



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

AND

**CRIME STOPPERS OF MIAMI-DADE COUNTY, INCORPORATED
GRANT NO: 017-15
CSFA #41.002**

THIS AGREEMENT is entered into in the City of Tallahassee, Leon County, Florida by and between the State of Florida, Department of Legal Affairs, Office of the Attorney General, Catalog of State Financial Assistance (CSFA) number 41.002, hereafter referred to as the Agency, and Crime Stoppers of Miami-Dade County, Incorporated, and its Board of Directors, hereafter referred to collectively as the PROVIDER. The parties hereto mutually agree as follows:

ARTICLE 1. ENGAGEMENT OF THE PROVIDER

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

ARTICLE 2. SCOPE OF SERVICES

The PROVIDER agrees to provide units of deliverables, including reports, findings, and drafts, as specified in this contract, which must be received and accepted by the contract manager in writing prior to payment. Invoices for fees or other compensation for services or expenses must include detail sufficient to permit proper pre-audit and post-audit. Where compensation for travel expenses is permitted in this contract, the PROVIDER shall be compensated in accordance with Section 112.061, Florida Statutes (2014) or at such rates as specified in this contract, whichever is lower.

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

The PROVIDER shall neither assign this 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. (2014), 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 \$471,124.07.

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, 2015, or on the date when the Agreement has been signed by all parties, whichever is later, and shall continue through June 30, 2016. No Budget Modifications to Attachment B or Program Modifications to Attachment D can be made after the termination date, June 30, 2016, or when all funds have been used.

ARTICLE 5. E-PROCUREMENT

Prior to execution of this Agreement, the Provider shall be registered electronically with the State of Florida at MyFloridaMarketPlace.com. If the parties agree that exigent circumstances exist that would prevent such registration from taking place prior to execution of this Agreement, then the Provider shall so register within twenty-one (21) days from execution. Failure of the Provider to register electronically with the State of Florida will result in non-payment of expenditures by Department of Financial Services until the program has complied. 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, 2015, through June 30, 2016. The PROVIDER agrees not to make any modifications to Attachment B without submitting a Budget Modification request and receiving prior written approval of the Agency. Budget amendment requests for transfers between funded line items within the same budget category will be given priority status by the Department and will be reviewed for approval within 3 business days of receipt of the written request. All other requests to amend the agreement must be submitted in writing to the Department for approval prior to implementing the request. The Department will respond to such requests within (30) days of receipt. Budget amendments must be approved in writing by the Department prior to the expenditure or any adjustments between previously approved budget categories and/or line items.

The PROVIDER understands and agrees that 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. (2014) 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, 2016, the termination date of the Agreement.

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

ARTICLE 7. METHOD OF PAYMENT

The PROVIDER, in accordance with Section 216.181(16), F.S. (2014), 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. (2014), 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. The AGENCY, at any time, may require proof that any invoices submitted for reimbursement have been paid in full and all appropriate monies removed from the PROVIDER's bank account prior to submitting reimbursement for said expense. If appropriate proof is not provided, or if the monies have not been removed from the

PROVIDER's account, then reimbursement funds may be refused at the AGENCY's discretion. 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. (2014), if the terms of this Agreement and payment thereunder extend beyond the current fiscal year, the Agency's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Legislature.

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

ARTICLE 8. VENDOR OMBUDSMAN

Pursuant to Section 215.422(7), F.S. (2014), 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. (2014), in the same manner and under the procedures set forth in Subsections 946.515(2) and (4), F.S. (2014). 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. (2014).

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 comply with 60A-1.002, F.A.C. and Chapter 287, F.S. to obtain a minimum of three (3) written quotes for all grant-related purchases equal to or in excess of two thousand five hundred dollars (\$2,500) unless it can be documented that the vendor is a sole source supplier. A Reimbursement Request must be submitted to the Office of the Attorney General and shall include

copies of the three (3) written quotes and proof of the Board of Directors review and approval for all products or services exceeding the amount of \$2,500. The Agency, upon request, may approve in writing an alternative purchasing procedure.

ARTICLE 12. PROPERTY

The PROVIDER shall comply with Chapter 273, F. S. (2014) and *Florida Administrative Code* Chapter 69I-72. 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. Upon expiration of the term of this Agreement all such property shall be inventoried and shall be made available for transfer to the Agency in the Agency's sole discretion.

ARTICLE 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. (2014), 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. (2014) 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, uncommitted funds 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.

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

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 (12), F.S. (2014), 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. (2014).

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. (2014), 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. (2014), 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 lien against 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 a proportionate share of the state's initial investment, as determined by the Office of the Attorney General.

ARTICLE 30. INDEMNIFICATION

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

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

ARTICLE 31. TERMINATION

This contract may be terminated by either party without cause upon not less than thirty (30) calendar days notice in writing to the other party unless a shorter time period is mutually agreed upon in

writing. Notices under this Article shall be delivered by a method of U.S. Postal Service or expedited delivery service that provides verification of delivery, or by hand delivery, to the contract manager or the representative of the PROVIDER or Agency responsible for administration of the program.

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

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

In the event this Agreement is terminated or upon expiration all supplies, equipment and property purchased with grant funds shall be inventoried and in the Agency's discretion 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):

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

**Name: Crime Stoppers of Miami-Dade County, Incorporated
Address: 1030 NW 111th Avenue
City, State Zip: Miami, Florida 33172**

Telephone Number: (305) 471-6160
Email Address: rmasten@crimestoppersmiami.com

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

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

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

Name: Suzette Rice, President
Address: 1030 NW 111th Avenue
City, State Zip: Miami, Florida 33172
Telephone Number: (305) 471-6160
Email Address: suzeq@bellsouth.net

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

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

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

ARTICLE 34. GOVERNING LAW

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

ARTICLE 35. JURISDICTION AND VENUE

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

ARTICLE 36. AGREEMENT AS INCLUDING ENTIRE AGREEMENT

This contract and its attachments, Attachment A, Attachment B, Attachment C, Attachment D, Exhibit 1 and Exhibit 2, and any exhibits referenced therein, together with any documents incorporated

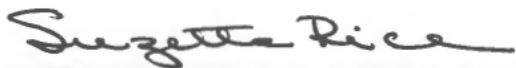
by reference, contain all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of this contract is determined by a court of law to be unlawful or unenforceable, the remainder of the contract shall remain in full force and effect.

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

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

PROVIDER: Crime Stoppers of Miami-Dade County, Incorporated

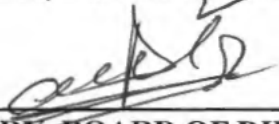
**AGENCY: Office of the Attorney General
The Department of Legal Affairs
State of Florida**



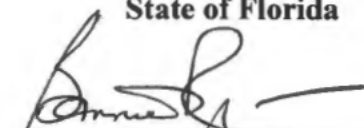
PRESIDENT/CHAIRMAN OF THE BOARD



TREASURER, BOARD OF DIRECTORS



SECRETARY, BOARD OF DIRECTORS

 7/22/15

**BONNIE ROGERS (DATE)
DIRECTOR OF ADMINISTRATION**


FEDERAL EID # of PROVIDER

PROVIDER Fiscal Year Ending Date: 2016

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JUL 15 2015

**CRIMINAL JUSTICE PROGRAMS
FCPTI**



ATTACHMENT A
Florida Single Audit Act Requirements

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

MONITORING

In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, F.S., as revised (see "Audits" below), monitoring procedures may include, but not be limited to, on-site visits by Agency staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this agreement, 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.

40. 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.
41. 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.
42. 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.

53. 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.
54. 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.
55. 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).

56. **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

79. 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:

NN. The Office of the Attorney General
Rick Nuss, Bureau Chief
Bureau of Criminal Justice Programs
PL-01, The Capitol
Tallahassee, Florida 32399-1050

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

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

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

80. 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.

81. 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:

AA. The Agency at the following address:

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

BB. 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

82. 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.
83. 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.
84. 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

14. 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.

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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	\$471,124.07

TOTAL STATE FUNDS AWARDED SUBJECT TO SECTION 215.97, F.S. \$471,124.07

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

- 79. Activities Allowed
- 80. Allowable Cost
- 81. Cash Management
- 82. Equipment and Real Property Management
- 83. Period of Availability
- 84. 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.*

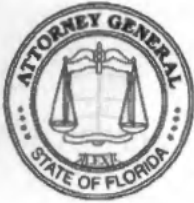


EXHIBIT 2

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

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In accordance with Florida Statute Section 215.97, all nonstate agencies who expend a total amount of state financial assistance equal to or in excess of \$500,000.00 in any fiscal year must comply with the Florida Single Audit Act and its requirements. The Office of the Attorney General Division of Victim Services and Criminal Justice Programs as the state awarding agency for this grant is required to determine if your nonstate agency meets the requirements of same.

Please complete this questionnaire and return to your grant manager.

- **"Audit threshold"** means the threshold amount used to determine when a state single audit or project specific audit of a nonstate entity shall be conducted in accordance with Florida Statutes section 215.97. Each nonstate entity that expends a total amount of state financial assistance equal to or in excess of \$500,000.00 in any fiscal year of such nonstate entity.
- **"Nonstate entity"** means a local governmental entity, nonprofit organization, or for-profit organization that receives state financial assistance.
- **"Local governmental entity"** means a county as a whole, municipality, or special district or any other entity excluding a district school board, charter school, Florida College System institution, or public university, however styled, which independently exercises any type of governmental function within the state.
- **"Federal financial assistance"** means financial assistance from federal sources passed through the state and provided to nonstate organizations to carry out a federal program.
- **"State awarding agency"** means a state agency that is primarily responsible for the operations and outcomes of a state project, regardless of the state agency that actually provides state financial assistance to a nonstate entity.
- **"Coordinating agency"** means the state awarding agency that provides the predominant amount of state financial assistance expended by a recipient as determined by the recipient's Schedule of Expenditures of State Financial Assistance.
- **"State program"** means a set of special purpose activities undertaken to realize identifiable goals and objectives in order to achieve a state agency's mission and legislative intent requiring accountability for state resources.
- **"State project"** means a state program that provides state financial assistance to a nonstate organization and that must be assigned a state project number identifier in the Catalog of State Financial Assistance.
- **"State fiscal year"** means the State of Florida fiscal year which begins on July 1 of each year and ends on June 30 of the following year.

Agency or Entity: Crime Stoppers of Miami Dade County, Inc.Fiscal Year: 7/1/2014 - 6/30/2015Grant Number: 017-14

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

☐ Yes ☒ No

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

Signature: Suzette RiceTitle: PRESIDENTDate: 7-13-15Print Name: SUZETTE RICE

**FLORIDA CRIME STOPPERS TRUST FUND****RECEIVED** Print Form

JUL 07 2015

ATTACHMENT B
Grant Application**CRIMINAL JUSTICE PROGRAMS**
FCPTJ
Grant Year: 2015-2016**Section 1. Applicant Information****Type of Governmental Agency or Organization (check Space)**☐ County ☒ Member, Florida Association of Crime Stoppers, Inc.**Organization Information**

Name of Agency or Organization: **CRIME STOPPERS OF MIAMI DADE & THE FLORIDA KEYS**

Organization Mailing Address: **1030 NW 111TH AVENUE** Applicable Judicial Circuits: **11TH and 16TH**

City: **MIAMI** State: **FL** Zip: **33172**

Federal Identification Number: **[REDACTED]** Participating Counties: **MIAMI-DADE and MONROE**

Total Budget Request: **\$471,124.07**

Individual to Contact In Case of Question: **RICHARD H. MASTEN** Area Code/Phone No. **+1 (305) 471-6160**


E-Mail Address: **RMASTEN@CRIMESTOPPERS MIAMI.COM**

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


Agency: MIAMI-DADE POLICE DEPARTMENT	Agency: CITY OF MIAMI POLICE DEPARTMENT
Agency: MONROE COUNTY SHERIFF'S DEPARTMENT	Agency: KEY WEST POLICE DEPARTMENT
Agency: CORAL GABLES POLICE DEPARTMENT	Agency: DORAL POLICE DEPARTMENT
Agency: HIALEAH POLICE DEPARTMENT	Agency: HIALEAH GARDENS POLICE DEPARTMENT
Agency: HOMESTEAD POLICE DEPARTMENT	Agency: KEY BISCAVNE POLICE DEPARTMENT
Agency: MIAMI BEACH POLICE DEPARTMENT	Agency: MIAMI GARDENS POLICE DEPARTMENT
Agency: MIAMI SHORES POLICE DEPARTMENT	Agency: MIAMI SPRINGS POLICE DEPARTMENT
Agency: NORTH BAY VILLAGE POLICE DEPARTMENT	Agency: NORTH MIAMI POLICE DEPARTMENT
Agency: NORTH MIAMI BEACH POLICE DEPARTMENT	Agency: VILLAGE OF PINECREST POLICE DEPARTMENT
Agency: SOUTH MIAMI POLICE DEPARTMENT	Agency: SWEETWATER POLICE DEPARTMENT
Agency: VIRGINIA GARDENS POLICE DEPARTMENT	Agency: FLORIDA DEPARTMENT OF LAW ENFORCEMENT
Agency: DEPARTMENT OF CORRECTIONS	Agency: FLORIDA HIGHWAY PATROL

