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

**AND**

**CENTRAL FLORIDA CRIMELINE PROGRAM, INCORPORATED  
GRANT NO: 001-13  
CSFA #41.002**

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

**ARTICLE 1. ENGAGEMENT OF THE PROVIDER**

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

**ARTICLE 2. SCOPE OF SERVICES**

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

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

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

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

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

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

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

The Agency agrees to pay the PROVIDER for services completed in accordance with the terms and conditions of this Agreement, the grant application and the budget as approved by the Agency. The total sum of monies paid to the PROVIDER for costs incurred for **services performed** under this Agreement shall not exceed the amount of monies deposited into the Crime Stopper Trust Fund within the judicial circuit in which monies were collected and available for award. The Agency shall distribute funds as equitably as possible, based on amounts collected within each county, when more than one county is eligible within a judicial circuit. If the PROVIDER is an official member of the Florida Association of Crime Stoppers, monies may only be allocated upon receipt of a Letter of Agreement from the appropriate Board of County Commissioners for each county served by the member. In accordance with Attachment B, the total sum of monies approved for the costs incurred under this Agreement shall not exceed \$661,610.43.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**ARTICLE 8. VENDOR OMBUDSMAN**

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

**ARTICLE 9. REPORTS**

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

**ARTICLE 10. ACKNOWLEDGEMENT**

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

**ARTICLE 11. PURCHASES**

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

The PROVIDER must procure any recycled products or materials, which are the subject of or are required to carry out this contract, in accordance with the provisions of Section 403.7065, F.S. (2012).

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

**ARTICLE 12. PROPERTY**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**ARTICLE 16. FINAL INVOICE**

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

**ARTICLE 17. NOTICE**

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

**ARTICLE 18. LIABILITY AND ACCOUNTABILITY**

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

**ARTICLE 19. INDEPENDENT CONTRACTOR**

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

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

**ARTICLE 20. PUBLIC RECORDS**

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

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

**ARTICLE 21. EMPLOYMENT**

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

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

**ARTICLE 22. NONDISCRIMINATION**

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

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

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

**ARTICLE 23. CONFIDENTIALITY OF CLIENT INFORMATION**

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

**ARTICLE 24. PUBLICITY**

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

**ARTICLE 25. PUBLIC ENTITY CRIME**

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

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

**ARTICLE 26. GRATUITIES**

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

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

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

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

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

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

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

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



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

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

**ARTICLE 30. INDEMNIFICATION**

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: Central Florida Crimeline Program, Incorporated**  
**Address: Post Office Box 913**  
**City, State Zip: Orlando, Florida 32802**  
**Telephone Number: (407) 423-8477**  
**Email Address: bbergin@crimeline.org**

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

**Name: Sage S. Tuggle, Treasurer**  
**Address: Post Office Box 913**  
**City, State Zip: Orlando, Florida 32802**  
**Telephone Number: (407) 423-8477**  
**Email Address: info@crimeline.org**

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

**Name: Barbara Bergin, Executive Director**  
**Address: Post Office Box 913**  
**City, State Zip: Orlando, Florida 32802**  
**Telephone Number: [REDACTED]**  
**Email Address: [REDACTED]**

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

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

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

**ARTICLE 34. GOVERNING LAW**

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

**ARTICLE 35. JURISDICTION AND VENUE**

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

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

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

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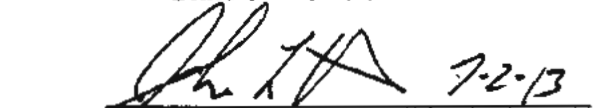
**By signing this contract, the parties agree that they have read and agree to the entire contract, as described in Article 36 above.**

