENT.

LESSEE

By: *Deborah Martin* 12/30/11

Nagel Holdings LLC by Metro Storage LLC, managing agent

By: *[Signature]*


**Metro Self Storage - Largo - Starkey Rd**

1675 Starkey Road

Largo, FL 33771

(727) 531-3393

**RECEIPT**

**Trans. Date & Time:** 12/30/2011 8:12:53 AM  
**Transaction #:** 136870384  
**Account Name:** Pinellas County, Crime Stoppers  
**Account ID:** of  
 5285314

Pinellas County, Crime Stoppers of  
 P.O. Box 416  
 Largo, FL 33779-0416

**Trans. Received By:**  
 Clarizza - 10511313

Item	Quantity	Item Price	Tax Amt	Sub Total	Paid Thru
Unit 1268	1	\$73.00	0	\$73.00	01/31/2012
Res Deposit 1268	1	(\$10.00)	0	(\$10.00)	
Insurance	1	\$9.00	0	\$9.00	
Administration Fee	1	\$22.00	0	\$22.00	
Discount	1	(\$72.00)	0	(\$72.00)	
Trans Total				\$22.00	
Amount Recd				\$22.00	
Change				\$0.00	

**Payment Method(s)**

Check 232354 \$22.00

Customer's Signature \_\_\_\_\_

Manager's Signature \_\_\_\_\_



# SBOA Tenant Insurance Program

## Tenant Participation Addendum

You may participate in coverage arranged by the storage facility. I understand that participation in SBOATI is not mandatory. NEITHER THE STORAGE COMPANY NOR ITS LEASING AGENT ARE LICENSED INSURANCE AGENTS. PLEASE CALL MYERS AND BELL INSURANCE AGENCY WITH YOUR QUESTIONS 888-288-9148.

### LESSEE INFORMATION

Name Deborah Martino for Crime Stoppers of Pinellas County  
Address P.O. Box 416  
City Largo State FL Zip Code 33779-0416  
Phone 727-582-5806 Email dmartino@pcsonet.com Unit # 1268

I have read the rental agreement and understand this self-storage facility / Management Company is a commercial business renting space and is not responsible for loss or damage to property stored at this facility. DM initial

### COVERAGE SECTION

The acceptance of this coverage by Aegis Security Insurance Co. is based on certain underwriting requirements. This addendum is not an insurance contract. We will provide you:

☒ **OPTION 1 - I will participate** in the Inland Marine SBOATI program from Myers and Bell Insurance Agency, a licensed insurance agency. I hereby elect to satisfy my obligation to secure insurance coverage for my stored personal property/contents through SBOATI. In doing so, I have selected the limit and monthly cost identified below. I understand that a portion of the cost I pay will be used to pay the storage company's and/or management company's cost for collecting, accounting for and remitting the SBOATI premium to the insurer(s) licensed to underwrite the insurance provided pursuant to SBOATI. I also understand that a portion of the cost I pay may be retained by the storage company and/or management company as profit. I also understand that SBOATI only provides coverage for personal property/contents while stored at this storage facility. The insurance provided through SBOATI is underwritten by Aegis Security Insurance Company. The specific coverage, policy terms, conditions and exclusions are described in the policy issued by Aegis Security Insurance Company. I understand that it is my obligation to read and understand the coverage, policy terms, conditions and exclusions described in the policy. Coverage while this storage facility is under a wildfire, hurricane or tornado warning or watch will not become effective until 24 hours after the day after such warning or watch has been lifted. Insurance under SBOATI does not include coverage for loss by fire, smoke, water, or flooding. Flood insurance is available through the National Flood Program. By signing this application, I agree that if my storage premium is more than 30 days past due under the terms of the certificate of insurance, my coverage will terminate. If I am not able to pay, I authorize reinstatement of this insurance under these same terms and conditions. I also agree that if there is damage or loss to my property after the coverage terminated for non-payment, there is no coverage and I will not file a claim for that damage with the insurance company.

Select Limit: ☒ \$2,000 ☐ \$3,000 ☐ \$5,000  
Monthly Fee: \$9.00 \$13.00 \$20.00

Type of goods stored: ☐ Household Personal Property ☐ Business Trade Property  
Description: \_\_\_\_\_

☐ **OPTION 2 - I will not participate** in the Inland Marine SBOATI program from Myers and Bell Insurance Agency. I have contacted my insurance agent/company and confirmed I have coverage for my personal property/contents. I have provided evidence of insurance and agree to keep coverage in force during the term of my lease.

