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

AND

**Pinellas County Board of County Commissioners
GRANT NO: PC19-14
CSFA #41.002**

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

ARTICLE 1. ENGAGEMENT OF THE PROVIDER

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

ARTICLE 2. SCOPE OF SERVICES

The PROVIDER agrees to provide units of deliverables, including reports, findings, and drafts, as specified in this contract, which must be received and accepted by the contract manager in writing prior to payment. Invoices for fees or other compensation for services or expenses must include detail sufficient to permit proper pre-audit and post-audit. Where compensation for travel expenses is permitted in this contract, the PROVIDER shall be compensated in accordance with Section 112.061, Florida Statutes (2013) 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. (2013), 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 \$226,790.01.

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, 2014, or on the date when the Agreement has been signed by all parties, whichever is later, and shall continue through June 30, 2015. No Budget or Program Modifications can be made to Attachment B of this Agreement after the termination date, June 30, 2015, 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, 2014, through June 30, 2015. The PROVIDER agrees not to make any modifications to Attachment B without submitting a Budget Modification request and receiving prior written approval of the Agency. However, the PROVIDER may, at one time during the period of the Agreement, transfer up to 10 percent (10%) of an approved budget category to other approved budget categories as the result of an emergency situation with prior written approval of the Agency. The 10% transfer cannot reduce the amount budgeted in the "Rewards and Public Education Awareness" category in Attachment B to less than 50% of the total budget. The 10% transfer cannot be used to adjust the budgeted amount of Attachment B in the "Salaried Employees" category.

The PROVIDER understands and agrees that funds may not be used to pay for fundraising; to pay for lobbying the Legislature, the judicial branch or a state agency; to pay for entertainment, food or refreshments; or to purchase decorative items. The PROVIDER further agrees that travel expenses paid by grant funds will not exceed state rates pursuant to Section 112.061, F.S. (2013) 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, 2015, 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. (2013), 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. (2013), 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. (2013), 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. (2013), 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. (2013), in the same manner and under the procedures set forth in Subsections 946.515(2) and (4), F.S. (2013). 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. (2013). If the PROVIDER is a unit of local or state government, the PROVIDER must follow the written purchasing procedures of the government agency. If the PROVIDER is a non-profit or for-profit organization, the PROVIDER must obtain a minimum of three (3) written quotes for all grant-related purchases equal to or in excess of one thousand dollars (\$1,000) unless it can be documented that the vendor is a sole source supplier. The PROVIDER must submit to the Office of the Attorney General, copies of the three (3) written quotes, together with a copy of the specification requirements and the "Bid Tab Form," (Exhibit 2), duly executed by the Board of Directors and the Reimbursement Request

for all products or services exceeding the amount of \$1,000. The Agency, upon request, may approve in writing an alternative purchasing procedure.

ARTICLE 12. PROPERTY

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

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

The PROVIDER shall maintain books, records, and documents (including electronic storage media) in compliance with Section 215.97, F.S. (2013), 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. (2013) or authorized by law.

ARTICLE 14. MONITORING

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

ARTICLE 15. RETURN OF FUNDS

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

ARTICLE 16. FINAL INVOICE

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

ARTICLE 17. NOTICE

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

ARTICLE 18. LIABILITY AND ACCOUNTABILITY

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

ARTICLE 19. INDEPENDENT CONTRACTOR

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

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

ARTICLE 20. PUBLIC RECORDS

The PROVIDER shall comply with Florida Public Records laws and allow public access to all documents, papers, letters, or other public records as defined in Subsection 119.011 (12), F.S. (2013), 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. (2013).

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. (2013), 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. (2013), for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

ARTICLE 26. GRATUITIES

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

ARTICLE 27. PATENTS, COPYRIGHTS, AND ROYALTIES

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

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

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

arising from the use of such design, device, or materials in any way involved in the work contemplated by this contract.

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

ARTICLE 28. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

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

ARTICLE 29. CONSTRUCTION OR RENOVATION OF FACILITIES USING STATE FUNDS

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

ARTICLE 30. INDEMNIFICATION

To the extent permitted by Section 768.28, F.S., (2013), the PROVIDER shall be liable for and indemnify, defend, and hold the Agency and all of its officers, agents, and employees harmless from all claims, suits, judgments, or damages, including attorneys' fees and costs, arising out of any act or omission or neglect by the PROVIDER and its agents, employees and subcontractors during the performance or operation of this contract or any subsequent modifications or extensions thereof.

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

ARTICLE 31. TERMINATION

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

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

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

In the event this Agreement is terminated all supplies, equipment and property purchased with grant funds shall be returned to the Agency. Any finished or unfinished documents, data, studies, correspondence, reports and other products prepared by or for the PROVIDER under this Agreement shall be made available to and for the exclusive use of the Agency. The PROVIDER agrees to return all unexpended funds to the Agency within 30 days of the earliest of the effective date of termination or expiration of the Agreement.

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

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

ARTICLE 32. AMENDMENTS

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

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

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

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

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

Name: Susan Krause, Treasurer
Address: 10750 Ulmerton Road
City, State Zip: Largo, Florida 33778

Telephone Number: (727) 582-6260
Email Address: skrause@pcsonet.com

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

Name: Deborah Martino, Program Administrator
Address: 10750 Ulmerton Road
City, State Zip: Largo, Florida 33778
Telephone Number: (727) 582-5806
Email Address: dmartino@pcsonet.com

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

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

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

ARTICLE 34. GOVERNING LAW

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

ARTICLE 35. JURISDICTION AND VENUE

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

ARTICLE 36. AGREEMENT AS INCLUDING ENTIRE AGREEMENT

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

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

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

PROVIDER: Pinellas County Board of County Commissioners

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

Mark J. Leonard
PROVIDER REPRESENTATIVE (DATE)

Sarah Nortelus 7/1/14
SARAH NORTELUS (DATE)
ACTING DIRECTOR OF
ADMINISTRATION

Interim County Administrator
TITLE OF PROVIDER REPRESENTATIVE

[REDACTED]
FEDERAL EID # of PROVIDER

PROVIDER Fiscal Year Ending Date: 9-30-15

RECEIVED
JUL 01 2014
COUNTY CLERK
PC19-14

APPROVED AS TO FORM
OFFICE OF COUNTY ATTORNEY
[Signature]
Attorney

ATTACHMENT A
Florida Single Audit Act Requirements

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

MONITORING

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

AUDITS

PART I: FEDERALLY FUNDED

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

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

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

PART II: STATE FUNDED

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

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

PART III: OTHER AUDIT REQUIREMENTS

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

PART IV: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by PART I of this agreement shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of PROVIDER directly to each of the following:
 - A. The Office of the Attorney General
Rick Nuss, Bureau Chief
Bureau of Criminal Justice Programs
PL-01, The Capitol
Tallahassee, Florida 32399-1050
 - B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

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

- A. The Agency at the following address:

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

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

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

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

PART V: RECORD RETENTION

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

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

EXHIBIT – 1

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

No Federal Project Funds Awarded

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

MATCHING RESOURCES FOR FEDERAL PROGRAMS:

No Matching Funds for Federal Programs Awarded

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

| <u>STATE PROJECT</u> | <u>AGENCY</u> | <u>PROJECT TITLE</u> | <u>AWARD AMOUNT</u> |
|----------------------|--------------------------------|----------------------|-------------------------|
| #41.002 | Office of the Attorney General | Crime Stoppers | \$226,790.01 |

TOTAL STATE FUNDS AWARDED SUBJECT TO SECTION 215.97, F.S. \$226,790.01

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

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

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

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

2019-14



APPROVED

FLORIDA CRIME STOPPERS TRUST FUND

Submit by E-mail

Print Form

ATTACHMENT B
Grant Application
2014-2015

ORIGINAL

RECEIVED

Section 1. Applicant Information

Type of Governmental Agency or Organization (check Space)

☒ County

☐ Member, Florida Association of Crime Stoppers, Inc.