Section 2. Certification Signatures

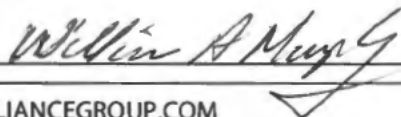
I acknowledge that I have read, understood, and agree to the conditions set forth in the Florida Crime Stopper Trust Fund Grant Application Package for the duration of the grant period. Funds approved in "Attachment B" may not be used for donations, contributions, or other types of like expenditures. 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: SUZETTE RICE Title: PRESIDENT
Street, Post Office Box or Drawer: 1030 NW 111th AVENUE Area Code/Telephone No. +1 (305) 471-6160
City: MIAMI State: FL Zip: 33172 Area Code/Fax No. +1 (305) 471-6155
Signature of Program Director:  Date of Signature: 5-27-15
E-Mail Address: SUZEQ@BELLSOUTH.NET

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

Name of Authorizing Official: DAWOOD AKHTAR Title: SECRETARY
Street, Post Office Box or Drawer: 1030 NW 111TH AVENUE Area Code/Telephone No. +1 (305) 471-6160
City: MIAMI State: FL Zip: 33172 Area Code/Fax No. +1 (305) 471-6155
Signature of Authorizing Official:  Date of Signature: 5-27-15
E-Mail Address: DAWOOD@AMGGROUP.US

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: WILLIAM A. MURPHY Title: TREASURER
Street, Post Office Box or Drawer: 1030 NW 111TH AVENUE Area Code/Telephone No. +1 (305) 471-6160
City: MIAMI State: FL Zip: 33172 Area Code/Fax No. +1 (305) 471-6155
Signature of Financial Officer:  Date of Signature: 5-27-15
E-Mail Address: BILLM@SECURITYALLIANCEGROUP.COM

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

Section 3. Organization Board of Directors

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

Position on Board	Name	E-Mail Address	Exempt
Chairman/President:	SUZETTE RICE	SUZEQ@BELLSOUTH.NET	<input type="checkbox"/> YES
Vice Chairman/President:	DIANN BARBER	ISLANDEYES91@YAHOO.COM	<input type="checkbox"/> YES
Treasurer:	WILLIAM A. MURPHY	BILLM@SECURITYALLIANCEGROUP.COM	<input type="checkbox"/> YES
Secretary:	DAWOOD AKHTAR	DAWOOD@AMGGROUP.US	<input type="checkbox"/> YES
Immediate Past President:	ERIC M. LERNER	RLERNER@BELLSOUTH.NET	<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:	DIANN BARBER	ISLANDEYES91@YAHOO.COM	<input type="checkbox"/> YES
Board Member:	ELLEN G. COHN, PhD	COHNE@FIU.EDU	<input type="checkbox"/> YES
Board Member:	PATRICK O. KIEL		<input checked="" type="checkbox"/> YES
Board Member:	ROBERT MESSER		<input checked="" type="checkbox"/> YES
Board Member:	SOFIAN A. ZAKKOUT	AMANAVOICE@GMAIL.COM	<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
Board Member:			<input type="checkbox"/> YES
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:

CRIME STOPPERS OF MIAMI-DADE & THE FLORIDA KEYS, is a not-for-profit, 501(c)(3), Florida corporation, community program, operated by citizens, which works with the public, the media and local/state and federal law enforcement agencies in the fight against crime. CSMD & FK through its tip line and the media, offers cash rewards and anonymity to persons who furnish information leading to the arrest and filing of charges against criminal offenders.

INFORMATION ABOUT AREA SERVED

Population Served by Organization: 2,678,736

Crime Rate per County Served (per UCR): D 4,703.8 M 4,240.7

Number of Media Outlets: D 261 M 31 + 300

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

Number, at a minimum, all local Law Enforcement Agencies: 38

Number of Schools in Area Served by Organization:

High Schools: 98

Middle Schools: 76

Elementary Schools: 225

Colleges: 75

Other Schools Served: (Private, Chartered, Christian, etc.) 43

Number of Public Transportation Entities Available in Area Served: 13

Number of Community Events in Area Served: hundreds

Section 5. Previous Activity - Provide the following information for the three previous grant years, excluding current year, which occurred between July 1, and June 30 of the grant years requested.

Year	# of Tips Written	-	% of increase or Decrease in Tips Written	# of Arrests	# of Cases Cleared	# of Rewards Approved	Total # of Rewards Paid	% of Rewards Paid vs. Approved
2011-2012	5,111			447	1,898	322	124	38.51%
2012-2013	4,447	-664	-12.99%	295	1,385	198	96	48.48%
		0	0.00%					
2013-2014	4,936	0	0.00%	254	960	185	82	44.32%
		489	11.00%					

Year	\$ Spent on Public Awareness*		Cost per Tip	\$ Amount of Grant Funds Reimbursed
2011-2012	\$204,403.19		\$39.99	\$204,403.19
2012-2013	\$175,354.64		\$39.43	\$175,354.64
2013-2014	\$121,773.39		\$24.67	\$121,773.39

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

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

Type Here:

During the 2013-2014 grant year, Miami-Dade Crime Stoppers and Crime Stoppers of the Florida Keys combined forces. Shortly thereafter, a new Tips Coordinator for the Keys was appointed by the Monroe Co. Sheriff's Dept. The new lieutenant (Keys) made short work of learning the correct protocol for Tipsoft and works very closely with the Miami Tips Coordinator, familiarizing and updating the Keys Tipsoft, for an increase in tips and payouts for the Keys. Another improvement is the assumption of the Keys website which is now updated by the Miami office, at least 3x/wk with links to the Monroe Co. Sheriff's Office. Miami-Dade and Keys residents were privy to our Cold Case TV show, program specialty items, brochures, news outlets and the Exec. Dir. making several trips to the Keys in our wrapped van for speaking engagements. The lieutenant appointed as Keys Tips Coordinator is very well known in the islands and often speaks at many functions mentioning the importance of the CS Program. Our TV Program was again nominated for another Emmy.

The 2014-2015 year has been problematic. We lost our TV show as a result of a new programming director and several other factors - none of which was lack of acceptance by the public - who still question what happened to the show when we are out on the street, at an event or any time we are in public with a Crime Stopper shirt. This was a year of firsts in that we used Direct Mail and Box Truck Advertising, which were very well received and will again be employed. With the expansion of permissible program specialty items, we will continue with those as they are now more geared to adults. Although we have been asked to continue the Child ID kits as well, as they are being used with the elderly as well. The crime scene tape is very popular and gives us extra 'air time' when a crime scene is filmed for the news media. All of these are productive as well as cost effective and will again be employed.

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

Type Here:

Another learning year for Miami-Dade and the Florida Keys Crime Stoppers Program. On the negative side, we lost our TV show, our Exec Director was arrested and we had in-house problems. On the plus side, we received a very positive response to 'different' approaches to specific crimes in specific communities with Box Ad Truck and Direct Mail advertising. The arrest of our Executive Director was for refusing to reveal any information about a Tip/Tipster and TV coverage that generated was invaluable to not only our program, but to EVERY Crime Stopper Program! Between and Admin and Tips offices we spoke with representatives from Canada, Australia, Europe, South America, many statewide programs and local residences saying thank you. We fielded calls from The Today Show, Nancy Grace Show, The Tonight Show, et cetera. Instant worldwide publicity for the program.

Reviewing the Performance Measures/Deliverables from 2014-15...

1. Tip Lines: We have had no problem providing and maintaining Tip Lines for both Miami-Dade and Monroe, 24 hrs daily, 365 days a year. We have 4 full time detectives working for coverage approx. 12hrs/day - and have CSI for an answering service when no detective is available. We are using Tipsoft at the moment, but have had some problems with it. We will be looking into new coverage with P3 and will advise. We plan no major changes going into the new grant year but if change means better service to our community for a better or the same price, we will make the appropriate change.
2. Rewards: We have established an efficient protocol between Dade and Monroe Counties and the collective authorizations for payment of rewards (received by anonymous tips through our tip lines, which resulted in an arrest, stolen property or drugs and resulted in the arrest and laying of charges) is presented at our monthly BOD meeting for approval. This will be continued with no change.
3. Payment of Approved Rewards: Upon approval of presented eligible rewards, funding to cover that expense is made available the same day for payment of the Tipster. If approval has been established yet the reward is not collected within a 90 day time period, the reward must be resubmitted for approval for payment. This will not change going into the new year.
4. Public Awareness of "Tip Line": Our website is second to none in the state for information concerning how we work, how we can be reached and how we pay out cash rewards for information leading to an arrest and filing of charges. Additionally, this information is provided on brochures, tip cards, our wrapped van, Crime Scene Tape, direct mail, Box Ad Truck Advertising. These worked well and we do plan some changes but you will see them in detail in the grant itself.
5. Continuing Education: We look forward to the FACS seminars each year and by the end of this year will have attended all 3. Mr. Masten also was a guest speaker at the CSInternational Conference in Niagra Falls (as CSI's guest) and both Mr. Masten and Det. Chavez attended the CSUSA Conference in Austin, Texas. We feel these meetings are very informative and will continue to attend, but would like to see the return of the AGO for training purposes at least once a year, and would like to see more of our Board members attend.
6. Law Enforcement Contact: As Mr. Masten is past president of the Dade Chiefs' Association, he is constantly in contact with their membership at their working luncheon held on a monthly basis. Additionally, he fields calls from all rank and file on a monthly basis who call for information, et cetera. Mr. Masten makes sure that all requests for brochures are completed per the request of whatever L/E department is filled in a timely manner. Mr. Masten is a great believer in old fashioned personalized correspondence and writes individualized letters which we were advised would not satisfy this deliverable. Additionally, the actual number of L/E contact was incorrect as we had included the Feds. We were advised that telephone conference slips and emails would be permitted and thus we were forced to request a Program Modification. We were then advised that the number entered for a monthly total could not be added to with extra correspondence or T/C - the total was figured on the given monthly number and multiplied by 12; thus not permitting any chance of hitting or coming close to our yearly figure after not accepting the copies of snail mail correspondence.
7. BOD Meetings Grants \$20,000 or Higher: We have a standing BOD Meeting Scheduled the 3rd Tuesday of every month. In the last 5 years I can attest to one meeting being postponed - however a list of the monthly rewards was provided to each Board member and a vote was taken by conference call to approve, within two days after the original scheduled meeting.
8. Community Events: We have met this deliverable with room to spare...with events in both counties! Where we have to do better is have more Board members participate in the duties they were made aware of and agreed to when they joined the organization.
9. Reporting Requirements: We have done well in getting our filings done in a timely manner, hoping to get a return of our funds in that manner. This is accomplished by Overnight Mail and support documentation scanning/forwarding. Of course, extra review and checking never hurts and we have initiated a new protocol/check list to make sure everything (all supporting documentation) is filed in a timely and complete manner the first time.