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

**PROVIDER: Central Florida Crimeline Program, Incorporated**


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

  
**PRESIDENT/CHAIRMAN OF THE BOARD**

 7-2-13  
**JOHN L. HAMILTON (DATE)  
DIRECTOR OF ADMINISTRATION**

  
**TREASURER, BOARD OF DIRECTORS**

  
**SECRETARY, BOARD OF DIRECTORS**

  
**FEDERAL EID # of PROVIDER**

**PROVIDER Fiscal Year Ending Date: 9/30/2013**

**ATTACHMENT A**  
**Florida Single Audit Act Requirements**

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

**MONITORING**

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

**AUDITS**

**PART I: FEDERALLY FUNDED**

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

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

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

## **PART II: STATE FUNDED**

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

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

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

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

**PART IV: REPORT SUBMISSION**

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

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

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

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

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

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

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

A. The Agency at the following address:

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

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

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

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

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

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

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



**EXHIBIT – 1**

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

No Federal Project Funds Awarded

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

**MATCHING RESOURCES FOR FEDERAL PROGRAMS:**

No Matching Funds for Federal Programs Awarded

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

<u>STATE PROJECT</u>	<u>AGENCY</u>	<u>PROJECT TITLE</u>	<u>AWARD AMOUNT</u>
#41.002	Office of the Attorney General	Crime Stoppers	\$661,610.43

**TOTAL STATE FUNDS AWARDED SUBJECT TO SECTION 215.97, F.S. \$661,610.43**

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

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

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

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



FLORIDA CRIME STOPPERS TRUST FUND

Submit by E-mail

Print Form

ATTACHMENT B
Grant Application
2013-2014

ORIGINAL

Section 1. Applicant Information

Type of Governmental Agency or Organization (check Space)

County Member, Florida Association of Crime Stoppers, Inc.

RECEIVED

JUN 07 2013

Organization Information

CRIMINAL JUSTICE PROGRAMS
FCPTI

Name of Agency or Organization: Central Florida Crimeline Program Inc.

Organization Mailing Address: 100 S. Hughey Ave Applicable Judicial Circuits: 5th., 9th. & 18th.

City: Orlando State: FL Zip: 32801

Federal Identification Number: Participating Counties: Brevard, Lake, Orange, Osceola, Seminole and Sumter

Total Budget Request: \$661,610.43

Individual to Contact in Case of Question: Barbara Bergin Area Code/Phone No.

E-Mail Address:

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

- Agency: Brevard County Sheriff's Office Agency: Lake County Sheriff's Office
Agency: Orange County Sheriff's Office Agency: Osceola County Sheriff's Office
Agency: Seminole County Sheriff's Office Agency: Sumter County Sheriff's Office
Agency: Brevard County Public Schools Agency: Lake County Public Schools
Agency: Orange County Public Schools Agency: Osceola County Public Schools
Agency: Seminole County Public Schools Agency: Sumter County Public Schools
Agency: University of Central Florida Agency: All Federal Law Enforcement Agencies in service area
Agency: All State Law Enforcement Agencies in service area Agency: All Local Law Enforcement Agencies in service area
Agency: All Private/Semiprivate Educational Schools Agency: All Charter Schools
Agency: All Social Services in service area Agency: All Community Colleges in service area
Agency: All State Colleges in service area Agency: All Community Organizations in service area
Agency: All County Jail Facilities in service area Agency: All Dept of Corrections Facilities in service area

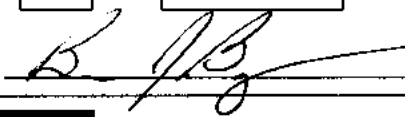
001-13

Section 2. Certification Signatures

Name of Program Director:  Title:

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

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

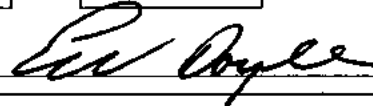
Signature of Program Director:  Date of Signature:

E-Mail Address:

Name of Authorizing Official:  Title:

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

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

Signature of Authorizing Official:  Date of Signature:

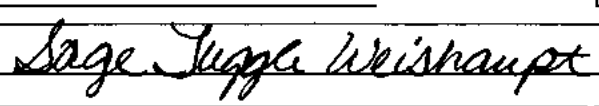
E-Mail Address:

Name of Financial Officer:  Title:

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

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

Signature of Financial Officer: \_\_\_\_\_ Date of Signature:

E-Mail Address:  