Name of Insurance Company: \_\_\_\_\_ Policy # \_\_\_\_\_  
Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

To access a copy of the policy, go to: [www.sboati.com](http://www.sboati.com) (click on the INSURED button, then CERTIFICATE)  
or call 1-888-288-9148 and select # 5

I have my copy of the Tenant Participation Addendum. DM initial

Signature(s): Deborah A. Martino Date: 12/30/2011

**Aegis**

A M Best A+ Rated Company

APPROVED BY:  
MYERS AND BELL INSURANCE AGENCY, INC.  
PO Box 416 Silver Spring, PA 19379-0416

One copy to Lessee, one copy in Lessee file

**Metro Self Storage - Largo - Starkey Rd**

1675 Starkey Road  
Largo, FL 33771  
(727) 531-3393

**RECEIPT**

Pinellas County, Crime Stoppers of  
P.O. Box 416  
Largo, FL 33779-0416

**Trans. Date & Time:** 12/30/2011 8:21:24 AM  
**Transaction #:** 136871056  
**Account Name:** Pinellas County, Crime Stoppers  
**Account ID:** of  
5285314  
**Trans. Received By:** Clarizza - 10511313

Item	Quantity	Item Price	Tax Amt	Sub Total	Paid Thru
Unit 1268	1	\$365.00	0	\$365.00	06/30/2012
Insurance	1	\$45.00	0	\$45.00	
Trans Total				\$410.00	
Amount Recd				\$410.00	
Change				\$0.00	

**Payment Method(s)**

Check 232354 \$410.00

Customer's Signature \_\_\_\_\_

Manager's Signature \_\_\_\_\_



**MAKE CHECKS PAYABLE TO:**

Metro Self Storage - Largo  
 1675 Starkey Rd.  
 Largo, FL 33771  
 727-531-3393

**IF PAYING BY CREDIT CARD, FILL OUT BELOW****CHECK CARD USING FOR PAYMENT**

MASTERCARD _____ VISA _____ AMERICAN EXPRESS _____ DISCOVER _____		
CARD NUMBER _____		
SIGNATURE _____		
STATEMENT DATE 2-Jul-12	PAY THIS AMOUNT \$947.50	ACCOUNT # 5285314
Show Amount Paid Here: \$ _____		

Payment for UNIT # 1268

**ADDRESSEE:**

Crime Stoppers of Pinellas County  
 P.O. Box 416  
 Largo, FL 33779  
 Attn: Deborah A Martino

**REMIT TO:**

Metro Self Storage - Largo  
 1675 Starkey Rd.  
 Largo, FL 33771  
 727-531-3393

☐ Please check box if your address is incorrect or phone number has changed, and indicate changes on reverse side.

☐ Please check box if you approve this card for automatic payment for future charges.

DETACH UPPER PORTION AND RETURN IT WITH YOUR PAYMENT

**MONTHLY INVOICE****IMPORTANT Metro Self Storage - Largo Information**

Please pay on or before the Payment Due Date above (we recommend payments be mailed 7 - 10 days prior to the Payment Due Date. You can pay by (1) credit card, (2) check, (3) cashier's check (4) or cash (except by mail). Your cancelled check or the cashier's check paperwork is your receipt.

Forget about due dates and potential late charges by using **AutoPay**. Each month your payment is automatically charged to your credit card on the date it's due. This option is FREE OF CHARGE. Just ask us for an AutoPay Form to complete and we'll do the rest.

**Questions about your bill? Please call your Storage Consultant at the telephone number listed above.**

Unit No.	Monthly Rental x's 12	Credit	Insurance Fees	Tax	Unit Charge
1268	\$876.00	-\$36.50	\$108.00	\$0.00	\$0.00
					\$947.50

**PREVIOUS ACCOUNT BALANCE**

Rental:	Insurance:	Fees:	Tax:	
\$0.00	\$0.00	\$0.00	\$0.00	<b>TOTAL PREVIOUS BALANCE:</b>
				<b>\$0.00</b>

**TOTAL ACCOUNT BALANCE DUE**

Payment Due Date: 07-01-2012

DUE UPON RECEIPT

Rental: \$ 947.50	Insurance:	Fees:	Tax:	
X12 Months	\$0.00	\$0.00	\$0.00	<b>TOTAL PAYMENT DUE:</b>
				<b>\$947.50</b>

Don't forget we sell boxes and moving supplies.  
 Thank you for renting from Metro Self Storage - Largo, Florida  
 Pay your bill online at <http://tenant.metrostorage.com>