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

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

REWARDS & PUBLIC EDUCATION

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
1.	Rewards - (D2 & D3)	\$6,625.00	@	17%	12	\$79,500.00
2.	Tip Lines - (D1)	\$975.00	@	2%	12	\$11,700.00
3.	Answering Service (Alternative Answers, CSI, Other) - (D1)	\$1,350.00	@	3%	12	\$16,200.00
4.	Telecommute Fees - (D1)	\$0.00	@	0%	0	\$0.00
5.	Tip Software - (D1)	\$675.00	@	1%	4	\$2,700.00
6.	Cell Phone (Tip Coordinator) - (D1)	\$65.00	@	0%	12	\$780.00
7.	Crime Prevention Training - (D6)	\$900.00	@	2%	12	\$10,800.00

PROGRAM AWARENESS/MEDIA

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
8.	Bus Benches - (D4 & D6)	\$0.00	@	0%	0	\$0.00
9.	Yellow Pages Ads (Quotes not required if purchased with local phone utility carrier - (D4)	\$0.00	@	0%	0	\$0.00
10.	Billboards/Rolling Billboards - (D4 & D6)	\$3,500.00	@	9%	12	\$42,000.00
11.	Bus Wraps Only (Sole Source Determination Required) - (D4)	\$0.00	@	0%	0	\$0.00
12.	Cab Signs - (D4)	\$0.00	@	0%	0	\$0.00
13.	Newspaper - (D4 & D6)	\$666.67	@	2%	12	\$8,000.04
14.	Radio - (D4 & D6)	\$500.00	@	1%	10	\$5,000.00
15.	Television (Program Associated) - (D4 & D6)	\$1,500.00	@	4%	12	\$18,000.00
16.	Movie Theater - (D4)	\$0.00	@	0%	0	\$0.00
17.	Website Development/Maintenance - (D4 & D6)	\$65.00	@	0%	12	\$780.00

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

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
18.	Brochures - (D4 & D8)	\$0.75	@	2%	10,000	\$7,500.00
19.	Program Specialty Items (as approved) - (D4, D6 & D8)	\$1.10	@	2%	7,500	\$8,250.00
20.	Door Hangers/Yard Signs (Does not include Neighborhood Watch Signs) - (D4 & D6)	\$0.00	@	0%	0	\$0.00
21.	Window Clings/Signs/Stickers - (D4)	\$0.00	@	0%	0	\$0.00
22.	Newsletters - (D4)	\$0.00	@	0%	0	\$0.00
23.	Posters - (D4 & D6)	\$3.00	@	0%	144	\$432.00
24.	Banners - (D4)	\$0.00	@	0%	0	\$0.00
25.	LCD Projector - (D4)	\$0.00	@	0%	0	\$0.00
26.	Projection Screen - (D4)	\$0.00	@	0%	0	\$0.00
Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
27.	Display Board - (D4)	\$0.00	@	0%	0	\$0.00
28.	Television - (D4)	\$0.00	@	0%	0	\$0.00
29.	VCR/DVD/Blue-Ray/or similar device - (D4)	\$0.00	@	0%	0	\$0.00
30.	Child ID Programs - (D8)	\$0.00	@	0%	0	\$0.00
31.	Child ID Supplies - (D8)	\$1.35	@	1%	2,750	\$3,712.50
32.	Crime Scene Tape - (D6)	\$17.50	@	1%	150	\$2,625.00

FUGITIVES:

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
33.	Wanted Fugitive Ads - (D6)	\$0.00	@	0%	0	\$0.00
34.	Wanted Fugitive Flyers - (D6)	\$0.00	@	0%	0	\$0.00
35.	Wanted Fugitive Posters - (D6)	\$0.00	@	0%	0	\$0.00
36.	Wanted Fugitive Billboards - (D6)	\$0.00	@	0%	0	\$0.00

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

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

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
37.	TVEyes	\$313.34	@	1%	12	\$3,760.08
38.	DIRECT MAIL	\$0.40	@	1%	15,000	\$6,000.00
39.	STANDARD BUSINESS CASE CARDS (Tip Cards)	\$322.42	@	0%	1	\$322.42
40.	TRANSLATION SERVICES	\$750.00	@	2%	10	\$7,500.00
41.			@	0%		
42.			@	0%		
	TOTAL REWARDS & PUBLIC EDUCATION					\$235,562.04

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

Rewards and Public Education

KO
7/19/15

KO
7/19/15

1. Rewards: Prompt reward payment is the single most necessary component of the program, for the reason of assistance to all L/E personnel in keeping crime down, permitting the public to feel involved with the process, encouraging more and better tips, resulting in more arrests, the pressing of charges and creating a more safe environment for all citizens. Considering past expenditures, a trend showing increasing numbers of approved, larger rewards, along with a growing familiarity of the program. Reviewing the past several years and the last 10 mos., we have averaged roughly \$3500.00/mo. Figuring in additional tips and a possible homicide we could possibly average of \$6,625.00/mo. or \$79,500.00/yr. ($\$6625.00/\text{mo} \times 12/\text{mo} = \$79,500.00$). Again, we feel with increase in web activity, number of tips, news coverage, the increased payout for homicides, brochures and program specialty items, we will attain this, or very close to this, number in the coming grant year.
2. Tip Lines: Mandatory to the program! There is no paying rewards unless we are equipped with the right equipment on which to receive tips. This also pertains to the Fax and the DSL, which are billed together; along with the regular Tips line, including long distance and forwarding (to service). Reviewing past billing, our Tips phone bills run approx. \$900/mo. We have factored in a ~~slightly less than 10%~~ increase to this year's expense for a total of $\$975/\text{mo} \times 12/\text{mo} = \$11,700.00/\text{yr}$.
3. Answering Service: We use CSI as our answering service and are well pleased with their personnel and attention to detail. For almost 3 years, our bills (Dade and Monroe) have remained static at \$1328.75/mo. There has been talk of an increase in fee, but we have received no notice of same. We have however added

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

Rewards and Public Education

Ans.Serv. - continued: ...a ^{an} less than 20% increase in figure should this take place in the next year; if not, we can always use whatever is not spent on another line item in Section A. So, to make matters simple, I took 1328.75/mo and rounded it up to \$1350.00/mo (\$21.25/mo increase) x 12/mo = \$16,200.00/yr. We feel this company is the best for our program due to their personnel and have fielded only 1 complaint in all their years of service. ^{and assigns our program in answering tip calls}

4. Telecommute Fees: N/A

5. Tip Software: We have always used Tipsoft from date of origination and were pleased with its performance. It was then bought by Public Engines and as with transfer and growth, we experienced a time period when the software became problematic, although at this period in time it seems to have resolved itself. Another complaint with Public Engines is that they base a flat fee on a county basis. Dade County has a (roughly) 2.7 million population and Monroe has a total population of 75,000 - yet both are billed at the same rate. That is grossly unfair and we are in the process of checking out the new program put together (again by Kevin Anderson - creator of the original Tipsoft program), named P3. Kevin is well known to the Tipsoft users and easy to work with, easy to reach, and is open to discussing multiple county billing - which is more fiscally responsible than Public Engines. Better in-house programs produce more and better tips and more awareness of how the program works. For purpose of this grant, our figures for the year will be \$675/qtr x 4 qtr = \$2700/yr.

6. Cell Phone (Tips Coord.): This item provides direct contact with our Tips Coordinator, who oversees the Tips office for Dade & Monroe. He needs to maintain constant availability to all departments and personnel 24/7/365. A reasonable charge of \$65/mo x 12/mo = \$780/yr.

7. Crime Prevention Training: A first for us! We would like to sponsor 12 persons to this annual PCBC 3 day seminar - from Dade and Monroe Counties. We are estimating costs (based on 14-15 grant figures from Broward Co.) to arrive at a per person fee we have calculated as follows: Hotel \$300; Registration \$275.00; Gasoline \$200.00; Tolls \$25.00 and Meals \$100 for a total per person price of \$900.00 x 12 persons for a total of \$10,800.00. We feel with a combined population of approx 3 million there are always new things to be learned and applied to crime prevention on a local level. We feel this will be beneficial to our two county program.

8. Bus Benches: N/A.

9. Yellow Pages: N/A.

10. Billboards/Rolling Billboards: We feel billboards - moving and static - draw attention. Crime Stoppers goal is to bring awareness of the program to as many as possible. We are planning the continued use of the 3 sided Box Ad truck (rolling billboard) for tip line information, cold cases, and area specific cases (homicides/drive-bys) - for a total of 36 nights (3 x month). We plan on the use of one truck for the min. of 4 hrs @ \$125/hr or \$500 + a \$50 set up fee for \$550.00 /night x 36 nights for a total of \$19,800.00/yr. Additionally, we are negotiating several standing billboards for the display of tip line information, cold cases and current major cases (homicide, drive-bys). Costs (averaged from 3 vendors) are approx. \$2800.00/production cost per sign and \$1,100.00/mo. billboard location rental for a total of \$3,900 per billboard. We plan to use 5/yr for \$19,500.00; add to that \$900 per sign replacement cost x billboards 3 or \$2,700 for replacement for stationary billboards of \$22,200.00. Rolling Billboards: \$19,800.00; Fixed Billboards: \$22,200.00 for a yearly total of \$42,000.00.

11. Bus Wraps: N/A ^{Therefore we will spend \$3,500⁰⁰ per month x 12 months = \$42,000⁰⁰}

12. Cab Signs: N/A

13. Newspaper: We have every intention of renewing our archival news article purchases, as we have for the past 3 years at a cost of \$995.00/yr., which has remained static. Additionally we would like to place (colored) ads (program promotion/education, tip line information,) in the Key West/Monroe Co. local papers (\$140 - 160/mo). \$150/mo x 12/mo = \$1800/yr x 2 newspapers or \$3600.00/yr. In Miami to place 12 ads per year the cost is \$283.75/mo x 12 = \$3405.00. Archival access: \$995.00; Monroe Co. paper ads \$3600.00 and Miami Dade Co. paper ads \$3405.00 for an annual of \$8,000.00 divided by 12/mo x = \$666.67/mo x 12 = \$8,000.04.

14. Radio: A new venture for our program promotion. We have contacted stations (4) the average cost for a 30 second use of radio time is \$450 - 550 per mo. This permits 1 play per mo. We have averaged this to \$500/ per air x 10 for \$5,000.00.

15. Television (Program Associated): Since we are no longer producing our television show, we plan to produce and place public servicing messaging - perhaps a .30 "commercial" - about Crime Stoppers' reward/ anonymity program and how it works. Most production will be in-house and we plan to spend \$1,500.00/mo x

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

**Rewards and
Public Education**

12/mo for paid placement for an annual expenditure of \$18,000.00, covering a min. of 12 airings.

16. N/A

17. Website Development/Maintenance: A necessary and essential expenditure of \$65.00/mo. That would be $\$65.00/\text{mo} \times 12/\text{mo} = \780.00 annually for this peripheral vehicle. This site contains access to all of our social media presences, our TV shows - all episodes, tip by phone/text information; how it works and case/wanted flyers. Website access information is the most cost effective branding available. Our website is updated a minimum of 3 times per week. We often hear from local news agencies and have also fielded calls from national stations as well, prior to airing evening news broadcasts. These reasonable costs of keeping the website vibrant, current and in service are vital for more tips, more rewards and more resolved cases.

18. Brochures: An essential part of our program. This year we are planning on up-dating past brochures and creating new ones, as requests have been on the increase. These informative items are given to the general public to explain and promote the program, as well as contact information. We find these costs, depending on size, vendor, content, turn-around time and actual order number vary in price so we have struck a median price of \$.75/article. We have figured on purchasing 10,000 items; $\$.75 \times 10,000 = \$7,500.00$ annually.

19. Program Specialty Items (as approved): These items selected from the new and expanded list of permissible expenditures will be distributed at public service/promotional and community events in two counties. More/better and different public awareness props promote more and better tips, resulting in an increase in arrests, filing of charges and solved cases. We have assigned an individual cost of \$1.10 per item x 7,500 items for an annual expense of \$8250.00.

20. N/A

21. N/A

22. N/A

23. Posters: Another new line item for us. We performed an informal survey (by Board members, Admin personnel as well as officers from different departments) and learned that there are businesses in both counties, willing to display Crime Stopper posters in their places of business, at no charge. A good number of these potential participants, but not all, have had a crime committed on their premises. The more program ^{tips} promotion we have the better the program works, with more and better awareness and tips. We have gone on line for prices and depending on size, paper weight, etc. (still to be selected) we have allotted a \$3.00 per poster cost and plan on printing and distributing at least 144 posters for an annual total of \$432.00 for this new protocol for the program.

24. N/A

25. N/A

26. N/A

27. N/A

28. N/A

29. N/A

30. N/A

31. Child ID Supplies: Now serving two counties, we have received numerous requests for ID kits. They promote the program with our logo and contact information and are extremely popular at community events, back to school events, as give-a-ways and we find they also have great appeal to entire families, especially those with elderly residents. The more people we have aware of the program the better. We have assigned the figure, an annual cost of \$1.35/kit x 2750 for a total of \$3,712.50, which includes shipping and handling.

32. Crime Scene Tape: An often requested item and repeated from past years, although this year, we will put the CS Trust Fund verbiage on it so that it is actually reimbursable. We are seeing our tape more and more on the nightly news and feel that actually seeing it at the broadcast crime scene while the anchor announces our phone number and name at the same time of airing, is a positive program selling point. Comparing prices we have allotted an annual figure of \$2,625.00 which breaks down to 150 rolls of tape at \$17.50/roll, including shipping and handling.