JUN 12 2014

Organization Information

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

Organization Mailing Address: 10750 Ulmerton Road

Applicable Judicial Circuits: Sixth

City: Largo

State: FL

Zip: 33778

Federal Identification Number: [REDACTED]

Participating Counties: Pinellas

Total Budget Request: \$226,790.01

Individual to Contact in Case of Question: Susan Fraley

Area Code/Phone No. +1 (727) 582-6447

E-Mail Address: sfraley@pcsonet.com

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

Agency: Florida Department of Law Enforcement

Agency: Florida Highway Patrol

Agency: Florida Department of Corrections

Agency: Tarpon Springs Police Department

Agency: Crime Stoppers of Tampa Bay, Inc.

Agency: Florida Association of Crime Stoppers, Inc.

Agency: Pinellas County Sheriff's Office

Agency: Crime Stoppers USA

Agency: Largo Police Department

Agency: St. Petersburg Police Department

Agency: Belleair Police Department

Agency: Clearwater Police Department

Agency: Gulfport Police Department

Agency: Pinellas Park Police Department

Agency: Kenneth City Police Department

Agency: Indian Shores Police Department

Agency: Treasure Island Police Department

Agency: Pinellas County Schools Police

Agency: Federal Bureau of Investigations

Agency: Pinellas County Schools

Agency: U.S. Marshal Service

Agency: Local Print Media

Agency: Local Electronic Media

Agency: Area Businesses

Section 2. Certification Signatures

I acknowledge that I have read, understood, and agree to the conditions set forth in the Florida Crime Stopper Trust Fund Grant Application Package for the duration of the grant period. Funds approved in "Attachment B" may not be used for donations, contributions, or other types of like expenditures. All funds, without exception, not utilized by this grant must be returned to the Crime Stopper Trust Fund. Further, I certify the information in this application is true, complete and correct.

Name of Program Director: Deborah Martino Title: Crime Stoppers Project Administrator
Street, Post Office Box or Drawer: 10750 Ulmerton Road Area Code/Telephone No. +1 (727) 582-5806
City: Largo State: FL Zip: 33778 Area Code/Fax No. +1 (727) 582-5807
Signature of Program Director: Deborah Martino Date of Signature: 5/29/2014
E-Mail Address: dmartino@pcsonet.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.

Name of Authorizing Official: Mark S. Woodard Title: Interim Administrator
Street, Post Office Box or Drawer: 315 Court Street Area Code/Telephone No. +1 (727) 464-3485
City: Clearwater State: FL Zip: 33756 Area Code/Fax No. +1 (727) 464-4384
Signature of Authorizing Official: Mark S. Woodard Date of Signature: 6/9/14
E-Mail Address: mwoodard@pinellascounty.org

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: Susan Krause Title: Director Fiscal Affairs
Street, Post Office Box or Drawer: 10750 Ulmerton Road Area Code/Telephone No. +1 (727) 582-6260
City: Largo State: FL Zip: 33778 Area Code/Fax No. +1 (727) 582-6751
Signature of Financial Officer: Susan Krause Date of Signature: 5/30/14
E-Mail Address: skrause@pcsonet.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. For those Board members who meet the exemptions as outlined in Chapter 119, F.S., please check the "Exempt" box.

| Position on Board | Name | E-Mail Address | Exempt |
|---------------------------|--|----------------|---|
| Chairman/President: | Greg Tita - [REDACTED] | | <input checked="" type="checkbox"/> YES |
| Vice Chairman/President: | Bill McCann - [REDACTED] | | <input checked="" type="checkbox"/> YES |
| Treasurer: | Leslie Knowles - lknowles@bbandt.com | | <input type="checkbox"/> YES |
| Secretary: | Marianne Pasha - mpasha@pcsonet.com | | <input type="checkbox"/> YES |
| Immediate Past President: | Vance Arnett - Retired from the Board | | <input type="checkbox"/> YES |
| Board Member: | Joseph Clester - [REDACTED] | | <input checked="" type="checkbox"/> YES |
| Board Member: | Roderick H. Frankland - [REDACTED] | | <input checked="" type="checkbox"/> YES |
| Board Member: | Kathie Gibson - kgibson@co.pinellas.fl.us | | <input type="checkbox"/> YES |
| Board Member: | Thomas Habel - thomas.habel@regions.com | | <input type="checkbox"/> YES |
| Board Member: | Jenn Holloway - jjholloway@sbgvtv.com | | <input type="checkbox"/> YES |
| Board Member: | Lee Ellen Hooper - clancyhooper@aol.com | | <input type="checkbox"/> YES |
| Board Member: | Gerald Luttmann - [REDACTED] | | <input checked="" type="checkbox"/> YES |
| Board Member: | Lynn Mattiace - lynnmatthiace@gmail.com | | <input type="checkbox"/> YES |
| Board Member: | Douglas McDow - Dmcdow45@aol.com | | <input type="checkbox"/> YES |
| Board Member: | Terri Mulvihill - tmulvihill@usameribank.com | | <input type="checkbox"/> YES |
| Board Member: | Christopher Precious - ch[REDACTED] | | <input checked="" type="checkbox"/> YES |
| Board Member: | John Schmalzbauer - b[REDACTED] | | <input checked="" type="checkbox"/> YES |
| Board Member: | Jessica A. Schafer - Jessica@gulfcoastgiving.org | | <input type="checkbox"/> YES |
| Board Member: | Suzy Sofer - SuzyFL@aol.com | | <input type="checkbox"/> YES |
| Board Member: | Eva Eraclides Timberlake - eva@thehospice.org | | <input type="checkbox"/> YES |
| Board Member: | | | <input type="checkbox"/> YES |
| Board Member: | | | <input type="checkbox"/> YES |
| Board Member: | | | <input type="checkbox"/> YES |

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

Mission Statement:

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

INFORMATION ABOUT AREA SERVED

Population Served by Organization: 926,610

Crime Rate per County Served (per UCR): 4,162.5

Number of Media Outlets: approximately 70

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

Number of Law Enforcement Agencies: 16

Number of Schools in Area Served by Organization:

High Schools: 17

Middle Schools: 22

Elementary Schools: 75

Colleges: 7

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

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

Number of Community Events in Area Served: > 50

Section 5. Previous Activity - Provide the following information for the three previous grant years, excluding current year. Information for 2010-2011, 2011-2012 and 2012-2013, 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 |
|-----------|-------------------|------|---|--------------|--------------------|-----------------------|-------------------------|--------------------------------|
| 2010-2011 | 1,978 | | | 101 | 225 | 84 | 35 | 41.67% |
| | | | | | | | | |
| 2011-2012 | 2,127 | 0 | 0.00% | 56 | 132 | 60 | 18 | 30.00% |
| | | 149 | 7.53% | | | | | |
| 2012-2013 | 1,973 | -154 | -7.24% | 57 | 178 | 55 | 17 | 30.91% |
| | | 0 | 0.00% | | | | | |

| Year | \$ Spent on Public Awareness* | | Cost per Tip | \$ Amount of Grant Funds Reimbursed |
|-----------|-------------------------------|--|--------------|-------------------------------------|
| 2010-2011 | \$180,905.42 | | \$91.46 | \$285,866.90 |
| 2011-2012 | \$197,695.63 | | \$92.95 | \$282,519.66 |
| 2012-2013 | \$149,451.92 | | \$75.75 | \$224,886.00 |

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

Section 6. Programmatic and Fiscal Evaluation for the Previous Year (2012-2013) and Year-to-Date for (2013-2014): State in this section what has been successful and what has not been successful and determine if programmatic cost from previous year and year-to date have been cost effective and productive. (Pages may be added)

Type Here:

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

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

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

Section 7. Review of Performance Measures from Current Year - Will your Performance Measures from the current grant year of (2013-2014) 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:

Crime Stoppers of Pinellas County met each of the proposed performance measures for the current fiscal year. The following narrative will outline each performance measure and whether or not the objective was met.