**Section 3. Organization Board of Directors**



Position on Board	Name	E-Mail Address	Exempt
Chairman/President:	Edward Doyle	info@crimeline.org	<input type="checkbox"/> YES
Vice Chairman/President:	Steve Harriett	[REDACTED]	<input checked="" type="checkbox"/> YES
Treasurer:	Sage Weishaupt	info@crimeline.org	<input type="checkbox"/> YES
Secretary:	David Diggs	info@crimeline.org	<input type="checkbox"/> YES
Immediate Past President:			<input type="checkbox"/> YES
Board Member:	Paul Ausley	info@crimeline.org	<input type="checkbox"/> YES
Board Member:	Tom Crummy	info@crimeline.org	<input type="checkbox"/> YES
Board Member:	Dan Ford	info@crimeline.org	<input type="checkbox"/> YES
Board Member:	Jim Meade	info@crimeline.org	<input type="checkbox"/> YES
Board Member:	Michael Stephens	[REDACTED]	<input checked="" type="checkbox"/> YES
Board Member:	Karl Hodges	info@crimeline.org	<input type="checkbox"/> YES
Board Member:	Johnny Jallad	info@crimeline.org	<input type="checkbox"/> YES
Board Member:	Melissa Merklinger	info@crimeline.org	<input type="checkbox"/> YES
Board Member:	John Neibling	info@crimeline.org	<input type="checkbox"/> YES
Board Member:	Jeff Goltz	info@crimeline.org	<input type="checkbox"/> YES
Board Member:	John Schmidt	info@crimeline.org	<input type="checkbox"/> YES
Board Member:	Lisa Page	info@crimeline.org	<input type="checkbox"/> YES
Board Member:	Kelly Klatt	info@crimeline.org	<input type="checkbox"/> YES
Board Member:	Shawn Andreas	info@crimeline.org	<input type="checkbox"/> YES
Board Member:	William Corfield	info@crimeline.org	<input type="checkbox"/> YES
Board Member:	Paul Rooney	[REDACTED]	<input checked="" type="checkbox"/> YES
Board Member:	Jerry Demings	[REDACTED]	<input checked="" type="checkbox"/> YES
Board Member:	Robert Hansel	[REDACTED]	<input checked="" type="checkbox"/> YES

**Mission Statement:**

To increase the safety of the Central Florida Community by assisting law enforcement agencies in removing undesirable individuals from the community. Central Florida Crimeline's purpose is motivating citizens to provide information on felony crimes by offering financial rewards anonymously. Central Florida Crimeline follows the guidelines and directions set out by the Florida Association of Crime Stoppers in its day-to-day operation. Central Florida Crimeline is available (1-800-423-TIPS) 24 hours a day, 365 days a year, taking completely anonymous tips on any felony criminal activity.

**INFORMATION ABOUT AREA SERVED**

**Population Served by Organization:** 2,830,411

**Crime Rate per County Served (per UCR):** 3146.45

**Number of Media Outlets:** All major media outlets

**Are Billboards Available in Your Area?:**  **YES**  **No**

**Number of Law Enforcement Agencies:** 100+ agencies

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

**High Schools:** 61

**Middle Schools:** 78

**Elementary Schools:** 269

**Colleges:** 7

**Other Schools Served: (Private, Chartered, Christian, etc.)** 25+

**Number of Public Transportation Entities Available in Area Served:** 4

**Number of Community Events in Area Served:** 1000+

Year	# of Tips Written	-	% of increase or Decrease in Tips Written	# of Arrests	# of Cases Cleared	# of Rewards Approved	Total # of Rewards Paid	% of Rewards Paid vs. Approved
2009-2010	8,496			686	733	577	358	62.05%
2010-2011	9,740	0	0.00%	730	957	639	390	61.03%
		1,244	14.64%					
2011-2012	12,310	0	0.00%	887	1,148	705	399	56.60%
		2,570	26.39%					

Year	\$ Spent on Public Awareness*		Cost per Tip	\$ Amount of Grant Funds Reimbursed
2009-2010	\$136,198.40		\$16.03	\$276,349.08
2010-2011	\$375,183.59		\$38.52	\$598,863.23
2011-2012	\$334,522.18		\$27.17	\$560,705.29

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

Type Here:

Crimeline continued to utilize extensive advertising campaigns, radio, wrapped buses, billboards, electronic and print media, to advertise the program's tip lines, regularly updated unsolved cases on the website and warrants website, coupled with expenditures for employees' salaries and benefits, in order to facilitate follow-up activity on documented tips, this has a direct impact on the number of tips received and the number of cases cleared. Each advertising campaign Crimeline utilizes is targeted to educate the public on the anonymity of the program as well as the reward system while at the same time providing crime prevention. Crimeline also participates in community events through out the service area.