33. N/A



Administrative Offices:

1030 NW 111 Avenue

Miami, Florida 33172

Phone: 305.471-6160

Facsimile: 305.471.6155

www.crimestoppersmiami.com

PAGE 11a

PART A - REWARDS AND PUBLIC EDUCATION - continued

34. N/A

35. N/A

36. N/A

OTHER

37. TVEyes: \$3,760.08. See Narrative on Page 19.

38. Direct Mail: \$6,000.00. See Narrative on Page 19.

39. Standard Business Cards for Tips. Narrative on Page 19.

40. Translation Services: \$7,500.00. See Narrative on Page 19.

Remain Anonymous • Report Any Crime, Any Time • Rewards Up To \$3,000

Crime Stoppers of Miami-Dade County, Inc. is a not-for-profit 501 (c) (3) organization. Funded in part through the Florida Attorney General's Office Crime Stoppers Trust Fund.

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

OFFICE EXPENDITURES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
43.	Office Rent (must submit copy of lease and office hours) - (D9)	\$4,857.65	@	4%	4	\$19,430.60
44.	Utilities - (D9)	\$0.00	@	0%	0	\$0.00
45.	Office Phone (Not Tip Line) - (D9)	\$645.00	@	2%	12	\$7,740.00
46.	Cellular Phone - (D9)	\$110.00	@	0%	12	\$1,320.00
47.	Fax Line - (D9)	\$55.00	@	0%	12	\$660.00
48.	Internet Line/Wireless Connectivity (Internet Service) - (D9)	\$120.00	@	0%	12	\$1,440.00
49.	Vehicle Mileage - (D9)	\$150.00	@	0%	10	\$1,500.00
50.	Postage/Express Mail (must maintain Postage Log for all stamps to demonstrate usage) - (D9)	\$75.00	@	0%	12	\$900.00
51.	Post Office Box Rent - (D9)	\$0.00	@	0%	0	\$0.00
52.	Storage Rent - (D9)	\$0.00	@	0%	0	\$0.00
53.	General Office Supplies/Letterhead/Envelopes - (D9)	\$500.00	@	1%	12	\$6,000.00

EQUIPMENT AND PROPERTY

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
54.	Computer (Including monitor or Software purchased with computer) - (D9)	\$0.00	@	0%	0	\$0.00
55.	Computer Hardware Accessories - (D9)	\$300.00	@	1%	12	\$3,600.00
56.	Laptop Computer (does not include ipad notebooks or similar devices) - (D9)	\$0.00	@	0%	0	\$0.00
57.	Additional Software - (D9)	\$300.00	@	1%	12	\$3,600.00
58.	Fax Machine - (D9)	\$0.00	@	0%	0	\$0.00
59.	Printer - (D9)	\$250.00	@	0%	1	\$250.00

Section 8. Part B. Operating Expenses - Continued

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
60.	Copier - (D9)	\$0.00	@	0%	0	\$0.00
61.	Copier Rental - (D9)	\$140.00	@	0%	12	\$1,680.00
62.	Copier Maintenance - (D9)	\$0.00	@	0%	0	\$0.00
63.	Telephone Equipment (not bills) - (D9)	\$6,000.00	@	1%	1	\$6,000.00

MEMBERSHIP DUES

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

FEES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
67.	Corporate Filing Fees - (D9)	\$61.25	@	0%	1	\$61.25

INSURANCES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
68.	Board & Officer's Liability (Mandatory) - (D7)	\$2,800.00	@	1%	1	\$2,800.00
69.	Employee Bond Insurance - (D7)	\$0.00	@	0%	0	\$0.00
70.	Storage Unit Insurance - (D9)	\$0.00	@	0%	0	\$0.00
71.	General Liability - (D8)	\$4,500.00	@	1%	1	\$4,500.00
72.	Vehicle Insurance (State owned) - (D9)	\$200.00	@	1%	12	\$2,400.00

Section 8, Part B. Operating Expenses - Continued

TRAVEL

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
73.	Travel - (D5)	\$1,344.40	@	3%	10	\$13,444.00

PROFESSIONAL SERVICES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
74.	Accounting - (D9)	\$383.00	@	1%	12	\$4,596.00
75.	Payroll Services - (D9)	\$220.00	@	1%	12	\$2,640.00
76.	Computer Tech Support - (D9)	\$300.00	@	1%	12	\$3,600.00
77.	Design Services - (D4)	\$50.00	@	0%	12	\$600.00
78.	N/A		@	0%		

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

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
79.	VEHICLE MAINTENANCE	\$150.00	@	0%	12	\$1,800.00
80.	DIRECT TV/CABLE	\$95.00	@	0%	12	\$1,140.00
81.	N/A	\$0.00	@	0%		\$0.00
82.	VAN WRAP/REMOVAL/Re-WRAP	\$1,647.97	@	0%	1	\$1,647.97
83.			@	0%		
84.			@	0%		
85.			@	0%		
86.			@	0%		
87.			@	0%		
	TOTAL FOR OPERATING EXPENSES					\$94,224.82

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

Operating Expenses

43. Office Rent: Considering many factors (location, building security, building designation as L/E teaching location) this is the best possible physical location for our program. We have been in this location for over 10 years and find that the price per sq. ft. is comparable to (or better than) other facilities without the program and building benefits available here. A program benefit is on a yearly basis, every chief of police from Monroe, Dade, Broward, Collier and Palm Beach and their minions are through this building for various training exercises. I would say at least 70% of them stop in for brochures, signs, promotional items or just a chat. Location is close to the middle of Miami Dade County and ease of access (between the turnpike, 836, and 826) is ideal. Building access is M - F, approx. 7 a.m. to 5 p.m. No evening or weekend access without FDLE permission and personnel. When this space was originally rented, there were 6 office staff and room for Board members and volunteers to put together packages of items to be distributed at special/ community events, promoting our program. We pay a quarterly rent of \$4,857.60 for an annual cost of \$19,430.60.

44. N/A

45. Office Phones: We have been with AT & T for the entirety of our rental. Because of the location - the only carrier to place lines is AT & T so it is the only game "this side of the tracks" which when you consider we are surrounded (all 4 sides) by railroad tracks, no other carrier will go to the expense of running lines. We recently made the attempt to change to a different carrier that promised at least a 20-30% reduction in costs. We were advised they had access to AT & T lines, which turned out those lines were not in our area and they disconnected our AT&T lines with no notice to us! Needless to say, we are now back with AT&T and we will get another review of our lines in the very near future. We have included an increase and have tentatively assigned \$645.00/mo x 12/mo. for an annual expense of \$7,740.00 per year. *so we may conduct crime stopper business*

46. Cell Phone for Exec. Director: Imperative in order to maintain 24/7 contact with all L/E personnel, media and general populous. *to conduct crime stopper business* After review of past bills, we have reduced the budgeted cost for this item by over 30%. We have figured \$110.00/mo x 12/mo for an annual cost of \$1,320.00.

47. Fax Line: Due to the size and scope of this program we feel we have to make ourselves accessible to L/E media and general populous; this is another item of access for the community. We find it surprising the number of departments still using Fax but it other things, it does show how we accommodate different departments. We have allotted \$55.00/mo x 12/mo for an annual cost of \$660.00. *so we may conduct crime stopper business*

48. Internet Line/Wireless Connectivity: Incredibly important for constant availability to our community. This WiFi (Verizon) access with portability permits necessary internet access, regardless of location, 24/7 coverage. This figure includes \$55.00/mo (which includes a less than 10% increase) x 12/mo for an annual fee of \$660.00 for remote WiFi. For internet access for 4 users we figured \$65.00/mo x 12/mo for an annual fee of \$780.00 and a yearly combined or grand total of \$1,440.00. *(120 = permann x 12 months = 1440)*

49. Vehicle Mileage: Board members and staff have requested their use of personal vehicles be reimbursed when on official CS business (bank, post office, special trip to the office to sign checks, attendance at Dade Co. community events) @ \$.445/mile and will NOT include attendance at BOD meetings. There is really no way to compute usage as different members live across the county and may attend an event in their personal vehicle at the exact opposite end of the county from where they live. We have 8 BOD and 2 admin personnel x up to 300/miles per party x \$.445/mile = \$133.50/vehicle x 10/drivers or \$1,335.00 for yearly Personal Mileage Reimbursement. *Therefore we will average \$150 per driver x 10 drivers*

50. Postage: Calculating expenses from several recent years, grant year, we have decreased our request by over 10%. This figures have been projected at \$45.00/mo for Express/Overnight UPS and \$30.00/mo for regular postage; for a total of \$75/mo x 12 or \$900.00/yr., to enable expeditious transmission/delivery of required correspondence and program materials.

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

Operating Expenses

51. N/A
52. N/A
53. General Office Supplies/Letterhead and Envelopes: Fundamental to office(s) operation and necessary for the conduct of program business. By comparison shopping and choosing the most cost efficient supplier (generally Office Depot) we have calculated a cost of \$500.00/mo x 12 for a total of \$6,000.00 annually. Be reminded that we are operating two separate offices and handling two counties.
54. N/A
55. Computer Hardware Accessories: Keeping 9 PCs, 10 monitors, 2 servers and 3 laptops up and running, this expense is necessary for maintaining and upgrading older peripherals, without replacing the main component - using new accessories to keep equipment operating better and longer. A review of past item expense permits a monthly expense projection showing a decrease of approximately 30% from the 2014-2015 grant year. We calculate \$300.00 /mo x 12 months for an annual expense of \$3600.00. To break this down is difficult as there are items of immediate need and others which can be purchased as needed. Any expenditure made will only be for the purchase of grant permitted/allowable hardware accessories. ~~We are archivists for all past television shows, PSAs and still do filming in-house to use with presentations, all due to accessories permitted in past years. Because we are fortunate to have the equipment/programs that we do, we are able to cut expenses of duplicating and with the MAC we are able to do a lot of the graphics for brochures thus eliminating most 'design' expenses.~~
56. N/A.
57. Additional Software: This expense of \$300/mo is down by 25+% from last year. This would include the cost of anti-virus protection program for a package of 12 (purchased in packets of 4 so we would need 3 of those) @ \$45.00/unit or 12 x \$45 for a cost of \$540.00. We would like to purchase Office for MAC a one time fee of \$300.00 x 3 (3 MACs) = \$900.00. Adobe Cloud charges \$50.00/mo x 12/ mo. = \$600.00. These items total \$2040 leaving a balance of \$1560 (for as yet undetermined software) in this line item for a yearly projected total of \$3,600.00. It is hard to know before need what will come up during the course of the year that could help our program run better/smoothen and generate better end results, but with that in mind, we will only purchase grant permitted allowable software. ~~to conduct crime stopper business.~~
58. N/A
59. Printer: The purchase would be for the Tips office in the event a replacement printer will be needed to meet their needs. We have allotted \$250.00 for same ~~x 1 printer @ \$250.00~~ ~~to conduct crime stopper business.~~
60. N/A
61. Copier Rental: Since our old copier died last year, we have been renting a Ricoh copier for for a total of \$128.00/mo which includes the machine, maintenance and a pre-set limit of copies. We have been advised there will be an approximate 9% rental fee increase this coming year and will cover the same - maintenance, machine and pre-set limit of copies, after which we pay on a per sheet basis. Quality copies are necessary to conduct CS business. With this increase we are figuring \$140/mo x 12/mo for an annual rental fee of \$1680.00.
62. N/A
63. Telephone Equipment (not bills): This program depends on communication for the conduct of CS business and program promotion. We are being forced to replace our system this year as this equipment is original to moving in the building almost 10 years ago. We are at the point where we are no longer under warranty and a service call has now gone up to \$125/hr or any part thereof for a technician, who advises before his arrival that nothing is warrantied and parts are getting more difficult to acquire. I have only had a chance to check with 3 vendors and estimates run between \$5,000 and \$8,000 to replace the system we have with one which is comparable (7 desks and 1 server). I am using a conservative figure of \$6,000.00. ~~We will continue to research this issue, but just wanted to place it into the grant for expenditure this grant year.~~ ~~for 1 system = \$6,000.00~~
64. FACS (Dues): Yearly membership fee, set by FACS is required in order to be eligible for trust fund monies; the \$500 fee amount is set by FACS and is dependant on the grant award for the year. As a member for over 11 years, we can boast a past President and a past Director. FACS puts on 3 training sessions per year and attendance is required at 2 of the 3. It is a wonderful learning/idea exchange for all participants.



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PAGE 16a

Part B - OPERATING EXPENSES - Continued

65. Southeastern Crime Stoppers Association: These dues are set by SECS and are the same - \$75.00 per year - for each program participating with their Association. These *training* conferences are well planned and have many and varied speakers, geared to making programs work more efficiently.

66. USA Crime Stoppers Association. USA holds one *training* conference per year and brings in vendors and speakers geared to bettering all CS programs. Many ideas are exchanged and new peripherals brought on line for different programs. The annual dues for our program are \$300.00, based on program population. This is a great learning opportunity for all attendees, and when brought back to each program it gives them new concepts and ways to work for the betterment of individual programs.