Objective #1: Tip Line: The Provider will maintain and provide a tip line for the purpose of receiving anonymous information regarding fugitives, crimes committed and other wanted criminals. OBJECTIVE MET. Pinellas County Crime Stoppers (CS) tip line is available to the public every day of the year, 24 hours per day. CS maintains a monthly tip log to document the number and disposition of all tips. 1,845 TIPS HAVE BEEN RECEIVED THROUGH MAY of this grant year.

Objective #2: Rewards: The Provider will review and either approve or deny all rewards submitted to them for payment on a monthly basis. OBJECTIVE MET. The CS board approves/denies all rewards presented for payment on a monthly basis. To date 63 rewards have been approved or re-approved for payment during this grant year.

Objective #3: Payment of Approved Rewards: The Provider will make all approved rewards available to tipsters within five (5) business days following Board or Committee approval. OBJECTIVE MET. This year, the awards were made available to tipsters the day following their approval by the Board of Directors. Through May of this grant year, 63 rewards have been approved, and 20 rewards have been claimed by tipsters during this grant year.

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

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

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

Objective #7: Board Meeting Requirements for Grants in Excess of \$20,000: The Provider receiving in excess of \$20,000 in grant funds will conduct a minimum of ten monthly board meetings from July 1, 2013, through June 30, 2014. ANTICIPATE THE OBJECTIVE WILL BE MET. The CS Board meets monthly as indicated in the monthly minutes submitted with the Program Performance Reports, but were unable to meet in August 2013 due to travel conflicts and in April 2014, due to a lack of quorum of directors in attendance.

Objective #8: Community Event Participation: The Provider or its designated representative will attend community events to promote Crime Stoppers through the distribution of specialty items (pens, pencils, magnets, and rulers), brochures, child print ID's or other budget approved methods, between July 1, 2013, through June 30, 2014. OBJECTIVE MET. Both CS representatives and law enforcement volunteers from numerous agencies promote CS at community events. To date, 10 community events have been attended by Crime Stoppers staff and/or Board members during this grant year. We have handed out more than 3,000 pencils and pens, and have depleted our supply of posters, pencil pouches and rulers.

Objective #9: Reporting Requirements: The Provider will submit monthly Reimbursement Requests and Monthly Performance Reports by the following month in which expenses occurred or even if no expenses occurred. OBJECTIVE MET. Each month during this grant year a Reimbursement Request and Monthly Performance Report has been submitted by the deadline.

Objective #10: Public Awareness through the use of billboards: The Provider will promote the Crime Stopper tip number and program through the use of billboards throughout Pinellas County. OBJECTIVE MET. During this grant year, 11 roadside billboards and 2 sports arena billboards have been purchased/utilized to promote Crime Stoppers throughout Pinellas County.

Objective #11: Public Awareness through newspaper advertisement: The Provider will promote the Crime Stopper Tip number and program through the use of local newspaper media. OBJECTIVE MET. Newspaper media has been utilized to promote Crime Stoppers, via press releases, or ads in Creative Loafing or the Pinellas County Schools student newspaper, tb*2.

Objective #12: Public Awareness through radio advertisement: The Provider will promote the Crime Stopper Tip number and program through the use of local radio stations/programs. OBJECTIVE MET. The CS Program has utilized 3 radio stations during this grant year to promote the program, 102.5 The Bone, Hot 101.5 and 97X.

Objective #13: Public Awareness through television: The Provider will promote the Crime Stopper Tip number and program through the use of television stations. OBJECTIVE MET. CS utilized more than 10 television stations during the grant year to promote the program, thus exceeding our objective of 3. Television advertising engages the most tipsters.

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) | \$1,250.00 | @ | 7% | 12 | \$15,000.00 |
| 2. | Tip Lines - (D1) | | @ | 0% | | |
| 3. | Answering Service (Alternative Answers, CSI, Other) - (D1) | \$450.00 | @ | 2% | 12 | \$5,400.00 |
| 4. | Telecommute Fees - (D1) | \$200.00 | @ | 1% | 12 | \$2,400.00 |
| 5. | Tip Software - (D1) | \$1,300.00 | @ | 1% | 1 | \$1,300.00 |
| 6. | Cell Phone (Tip Coordinator) - (D1) | | @ | 0% | | |
| 7. | Crime Prevention Training - (D6) | | @ | 0% | | |

PROGRAM AWARENESS/MEDIA

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

| Item # | Item | \$ Amount | @ | % | Quantity/Number of Months | Total |
|--------|--|------------|---|-----|---------------------------|-------------|
| 8. | Bus Benches - (D4) | | @ | 0% | | |
| 9. | Yellow Pages (No bid if purchased with local phone utility carrier, if other, bid required) - (D4) | | @ | 0% | | |
| 10. | Billboards/Rolling Billboards - (D4) | \$4,050.00 | @ | 18% | 10 | \$40,500.00 |
| 11. | Bus Wraps Only (Sole Source Determination Required) - (D4) | | @ | 0% | | |
| 12. | Cab Signs - (D4) | \$400.00 | @ | 5% | 30 | \$12,000.00 |
| 13. | Newspaper - (D4) | \$2,250.00 | @ | 4% | 4 | \$9,000.00 |
| 14. | Radio - (D4) | \$4,000.00 | @ | 5% | 3 | \$12,000.00 |
| 15. | Television (Program Associated) - (D4) | \$5,000.00 | @ | 18% | 8 | \$40,000.00 |
| 16. | Movie Theater - (D4) | | @ | 0% | | |
| 17. | Website Development/Maintenance - (D4) | \$80.00 | @ | 0% | 12 | \$960.00 |

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

| Item # | Item | \$ Amount | @ | % | Quantity/Number of Months | Total |
|--------|--|------------|---|----|---------------------------|------------|
| 18. | Brochures - (D8) | \$0.14 | @ | 0% | 5,000 | \$700.00 |
| 19. | Program Specialty Items (as approved) - (D8) | \$3,878.00 | @ | 2% | 1 | \$3,878.00 |
| 20. | Door Hangers/Yard Signs (Does not include Neighborhood Watch Signs) - (D8) | | @ | 0% | | |
| 21. | Window Clings/Signs/Stickers - (D8) | | @ | 0% | | |
| 22. | Newsletters - (D8) | | @ | 0% | | |
| 23. | Posters - (D8) | \$1.00 | @ | 0% | 750 | \$750.00 |
| 24. | Banners - (D8) | | @ | 0% | | |
| 25. | LCD Projector - (D8) | | @ | 0% | | |
| 26. | Projection Screen - (D8) | | @ | 0% | | |
| Item # | Item | \$ Amount | @ | % | Quantity/Number of Months | Total |
| 27. | Display Board - (D8) | | @ | 0% | | |
| 28. | Television - (D8) | | @ | 0% | | |
| 29. | VCR/DVD/Blue-Ray/or similar device - (D8) | | @ | 0% | | |
| 30. | Child ID Programs - (D6) | | @ | 0% | | |
| 31. | Child ID Supplies - (D6) | \$0.46 | @ | 0% | 1,000 | \$460.00 |
| 32. | Crime Scene Tape - (D6) | \$27.89 | @ | 1% | 80 | \$2,231.00 |

FUGITIVES:

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

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

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

| Item # | Item | \$ Amount | @ | % | Quantity/Number of Months | Total |
|--------|---|-----------|---|----|---------------------------|--------------|
| 37. | | | @ | 0% | | |
| 38. | | | @ | 0% | | |
| 39. | | | @ | 0% | | |
| 40. | | | @ | 0% | | |
| 41 | | | @ | 0% | | |
| 42 | | | @ | 0% | | |
| | TOTAL REWARDS & PUBLIC EDUCATION | | | | | \$146,579.00 |

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

Rewards and Public Education

Line Item 1 - Rewards - Crime Stoppers of Pinellas County, Inc. (Crime Stoppers) rewards up to \$1,000 to individuals who provide information that leads to an arrest. In some circumstances, the anonymous caller does not wish to collect the reward. We estimate approximately \$1,250.00 in rewards will be approved per month, totaling \$15,000.00 for the grant year. This line item is associated with Deliverable #2, Rewards.