There is also a direct impact, and subsequent beneficial correlation, between the ability to generate tips through advertising campaigns and the ability of employees to provide accurate, reliable and complete information to law enforcement investigators. This, along with employee efforts to follow-up on pending cases, has a direct influence upon the number of cases cleared and, subsequently, the number of cases that are presented to the Board of Directors each month of payment of rewards.

During the current grant year the same advertising campaigns have continued and once again the same direct impact has been found.

It should be noted that Crimeline continues to generate and handle as many anonymous tips as major cities across North America.

**Type Here:**

All performance measures for the grant year 2012-2013 were not only met but exceeded before the end of the grant year.

**Objective #1 - Provide and maintain a tip line for purposes of receiving anonymous tips.**

Crimeline maintained and will continue to maintain an anonymous 24 hour tip line through out the grant year. Crimeline also takes monitored tips via web and texting 24 hours a day.

**Objective #2 - Review and either approve or deny all rewards submitted for payment on a monthly basis.**

During the grant year Crimeline held monthly Board meetings which included the review of solved cases for approval of rewards. Monthly Board meetings for reward approval will continue to the end of the current grant year.

**Objective #3 - Make all approved rewards available to tipsters within three (3) working days following approval by the Board.**

Crimeline makes approved rewards available to tipsters 24 - 48 hours after the Board of Directors approves the rewards. Crimeline will continue to do this during the current grant year.

**Objective #4 - Promote the Crime Stopper tip number and program a minimum of once each month.**

Crimeline promoted the tip line, text and website information hundreds of times each month thru the website, billboards, radio, newspaper, bus wraps, brochures, telephone listings, wrapped vehicle and numerous other promotional tools during the grant year. These promotional tools will continue to be used during the current grant year to advertise the program.

**Objective #5 - Attend a minimum of two(2) of three (3) scheduled Florida Association of Crime Stoppers meetings per grant year; held in October, February/March, and June.**

Crimeline had a representative at the February Florida Association of Crime Stoppers meeting and is hosting and attending the June Florida Association of Crime Stoppers meeting.

**Objective #6 - Provider is required to contact law enforcement agencies within their service area.**

During the current grant year law enforcement has been present at all of the Board meetings. Hundreds of investigative tools such as crime awareness signs, reward posters, yard signs, crime specific digital billboards, direct mail postcards and crime specific radio segments were utilized to assist law enforcement.

**Objective #7 - The Provider receiving in excess of \$20,000 in grant funds will conduct monthly board meetings from July 1, 2012, through June 30, 2013.**

Crimeline has held and will continue to hold monthly board meeting during the grant year as documented in minutes.

**Objective #9 - The Provider or its designated representative will attend community events to promote the program.**

Crimeline attended over 61 community events during the grant year and will attend additional community events prior to the ending of the grant. During the community events promotional materials were handed out as well as presentations made to community members.

**Objective #10 - The Provider will submit monthly Reimbursement Requests and Monthly Performance Reports**

Crimeline submitted Reimbursement Requests and Monthly Performance reports each month, with three late reports.

**Objective #11 - The Provider will increase student awareness of the campus program SpeakOut.**

SpeakOut coordinator attended a minimum of 2 meetings in each of the six school districts serviced. Promotional materials and presentations were made in each of the six school districts leading to increased calls, tips and solved cases.

**Objective #12 - The Provider will utilize radio to increase community awareness of the Crimeline program.**

Crimeline promoted the program on radio multiple times monthly thru live segments as well as 15 and 30 second commercials and donated PSAs. Multiple radio stations and formats were utilized. This will continue thru the end of the grant.

**Objective #13 - The Provider will utilize advertising on public transportation bus wraps in Brevard, Orange, Osceola and Seminole Counties a minimum of 3 months during the grant year.**

Crimeline utilized wrapped public transportation buses each month of the grant year to promote the program.