67. Corporate Filing Fee: Mandatory for conducting business in the state. It has remained static for the past - at least ten years - at \$61.25/year.

68. Board & Officers Liability (Mandatory): This type policy provides coverage that indemnifies the Officers and Members of the Board of Directors. Without this coverage, it is highly doubtful that volunteer *board* members could be found/recruited to participate with Board and Officers representing CS and at various events. Reviewing past billing and telephone conferences with our agent, we are going to be forced into putting this item out for bid at the correct time. To be on the safe side, we have calculated an annual payment of no more than \$2800.00

69. N/A

70. N/A

71. General Liability: A one-time annual cost of \$4500 is set for coverage, as Miami is one of, if not, the highest in the state. Our adjustor has advised that there will be a substantial increase in this policy in the coming year, if we can find anyone to write or renew as written, at any price.

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Page 16b

PART B. OPERATING EXPENSES - Continued.

KO.
7/9/15
The problem is, we are having to "pay the price" for continuance as written. Past years coverage was averaged as \$3800 and we have factored in an additional \$700 for a yearly total of \$4500. It would be foolish to operate without this coverage,

considering the amount of visibility we have in both Miami and The Keys. We have operated since inception with no claims and wish this continue promoting this program with no blemishes and fully insured. *This insurance will protect the program at the many community events it holds.*

72. Vehicle Insurance (Mandatory): This cost/coverage is mandatory to company with State requirements regarding insurance for vehicles. We have one 2001 Dodge Van which is known throughout Miami-Dade County and is becoming recognized further south in Monroe County. We carry the full coverage package with comprehensive against theft and damages. This wrapped vehicle is easily identifiable and is known to transport Board members, Staff Members, Promotional Items for community events, video equipment so we can show our TV shows at events, pulling our trailer with Tents, tables and other equipment necessary for set up and display of CS promotional materials. This van is a workhorse of the first water, with only 115,000 miles, new tires, repaired electrical system it still has many roads to travel. Based on research, we have budgeted \$200.00/mo x 12 months or \$2,400.00/year (down over \$800 from last year), which we feel is most reasonable for his locale.

KO
7/9/15
73. Travel: This year, perhaps more than any other, we feel travel will be a greater benefit to the program as it will enable the Board to *receive training and* make use of this vehicle to become more aware of the workings of different programs and how and what to do to make our program more well known, more efficient and more productive.

(see computations below)

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Page 16c

OPERATING EXPENSES - CONTINUED

73. Travel - continued.....

FACS: JUNE MEETING, ORLANDO AREA

ALL FIGURES PER PERSON:

Hotel:	\$150/night x 2 nights.....	\$ 300.00
Meals:	\$36/day x 3/days.....	108.00
Car Rental:	\$75.00...(x3/days).....	225.00
Tolls & Gasoline:	\$40 tolls...\$95.00 gas.....	135.00
SUB TOTAL.....		768.00/PP

KO
7/9/15 *WE ARE FIGURING 2 PEOPLE FOR THE JUNE MEETING -
2 DRIVING.....2 X ~~768.00~~ 1,168.00 \$ **1,536.00**

FACS: FEBRUARY MEETING, UNKNOWN AREA

ALL FIGURES PER PERSON:

Hotel:	\$150/night x 2 nights.....	\$ 300.00
Meals:	\$36/day x 3 days.....	108.00
Airfare:	\$600 (north of Orlando).....	600.00
Taxi:	\$50.00 (airport to hotel/return AP)...	100.00
SUB TOTAL.....		1,108.00

*WE ARE FIGURING 2 PEOPLE FOR THE FEBRUARY MEETING -
2 FLYING FOR A TOTAL OF \$ **2,216.00**

FACS: OCTOBER MEETING, UNKNOWN AREA

Hotel:	\$150/night x 2 nights.....	\$ 300.00
Meals:	\$36.00/day x 3 days.....	108.00
Airfare:	\$600.00 (north of Orlando from Miami)	600.00
Taxi:	\$50.00...(Airport to hotel/return AP).....	100.00
SUB TOTAL.....		\$ 1,108.00

WE ARE FIGURING 2 PEOPLE FOR THE OCTOBER MEETING -
2 FLYING FOR A TOTAL OF \$ **2,216.00**

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Page 16d

OPERATING EXPENSES - CONTINUED

73. Travel: Continued

SOUTHEASTERN REGIONAL CONFERENCE MEETING

Hotel: \$150/night x 3 nights.....	\$ 450.00
Meals: \$36/day x 4 days.....	144.00
Airfare: \$800.00 (out of state from Miami).....	800.00
Taxi: \$50.00 (Airport hotel/return Airport).	100.00
SUBTOTAL.....	\$ 1,494.00

WE ARE FIGURING 2 PEOPLE FOR THIS EVENT

2 X \$1466.00.....	\$ 2,988.00
--------------------	-------------

USA CRIME STOPPERS CONFERENCE MEETING

160 7/9/15

Registration Fee.....	\$ 750.00 ^d 450 ⁰⁰
Hotel: \$150.00/night x 3 nights.....	450.00
Airfare: \$800.00 (out of state from Miami).....	800.00
Taxi: \$50.00 (Airport hotel/return Airport).....	100.00
Meals: \$36/day x 4 days.....	144.00
SUBTOTAL.....	\$ 2,244.00 1944⁰⁰

WE ARE FIGURING 2 PEOPLE FOR THIS EVENT

2 x \$2,216.00 ^d 1944 ⁰⁰	4,488.00 ^d 3888 ⁰⁰
---	---

160 7/9/15

Therefore we are rounding up the travel figures by \$600⁰⁰ of other state allowable travel costs for a

160 7/9/15

TOTAL COMBINED TRAVEL.....\$ 13,444.00.

Therefore 10 persons x \$1,344⁴⁰ per training = \$13,444⁴⁰.

Please note that we worked in 'estimates' with known allowances. Airline travel is very rough to determine and some may decide to drive together. Additionally, they may decide to only do in-state travel but more of the BOD participate. I have placed the total number of travelers in the 'quantity' column, lining out to an annual of \$13,444.00.

Page 16e

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PART B.....OPERATING EXPENSES.....CONTINUED.

74. Accounting: ~~Allowable by line item.~~ Bless our luck at having found an accountant who specializes in non-profits, who is reasonable and who is good to work with for over 8 years. ~~We have allotted \$383.00 per month which breaks down as \$175 a month for monthly review of financials and corrections if necessary and \$208.00 toward preparation of quarterly reports and the yearly 990 for a total of \$4,600.00 per year. Therefore \$175 + \$208 = \$383 per month x 12 months = \$4,596 per year.~~ *and provides us with an independent review of our organizational books.*

75. Payroll Services: We have allotted \$220.00/mo x 12 mo for an annual fee of \$2640.00. This total takes into consideration, quarterly payroll taxes filing; payment of all employee and employer taxes in a timely manner and year end filings. We are currently using Paychex for our bi-monthly payroll.

76. Computer Tech Support: Mandatory to keeping the administrative and tips offices up and running. ~~We are talking about 9 PCs, 12 monitors, 2 servers and 3 laptops and a company that has kept them running in top shape for the last 4 years. Their hourly charge is considerably less than other accredited IT techs locally (\$90 to \$125/hrly). Considering the expertise involved, the immediate turn-around and the general availability of personnel, it is a pleasure to work with these people who charge \$70/hr. For expediency we have rounded this up to \$300/mo x 12/mo for an annual total of \$3,600.00. That would be based upon approximately 4.3 hrs/mo., keeping in mind some jobs take longer than others. These are the men and women who keep this program up and working.~~ *So we may conduct crime stopper business.*

77. Design Services: We have allotted \$50.00/mo x 12/mo for an annual of \$600.00. This figure represents a considerable reduction from last year's budget, as most design work is now done in-house by Ms. Lugo, on the MAC.

We are funding this in the event there is something she could not handle and we had to bring in an expert. *to produce quality designs which represent our crime stopper organization.*

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

**"OTHER"
Narrative**

Part A. OTHER

37. TVEyes: This is a media service that recaps every time CSMiami information is broadcast on network TV and has become necessary in tracking CS rewards and general CS information on a daily basis. It is a valuable program promotion item, always displaying our name, logo and contact information. The monthly cost of \$300/mo has not been increased in at least the last 5 years. We have however, included a little over a 5% raise in cost, in the event this comes to pass; and our current numbers show \$313.34/mo x 12/mo for a total of \$3,760.08 annually. More frequent reminders of CS information produces more and better information, and a better program!

38. Direct Mail: This is still a new peripheral for CS; although based on the success of last year's usage and the many reports received at FACS meetings, it is one that we wish to employ on a frequent basis. The USPS has labeled it "Every Door Direct Mail" and this gives us the ability to address a specific crime to a specific geographical area within a very timely manner, and promote the program at the same time with our contact information. The costs vary from \$.18 to \$.55 depending on size, zip code population, etc. Basically, you select a post card size, do the artwork; you may use both sides as long as you leave enough room for a mailing label. The artwork or verbiage can be on any subject (time, date, crime) may include photographs, and stating whatever you wish and tell residents of the zip code that you want the postcards delivered to. The PO then pulls and runs address labels for those residences or businesses in that requested area, and delivers within a 24 hour of drop off. This practice enables us to get pertinent information to the immediate surrounding address of (say) a rape, hit and run, homicide, drive-by shooting. We have used the figure of \$.40/postcard x 15,000 for an annual figure of \$6,000.00.

39. Standard Business Case Cards (Tip Cards): We have included this in Part A as there can be no reason for anyplace other. These are a type of 2 sided business cards, where on Crime Stopper information is featured in color on one side and there is more (B & W) CS information on the other, with extra room for the officer's name and case file he has contacted them about. We have had good success with these cards, as the Tipster calls in, and gives the Tips office the information they have, then turn around and give the officer's name and/or the case number, because it is there right in front of them. With information so explicit, it promotes a much faster turn-around time, leading to arrest and filing of charges. We have called several printing companies and obtained a rate of \$322.42 which includes S & H for an order of 20,000 cards. *Therefore we will place order of 20,000 cards for \$322.42.*

40. Translation Services: We have had several requests for our new brochures and postcards to be translated into Spanish and Creole. The majority of the population here speak Spanish, followed by Creole Speakers. If they cannot comprehend what they read, they will not use the program; by having the brochures in their language they will use the program and tell their friends. *More and better tips.* After calling around to several translating companies, we found the average price to be \$750.00 for an interpreter certified to translate any paper, no larger than 8 x 11, double sided, double spaced from English into Spanish and/or Creole. If you get a translator who only speaks one language it is \$425 to \$450 per translation English to Spanish and another \$425 to 450 from English to Creole. Surprisingly, there are quite a few who speak Spanish and Creole, which is the far better buy so we have allotted \$750.00 per brochure and have included that figure for 10 brochures or \$750 x 10 = \$7500.00 annually.

PART B. OTHER

79. Vehicle Maintenance: It is our understanding that we are the only program with a vehicle, which is now is running in tip-top fashion. Our van, though aging, is our singular most visible peripheral for the program. Very recognizable - even the police honk and wave! It goes everywhere, community events, picnics, and all around the two counties. This is our best known program promotion with our Tip line information for all to see. Because it is such an important part of our program, we ask that we be able to maintain it at least for another year and have budgeted \$150/mo x 12/mo for a total of \$1,800.00. We have established new guidelines for use and maintenance. We have been using the same mechanic for several years and his establishment also services many other law enforcement and government vehicles, at a reduced rate for the area. The least we can do is be permitted to keep her in the running condition she has now attained - which is excellent. A few oil changes, tire rotations and an occasional belt replacement can certainly keep our program in the public eye!

PAGE 19a

Part B - OTHER - Continued

80. Direct TV/Cable: Uses for this service are varied. First, cable reception permits us to keep up with live coverage of breaking local news, as well as on-going police involved responses to homicides, drive-by shootings, hit and runs, and armed robbery, ~~et cetera~~. We can also monitor the 3 Spanish speaking stations, as well as cable news coverage. ~~Profile cases are monitored and having achieved the best rate available in our market at a reasonable monthly fee of \$95.00/mo x 12 for an annual cost of \$1,140.00 is fair, necessary and should be allowable.~~

The ability to monitor breaking crime news will allow us to respond and assist law enforcement.