Line Item 3 - Answering Service - The tip line is answered/monitored 24 hours a day, 7 days a week, by Alternative Answers/Northern Communications. An increase is expected based on the current year's billing history. In six out of the past ten months, the billing has exceeded the \$400.00 budgeted for this line item. This year is budgeted at \$450.00 per month, totaling \$5,400.00 for the grant year. This line item is associated with Deliverable #1, Tip Line.

Line Item 4 - Telecompute Fees - The Crime Stopper program will continue to utilize Telecompute Corporation for the 800 service line, as it provides the toll free line that tipsters can call with no cost and without revealing their phone number. This grant year, the historical average of our bills was significantly less than the \$250.00 per month we predicted, therefore, we are estimating monthly bills of \$200.00 per month, totaling \$2,400.00 for the grant year. This line item is associated with Deliverable #1, Tip Line.

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

**Rewards and
Public Education**

Line Item 5 – Tip Software- Crime Stoppers of Pinellas County, Inc. (Crime Stoppers) receives/tracks all tips and statistics related to the Crime Stoppers and Campus Crime Stoppers using TipSoft Software. Crime Stoppers received notification from the vendor the annual software fee will increase to \$1,300 for the 14-15 grant year. This line item is associated with Deliverable #1, Tip Line.

Line Item 10- Billboards/Rolling Billboards - Crime Stoppers will continue to utilize billboard advertising throughout the grant year. This year, Crime Stoppers had one vinyl bulletin and eight poster billboards that changed location every month for 10 months, total cost, including production was \$30,000. The program also had outfield billboards in two of the spring training baseball fields. The cost for both billboards (\$6,000 for Clearwater Phillies and \$4,500 for Dunedin Blue Jays) was \$10,500. Crime Stoppers plans to utilize a similar strategy for advertising the tip line and program using outdoor billboards and billboards at local sports arenas for the coming grant year. Based upon the historical data above, it is estimated the average monthly cost will be \$4,050/month for 10 months, for a total cost of \$40,500.00. This line item is associated with Deliverable #4, Public Awareness of "Tip Line" and Program.

Line Item 12 – Cab Signs – In Pinellas County, the Pinellas Suncoast Transit Authority does not allow non-profits to advertise using bus wraps. In an effort to continue to maintain mobile advertising of the program and tip line, Crime Stoppers will utilize up to 30 cab top signs for public awareness purposes at a one-time cost, including production costs, of \$400/cab top for each double sided illuminated sign, for a total cost of approximately \$12,000.00, based upon current rates. This line item is associated with Deliverable #4, Public Awareness of "Tip Line" and Program.

Line Item 13 – Newspaper - Crime Stoppers will place Inserts/Ads in prominent and local newspaper media, such as the Tampa Bay Times Daily Newspaper, Creative Loafing, TBT Weekly/tb*2 Student and Tampa Bay Newspapers. Pinellas County Schools campus newspapers and school related event publications will promote the Campus Crime Stoppers program. Individual ad costs are dependent on the publication; total cost is based on historical data and average costs for full page ads in Creative Loafing, TBT Weekly/tb*2 Student and Tampa Bay Times daily newspapers. For budget purposes cost was estimated at an average of \$2,250 per quarter(based upon historical data) for what is estimated will be up to 10 full page ads for the year, for a total cost of \$9,000.00. This line item is associated with Deliverable #4, Public Awareness of "Tip Line" and Program.

Line Item 14 – Radio - Crime Stoppers will purchase on-air and online advertisement/promotions on a minimum of 3 local radio stations at least one ad cycle per station at an estimated cost of \$4,000.00 x 3 = \$12,000.00, estimating (334) .30 second spots, 379 streaming based upon historical data. (Ad cycles historically have run for a 4-6 week period). This line item is associated with Deliverable #4, Public Awareness of "Tip Line" and Program.

Line Item 15 – Television - Television advertising has been the most successful method of educating the public about the program. It is anticipated that public service announcements, produced in both English and Spanish, will air on several local stations, to include cable stations in the coming grant year. Based upon historical data, the advertising is calculated at an average cost of \$5,000.00 per month for 8 months (approx. 266 ads). Total cost is \$40,000.00. This line item is associated with Deliverable #4, Public Awareness of "Tip Line" and Program.

Line Item 17 – Website Development and Maintenance – A majority of tipsters utilize the Crime Stopper's website to submit web tips and to review criminal cases or wanted fugitives. While most website updates are done by the Project Administrator, the website is hosted by Excalibur Technology at a \$50 monthly hosting fee. As a result of the website being hacked during the current grant year, \$360 has been factored into this line item to cover tech support. This tech support may be necessary for any residual problems or any further issues. The cost for the additional professional support is \$100/hour, also provided by Excalibur Technology. This estimate comes to \$80/month, to cover web hosting, maintenance and additional tech support, for a total of \$960. This line item is associated with Deliverable #4, Public Awareness of "Tip Line" and Program.

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

**Rewards and
Public Education**

Line Item 18 – Brochures – Crime Stoppers has depleted the supply of Spanish language brochures and plans to update these brochures to match the current logo, design and information. These brochures will be disseminated at all of our community events and presentations. Cost of printing approximately 5,000 of these brochures, at \$0.14/each is \$700 total for the year. This line item is associated with Deliverable #8, Community Events.

Line Item 19 – Program Specialty Items - Crime Stoppers will make four separate purchases of pens, pencils, USB drive silicone bracelets and reusable tote bags. The USB drive silicone bands are extremely popular among students and will be incorporated into an Anti-Bullying PSA program that will engage local high school students. The students will design a PSA for use in all the county schools next school year. The cost per band is approximately \$5.00. The drive will contain information about the Crime Stoppers program and provide the students a place to store the PSA they create. The pens, pencils and reusable tote bags will be distributed throughout the community. Based on projected costs, Crime Stoppers will purchase approximately 4,400 pencils (\$0.22/each, for a total of \$968.00), 3,200 pens (\$0.30/each, for a total of \$960.00), 650 reusable tote bags (\$1.50/each, for a total of \$975.00), and 195 USB drive silicone bracelets (\$5.00/each, for a total cost of \$975.00). The total cost is estimated to be \$3,878.00 for these items. This line item is associated with Deliverable #8, Community Events.

Line Item 23 - Posters - Crime Stoppers has depleted the supply of posters, which are used for both the Campus Crime Stoppers and the community programs. Posters are disseminated at community events and to local businesses, schools and government buildings. Crime Stoppers needs to replenish the supply to meet the demands of the coming year. The posters are approximately \$1.00/each, based on previous costs, and we plan to have at least 750 printed to meet the needs of the citizens and students. The total cost is estimated to be \$750. This line item is associated with Deliverable #8, Community Events.