# Pinellas County Sheriff's Office

METRO SELF STORAGE

VEHICLE NUMBER 64980

CHECK NO: 237371

INVOICE	DATE	AMOUNT
Unit 1268 Rent & Ins	07/02/2012	947.50
		TOTAL: \$947.50

CHECK PRINTS ON COLORED CHECK PROTECT PAPER

## Sheriff Bob Gualtieri Pinellas County Sheriff's Office

P.O. Drawer 2500 • Largo, FL 33779-2500

PAY NINE HUNDRED FORTY SEVEN DOLLARS AND 50/100

PAY TO  
THE  
ORDER OFMETRO SELF STORAGE  
1675 STARKEY ROAD  
LARGO, FL 33771

Bank of America

237371

07/03/2012

AMOUNT	
\$	***947.50

VOID IF NOT CASHED IN 90 DAYS

Operating Account

PINELLAS COUNTY SHERIFF'S OFFICE

  
AUTHORIZED SIGNATURE

⑈ 237371 ⑈ ⑆ 063000047⑆ 1263627627⑈



# Historical Rental Ledger

Org./Site #: Metro Self Storage / LG-033058 -

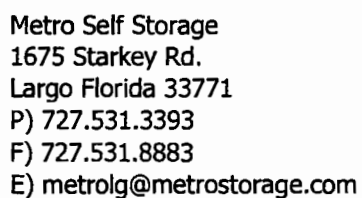
Info: Pinellas County, Crime Stoppers of

Rental ID: 7257622

Unit 1268

Generated: 6/4/2013 2:32:30 PM

Date	Ref	Type	Description	Charge	Credit	Balance	Credit Balance	PTD
12/19/2011	Tran 136349655	Rental Reservation	Payment Tendered - Cash - \$10.00	0.00	0.00	0.00	0.00	12/19/2011
12/19/2011	Tran 136349655	Rental Reservation	Reservation Deposit Collected (Reserved Until Dec 30 011)	0.00	(10.00)	0.00	0.00	12/19/2011
12/30/2011	Tran 136870384	Move-In	Fee Assessed - Administration Fee	22.00	0.00	1.00	0.00	12/30/2011
12/30/2011	Tran 136870384	Move-In	Administration Fee Paid	0.00	(22.00)	1.00	0.00	12/30/2011
12/30/2011	Tran 136870384	Move-In	Insurance Premium Paid	0.00	(9.00)	1.00	0.00	12/30/2011
12/30/2011	Tran 136870384	Move-In	Payment Tendered - Check 232354 - \$22.00	0.00	0.00	0.00	0.00	12/30/2011
12/30/2011	Tran 136870384	Move-In	Reservation Deposit Applied	0.00	10.00	0.00	0.00	12/30/2011
12/30/2011	Tran 136870384	Move-In	Rental Insurance Premium \$2000 coverage	9.00	0.00	1.00	0.00	12/30/2011
12/30/2011	Tran 136870384	Move-In	Rental Charges 1 Month (Thru Jan 31 2012)	73.00	0.00	1.00	0.00	12/30/2011
12/30/2011	Tran 136870384	Move-In	Rental Discount	0.00	(72.00)	1.00	0.00	12/30/2011
12/30/2011	Tran 136870384	Move-In	Rental Payment 1 Month (Thru Jan 31 2012)	0.00	(1.00)	1.00	0.00	12/30/2011
12/30/2011	Tran 136871056	Rental Payment	Insurance Premium Paid	0.00	(45.00)	1.00	0.00	12/30/2011
12/30/2011	Tran 136871056	Rental Payment	Payment Tendered - Check 232354 - \$410.00	0.00	0.00	0.00	0.00	12/30/2011
12/30/2011	Tran 136871056	Rental Payment	Rental Insurance Premium \$2000 coverage	45.00	0.00	1.00	0.00	12/30/2011
12/30/2011	Tran 136871056	Rental Payment	Rental Payment 5 Months (Thru Jun 30 2012)	0.00	(365.00)	1.00	0.00	12/30/2011
12/30/2011	Tran 136871056	Rental Payment	Rental Charges 5 Months (Thru Jun 30 2012)	365.00	0.00	1.00	0.00	12/30/2011
7/3/2012	Tran 148986809	Rental Payment	Rental Charges 12 Months (Thru Jun 30 2013)	876.00	0.00	1.00	0.00	7/3/2012
7/3/2012	Tran 148986809	Rental Payment	Rental Payment 12 Months (Thru Jun 30 2013)	0.00	(839.50)	1.00	0.00	7/3/2012
7/3/2012	Tran 148986809	Rental Payment	Promotional Discount	0.00	(36.50)	1.00	0.00	7/3/2012
7/3/2012	Tran 148986809	Rental Payment	Rental Insurance Premium \$2000 coverage	108.00	0.00	1.00	0.00	7/3/2012
7/3/2012	Tran 148986809	Rental Payment	Insurance Premium Paid	0.00	(108.00)	1.00	0.00	7/3/2012
7/3/2012	Tran 148986809	Rental Payment	Payment Tendered - Check 237371 - \$947.50	0.00	0.00	0.00	0.00	7/3/2012