81. ~~This figure represents the cost for only the cost of gas for our van, as it is not covered, per se, in Part B - #49, which refers to mileage. This figure is very modest and comes out to less than one fill-up per month. We have allotted \$50/mo x 12/mo for an annual figure of \$600.00, as this van is only to be used for CS business/events - some very close at hand, some a good distance. As the grant year progresses, this figure can be changed by taking into account the number of events, CS usage, and requesting a Budget Modification, if so necessary. New protocols are now in place for better tracking of the van. The gas is necessary for its use, which is our most recognizable asset. We find this budget item very reasonable, the use of the van very necessary and for these reasons hope that you will find it allowable.~~

82. Van Wrap/Removal/Re-Wrap: As earlier pointed out, the van is our most recognized asset. It has been almost 4 years since it was last wrapped and our graphics included messaging our television show. The show is no longer being produced and, the graphics are showing signs of wear needing replacement. Timing is good in that we can wrap the van with messaging and branding Crime Stoppers without the TV show information, as well as updating our logo which incorporates The Florida Keys and the Tip Line. Upon checking with several shops that specialize in wrapping, we have received voice quotes of \$1350 to \$1700. The shop that did the wrap was the most reasonable and feels he can "stay within budget". ~~For these reasons, we find it necessary that a one time fee of \$1,491.00 be allocated for van wrap/removal and rewrap. We feel this figure is necessary, reasonable and should be allowable.~~

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

SALARY BREAKDOWN

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

Position/Title	Employer Benefits	Hourly Rate	Hrs. per Week	# Weeks	Salary	Employer Taxes	Total Salary
ADMIN. ASSISTANT II	\$0.00	\$16.60	30	52	\$25,896.00	\$1,981.04	\$27,877.04
OFFICE MANAGER	\$0.00	\$25.55	30	52	\$39,858.00	\$3,049.14	\$42,907.14
	\$0.00					\$0.00	\$0.00
WORKERS' COMPENSATION	\$1,118.79					\$0.00	\$1,118.79
	\$0.00					\$0.00	\$0.00
	\$0.00					\$0.00	\$0.00
Executive Director (Salaried - Not paid hourly)	\$0.00	\$0.00	0	0	\$64,500.00	\$4,934.25	\$69,434.25

Employed By Crime Stoppers (Paid from CS Trust Fund)

Item #	Employee Name (Match Name to Position/Title)	% Time Spent on Crime Stoppers	Salary	Salary Based on %	Non-Sworn	Sworn
88.	DAIANARA 'KIKI' LUGO	100%	\$27,877.04	\$27,877.04		
89.	MAUREEN D. HICKEY	100%	\$42,907.14	\$42,907.14		
90.			\$0.00	\$0.00		
91.	WORKERS' COMPENSATION	100%	\$1,118.79	\$1,118.78		
92.			\$0.00	\$0.00		
93.			\$0.00	\$0.00		
94.	Executive Director (Salaried - Not paid hourly)	100%	\$69,434.25	\$69,434.25		
	TOTAL SALARY			\$141,337.21		

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

**Salary
Narrative**

Based on a maximum 30% threshold, we have adjusted for said amount to Salary Expense, according to collections. Miami-Dade County is one of, if not the most expensive county within which to live in the State and these 3 represented employees collectively have over 25(+) years employment with Crime Stoppers and are most loyal and familiar with the day to day operations.

88. Dianara "Kiki" Lugo is with us going on 5 years and employed as an Administrative Assistant II working a 6 hour workday, 5 days per week, Mon. thru Fri. (Please see "Job Description" attached) Having attained the 5 year mark, she is also eligible for 2 weeks paid vacation and 10 days (60 hrs) sick leave per year. She is covered by business Workers' Compensation coverage and other than paid State holidays is entitled to no other benefits nor are any provided. She is available and can be somewhat flexible with her schedule which is daily 8:15 a.m. to 2:15 p.m. As a single parent, with a child in middle school, she is thankful for the versatility of hours when required. Kiki's well deserved salary is based on \$16.60/hr x 30 hrs/wk x 52 wk/yr. (or $\$16.60 \times 30 \times 52 = \$25,896.00$) plus Employer paid taxes of \$1981.04/yr for a total of \$27,877.04, which considering her duties, is totally in line with the local wage scale for her expertise. Should she leave, she will be entitled to hours worked from her last paycheck and any unused vacation time.

89. Maureen D. Hickey is the most senior, full time, Crime Stoppers employee. We are celebrating her 14th year with CS and are thrilled to have her. (See "Job Description" attached) Maureen's hours are down to 6 hrs/day or 30 hrs/week and her timing varied in order to permit her medical schedule. She and Kiki usually overlap their hours so that there is live coverage here of 7 to 8 hrs per day. Maureen is entitled to 20 (working) days paid vacation per year (not more than 2 consecutive weeks at a time) and 10 (working) days paid sick leave per year; as well as being covered by a company Workers' Compensation insurance policy, and is entitled to all State paid holidays. Maureen's salary is based on \$25.55/hr x 30hrs/wk x 52wk/yr (or $\$25.55 \times 30 \times 52 = \$39,858.00$) plus Employer paid taxes of \$3049.14/yr for a total of \$42,907.14, which considering the scope and responsibilities of her position are well in line with local wage scale for her expertise. Should she decide to leave, she is entitled to payment for any hours worked from the date of her last paycheck and any unused vacation time.

90. N/A.

91. Workers' Compensation Insurance covering all 3 employees will be carried and paid for out of Grant funding in the amount of \$1118.79. This coverage is provided in an effort to keep this program more fiscally attuned to medical costs should we not carry this coverage. All it would take it one accident to seriously impact this program, should an employee have an accident here on premises. This cost is based on an average of 3 years' coverage cost (\$980/yr) and taking into consideration possible/suggested industry wide increase we have arrived at \$1118.79 which would be approximately \$372.93 per employee. Again, this figure is only an estimate. Any additional charge in policy cost will be supplemented out of funds other than Grant dollars or a Budget Modification will be filed if there is time. $(\$372.93 \times 3 \text{ people} = \$1,118.79)$

92. N/A

93. N/A

94. Richard H. Masten is approaching his 7 year anniversary. He is a salaried employee, as stated. He is liaison between CS and all L/E departments and media. Often he is called in the middle of the night and on weekends and represents CS on many levels, besides routine administrative duties. As his duties vary, so too do his hours and physical location. Mr. Masten provides an Executive Director's Report to the Board of Directors at the monthly BOD meeting. Although his contract states he is to assist with fund raising duties - since this BOD refuses to fund raise, this is a moot point. Per his contract, he is entitled to 4 weeks (20 working days) paid vacation and 5 weeks (25 working days) of paid sick leave on a yearly basis. His figures show a base salary of \$64,500.00/yr salary plus payment of Employer paid benefits of \$4,934.25 for a total of \$69,434.25, certainly below the national Executive Directors remuneration; and considering the size of our program, geographic coverage and statistics, merely average. This salary is well below local range considering his expertise and workload. This position is essential for the Miami Dade and Florida Keys Crime Stopper program due to its size and scope.

See Board approved job descriptions attached.

KD
7/9/15

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)	50%	\$235,562.04
Part B. Operating Expenses	20%	\$94,224.82
Part C. Salaried Employees (Maximum allowed 30% of Award Amount)	30%	\$141,337.21
TOTAL	100%	\$471,124.07
Award Amount	\$471,124.08	



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JOB DESCRIPTION
EXECUTIVE DIRECTOR

- 10
7/9/15
1. Manage day-to-day operation of Miami Dade & The Florida Keys Crime Stopper Program;
 2. Interview/hire/fire and oversee all (MD & FK CS) personnel;
 3. ~~Assist the Board of Directors' comprehensive fund raising activities to include grant proposals, corporate and individual donations;~~ *Not grant allowable as position is by grant application funded 100% by grant funds.*
 4. Administer/oversee marketing and public relations activities on behalf of MD & FK CS;
 5. Liaison with MD & FK CS Board of Directors, the Tips Coordinators (Miami-Dade and Monroe) and public officials to include local, state, county, city and federal authorities;
 6. Actively seek speaking engagements with law enforcement, community groups and media and promote the MD & FK CS program(s);
 7. Meet goals and objectives set annually by the MD & FK CS Board of Directors;
 8. Maintain and provide a monthly report on all MD & FK CS business, performance and activities completed. Provide explanation of the completed performance of duties for dialogue with and approval of the MD & FK CS Board of Directors;
 9. Attend all Executive Committee and both regular and special BOD meetings as requested/required;
 10. Coordinate/oversee filming of re-enactments, public service announcements, interviews with public, media and law enforcement. Oversee production/reproduction of various DVDs for distribution to media, law enforcement, public and educational groups; and
 11. Attend/represent any FACS, SECS, CSUSA and/or OAG seminars as scheduled.



Dated: May 19, 2015

Remain Anonymous • Report Any Crime, Any Time • Rewards Up To \$3,000

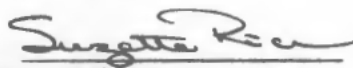
Crime Stoppers of Miami-Dade County, Inc. is a not-for-profit 501 (c) (3) organization. Funded in part through the Florida Attorney General's Office Crime Stoppers Trust Fund.



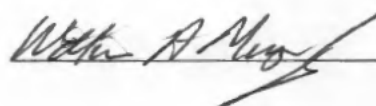
Administrative Offices:
1030 NW 111 Avenue
Miami, Florida 33172
Phone: 305.471-6160
Facsimile: 305.471.6155
www.crimestoppersmiami.com

JOB DESCRIPTION OFFICE MANAGER

1. Oversee office staff and operation in absence of Executive Director;
2. Receive/date stamp daily mail and distribution for review/direction;
3. Maintain all Miami-Dade Crime Stoppers bank accounts:
 - a. Ensure all invoices are approved by Board Members;
 - b. Prepare checks for signature and
 - c. Prepare all deposits.
4. Prepare for and coordinate:
 - a. Weekly staff meetings;
 - b. Monthly BOD Meetings;
5. Monitor Trust Fund Paperwork to include monthly:
 - a. Preparation Request for Reimbursement & Monthly Performance;
 - b. Rewards and Public Education Tracking form to include AGO Tips report;
 - c. Operating Account Tracking Forms;
 - d. Salary Expenses Invoice Tracking Forms - Payroll Journals;
 - e. Salary Benefits Invoice Tracking Forms - Timesheets;
 - f. Preparation attachments of invoices and checks for all requested items to be reimbursed;
 - g. Preparation Miscellaneous monthly packages including Statistical Reports for both counties; website stats for both counties; newspaper articles; BOD Minutes, etc.; Copies correspondence to L/E in both counties; Copies Messages from all L/E in both counties;
 - h. Preparation Monthly/and/or Quarterly Tracking Reports;
 - i. Preparation Budget or Program Modifications;
 - j. Preparation all Travel Reimbursement Forms.
6. Prepare and maintain Executive Director's calendar and Travel Arrangements;
7. Assist Executive Director/Tips Personnel/BOD members as directed by Exec. Dir.;
8. Attend any OAG Seminar for Grants, any FACS Seminar as directed by Exec. Director.


May 19, 2015





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Facsimile: 305.471.6155
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**JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT I I**

1. Update/Maintain/ all "Contact Lists";
2. Prepare and package all allowable specialty items and brochures for community events as requested by Executive Director or Office Manager;
3. Coordinate computer programs and liaison with IT specialist/provider/technician;
4. Work with Executive Director on all posters, brochures and media requiring design of computerized artwork. Maintain all graphic files. Create wanted posters and oversee distribution of same to requesting law enforcement agencies and volunteers for distribution;
5. Maintain office inventory for both administrative and Tips offices, replace or place orders as necessary and approved by Exec. Director;
6. Work with Executive Director on all artwork for promotional supplies for both offices;
7. Work as liaison with local law enforcement departments for weekly/monthly updates for all social media.
8. Coordinate with Executive Director in the scheduling of re-enactments to be broadcast on local television stations, to include locating re-enactors, making sure detectives are available and ensuring that original footage is received by local stations in a timely manner.
9. Monitor/maintain daily news (media) clips through TVEyes and local publications;
10. Maintain Re-enactment folder(s) on all individual(s)/episode(s);
11. Assist Executive Director and/or Office Manager with jobs specific.
12. Provide assistance to Executive Director/ Office Manager and maintain office coverage in their absence.

Dated: May 19, 2015

Remain Anonymous • Report Any Crime, Any Time • Rewards Up To \$3,000

Crime Stoppers of Miami-Dade County, Inc. is a not-for-profit 501 (c) (3) organization. Funded in part through the Florida Attorney General's Office Crime Stoppers Trust Fund.