**REWARDS & PUBLIC EDUCATION**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
1.	Rewards	\$15,000.00	@	27%	12	\$180,000.00
2.	Tip Lines	\$2,300.00	@	4%	12	\$27,600.00
3.	Answering Service (Alternative Answers, CSI, Other)	\$3,000.00	@	5%	12	\$36,000.00
4.	Telecommute Fees	\$0.00	@	0%	0	\$0.00
5.	Tip Software	\$4,000.00	@	1%	1	\$4,000.00
6.	Cell Phone (Tip Coordinator)	\$333.34	@	1%	12	\$4,000.08
7.	Crime Prevention Training	\$500.00	@	0%	3	\$1,500.00

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

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
8.	Website Development/Maintenance	\$500.00	@	1%	12	\$6,000.00
9.	Brochures (Crime Specific or Related & Program Awareness)	\$500.00	@	0%	3	\$1,500.00
10.	Billboards/Rolling Billboards	\$1,250.00	@	2%	12	\$15,000.00
11.	Bus Wraps Only (Sole Source Determination Required)	\$5,000.00	@	5%	6	\$30,000.00
12.	Cab Signs	\$0.00	@	0%	0	\$0.00
13.	Newspaper	\$500.00	@	1%	10	\$5,000.00
14.	Radio	\$2,500.00	@	5%	12	\$30,000.00
15.	Television (Program Associated)	\$0.00	@	0%	0	\$0.00
16.	Movie Theater	\$0.00	@	0%	0	\$0.00
17.	Program Specialty Items (Pens, Pencils, Magnets, and Rulers (Pouches only if School CS Program)	\$1,648.51	@	1%	6	\$9,891.06



Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
18.	Door Hangers/Yard Signs (Does not include Neighborhood Watch Signs)	\$500.00	@	0%	3	\$1,500.00
19.	Window Clings/Window Signs/Window Stickers	\$500.00	@	0%	2	\$1,000.00
20.	Yellow Pages (No bid if purchased with local phone utility carrier, if other, bid required)	\$83.34	@	0%	12	\$1,000.08
21.	Newsletters	\$0.00	@	0%	0	\$0.00
22.	Child ID Programs	\$0.00	@	0%	0	\$0.00
23.	Child ID Supplies	\$1,100.00	@	0%	2	\$2,200.00
24.	Crime Scene Tape	\$0.00	@	0%	0	\$0.00
25.	Posters	\$208.33	@	0%	12	\$2,499.96
26.	Banners	\$250.00	@	0%	10	\$2,500.00
Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
27.	Bus Benches	\$0.00	@	0%	0	\$0.00
28.	LCD Projector	\$0.00	@	0%	0	\$0.00
29.	Projection Screen	\$500.00	@	0%	1	\$500.00
30.	Display Board	\$500.00	@	0%	5	\$2,500.00
31.	Television	\$0.00	@	0%	0	\$0.00
32.	VCR/DVD	\$0.00	@	0%	0	\$0.00

**FUGITIVES:**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
33.	Wanted Fugitive Ads	\$0.00	@	0%	0	\$0.00
34.	Wanted Fugitive Flyers	\$0.00	@	0%	0	\$0.00
35.	Wanted Fugitive Posters	\$125.00	@	0%	12	\$1,500.00
36.	Wanted Fugitive Billboards	\$125.00	@	0%	12	\$1,500.00

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

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
37.	Postcard/Postage/Every Door Direct Mail	\$625.00	@	1%	12	\$7,500.00
38.	Community/School Event Advertising	\$500.00	@	1%	12	\$6,000.00
39.	Social Media Advertising	\$500.00	@	0%	4	\$2,000.00
40.	Professional Sports Advertising	\$1,250.00	@	1%	4	\$5,000.00
	<b>TOTAL REWARDS &amp; PUBLIC EDUCATION</b>					<b>\$387,691.18</b>

**Rewards and Public Education**

This budget category accounts for 59% of the total budget. Cost estimates were determined by comparison of previous years' expenditures, expected increases and estimates that have been quoted by vendors.

The projected rewards cost was determined by averaging the reimbursable rewards voted on by the Board of Directors during the past 10 months, approximately \$12,241 per month. Also taken into consideration is the possible increase in rewards paid out with the changes to the allowable maximum reward amount.

Included is funding for our eight (8) 24-hour Crimeline/SpeakOut tip lines (phone lines) averaging approximately \$2300 per month, as well as the 24-hour answering service (Alternative Answers) specializing in Crime Stopper programs. The 24-hour answering service takes approximately 80% of the 10,000 plus new tips Crimeline/SpeakOut take annually, updated information for previously given tips, monitors all text and web tips 24 hours a day, translates for tipsters and takes messages for both programs. The 24-hour answering service is responsible for contacting on-call staff with tip information which requires immediate action. Total estimated cost for the 24-hour answering service is based on the monthly average of \$3000 for the past year.