Date of Notice 6/4/2013

Monthly Invoice								
Please pay on or before the payment due date below. You can pay by credit card, check, cashiers check or money order. Your canceled check or the cashiers check is your receipt.								
Space	Due Date	Rent	Services	Fees	Insurance	Other	Tax	Total
1268	6.30.13	\$948.00					included	\$948.00
							New Balance	\$948.00

Date of Notice 6/4/2013

Monthly Invoice								
Please pay on or before the payment due date below. You can pay by credit card, check, cashiers check or money order. Your canceled check or the cashiers check is your receipt.								
Space	Due Date	Rent	Services	Fees	Insurance	Other	Tax	Total
1268	6.30.13		\$108.00				included	\$108.00
							New Balance	\$108.00

## Martino, Deborah

---

**From:** Metro Self Storage - Largo <metrolg@metrostorage.com>  
**Sent:** Thursday, May 23, 2013 4:27 PM  
**To:** Martino, Deborah  
**Subject:** (Defender Restored) RE: Storage Quote - Renew lease for Unit 1268

Hi Deborah,

Thank you for considering staying with us for another year! The monthly rent on your unit is \$79, \$88 with insurance. If you guys decide to pay for a year in advance, then you would receive half a month free. Please let us know if we can be of any other assistance.

Thanks,  
Brooke



Property Manager  
Metro Self Storage- LG  
1675 Starkey Road  
Largo, FL 33771  
Phone: 727.531.3393 Fax: 727.531.8883  
Email – [metrolg@metrostorage.com](mailto:metrolg@metrostorage.com)  
Web – [www.metrostorage.com](http://www.metrostorage.com)

Move in with Metro and Experience the Metro Advantage!

Tenants can now access accounts online for payments by visiting [www.metrostorage.com/payonline](http://www.metrostorage.com/payonline)

METRO STORAGE LLC CONFIDENTIALITY NOTE: This e-mail and any attachments are confidential. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of this e-mail or any attachment is prohibited. If you have received this email in error, please notify us immediately by returning it to the sender and delete this copy from your system. Thank you for your cooperation.

---

**From:** Martino, Deborah [<mailto:dmartino@pcsonet.com>]  
**Sent:** Thursday, May 23, 2013 3:32 PM  
**To:** 'metrolg@metrostorage.com'  
**Subject:** Storage Quote - Renew lease for Unit 1268  
**Importance:** High

Good afternoon,

We are looking to find out how much it will cost to renew our storage contract for the next year, starting July 1, 2013.

Because our Crime Stoppers grant pays for it, we would need to find out the monthly cost for the unit rental and the monthly for the insurance, as well as any discount we would receive for paying for a year.

We are writing our grant, so if you could send us this information by tomorrow, we would be grateful.

Thank you so much for your help,  
Deborah

**Deborah Martino** | Program Administrator  
Crime Stoppers of Pinellas County, Inc.  
P.O. Box 416, Largo, FL 33779-0416  
T: 727-582-5806 | F: 727-582-5807 | C: 727-209-7477  
Email: [dmartino@pcsonet.com](mailto:dmartino@pcsonet.com) | Web: [www.crimestoppersofpinellas.org](http://www.crimestoppersofpinellas.org)



**1-800-873-TIPS (8477)**

4 ways to provide tip information anonymously:

- (1) Call 1-800-873-TIPS, our tip line is always open.
- (2) Online at [www.crimestoppersofpinellas.org](http://www.crimestoppersofpinellas.org)
- (3) From your cell phone: Text keyword **TIP144** plus your message to **CRIMES(274637)**.  
(Text STOP to 274637 to cancel. Text HELP to 274637 for help. Msg&Data Rates May Apply.)
- (4) iPhone, iPad and Droid phones can download **TipSubmit Mobile**, a FREE app.



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*Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.*



2919 Hampton Cove Way SE -  
Hampton Cove, AL  
35763

## estimate

**Estimate Date:** Jun-03-2013  
**Expiry Date:**  
**Estimate Number:** 1111  
**Total Amount:** \$6,375.00

### bill to:

Crime Stoppers of Pinellas County  
Deborah Martino  
PO Box 416  
Largo, FL 33779

### account details and summary

Crime Stoppers of Pinellas County  
Deborah Martino  
PO Box 416  
Largo, FL 33779

**Estimate Date:** Jun-03-2013  
**Expiry Date:**  
**Estimate Number:** 1111  
**Estimate Amount:** \$6,375.00

Description <i>Details</i>	Item Price	Quantity	Total Price
CrossMatch V320 Child Identification System <i>Includes V320 fingerprint scanner with LSMS Software Dell Laptop PC and 100 blank child ID cards(M) 920157-001, 450012,420598-001</i>	\$4,870.00	1	\$4,870.00
Canon PIXMA Printer for Child ID <i>Child ID system printer</i>	\$300.00	1	\$300.00
HD Webcam C920 <i>(M)420536 Child ID system camera</i>	\$150.00	1	\$150.00
CrossMatch Remote Installation & Training <i>Maximum 4 Hours (Install &amp; Training)</i>	\$1,000.00	1	\$1,000.00