LETTER OF AGREEMENT

This letter of agreement is entered into this 10th day of December, 2014 by and between the Monroe County Board of County Commissioners (Board) and CrimeStoppers of Miami-Dade County, Inc. (CS) a non-profit Florida Corporation. The parties agree as follows:

1. The Board hereby authorizes CS to apply for grants from the State Crime Stoppers Trust Fund that may be available for use in Monroe County. The CS is also authorized to administer such grants on behalf of Monroe County.

2. In carrying out the duties described in paragraph 1, CS agrees to keep its financial records pertaining to Crime Stoppers grants in accordance with generally accepted governmental accounting principles and to make those records available to auditors employed by the County or State upon reasonable request. If an audit reveals that grant funds have been spent in a manner contrary to the terms of the grant, or the audit reveals any other irregularity in the expenditure of the grant funds, any reimbursement of grant funds to the State, plus any applicable interest or penalties, is the sole responsibility and liability of CS and not of Monroe County.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.



ATTEST: AMY HEAVILIN, CLERK

By: Dorothy Ballas

Deputy Clerk

BOARD OF COUNTY COMMISSIONERS OF
MONROE COUNTY, FLORIDA

By: Danny Kolhage

Mayor Danny Kolhage

ATTEST:

By: [Signature]

Witness

CRIME STOPPERS OF MIAMI-DADE, INC.

By: [Signature]

Title: Executive Director

MONROE COUNTY ATTORNEY
APPROVED AS TO FORM

[Signature]
PEDRO J. MERCADO
ASSISTANT COUNTY ATTORNEY

Date: 12/9/14

LETTER OF AGREEMENT

THIS LETTER OF AGREEMENT ("Agreement") made on the 2nd day of March 2015 ("Effective Date"), by and between **MIAMI-DADE COUNTY**, a political subdivision of the State of Florida, herein sometimes designated or referred to as the "COUNTY," and **CRIME STOPPERS OF MIAMI-DADE COUNTY, INC. ("CS")**, a Florida Non-Profit Corporation. For and in consideration of the restrictions and agreements herein contained, the County and CS hereby agreed as follows:

1. **Parties.** CS is a non-profit corporation, originally incorporated in 1982, with the purpose of furnishing law enforcement agencies with information on unsolved crimes, on wanted persons, and other criminal activity that has been unavailable through normal investigative methods; to promote community involvement in all aspects of law enforcement; to develop a community offensive against violent crimes and property crimes; to motivate the public to cooperate with law enforcement agencies; and to reward such involvement. CS is an official member of the Florida Association of Crime Stoppers.

2. **Term and Renewal.** The term of this Agreement shall commence on the Effective Date and shall expire five (5) years thereafter. This Agreement shall be automatically renewed for up to ten (10) additional one (1) year successive terms, unless either party provides thirty (30) days' advance notice of its desire not to renew the Agreement.

3. **Purpose of Agreement; Application to Crime Stoppers Trust Fund.** The purpose of this Agreement is to formalize the relationship between the County and CS as it pertains to the application, receipt and use of funds from the Crime Stoppers Trust Fund maintained by the State of Florida's Department of Legal Affairs. The County authorizes CS to apply for grants from the Crime Stoppers Trust Fund that may be available for use in Miami-Dade County and to receive any such grant funds.

4. **Use of Grant Funds.** CS shall use and administer grant funds from the Crime Stoppers Trust Fund only for programs and activities within Miami-Dade County and shall only use those funds

to support CS and for eligible crime fighting programs, all in accordance with applicable laws.

5. **Records and Audits.** In carrying out its duties and responsibilities under this Agreement, CS agrees to prepare and keep adequate books and records, including but not limited to those pertaining to grants, donations, purchases, and contracts for a period of not less than three (3) years following the expiration or earlier termination of this Agreement, inclusive of any renewals terms. All financial records shall be prepared and kept in accordance with generally accepted governmental accounting principles. CS shall make all books and records that it is required to keep pursuant to this Agreement available to auditors employed by the County or State upon reasonable request. If an audit reveals that grant funds have been spent in a manner contrary to the terms of the grant, or the audit reveals any other irregularity in the expenditure of the grant funds or operations of CS, any reimbursement of grant funds to the State, plus any applicable interest or penalties or any other damages, are the sole responsibility and liability of CS and not of the County.

6. **Indemnification and Hold Harmless.** CS shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses, or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by CS or its employees, agents, servants, partners, principals or subcontractors. CS shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits, or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorneys' fees which may issue thereon. CS expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by CS shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

7. **Termination.** The County, through the County Mayor, or Mayor's designee, shall have the right to terminate this Agreement, at any time, after giving thirty (30) days written notice sent by

registered or certified mail to CS.

8. **Assignment and Amendment.** CS shall not assign, transfer, mortgage, pledge, or dispose of this Agreement or the term hereof without first obtaining the written consent of the County, which consent must be obtained from the County's Board of County Commissioners. No amendment to this Agreement shall be valid and effective unless reduced to writing, approved by the County through its Board of County Commissioners and executed by both parties to this Agreement.

9. **Written Agreement.** This Agreement contains the entire agreement between the parties hereto and all previous negotiations leading thereto.

IN WITNESS WHEREOF, COUNTY and CS have caused this Agreement to be executed by their respective and duly authorized officers the day and year first above written.

(CORPORATE SEAL)

Diane Arnold
WITNESS Diane Arnold
Gladys Fernandez
WITNESS Gladys Fernandez

(OFFICIAL SEAL)

ATTEST:

HARVEY RUVIN, CLERK

By: Harvey Ruvin
DEPUTY CLERK



BOARD OF COUNTY COMMISSIONERS
OF MIAMI-DADE COUNTY, FLORIDA

By: Carlos A. Gimenez
Mayor (COUNTY)

CRIME STOPPERS OF MIAMI-DADE
COUNTY, INC.

By: Richard M. Masten
Executive Director

Approved for legal sufficiency: _____

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

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

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

BY: [Signature]
Assistant Commissioner, FDLE

Date

BY: [Signature]
Crime Stoppers of
Miami-Dade County, Inc.

10-01-12
Date

PRINTED: TAMARA B. HIGGINS

Witness signature

Witness signature

PRINTED: RICHARD H. MASTEN

MAUREEN D. HICKEY
Witness

DAIANARA LUGO
Witness



Administrative Offices:
1030 NW 111 Avenue
Miami, Florida 33172
Phone: 305.471-6160
Facsimile: 305.471.6155
www.crimestoppersmiami.com

May 27, 2015

Crime Stoppers Program
State of Florida – Attorney General's Office
PL-01, The Capitol
107 West Gaines Street
Tallahassee, Florida 32399-1050

Re: 017-16

Dear Sir or Madam

Pursuant to instruction, find enclosed:

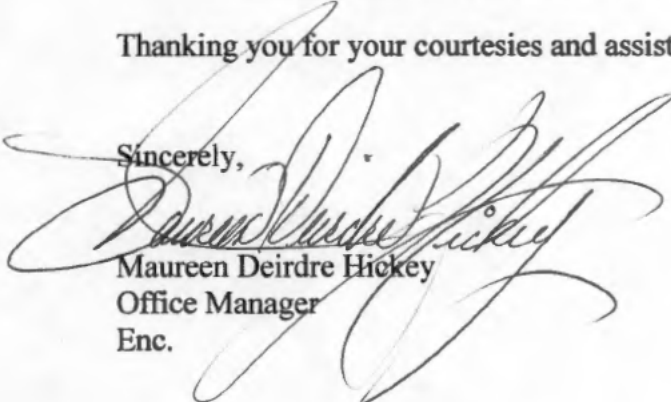
Our completed and executed Grant Application for 2015-2016, marked "original" in the upper right hand corner. Attached to the application find:

Letters of Agreement w/County Commissions (Miami-Dade and Monroe);
Documentation of member status in FACS was submitted by FACS under separate cover;
Executed Job Descriptions for Employees; and finally
A copy of our current lease.

Should anything further be required, kindly advise upon receipt.

Thanking you for your courtesies and assistance, I remain,

Sincerely,



Maureen Deirdre Hickey
Office Manager
Enc.

Remain Anonymous • Report Any Crime, Any Time • Rewards Up To \$3,000

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ATTACHMENT C
FLORIDA CRIME STOPPERS TRUST FUND
REPORTING REQUIREMENTS - 2015-2016

RECEIVED

JUL 15 2015

CRIMINAL JUSTICE PROGRAMS
FCPTI

Crime Stoppers of Miami-Dade County, Incorporated

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

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

At the beginning of the grant year, the organization must select which one of the two methods they will use to meet deliverable #3. The organization may select 10 business days following board approval or they may select 10 business days following tipster contact. The organization must select one, but **may not use both**. The organization must notify the Program Administrator, by email, which method they have selected. If the date of tipster contact or callback is utilized, the organization must provide a tipsoft or other similar report indicating the recorded date the tipster called back. Board meeting minutes containing reward approval will be utilized for organizations using Board Approval Date for support documentation. The form must be submitted with the Reimbursement Request which must be postmarked by the 20th of the following month. If the 20th falls on a Saturday, a Sunday, or a federal holiday, the Reimbursement Request/Expenditure Report must be postmarked by the next business day. The OAG Tip Report must be signed by the Board Authorized member in attendance when the rewards were approved and submitted each month, even if no rewards are being claimed for reimbursement.

- c) **Monthly Statement of Salary/Benefits:** This form must be submitted with the Reimbursement Request/Expenditure Report when salaries and contract labor are requested for reimbursement and must be postmarked by the 20th of the following month. If the 20th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day. The form must be completed where applicable, indicating the Employee Name, Total CS Hours worked, Ending Date of Pay Period, Employee's Net Check Amount, Employee's Taxes (FICA, Medicare & Withholding), Employee's Deductions (Life, Health and Dental Ins., Deferred Comp.), Employer Paid Benefits (FICA, Medicare, Life, Health and Dental Ins., LTD Pensions, WC, etc.). The Gross Payroll and the Total Amount Requested to be reimbursed will auto calculate, as will the Totals. The form must be signed by the board authorized or designated person. Failure of an organization seeking reimbursement for salary expenses to complete the Monthly Statement of Salary/Benefits and submit the fully completed and signed form will result in a payment delay. The organization will have to complete the form prior to any salary reimbursement being authorized.
- d) **Project Specific Timesheets:** Pursuant to recommendations from the 2011-2012 DFS audit of the Department of Legal Affairs and 2014-2015 recommendation from the Department of Legal Affairs, Inspector General's office, Project Specific Timesheets must be utilized to report time spent on Crime Stopper grant activities. Only those activities as described in Attachment B and relevant to the Crime Stopper Project are reimbursable salary expenses. A Project Specific Timesheet has been provided and must be utilized by all organizations requesting reimbursement of salary expenses and must be completed for all organizational staff members including Executive Directors. Failure to submit the Project Specific Timesheet for any grant staff will result in removal of any requested salary dollars until such time as the required Project Specific Timesheet is submitted. The Project Specific Timesheet must be submitted monthly and must accompany the Monthly Statement of Salary/Benefits form. The form must be signed by the employee. Executive Directors and Project Directors may not sign their own timesheets as the Authorizing Official. Their timesheet must be signed by an authorized member of the Board of Directors for the Crime Stopper organization. However, they may sign those of their staff providing staff is not related to Project Director or Executive Director. One Project Specific Timesheet is provided which may be utilized for each staff member. If additional timesheets are required, the organization may use as many timesheets as necessary to report time spent on the Crime Stopper grant project.
- e) **Daily Vehicle Use Log:** This form is utilized to report mileage relevant to the Crime Stopper project within the organization's local service area. This form **is not** for use when travel is outside the organization's service area. The form must be submitted monthly even if no miles are logged. It must be submitted with the Reimbursement Request/Expenditure Report which must be postmarked by the 20th of the following month. If the 20th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day. The signature of the person claiming mileage is required as well as, the form must be signed by an authorized member of the Board of Directors for the Crime Stopper organization. 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 Report:** All property purchased pursuant to Chapter 273, F. S. and *Florida Administrative Code* Chapter 69I-72, utilizing grant funds, requires a Property Inventory Report be completed and submitted to the OAG at the time reimbursement is requested. Property Inventory Reports not submitted as required may result in the expenditure being removed from the reimbursement and payment will not be authorized until such time as the required Property Inventory Report has been submitted.
- g) **Authorization to Incur Travel Expense:** Pursuant to *Florida Administrative Code* 69I-42.003, form DFS-AA-13 shall be used when requesting approval for travel. The form shall be signed by the person requesting travel and their supervisor or an authorized member of the Crime Stopper Board of Directors as designated and shall be completed prior to travel taking place and must evidence the estimated cost of travel as allowed under 112.061, F. S. This form must be submitted along with the completed Travel Voucher when requesting reimbursement of travel expenses associated with the Crime Stoppers grant project and as authorized in Attachment B. This form should be submitted within the month travel occurred and travel reimbursement is requested. However, it should be submitted no later than the month following travel occurring and travel reimbursement as well should be requested no later than the month following travel.
- h) **Travel Voucher:** Pursuant to *Florida Administrative Code* 69I-42.003, form DFS-AA-15 shall be used when requesting reimbursement for travel expenses associated with the Crime Stopper grant project. The form shall be completed by all travelers requesting reimbursement from Crime Stoppers Trust Fund and shall be prepared in strict compliance with Section 112.061, F. S. The form shall be signed by the traveler and the official authorizing the travel, a supervisor or an authorized member of the Crime Stopper Board of Directors, as designated. Social Security numbers should not be placed on the form when submitting for reimbursement. However, the Crime Stopper organization must maintain information to correctly identify all authorized travelers under audit. Only those travel expenses associated with the Crime Stopper project and as authorized in Attachment B are reimbursable. This form should be submitted within the month travel occurred and travel reimbursement is requested. However, it should be submitted **no later** than the month following travel and must be accompanied with form DFS-AA-13, Authorization to Incur Travel Expense, and must be submitted at the time the monthly Reimbursement Request/Expenditure Report is submitted which is required to be postmarked by the 20th of the following month. If the 20th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day.
- 2) **Budget Modification Request:** The Budget Modification request form must be completed and submitted to the OAG for approval prior to any expenditure of any Budget transfer funds. Budget Modifications submitted after a purchase has been made in which the Crime Stopper organization has no funds or insufficient funds within the specific budget line item will not be processed or approved. No Budget Modifications will be processed or approved after June 1st. Please ensure that all budget modifications provide that services will be received within the same grant year as the expenditure. New projects will not be approved the last month of the grant year, as insufficient services cannot be received.
- 3) **Program Modifications:** Program Modifications are used to address the "core 9" deliverables and will only be allowed under special circumstances. All Program Modifications must be submitted on or before April 1st, for review to allow sufficient time