Crimeline and SpeakOut utilize specialized software specifically for anonymous Crime Stopper tips. The tip software, TipSoft, allows for tracking tips, statistics and the electronic distribution of tips to law enforcement. There is an expected increase in the yearly cost; estimated cost of the software for both programs is approximately \$4000.

Funding for monthly cell phones for on-call staff includes cell phones for five (5) employees to use during their on-call weeks, daily routine work outside of the office, special high profile cases and while working at community events throughout the service area. The Executive Director also has a phone for use during media related issues 24 hours a day, community events and backing up the on call person weekly. The total cost of the six (6) cell phones is approximately \$333.33 per month.

**Section 8. Part A. BUDGET NARRATIVE** - For budget category, "Rewards & Public Education," specifically describe how the costs were determined and how the items will be used to achieve the mission statement of the organization and to meet objectives and performance measures. Each line item containing dollar amounts will have to be explained and justified in detail. Line items with dollar amounts that are not described and justified will be deleted from the grant application and the award amount. Two and one-half (2 1/2) pages have been provided. Additional pages may be added as necessary.

**Rewards and  
Public Education**

Crimeline provides funding for law enforcement officers in the service area to attend Crime Prevention Training. Estimated costs for sending officers to training are approximately \$500 per person per class.

Crimeline utilizes a monthly unlimited website maintenance for two websites [www.crimeline.org](http://www.crimeline.org) and [www.speakouthotline.org](http://www.speakouthotline.org) which allows our highly viewed websites to be updated within 24 to 48 hours with high profile cases, community events and news worthy information seven (7) days a week. The website maintenance also includes social media posting and assistance with developing posters or flyers. The websites receive high volumes of site visits monthly and [www.crimeline.org](http://www.crimeline.org) features a case of the week which can be changed as needed. The cost of the unlimited website maintenance 24 hours a day, 7 days a week, social media posting and poster/flyer development has been determined to be \$500 a month.

Promoting Crimeline and SpeakOut is done through the dissemination of brochures which fully explain the program as well as crime prevention to the community, media and law enforcement. Brochures are translated and printed in Spanish as well. The brochures are made available when staff gives community presentations and are provided to law enforcement to disperse to their communities including door to door campaigns. Estimated costs to print the brochures are approximately \$500 per order.

Billboards will be utilized in the service area throughout the grant year. The billboards provide general information on contacting the program anonymously via telephone, website and text. Stationary billboards in tip rich environments and highly traveled roadways provide significant exposure and will be utilized in a minimum of three locations in the service area. Costs estimated for the billboards are approximately \$1250.00 per month. Wanted fugitive billboards will be used for highlight specific fugitives, estimated cost are approximately \$125 per month.

Crimeline will utilize 2 buses in four (4) of the counties in the service area. The buses will be wrapped with information concerning the program including anonymity, rewards, phone number, website and text information. The average bus in Brevard County travels approximately 750 miles hours per week. A wrapped Lynx bus traveling in Orange, Osceola and Seminole County is viewed by an estimated 1.3 million people per month and logs 16 hours a day on the road. Fully wrapped buses are rolling billboards providing extensive exposure to all communities. Monthly cost estimated to be approximately \$5000 per month for wrapped buses. Sole source documentation will be provided for the grant year.

The promotion of Crimeline and SpeakOut utilizing daily or monthly publications (examples: Orlando Sentinel, Florida Today) or school newspapers is estimated to cost approximately \$500 per publication. Print media allows Crimeline and SpeakOut to promote in greater detail the programs.

In order to maximize the use of our funding our advertising campaigns this grant year will be utilized on "tip rich" radio stations. Crimeline will continue to utilize the top radio station in Central Florida reaching the highest number of listeners between the ages of 18-45. Crimeline will continue live on air segments highlighting the cases of the week, promoting the anonymous tip line and website. Crimeline will also receive exposure through XM satellite radio and I-Heart radio which can be heard anywhere in the country. Included with the radio advertising is on-line exposure multiple times a month. Radio costs will be approximately \$2500.00 per month. Sole source documentation will be provided for the grant year.

Program specialty items (pens, pencils, magnets, rulers and pouches) are utilized to promote the programs Crimeline and SpeakOut. The items are supplied to schools, SROs and administrators as well as at community events. Estimated cost of purchasing the items is approximately \$1648.51 per order.