Line Item 31 – Child ID Supplies - The Child ID kit requires fingerprint and ID sheets at a cost of \$0.17/each x 1,000 = \$170.00 ; Child ID Kit supplies will include ink at a cost of \$29.00/each x 10 refills = \$290.00. Based on these figures, for 1,000 kits, we would estimate .29/kit for ink and .17/kit for fingerprint and ID sheet, for a total of .46/kit x 1,000 = \$460.00 for Child ID Kit supplies. This line item is associated with Deliverable #6, Law Enforcement Contact.

Line Item 32 – Crime Scene Tape - Crime Stoppers will purchase customized crime scene tape for the Pinellas County law enforcement agencies to generate tips related to unsolved crimes. Set up, printing and shipping costs are estimated at \$27.8875/roll for (80) 1,000 foot rolls of 3 mil tape = \$2,231.00. This line item is associated with Deliverable #6, Law Enforcement Contact.

Rewards and Public Education total: \$146,579.00

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

OFFICE EXPENDITURES

| Item # | Item | \$ Amount | @ | % | Quantity/Number of Months | Total |
|--------|---|-----------|---|----|---------------------------|----------|
| 43. | Office Rent (must submit copy of lease and office hours) - (D9) | | @ | 0% | | |
| 44. | Utilities - (D9) | | @ | 0% | | |
| 45. | Office Phone (Not Tip Line) - (D9) | | @ | 0% | | |
| 46. | Cellular Phone - (D9) | | @ | 0% | | |
| 47. | Fax Line- (D9) | | @ | 0% | | |
| 48. | Internet Line/Wireless Connectivity (Internet Service) - (D9) | | @ | 0% | | |
| 49. | Vehicle Mileage - (D9) | | @ | 0% | | |
| 50. | Postage/Express Mail (must maintain Postage Log for all stamps to demonstrate usage) - (D9) | \$3.00 | @ | 0% | 12 | \$36.00 |
| 51. | Post Office Box Rent - (D9) | \$75.00 | @ | 0% | 1 | \$75.00 |
| 52. | Storage Rent - (D9) | | @ | 0% | | |
| 53. | General Office Supplies/Letterhead/Envelopes - (D9) | \$321.79 | @ | 0% | 1 | \$321.79 |

EQUIPMENT AND PROPERTY

| Item # | Item | \$ Amount | @ | % | Quantity/Number of Months | Total |
|--------|---|-----------|---|----|---------------------------|----------|
| 54. | Computer (Including monitor or Software purchased with computer) - (D9) | | @ | 0% | | |
| 55. | Computer Hardware Accessories - (D9) | | @ | 0% | | |
| 56. | Laptop Computer (does not include ipad notebooks or similar devices) - (D9) | | @ | 0% | | |
| 57. | Additional Software - (D9) | \$19.99 | @ | 0% | 12 | \$239.88 |
| 58. | Fax Machine - (D9) | \$60.00 | @ | 0% | 1 | \$60.00 |
| 59. | Printer - (D9) | | @ | 0% | | |

Section 8. Part B. Operating Expenses - Continued

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

MEMBERSHIP DUES

| Item # | Item | \$ Amount | @ | % | Quantity/Number of Months | Total |
|--------|---|-----------|---|----|---------------------------|----------|
| 64. | FACS (Florida Association of Crime Stoppers, Inc.)(No 501(c)(3), No Reimbursement) - (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) | \$70.00 | @ | 0% | 1 | \$70.00 |

INSURANCES

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

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

| Item # | Item | \$ Amount | @ | % | Quantity/Number of Months | Total |
|--------|---------------|------------|---|----|---------------------------|------------|
| 73. | Travel - (D5) | \$8,637.28 | @ | 4% | 1 | \$8,637.28 |

PROFESSIONAL SERVICES

| Item # | Item | \$ Amount | @ | % | Quantity/Number of Months | Total |
|--------|------------------------------|-----------|---|----|---------------------------|----------|
| 74. | Accounting - (D9) | | @ | 0% | | |
| 75. | Payroll Services - (D9) | | @ | 0% | | |
| 76. | Computer Tech Support - (D9) | | @ | 0% | | |
| 77. | Design Services - (D4) | \$350.00 | @ | 0% | 1 | \$350.00 |
| 78. | N/A | | @ | 0% | | |

OTHER (EXPLAIN) (In Section 11 page 20)

| Item # | Item | \$ Amount | @ | % | Quantity/Number of Months | Total |
|--------|-------------------------------------|-----------|---|----|---------------------------|--------------------|
| 79. | | | @ | 0% | | |
| 80. | | | @ | 0% | | |
| 81. | | | @ | 0% | | |
| 82. | | | @ | 0% | | |
| 83. | | | @ | 0% | | |
| 84. | | | @ | 0% | | |
| 85. | | | @ | 0% | | |
| 86. | | | @ | 0% | | |
| 87. | | | @ | 0% | | |
| | TOTAL FOR OPERATING EXPENSES | | | | | \$12,264.95 |

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

Operating Expenses

- Line item 50 - Postage - Based on previous expenses, Crime Stoppers estimates the need for approximately \$3.00 per month for postage, which includes the payment of bills and the mailing of documents to the OAG or to the program treasurer. We estimate the total annual postage cost to be \$36.00. This line item is associated with Deliverable #9, Reporting Requirements.
- Line item 51 - Post Office Box Rent - This is a reasonable and necessary cost to have bills and other forms of communication sent to us. Post Office box rental for Crime Stoppers of Pinellas County is expected to increase, as there have been increases the last two years. Estimated cost is \$75.00 x 1 year = \$75.00. This line item is associated with Deliverable #9, Reporting Requirements.
- Line item 53 - General Office Supplies/Letterhead/Envelopes - This is a necessary and reasonable cost to cover ink for printers (\$29/cartridge), binders, folders, storage boxes, pens, pencils, paper, DVD/CD's, markers, post it notes, highlighters, thermal cartridges for fax machine (\$29.99/cartridge), desk-top supplies, for replacement as items are expended or depleted. These items will be used by the Program Administrator and Program Secretary. Estimated cost for the year for all items is estimated to be \$321.79. This line item is associated with Deliverable #9, Reporting Requirements.
- Line item 57 - Additional Software - The Project Administrator utilizes Adobe Photoshop for a majority of the work that is done to post alerts to social media, the website, as well as to create posters for law enforcement to use. Adobe PhotoShop is now limited to Creative Cloud access, which costs \$19.99/month. Total cost for Adobe Software for the year is \$239.88. This line item is associated with Deliverable #9, Reporting Requirements.
- Line item 58 - Fax Machine - The program's current fax machine is approximately 12 years old and has not been working properly. Crime Stoppers will purchase a replacement that is estimated to cost \$60 (Brother FAX-575). The total cost for this line item is expected to be \$60.00 for the upcoming grant year. This line item is associated with Deliverable #9, Reporting Requirements.
- Line item 64 - FACS Membership - Pending FACS securing 501(c)3 status, membership to the Florida Association of Crime Stoppers (FACS) is allowable and necessary for purposes of securing funding through the Crime Stoppers Trust Fund. Crime Stoppers of Pinellas County, Inc. is required to be a member in good standing with the FACS and dues are projected to be \$500.00. Program staff and Board Members receive training and continue to learn recommended guidelines and "best practices" from member programs in the state of Florida; this ensures consistency and continuity of the Crime Stoppers' mission in the program's operation. This line item is associated with Deliverable #5, Continuing Education.
- Line item 65 - Southeastern Crime Stoppers Association (SECSA) - Being a member of SECSA affords the program access to a regional network of Crime Stoppers programs, as well as to pertinent training on the latest in program development, resource development, and program promotion. Through participation in this regional network of Crime Stoppers organizations, the program will continue to acquire the latest insight, skills and ideas offered by regional colleagues, which will assist in the further development and promotion of the Crime Stoppers program in Pinellas County. The \$75 annual membership fee is standard for all programs. This line item is associated with Deliverable #5, Continuing Education.
- Line item 66 - Crime Stoppers USA (CSUSA) Membership - Being a member of CSUSA affords access to a network of nationwide Crime Stoppers programs, as well as to pertinent training on the latest in program development, resource development, and program promotion. Through participation in this national network of Crime Stoppers organizations, the program will continue to acquire the latest insight, skills and ideas offered by CSUSA. This will assist us in the further development and promotion of the Crime Stoppers program in Pinellas County. Annual dues for CSUSA are \$300.00. This line item is associated with Deliverable #5, Continuing Education.
- Line item 67 - Corporate Filing Fees - This is a reasonable, allowable and necessary cost to maintain the program in good standing with the State of Florida. The cost is set by the state. Corporate filing fees for Crime Stoppers of Pinellas, Inc. are \$70.00 for the grant year. This is associated with Deliverable #9, Reporting Requirements.