for the program to meet any approved changes. No Program Modifications will be processed or approved after April 1st.

- 4) **Monthly Performance Report/Attachment D:** This form is used to provide information on the minimum performance measures required for all Crime Stopper organizations and to justify reimbursement payment. This form must be submitted when the Reimbursement Request/Expenditure Report is submitted and the Provider must submit the required support documentation indicating completion or compliance with the required deliverables. Otherwise, the Reimbursement cannot be processed. If the Provider fails to meet the minimum performance measures and provide the required support documentation, Financial Consequences will be applied pursuant to Section 215.971 (c), Florida Statute, as specified in Article 2, Paragraph 2 of the grant agreement and as written in Attachment D, under Financial Consequences.*
- 5) **Final Invoice - Reimbursement Request/Expenditure Report:** Under the terms and conditions of the contract, Article 16 of the grant agreement, the Final Invoice for the 2015-2016 grant year must be postmarked by August 15, 2016. If the 15th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day, or payment will be disallowed. This form is used to request reimbursement of any expenses which occurred before June 30, 2016, but invoices/statements were not received or paid until after June 30, 2016. These expenditures may only be for the 2015-2016 grant year. No expenses for 2016-2017 may be submitted on the Final Invoice. Final payment will not be made until all required reports have been submitted with the exception of the Extension of Time to File Audit form for any organization required to have an audit under Section 215.97, F. S., Florida Single Audit Act.
- 6) **EXHIBIT 2 - Florida Single Audit Act Questionnaire:** As part of the contract agreement, Exhibit 2 must be completed and returned with each Crime Stopper organization's contract agreement. This questionnaire is for the grant year preceding the new grant year. If the Crime Stopper organization did not expend in excess of \$500,000 in any state fiscal year from all funding sources managed by a State agency, including Federal financial assistance please complete the form and return with signed contract. This form must be completed prior to a new contract being issued.
- 7) **Audit Report:** Crime Stopper organizations or counties required to have an audit under 215.97, F. S. or who expend in excess of \$500,000 in a fiscal year from all funding sources managed by a State agency, including Federal financial assistance must submit a copy of the required audit no later than 180 days following the termination or expiration of the Agreement.

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

[ATTACHMENT D - \$20,000 OR MORE CONTRACT DELIVERABLES - 2015-2016]

Crime Stoppers - Scope of Work, Deliverables, Documented Support Requirements, Financial Consequences, and Agency Verification. Project will consist of the deliverable associated 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 the purpose of solving crimes and catching criminals and to provide monetary cash rewards to the tipsters for the information that leads to an arrest of a criminal or wanted fugitive, recovery beginning July 1, 2015, through June 30, 2016.

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

[ATTACHMENT D - \$20,000 OR MORE CONTRACT DELIVERABLES - 2015-2016]

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

[ATTACHMENT D - \$20,000 OR MORE CONTRACT DELIVERABLES - 2015-2016]

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

[ATTACHMENT D - \$20,000 OR MORE CONTRACT DELIVERABLES - 2015-2016]

Scope of Work	Deliverable	Provider Documentation	Financial Consequences
6. Law Enforcement Contact: The Provider is required to contact all local law enforcement agencies noted on page 4 of their grant application, Attachment B, via e-mail, to offer support of the program. Line items associated with this deliverable are: #7, #8, #10, #13, #14, #15, #17, #19, #20, #23, and #32-#36	6. Law Enforcement Contact: The Provider is required to make contact with all local law enforcement agencies noted on page 4 of their grant application, Attachment B, via e-mail, a minimum of once a month to offer the support of the program through venues listed in line items: #7, #8, #10, #13, #14, #15, #17, #19, #20, #23, and #32-#36.	6. Law Enforcement Contact: The Provider will submit copies of sent e-mails indicating date and time sent each month to support notifying local law enforcement agencies noted on page 4 of their grant application, Attachment B, of the venues Crime Stoppers has available to support the law enforcement partnership with Crime Stoppers. NOTE : <i>The Provider, may choose to copy their Grant Manager when sending the contact e-mail to law enforcement. Grant Managers will place copy in Provider's file for reference.</i>	6. Law Enforcement Contact: A Provider who fails to make contact with local law enforcement agencies noted on page 4 of their grant application, Attachment B, via e-mail, a minimum of once a month, July 1 through June 30, to offer the support of the program through venues listed in line items: #7, #8, #10, #13, #14, #15, #17, #19, #20, #23 and #32 - #36, will receive a 10% reduction in their monthly cost reimbursement for any month services as required are not completed.
7. Board Meetings Grants \$20,000 or Higher: The Provider who receives grant funds of \$20,000 or more will conduct monthly board meetings during the course of the grant year, July 1 through June 30. The Budget line items associated with this deliverable are #68 and #69.	7. Board Meetings Grants \$20,000 or Higher: The Provider receiving \$20,000 or more will conduct a minimum of ten (10) monthly board meetings. NOTE: <i>Multiple monthly meetings, (i.e. more than one meeting within a month, will not meet the requirement and will only be counted as one meeting for the month.).</i>	7. Board Meetings Grants \$20,000 or Higher: The Provider will submit complete copies of un-redacted board meeting minutes for each month that a board meeting is required, as proof a board meeting within the specified time frame of the deliverable. (Only two board meetings may be missed without financial consequences being applied.) NOTE: <i>Board meeting minutes must indicate date of meeting, board members present and absent.</i>	7. Board Meetings Grants \$20,000 or Higher: The Provider's total monthly cost reimbursement will be reduced by 10% for any month that exceeds the allowed two monthly missed board meetings between July 1 and June 30, and no support documentation is submitted as required.
8. Community Events: The Provider, its employee or designee will participate in community events to promote Crime Stoppers through the distribution of public awareness materials in line items #18, #19, #30 and #31 or other budget approved methods during the grant year, July 1 through June 30.	8. Community Events: The Provider, its employee, or designee will participate in a minimum of two (2) community events within each county served by the Provider, July 1 through June 30, to promote Crime Stoppers through the distribution of public awareness materials in line items #18, #19, #30 and #31 or other budget approved methods.	8. Community Events: The Provider will submit a completed 2015-2016 OAG "Event Attendance Form" detailing the names of organizational attendees, what materials or items were distributed or utilized at the event to increase the awareness of the Crime Stoppers program and tip number.	8. Community Events: The Provider or designee who fails to attend a minimum of two community events per county served and submit the required support documentation between July 1 and June 30, will result in the provider's June Cost Reimbursement being reduced by 20% for failure to complete the required number of community events within the counties served.

[ATTACHMENT D - \$20,000 OR MORE CONTRACT DELIVERABLES - 2015-2016]

Scope of Work	Deliverable	Provider Documentation	Financial Consequences
<p>9. Reporting Requirements: The Provider will submit twelve (12) complete Reimbursement Request/Expenditure Reports and Performance Reports with original signatures, to include all required support documentation, by the 20th of the following month in which expenses occurred, even if no expenses were incurred. The Provider will submit one (1) Final Reimbursement Expenditure Report which must be postmarked on or before August 15, if August 15th, falls on a Saturday, A Sunday or a federal holiday, then postmark must be on the next business day.</p> <p>Line items associated with this deliverable are #43-63, #67, #70, #72, and #74-#76.</p>	<p>9. Reporting Requirements: The Provider will submit twelve (12) complete monthly Reimbursement Requests/Expenditure Reports and Performance Reports with an original signature which must be postmarked on or before the 20th of the following month even if no expenses were incurred. If the 20th falls on a Saturday, a Sunday, or a federal holiday, then documents must be postmarked by the next business day. The Provider must submit one (1) Final Reimbursement Expenditure Report which must be postmarked by August 15th, if August 15th, falls on a Saturday, a Sunday or a federal holiday, then postmark must be on the next business day. The monthly reimbursement request shall include all invoices and required support documentation for 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>9. Reporting Requirements: The OAG grant staff will make a copy of the envelope received from each Provider indicating the postmark on the envelope as support documentation the submitted reimbursement request and performance measures were in compliance with the deadline as specified in deliverable #9. The postmark must be for the 20th of the following month unless otherwise specified. If the Provider wishes to dispute the date as postmarked on the envelope, the Provider must submit one of the following as support:</p> <p>1. Copy of receipt provided by U.S. Postal Service date mailed; 2. Copy of receipt from UPS or Fed Ex other method of mailing indicating date mailed; 3. Copy of UPS, Fed Ex or U.S. Postal Service or other method of mailing tracking form indicating date mailed.</p> <p>NOTE: Failure of the Provider to submit the required support documentation with or at the same time of the Reimbursement Request and Performance Report will result in a delay in processing which will result in a delay in payment.</p>	<p>9. Reporting Requirements: Provider's total monthly cost reimbursement will be reduced by 10% if the Provider fails to have their monthly Reimbursement and Monthly Performance reports postmarked by the 20th of the following month, except if the 20th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day and the support documentation must be submitted either as aforementioned or e-mailed by the due dates as provided. A reduction of 10% will be applied to the Final Reimbursement if it is not postmarked by August 15, or if August 15th falls on a Saturday, a Sunday or a federal holiday, then postmark must be on the next business day.</p> <p>A Provider who intentionally submits a "0" reimbursement for the purpose of avoiding the 10% Financial Consequence will be assessed the 10% Financial Consequence on their next monthly cost reimbursement containing expenditures noted to have been paid and cleared the bank within the month the "0" reimbursement was submitted.</p>

FLORIDA CRIME STOPPERS GRANTS

BUDGET AS APPROVED 2015-2016

Agency Name:

Crime Stoppers of Miami-Dade County, Inc.

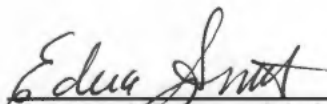
Grant No: 017-15

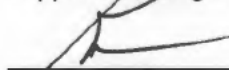
Date:

July 10, 2015

Amend No:

	Amount Requested	Amount Approved
Rewards and Public Education	\$235,562.04	\$235,562.04
Operating Expenses	\$94,224.82	\$94,224.82
Salaried Employees	\$ 141,337.21	\$141,337.21
Non-Sworn	\$ 141,337.21	\$ 141,337.21
Non-Sworn Employed by a Law Enforcement Agency	\$ -	\$ -
Sworn	\$ -	\$ -
Total Budget Requested	\$ 471,124.07	
Available Trust Fund Amount	\$ 471,124.08	
Difference	\$ 0.01	
Disallowed or Reduced Expenditures:		
Total Reduction/Disallowed:		
Total Approved Budget	\$ 471,124.07	\$ 471,124.07


Approved, Program Administrator


Approved, Bureau Chief

7/10/15
Date

7/17/15
Date