**Accepted By:**

**Accepted Date:**

**Subtotal:** \$6,320.00  
**Sales Tax:** \$0.00  
**Discount:** \$0.00  
**Shipping:** \$55.00  
**Total:** \$6,375.00





Adobe Creative Cloud /

# Photoshop CC / Membership plans : Pricing and subscriptions

[Overview](#) [Features](#) [Tech specs](#) [Reviews](#) [FAQ](#) [Showcase](#) [In depth](#) **Membership plans** [Log in to Creative Cloud](#)

Compare Adobe® Creative Cloud™ membership pricing and plans. Choose a single-app membership (full version of one desktop product) or get access to our most popular tools and additional services with a complete membership. Single-app memberships are not available for all desktop applications.

## Pricing and subscriptions

### Creative Cloud complete plan for individuals — annual

*For new Creative Cloud members:*

- Full versions of our most popular desktop applications — Adobe Photoshop®, Illustrator®, Acrobat®, and more
- Full access to services to help create mobile-ready content and apps
- 20GB of cloud storage for file sharing and collaboration
- Requires annual commitment; billed monthly

US \$49<sup>99</sup>

per month



### Creative Cloud Student and Teacher Edition

All-new CC apps are coming in June.



Student and Teacher Edition

US \$19<sup>99</sup>

per month

[Join](#)**Membership plans**

Limited time offer. Ends June 25.

### Photoshop

Create powerful images with the professional standard.



Not a student or teacher?

Purchase by phone:  
800-585-0774

### Creative Cloud complete plan for individuals — CS customers save 40% or more

*Special offers for existing Adobe Creative Suite® customers through July 31:*

- CS3 through CS5.5 customers get complete plan for US\$29.99/month\*
- CS6 customers get complete plan for US\$19.99/month\*
- Get the complete plan for individuals (annual) at a special price (same features as above)
- Requires CS3 or later serial number
- Requires annual commitment; billed monthly

US \$29<sup>99</sup>

per month



### Creative Cloud complete plan for individuals — month to month

*Enjoy the flexibility of a month-to-month membership:*

- Get the complete plan for individuals at a month-to-month price (same features as above)
- Can be canceled at any time

US \$74<sup>99</sup>

per month



### Single-app plan — annual

- Full version of Adobe Photoshop® CC desktop app, plus limited access to services
- 20GB of cloud storage for file sharing and collaboration
- Requires annual commitment; billed monthly

US \$19<sup>99</sup>

per month



### Single-app plan — month to month

*Enjoy the flexibility of a month-to-month membership:*

- Get the single-app plan at a month-to-month price
- Can be canceled at any time

US \$29<sup>99</sup>

per month



All-new tools  
Only in Creative Cloud



## Creative Cloud Student and Teacher Edition — save 60%

Special education pricing for individuals:

- Reduced price through June 25; normally US\$29.99/month†
- Full new versions of every Adobe creative desktop application
- Full access to services
- 20GB of cloud storage
- Requires institutional affiliation and annual commitment; billed monthly

US \$19<sup>99</sup>  
per month

Join

## Free membership

- 30-day trials of all apps
- Limited access to services
- 2GB of cloud storage

Try

\* Price applies to first 12 months of membership. Offer available to qualified registered users of individual products and suite editions, CS3 or later. Not available for education, OEM, or volume licensing customers.

† Reduced price applies to first year of membership.

### Learning

#### More

### Help

#### More

### Resources

### Page tools


Getting started  
Photoshop tutorials  
Training and books  
Training providers  
Seminars and events  
User groups

Photoshop Help  
User forums  
Windows updates  
Mac OS updates

Photoshop family  
Photoshop.com  
Complete photography  
solution  
Camera raw support  
DNG support  
Photoshop Exchange  
Photoshop blog  
Photoshop on Facebook  
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## Kurchinski, Mary

---

**From:** Martino, Deborah  
**Sent:** Sunday, June 02, 2013 7:02 PM  
**To:** Kurchinski, Mary  
**Cc:** Carrillo, Lisa  
**Subject:** FW: The numbers  
**Attachments:** Buying guide \_ Pricing and subscriptions \_ Adobe Photoshop CC.pdf  
  
**Importance:** High

Hi Mary,  
The estimates I got were as follows:

### Crime Scene Tape

Estimates ranged between \$1,600 and \$2,700 for 100 rolls of Crime Scene Tape.