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

Operating Expenses

-Line item 68 - Board and Officers Liability Insurance - This is a mandatory cost, as per the OAG. The cost projections are based on the insurance agent's estimated renewal figures, and also using prior year's data for comparison. Operations have not changed and the agent expects there to be minimal premium increases over the policy year. Estimated cost for the insurance is \$1,000.00 annually. This line item is associated with Deliverable #7, Board Meetings \$20,000 or Higher.

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

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

| | |
|-----------------------|--|
| October meeting | We anticipate this will be in Manatee County, within 50 miles of our office. |
| Two attendees | Board member mileage @ \$0.445/mi x 82 miles round trip = \$36.49 x 2 days = \$72.98 |
| Total Travel- \$77.98 | Tolls - \$5.00 |

| | |
|--------------------------|---|
| February meeting | Hotel - \$500.00 (\$125.00 x 2 nights x 2 persons = \$500.00) |
| Two attendees/two nights | Per diem at \$36.00/day x 3 days x 2 persons = \$216.00 |
| Total Travel- \$1,010.15 | Mileage (Board member) \$0.445/mi x 235 miles = \$104.575 x 2 days = \$209.15 |
| | Tolls - \$5.00 Fuel - \$80.00 (Project Administrator) |

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

In an effort to better serve the local area we plan to attend the CSUSA conference, which will afford us the opportunity to network with programs nationwide in an effort to explore and expand our program as well as share in development, best practices and promotional ideas. Travel associated with CSUSA is estimated to be:

| | |
|-----------------------------|---|
| Austin, TX - August 17-21 | Registration @ \$475/per person x 3 = \$1,425.00 |
| Three attendees/four nights | Hotel - \$1,500.00 (\$125.00 x 4 nights x 3 persons = \$1,500.00) |
| | Per diem at \$104/person x 3 persons = \$312.00 |
| Total Travel- \$4,695.00 | Airfare for 3 persons @ \$450.00/per person = \$1,350.00 |
| | Airport Parking @ \$9/day x 4 days x 3 persons = \$108.00 |

In an effort to better serve our local area we plan to attend the SECSA conference, which will afford us the opportunity to network with regional programs in an effort to explore new ideas and expand our program as well as share in development, best practices and promotional ideas. Travel associated with the Southeastern Association 2015 conference, which will be held in Palm Beach County, FL, is estimated to be:

| | |
|---------------------------|---|
| | Hotel - \$1,000.00 (\$125.00 x 4 nights x 2 persons = \$1,000.00) |
| Two attendees/four nights | Per diem at \$36.00/day x 5 days x 2 persons = \$360.00 |
| Total Travel- \$1,974.57 | Mileage (for Board member) \$0.445/mi x 213 miles one way x 2 days = \$189.57 |
| | Registration @ \$185/per person x 2 = \$370.00 |
| | Tolls - \$5.00 Fuel - \$50.00 (Project Administrator) |

Mileage estimates are for Board members and fuel projections are for the Project Administrator.

-Line Item 77-Design Services- Pinellas has depleted Spanish brochures & will update with current logo, design & info. New design cost is estimated to be \$350.00. Associated with Deliverable #4, Public Awareness of "Tip Line."

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 |
|---|-------------------|-------------|---------------|---------|-------------|----------------|--------------|
| Project Administrator | \$22,522.33 | \$20.90 | 40 | 52 | \$43,478.45 | \$3,326.10 | \$69,326.88 |
| Secretary I | \$10,971.22 | \$17.60 | 20 | 52 | \$18,303.38 | \$1,400.21 | \$30,674.80 |
| | \$0.00 | | | | | \$0.00 | \$0.00 |
| | \$0.00 | | | | | \$0.00 | \$0.00 |
| | \$0.00 | | | | | \$0.00 | \$0.00 |
| | \$0.00 | | | | | \$0.00 | \$0.00 |
| Executive Director (Salaried - Not paid hourly) | \$0.00 | \$0.00 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 |

Employed By Crime Stoppers (Paid from CS Trust Fund)

| Item # | Employee Name (Match Name to Position/Title) | % Time Spent on Crime Stoppers | Salary | Salary Based on % | Non-Sworn | Sworn |
|--------|---|--------------------------------|-------------|-------------------|-----------|-------|
| 88. | Deborah Martino | 75% | \$69,326.88 | \$51,995.16 | × | |
| 89. | Lisa Carrillo | 52% | \$30,674.80 | \$15,950.90 | × | |
| 90. | | | \$0.00 | \$0.00 | | |
| 91. | | | \$0.00 | \$0.00 | | |
| 92. | | | \$0.00 | \$0.00 | | |
| 93. | | | \$0.00 | \$0.00 | | |
| 94. | Executive Director (Salaried - Not paid hourly) | | \$0.00 | \$0.00 | | |
| | TOTAL SALARY | | | \$67,946.06 | | |

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

**Salary
Narrative**

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

For these reasons 75% of the salary and benefits of the Project Administrator and 52% of the (0.5 FTE) salary and benefits of the Secretary (.5 FTE) will be requested for reimbursement.

-Line Item 88- Crime Stoppers Project Administrator:
Annual Salary \$20.9031/hr x 2080 hrs = \$43,478.45

FICA @ 7.65% = \$3,326.10
Florida State Retirement @ 7.36% = \$3,200.01
Health/Dental (fixed) = \$17,769.18
Life/LTD Insurance = \$233.14
Workers Compensation (fixed) = \$1,320.00

TOTAL Salary plus Benefits: \$69,326.88
Salary plus benefits at 75% = \$51,995.16

-Line Item 89- The Secretary is funded at .5 FTE as half of her full time work week is dedicated to Crime Stoppers. In addition, the secretary dedicates a portion of time to fund raising activity, which is not eligible for grant funding. Only a portion (52%) of her (0.5 FTE) salary plus benefits will be charged to the grant, leaving (48%) of her (0.5 FTE) not grant funded. Of her 50% time or .5 FTE dedicated to Crime Stoppers, only 52% of that 50% or .5 FTE will be charged to the grant.