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

**Rewards and  
Public Education**

Crimeline provides yard signs and door hangers to law enforcement for distribution in their communities. Yard signs are intended to be put at crime scenes promoting the tip line phone number. Door hangers are created specifically for individual unsolved crimes and fugitive cases. Estimated costs for door hangers and yard signs is \$500 per order. The estimated cost per door hanger is approximately .27 each and 2-sided yard sign is approximately \$6.00 each. In each order there would be approximately 925 door hangers and 40 yard signs.

Window clings are disseminated to local businesses and individuals promoting Crimeline. The window clings encourages members of the community to call Crimeline if they see something criminal. Estimated cost of window clings is approximately \$500 per order. Window clings are estimated at approximately .45 each, approximately 1110 window clings per order.

Advertising in yellow page and white page listings provides Crimeline and SpeakOut presence in print listings as well as on-line listings. Listings make it easy for members of the community to easily find the contact information for Crimeline or SpeakOut. Estimated cost per month for listings is \$83.34.

Child ID Kits are utilized for crime prevention, child safety and the promotion of SpeakOut. The kits provide parents or caregivers with the ability to collect finger prints, DNA samples and other specific identifier for their children. The kits are well received by families at community events. Estimated costs for ordering additional kits are approximately \$1100 per order. The Child ID Kits are estimated at approximately .85 each, estimated approximately 1295 kits per order.

Crimeline posters are utilized to market and advertise the Crimeline program in and around the communities. Posters are printed on 18x24 heavy stock paper. Estimated cost for posters is approximately \$208.33 per month based on approximately .20 each, approximately 1040 per order.

Banners are utilized at community and school events to advertise and market the programs. Crimeline participates in multiple community events on a monthly basis. Community specific vinyl banners are approximately 4'x10' and cost approximately \$125 each, two times a month for an estimated 10 months.

The purchase of a projection screen will allow Crimeline to make video or power point presentations to the community or law enforcement. Estimated costs for a projections screen is approximately \$500. The use of lighted display boards will allow Crimeline to post current unsolved cases and wanted fugitives in the lobby of businesses, community centers, jails and law enforcement head quarters. The display boards would also provide Crimeline the ability to post information on the program. Estimated cost for display boards is \$500 each.

Customized wanted fugitive posters are utilized to advertise wanted persons in the communities. The posters are 18x24 heavy stock paper. Estimated cost for fugitive posters is \$125 per month at approximately .20 each, approximately 625 per order. Wanted fugitive paper billboards will be used for high profile specific fugitives, estimated cost are approximately \$125 per month per board.

Crimeline utilizes US Postal Service Every Door Direct Mail to educate communities concerning the program or specific crimes. The approximate cost is .16 for postage and .15 for printing. Estimated costs per month is \$625, approximately 2015 postcards would be printed and mailed.

## **Rewards and Public Education**

### **Narrative Continued**

Crimeline and SpeakOut will participate at community and school events. Participation in the events includes marketing and advertising in the events thru posters, event booths, banners, social media ads, on-line ads and other marketing tools for each event. This includes handout programs at school events. The estimated cost for participation at the events is approximately \$500 per event four times a year.

Social media marketing is utilized to advertise the program to specific ages, locations, gender and other identifiers. The use of social media allows Crimeline to target the viewer and where the viewer lands when they click on the advertisement. The cost of social media advertising is based impressions or clicks received. Crimeline estimates the lifetime budget of each advertising campaign to be approximately \$500.00 for each campaign, budgeted for four times during the year.

Profession Sports Advertising is utilized by Crimeline to advertise and market the program to large numbers of community members at one time. Advertising at professional events includes on field presence, digital and electronic advertising, booths, website recognition and announcements to the audience. The estimated cost for the professional sports advertising is approximately \$1250 each event.