- **Crimescene.com** - 100 custom printed rolls of yellow tape with black wording, 3" wide, 3.5mm thick and 1000' long.
  - \$1900 for tape, \$85.00 set up and \$246 for shipping = **\$2231**
- **Crime-scene.com** - 100 custom printed rolls of yellow tape with black wording, 3" wide, 3mm thick and 1000' long.
  - \$1450 for tape, no set up charge quoted and \$137 for shipping = **\$1587**
- **Uline.com** - 100 custom printed rolls of yellow tape with black wording, 3" wide, 3mm thick and 1000' long.
  - \$2,600 for tape, \$65 set up charge and \$75 for shipping = **\$2740**

### Fingerprinting

Here we have the choice of kits that can be handed out to parents with no photos or printing done by us or a system where we can fingerprint the child and take a photo. Estimates were as follows:

Parent "Take Away" Kits - allows parent to fingerprint their child, include a swab or hair sample for DNA and parent would complete necessary info about child.

- **YourSafeChild.com** - ChildPrint ID Kit - Available in English and Spanish - 1,000 kits cost .89/kit + \$39 shipping = **\$929**
  - <http://www.yoursafechild.com/parents-childprint-id-kitr.html>
- **McGruff Safe Kids ID Kit** - Available in Spanish and English - for 1000 kits, the cost is .99/ kit & \$40 imprint fee = **\$1,030**
  - <http://cart.mcgruff-safe-kids.com/newmcgruffsafekidsidentificationkit.aspx>
- **National Child Identification Program** - - English only - 1,000 kits, cost \$4.95/kit + \$297 Shipping & handling = **\$5247**
  - <http://www.childidprogram.com/the-id-kit>

Full kit that would include laptop, software, scanner, etc. - parent would take away a form with child's photo and fingerprints.

- **Cross Match Technologies** -  
[http://www.crossmatch.com/product\\_assets/brochures/Child\\_ID\\_final.pdf](http://www.crossmatch.com/product_assets/brochures/Child_ID_final.pdf)
  - **\$11,875** - Basic system described above, Logitech camera with tripod, Canon printer with cartridges, 100 blank CDs and a wheeled carrying case. **This would include a 10 fingerprint scanner.**

- o The rep will be sending me a quote for a two finger scanner on Monday, June 3 - Should be considerably less than the above quote.

#### Software

-Upgrade from Adobe Acrobat X Pro to Adobe Acrobat XI Pro will be \$199 (download)  
(<http://www.adobe.com/products/acrobat.html>)

-Photoshop is only going to be available on the Adobe Creative Cloud next year - PhotoshopCC - There may be better discounts available after July 1, as I have checked with 2 sources who both advise that info for non-profits will not be available until then at the earliest. The attached document has the pricing for annual access to only PhotoShop - \$19.99/mcnth x 12 months = **\$240**

I hope this proves helpful - I will be at doctor's appointments from 9am until 12:30 or so tomorrow morning, so please shoot me an email if there is anything else you need.

Thanks,  
Deb

**From:** Martino, Deborah  
**Sent:** Wednesday, May 29, 2013 4:27 PM  
**To:** Kurchinski, Mary  
**Subject:** The numbers

Mary,  
I have collected estimates on crime scene tape, fingerprint kits and the software. I need to leave the office, but I hope to get the #s in an email for you tonight.  
Thanks for your patience.  
Deb

**Deborah Martino** | Program Administrator  
Crime Stoppers of Pinellas County, Inc.  
P.O. Box 416, Largo, FL 33779-0416  
T: 727-582-5806 | F: 727-582-5807 | C: 727-209-7477  
Email: [dmartino@pcsonet.com](mailto:dmartino@pcsonet.com) | Web: [www.crimestoppersofpinellas.org](http://www.crimestoppersofpinellas.org)



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- (2) Online at [www.crimestoppersofpinellas.org](http://www.crimestoppersofpinellas.org)
- (3) From your cell phone: Text keyword **TIP144** plus your message to **CRIMES(274637)**.  
(Text STOP to 274637 to cancel. Text HELP to 274637 for help. Msg&Data Rates May Apply.)
- (4) iPhone, iPad and Droid phones can download **TipSubmit Mobile**, a FREE app.