Crime Stoppers Secretary (.5 FTE):
Annual Salary \$17.5994/hr x 1040 (.5 FTE) hrs = \$18,303.38
FICA @ 7.65% = \$1,400.21
Florida State Retirement @ 7.36% = \$1,347.13
Health/Dental (fixed) = \$8,865.90
Life/LTD = \$98.19
Workers Compensation (fixed) = \$660.00

TOTAL Salary plus Benefits: \$30,674.80
Salary plus benefits at 52% = \$15,950.90

TOTAL SALARY AND BENEFITS REQUEST: \$67,946.06

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**

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

| Budget Category | % | Total Cost |
|---|--------------|--------------|
| Part A. Rewards and Public Education (Minimum of 50% of Award Amount) | 65% | \$146,579.00 |
| Part B. Operating Expenses | 5% | \$12,264.95 |
| Part C. Salaried Employees (Maximum allowed 30% of Award Amount) | 30% | \$67,946.06 |
| TOTAL | 100% | \$226,790.01 |
| Award Amount | \$226,790.01 | |

FLORIDA CRIME STOPPERS TRUST FUND
ATTACHMENT C
2014-2015
Pinellas County Board of County Commissioners
REPORTING REQUIREMENTS

*1. **Reimbursement Request/Expenditure Report:** All reports must be postmarked by the 20th of the following month. If the 20th falls on a Saturday, a Sunday, or a federal holiday, the Reimbursement Request/Expenditure Report must be postmarked by the next business day. 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 required supporting documents as applicable.

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

- e. **Daily Vehicle Use Log:** Must be postmarked by the 20th of the following month. If the 20th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day. Reports are due every month, even if no miles are logged. In addition to the signature of the person claiming mileage on the Daily Vehicle Use Log, this form must be signed by an authorized member of the Board of Directors for the Crime Stopper Program. Executive Directors and Project Directors may not sign their own Daily Vehicle Use Log as Authorizing Officials. However, they may sign those of their staff provided staff is not related to Project Director or Executive Director.
- f. **Property Inventory:** Must be postmarked by the 20th of the following month. If the 20th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day. This form must be submitted when property has ***been purchased in excess of \$1000 or has a useful life of one year or more*** and has been purchased with grant funds. This form must be submitted during the month reimbursement is requested.
- g. **Travel Voucher:** Must be postmarked by the 20th of the following month in which travel occurred. If the 20th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day. This form **must be submitted** for all people submitting for travel reimbursement and must be submitted along with all support receipts and the Authorization to Incur Travel form, as stated, in order for the Reimbursement to be processed. In addition to the signature of the person claiming travel expenses on the Travel Voucher, this form must be signed by an authorized member of the Board of Directors for the Crime Stopper Program. Executive Directors and Project Directors may not sign their own Travel Vouchers as Authorizing Officials. However, they may sign those of their staff provided staff is not related to Project Director or Executive Director.

2. **Budget Modification:** A grant "Budget Modification" must be submitted for approval prior to any expenditure of any Budget transfer funds. After the fact Budget Modification requests will not be processed or approved. No Budget Modifications will be processed or approved after June 1, 2015.

Program Modifications: All "Program Modifications" must be submitted on or before April 1, 2015, for review to allow sufficient time for the program to meet any approved changes. No Program Modifications will be processed or approved after April 1.

10% Transfer Notice: The Budget Modification notice for the 10% transfer from one category to another, for an emergency situation, as specified in the Agreement, must be submitted no later than 30 days after the 10% transfer. However, the PROVIDER must have notified the AGENCY in writing for prior written approval via email.

***3. Monthly Performance Report/Attachment D:** Must be postmarked by the 20th of the following month. If the 20th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day. This form must be submitted when the Reimbursement Request/Expenditure Report is submitted and the Provider must submit the required support documentation indicating completion or compliance with the required deliverables or the Reimbursement cannot be processed. If a provider fails to meet and provide the required support documentation, Financial Consequences will be applied pursuant to Section 215.971 (c), Florida Statute (2013), as specified in Article 2, Paragraph 2 of the 2014-2015 grant agreement and as written in Attachment D, under Financial Consequences.

4. Final Reimbursement Request/Expenditure Report - Invoice: Must be postmarked by August 15, 2015. If the 15th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day, or payment will be disallowed. Final payment will not be made until all required reports have been submitted with the exception of the Florida Single Audit Affidavit and the Extension of Time to File Audit.

5. Extension of Time to File Audit: Must be postmarked by December 28, 2015, deadline to file the Audit Report, unless the 28th falls on a Saturday, a Sunday or a federal holiday, then it must be postmarked by the next business day. Subsequent requests for extensions must be submitted to the OAG prior to the previous extension expiration.

6. Florida Single Audit Act Affidavit: Must be postmarked by December 28, 2015. If the 28th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day. The Florida Single Audit Act Affidavit cannot be submitted prior to June 30, 2015.

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

8. Final Financial Statement Report/ Perpetual Budget Package: Must be postmarked by August 15, 2015. If the 15th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day. Final payment will not be made until all final required reports have been received by the OAG with the exception of the Florida Single Audit Affidavit and the Extension of Time to File Audit.

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

Section 11. Crime Stoppers - Scope of Work, Deliverables, Documented Support Requirements and Financial Consequences. Project will consist of the deliverable associated within the counties served by each program

Objective: Provide an anonymous tip line to the general public for the purpose of receiving information that law enforcement might otherwise not be able to obtain and then providing that information to law enforcement for the purpose of solving crimes and catching criminals and to provide monetary cash rewards to the tipsters for information that leads to an arrest of a criminal or wanted fugitive, beginning July 1, 2014, through June 30, 2015.

| Scope of Work | Deliverables | Document Support | Financial Consequences |
|--|--|---|---|
| <p>1. Tip Line: The Provider, a/k/a, the Crime Stoppers Board of Directors, 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 information from the public regarding fugitives, crimes committed and other wanted criminals.</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, criminals, and other wanted fugitives. This service may include the use of phone lines, answering service, telecommute/transfer fees, tip software, and the coordinator's cell phone.</p> | <p>1. Tip Line: The Provider will submit the following to support that services were available as required: (a) Copies of invoices associated with line items phone lines, answering services, telecommute/transfer fees, tip software, and tip coordinator's cell phone.</p> | <p>1. Tip Line: When any component of a Provider's tip line is found to be non-functioning/unavailable to the public, a prorated reduction of costs associated with each component up to 100% will be applied. Budget line items associated with this deliverable are: #2, #3, #4, #5 and #6.</p> |
| <p>2. Rewards: The provider on a monthly basis, will review and either approve, adjust, or deny payment of all rewards submitted as a result of anonymous tips received through their tip line, text-a-tip, or website tip, which resulted in an arrest being made, stolen property or drugs recovered and re-approve all rewards over 90 days old prior to payment.</p> | <p>2. Rewards: The Provider, no less than once a month, either by the entire Board of Directors or by an appointed Reward Committee consisting of no less than two active Crime Stoppers board members, will review, approve, adjust or deny all reward requests submitted as a result of anonymous tips through their tip lines, which resulted in an arrest, stolen property or drugs recovered and re-approve all rewards over 90 days old prior to payment.</p> | <p>2. Rewards: The Provider will submit the following to support the review and approval of all tips submitted for reimbursement. (a) Submit a copy of the OAG Tip Report signed by a Board Member in attendance at the time the tips were approved. NOTE: All tip backup support documentation is subject to review and verification at anytime by the OAG, but will be reviewed and verified yearly.</p> | <p>2. Rewards: If the Provider fails to review, approve or deny rewards submitted for payment and does not submit the OAG Tip Report signed by a Board Member in attendance at the time of approval with their monthly Reimbursement Request will receive up to a 100% reduction in the payment of rewards that cannot be verified as having been approved for payment. 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 within ten (10) business days following Board/Reward Committee approval or within ten (10) business days following tipster contact with Provider to claim a Board/Reward Committee approved reward. 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>3. Payment of Approved Rewards: The Provider will make all approved rewards available to tipsters within ten (10) business days following Board/Reward Committee approval or within ten (10) business days following tipster contact with Provider to claim a Board/Reward Committee approved reward.</p> | <p>3. Payment of Approved Rewards: The Provider will submit the following to support the payment of an anonymous tip to a tipster. (a) Provide copies of the checks, drafts, or debit memo indicating the bank has been authorized within ten (10) business days by the authorized person or board member to pay the approved reward based on either method as described in the scope of work and deliverable for #3.</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 either of the methods noted in the deliverable will result in a 100% reduction in a reward payment. The Budget line item associated with this deliverable is #1.</p> |