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*Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.*

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

**REPORTING REQUIREMENTS**

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

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

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

- f. **Property Inventory:** Must be postmarked by the 20th of the following month, if the 20<sup>th</sup> falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day. This form must be submitted when property has been purchased in excess of \$1000 or has a useful life of one year or more and has been purchased with grant funds. This form must be submitted with the month reimbursement is requested.
  - g. **Travel Voucher:** Must be postmarked by the 20th of the following month in which travel occurred, if the 20<sup>th</sup> falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day. This form must be submitted for all people submitting for travel reimbursement and must be submitted along with all support receipts and the Authorization to Incur Travel form, as stated, in order for the Reimbursement to be processed. In addition to the signature of the person claiming travel expenses on the Travel Voucher, this form must be signed by an authorized member of the Board of Directors for the Crime Stopper Program. Executive Directors and Project Directors may not sign their own Travel Vouchers as Authorizing Officials. However, they may sign those of their staff provided staff is not related to Project Director or Executive Director.
2. **Budget Modification:** A grant "Budget Modification" must be submitted for approval prior to any expenditure of any Budget transfer funds. No Budget Modifications will be processed after June 1, 2014.

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

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

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

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

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

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

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

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

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



<b>Crime Stoppers Trust Fund Monthly Performance Report (Attachment D)</b>
--

<b>Agency Name: Pinellas County Board of County Commissioners</b>
---

<b>Report Date: July 1, 2013 through July 31, 2013</b>
--

<b>Grant Number: PC19-13</b>
------------------------------

Due on or before August 20, 2013

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

<b>MINIMUM PERFORMANCE STANDARDS</b>
--------------------------------------

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

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

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

	Monthly Services Completed	Yearly Services Required	YTD Services Provided	SANCTIONS
10) Public Awareness of the Program: The Provider will promote the Crime Stopper program, or a crime specific initiative through the use of public billboards as indicated in approved Budget. A minimum of 9 billboards will be purchased, to include sports arena billboards. <b>Documentation Required:</b> 1. Provide copy of Invoice indicating 9 of billboards, length of display, and the locations of the billboards 2. Provide copy of final proof or digital photo 3. Maintain dated digital photos of billboards purchased with the vinyl affixed for Performance Review	0	9	0	100% of monthly cost will be disallowed if Provider fails to promote Crime Stoppers Tip number & program on a minimum of 9 outdoor billboards and submit the required support documentation indicating achievement
11) Public Awareness of the Program: The Provider will utilize local newspaper media a minimum of 4 times during the grant cycle for promotion of the program. These may include the Tampa Bay Times, The Flyer, The Crusader, TBT 2, and other local publications. <b>Documentation Required:</b> 1. Provide copy of Invoice indicating # of ads and length of time ad will run 2. Provide PDF copy of ad that appeared in newspaper 3. Maintain copy of the original newspaper in which ad was run for Performance Review	0	4	0	100% of total cost will be disallowed if Provider fails to promote Crime Stoppers Tip number & program in newspapers for a minimum of 4 ad campaigns and submit the required support documentation indicating achievement
12) Public Awareness of the Program: The Provider will utilize a minimum of 2 local radio stations to promote the Program and run one ad cycle per station with ad cycle to be for 4-6 weeks. <b>Documentation Required:</b> 1. Provide copy of Invoice indicating 2 ads and length of time ads will run 2. Provide copy of approved ad in written format or digital format for the month reimbursement is requested 3. Maintain DVD/CD of ad that ran, dates it ran, for Performance Review	0	2	0	100% of total cost will be disallowed if Provider fails to promote Crime Stoppers Tip number & program on 2 radio stations for a minimum of 2 radio ad campaigns for the length of 4 6 weeks per ad campaign and submit the required support documentation indicating achievement

	Monthly Services Completed	Yearly Services Required	YTD Services Provided	SANCTIONS
(13)Public Awareness of the Program: The Provider will promote Crime Stoppers on a minimum of 3 television stations throughout the year. Stations may include cable, Spanish, local affiliates, and public access stations. <b>Documentation Required:</b> 1. Provide copy of Invoice indicating # of ads and length of time ads will run 2. Provide copy of approved ad in written format or digital format for the month reimbursement requested 3. Maintain DVD/CD of ad that ran, dates it ran, for Performance Review		8	0	100% of cost will be disallowed if the Provider fails to promote Crime Stoppers Tip number and program on television for a period of 8 months and submit the required support documentation indicating achievement
	0			
N/A		0	0	
	0			
N/A		0	0	
	0			

Crime Stoppers Monthly Performance Report (Attachment D)

July 2013

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

# BID TABULATION FORM - Exhibit 2

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

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

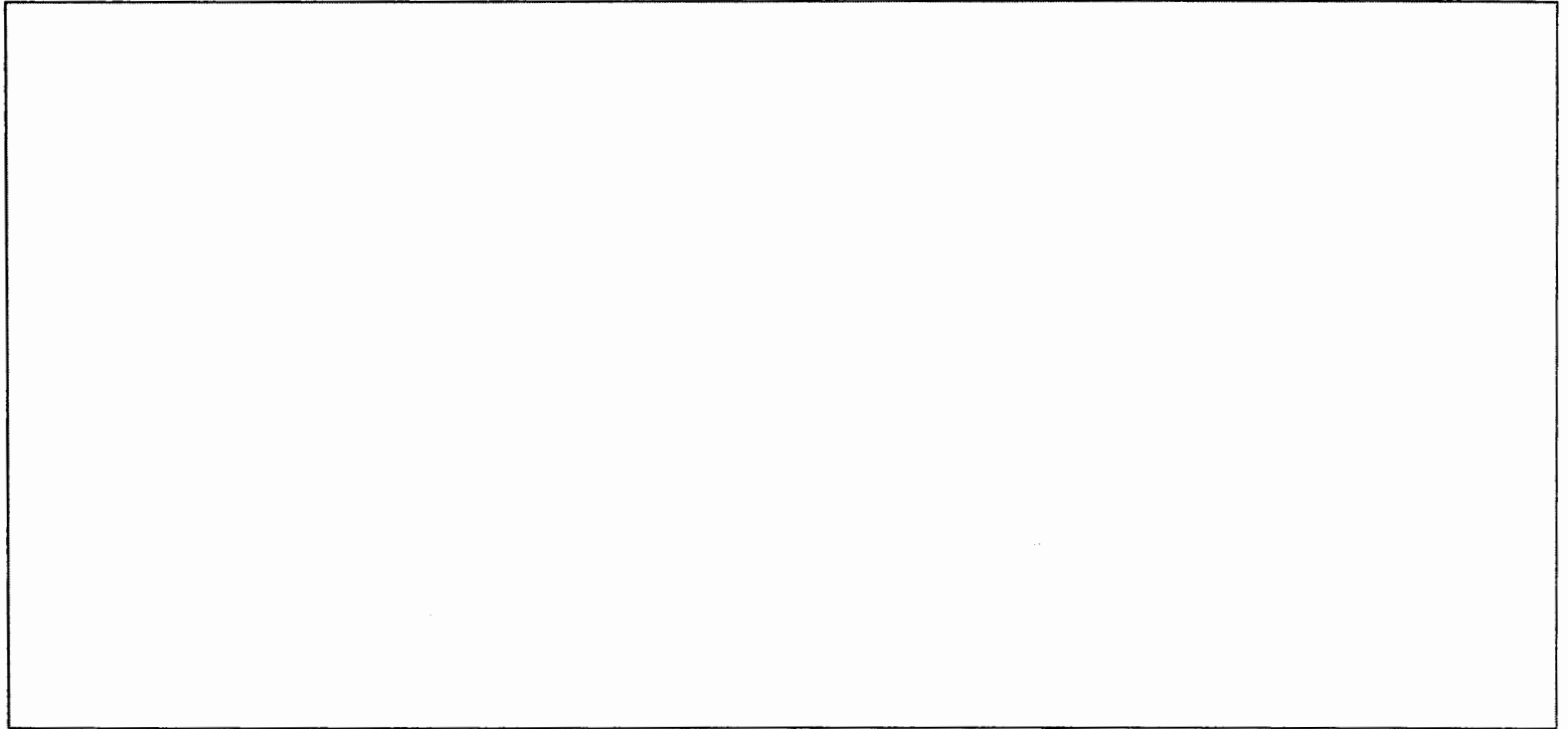
POSTING TIME/DATE: \_\_\_\_\_

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

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

BID SPECIFICATIONS →									
BIDDERS ↓									

Enter justification for bid  
selection:

A large, empty rectangular box with a thin black border, intended for entering justification for bid selection. It occupies the upper half of the page.

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

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




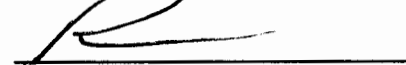
# FLORIDA CRIME STOPPERS GRANTS

## BUDGET AS APPROVED

Agency Name: Pinellas County Board of County Commissioners  
Grant No: PC19-13  
Date: July 10, 2013 Amend No:

	Amount Requested	Amount Approved
Rewards and Public Education	\$160,150.00	\$160,150.00
Operating Expenses	\$12,613.00	\$12,613.00
Salaried Employees	\$72,629.70	\$72,629.70
Non-Sworn	\$ 72,629.70	\$ 72,629.70
Non-Sworn Employed by a Law Enforcement Agency	\$ -	\$ -
Sworn	\$ -	\$ -
Total Budget Requested	\$ 245,392.70	
Available Trust Fund Amount	\$ 245,392.70	
Difference	\$ -	
Disallowed or Reduced Expenditures:		
Total Reduction/Disallowed:		
Total Approved Budget	\$ 245,392.70	\$ 245,392.70

  
Approved, Program Administrator

  
Approved, Bureau Chief

7-11-13  
Date

7/14/13  
Date