ATTACHMENT D - CONTRACT DELIVERABLES - 2014-2015: Continued

| Scope of Work | Deliverables | Document Support | Financial Consequences |
|---|---|---|--|
| 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. | 4. Public Awareness of "Tip Line" and Program: The Provider will promote the Crime Stoppers "tip line", "text-a-tip," or website tip numbers or a specific crime a minimum of once each month utilizing any of the following venues: bus benches, yellow pages, billboards, bus wraps, cab signs, newspaper, radio, television, movie theater, website and design services. All methods of public awareness must contain the OAG acknowledgement to qualify for reimbursement. | 4. Public Awareness of "Tip Line" and Program: The Provider will submit the following as support of services being provided: (a) Submit 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. NOTE: Some copies and photos may qualify to be submitted only once and placed in the Provider's file for reference. | 4. Public Awareness of "Tip Line" and Program: Cost reimbursement reduction will be prorated up to 100% associated with the line items not meeting the once per month minimum as provided in deliverable #4. The Budget line items associated with this deliverable are: #8, #9, #10, #11, #12, #13, #14, #15, #16, #17, and #77. |
| 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 board and is directly related to the Crime Stoppers project. | 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 by a majority vote of the FACS membership board and is directly related to the Crime Stoppers project. | 5. Continuing Education: The Provider must submit the following as support documentation that the deliverable was met. (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. 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. | 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 100% reduction of cost associated with a training to include, but not limited to, airfare, car rental or mileage, registration fee, hotel room and per diem/food expenses. The Budget line items associated with this deliverable are: #64, #65, #66, and #73. |
| 6. Law Enforcement Contact: The Provider is required to contact all the law enforcement agencies noted on page 4 of their grant application, Attachment B, via e-mail, by phone, or in person to provide support in the form of Crime Prevention Training, Child ID programs and supplies, Crime Scene Tape, and Wanted Fugitive ads, flyers, posters and billboards. | 6. Law Enforcement Contact: The Provider is required to make contact with all law enforcement agencies noted on page 4 of their grant application, Attachment B, via e-mail, by phone, or in person, a minimum of once a month to make available to them support in the form of Crime Prevention Training, Child ID programs and supplies, Crime Scene Tape, and Wanted Fugitive ads, flyers, posters, and billboards. | 6. Law Enforcement Contact: The Provider will submit copies of e-mails, phone logs or mileage logs to support notifying 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: 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. | 6. Law Enforcement Contact: Failure of the Provider to make the monthly contact with law enforcement agencies as noted on Page 4 of the grant application, Attachment B, either via e-mail, phone or in person will result in a prorated cost reduction of up to 100% of any purchases of line items #7, #30, #31, #32, #33, #34, #35 and #36. |

ATTACHMENT D - CONTRACT DELIVERABLES - 2014-2015: Continued

| Scope of Work | Deliverable | Document Support | Financial Consequences |
|---|--|---|---|
| 7. Board Meetings Grants \$20,000 or Higher: The Provider who receives grant funds of \$20,000 or more will conduct monthly board meetings with a quorum present during the course of the grant year, July 1 through June 30. | 7. Board Meetings Grants \$20,000 or Higher: The Provider receiving \$20,000 or more will conduct a minimum of nine (9) monthly board meetings with a quorum present, but no less than one every quarter. Multiple monthly meetings, (i.e. more than one meeting within a month, will not meet the requirement and will only be counted as one meeting for the month.) | 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 with a quorum took place within the specified time frame of the deliverable. NOTE: <i>Board meeting minutes must indicate date of meeting, board members present, board members absent, and law enforcement attendance. They must indicate that a quorum was or was not present for the board to be able to conduct business.</i> | 7. Board Meetings Grants \$20,000 or Higher: The Provider's total monthly reimbursement will be reduced by 10% when the Provider fails to conduct the 9 required monthly board meetings or fails to conduct a board meeting within each quarter and no support documentation is submitted as required. Monthly is: July, August, September, October, November, December. Quarterly is July 1 through September 30, October 1 through December 31, January 1 through March 31, April 1 through June 30. Line items #68 and #69. |
| 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 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 or other budget approved methods. | 8. Community Events: The Provider will submit a completed 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 a prorated reduction of costs associated with line items #18, #19, #20, #21, #22, #23, #24, #25, #26, #27, #28, #29 and #71. |
| 9. Reporting Requirements: The Provider will submit thirteen (13) complete Reimbursement Request/Expenditure Reports and Performance Reports with original signatures, to include all required support documentation, by the 20th of the following month in which expenses occurred, even if no expenses were incurred. | 9. Reporting Requirements: The Provider will submit thirteen (13) complete monthly Reimbursement Requests/Expenditure Reports and Performance Reports with an original signature which must be post marked on or before the 20th of the following month even if no expenses were incurred. If the 20th falls on a Saturday, a Sunday, or a federal holiday, then documents must be post marked by the next business day. The monthly reimbursement request shall include all invoices and required support documentation for expenditures either mailed or scanned and received within the above same time frame. The performance report shall include all required support documentation for determining the completion status of deliverables either mailed or scanned and received within the above same time frame. | 9. The OAG grant staff will make a copy of the envelope received from each Provider indicating the post mark 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 post mark must be for the 20th of the following month unless otherwise specified. If the Provider wishes to dispute the date as post marked on the envelope, the Provider must submit one of the following as support: 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. 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. | 9. Reporting Requirements: A 10% reduction will be applied to the total reimbursement request if the Provider fails to submit thirteen (13) monthly reimbursement/monthly performance reports that are not post marked by the 20th of the following month, except if the 20th falls on a Saturday, a Sunday or a federal holiday, then post mark must be by the next business day; and support documentation must be submitted according to the same requirements as stated above. A Provider who submits a "0" reimbursement, that is deemed to be late, will be sanctioned 10% or up to \$100 on their next reimbursement, whichever is greater. Line items associated with this deliverable are #43-63, #67, #70, #72, and #74 - #76. |

FLORIDA CRIME STOPPERS GRANTS

BUDGET AS APPROVED

Agency Name:

Pinellas County Board of County Commissioners

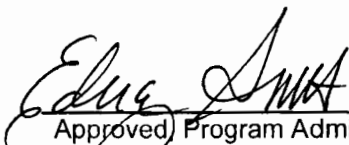
Grant No: PC19-14

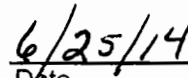
Date:


June 25, 2014

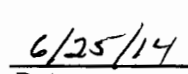
Amend No:

| | Amount Requested | Amount Approved |
|---|---------------------|--------------------|
| Rewards and Public Education | \$146,579.00 | \$146,579.00 |
| Operating Expenses | \$12,264.95 | \$12,264.95 |
| Salaried Employees | \$67,946.06 | \$67,946.06 |
| Non-Sworn | \$ 67,946.06 | \$ 67,946.06 |
| Non-Sworn Employed by a Law Enforcement Agency | \$ - | \$ - |
| Sworn | | |
| Total Budget Requested | \$ 226,790.01 | |
| Available Trust Fund Amount | \$ 226,790.01 | |
| Difference | \$ - | |
| Disallowed or Reduced Expenditures: | | |
| Total Reduction/Disallowed: | | |
| Total Approved Budget | \$ 226,790.01 | \$ 226,790.01 |


Approved, Program Administrator


Date


Approved, Bureau Chief


Date