**OFFICE EXPENDITURES**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
41.	<b>Office Rent (must submit copy of lease and office hours)</b>	\$0.00	@	0%	0	\$0.00
42.	<b>Utilities</b>	\$0.00	@	0%	0	\$0.00
43.	<b>Office Phone (Not Tip Line)</b>	\$0.00	@	0%	0	\$0.00
44.	<b>Cellular Phone</b>	\$0.00	@	0%	0	\$0.00
45.	<b>Fax Line</b>	\$0.00	@	0%	0	\$0.00
46.	<b>Internet Line/Wireless Connectivity (Internet Service)</b>	\$50.00	@	0%	12	\$600.00
47.	<b>Vehicle Mileage</b>	\$625.00	@	1%	12	\$7,500.00
48.	<b>Postage/Express Mail (must maintain Postage Log for all stamps to demonstrate usage)</b>	\$75.00	@	0%	12	\$900.00
49.	<b>Post Office Box Rent</b>	\$0.00	@	0%	0	\$0.00
50.	<b>Storage Rent</b>	\$0.00	@	0%	0	\$0.00
51.	<b>General Office Supplies/Letterhead/Envelopes</b>	\$416.34	@	1%	12	\$4,996.08

**EQUIPMENT AND PROPERTY**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
52.	<b>Computer (Including monitor or Software purchased with computer)</b>	\$1,000.00	@	1%	5	\$5,000.00
53.	<b>Computer Hardware Accessories</b>	\$250.00	@	0%	10	\$2,500.00
54.	<b>Laptop Computer (does not include Ipad notebooks or similar devices)</b>	\$1,000.01	@	0%	1	\$1,000.01
55.	<b>Additional Software</b>	\$500.00	@	0%	3	\$1,500.00
56.	<b>Fax Machine</b>	\$0.00	@	0%	0	\$0.00
57.	<b>Printer</b>	\$2,250.00	@	1%	2	\$4,500.00

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
58.	<b>Copier</b>	\$0.00	@	0%	0	\$0.00
59.	<b>Copier Rental</b>	\$0.00	@	0%	0	\$0.00
60.	<b>Copier Maintenance</b>	\$0.00	@	0%	0	\$0.00
61.	<b>Telephone Equipment (not bills)</b>	\$2,500.00	@	0%	1	\$2,500.00

#### MEMBERSHIP DUES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
62.	<b>FACS (Florida Association of Crime Stoppers, Inc.)</b>	\$500.00	@	0%	1	\$500.00
63.	<b>Southeastern Crime Stoppers Association</b>	\$75.00	@	0%	1	\$75.00
64.	<b>USA Crime Stoppers Association</b>	\$300.00	@	0%	1	\$300.00

#### FEEES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
65.	<b>Corporate Filing Fees</b>	\$65.00	@	0%	1	\$65.00

#### INSURANCES

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
66.	<b>Board &amp; Officer's Liability (Mandatory)</b>	\$2,000.00	@	0%	1	\$2,000.00
67.	<b>Employee Bond Insurance</b>	\$2,000.00	@	0%	1	\$2,000.00
68.	<b>Storage Unit Insurance</b>	\$0.00	@	0%	0	\$0.00
69.	<b>General Liability</b>	\$3,000.00	@	0%	1	\$3,000.00
70.	<b>Vehicle Insurance</b>	\$0.00	@	0%	0	\$0.00

**TRAVEL**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
71.	Travel	\$750.00	@	1%	10	\$7,500.00

**PROFESSIONAL SERVICES**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
72.	Accounting	\$1,000.00	@	2%	12	\$12,000.00
73.	Payroll Services	\$0.00	@	0%	0	\$0.00
74.	Computer Tech Support	\$416.67	@	1%	12	\$5,000.04
75.	Design Services	\$0.00	@	0%	0	\$0.00

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

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
76.	Legal	\$1,000.00	@	1%	7	\$7,000.00
77.	Meeting Room Rental	\$2,000.00	@	0%	1	\$2,000.00
78.	Training Staff	\$500.00	@	0%	3	\$1,500.00
79.	Training Executive Director/Board of Directors	\$500.00	@	0%	3	\$1,500.00
80.			@	0%		
81.			@	0%		
82.			@	0%		
83.			@	0%		
84.			@	0%		
85.			@	0%		
	<b>TOTAL FOR OPERATING EXPENSES</b>					\$75,436.13



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

**Operating Expenses**

Operating cost estimates were determined by comparing previous years' expenditures and quoted cost estimates from local vendors.

Wireless connectivity is used regularly to connect the program laptops in order to process tips remotely and complete other office duties along with making presentations. The estimated cost of the wireless connectivity is approximately \$50 per month.

Mileage allowance costs were compiled based upon current use. None of the vehicles are county or city owned and none were purchased with Trust or grant dollars. Reimbursement requests, for vehicle usage, are submitted based upon rules formerly promulgated by the Department of Financial Services. Crimeline currently has 4 vehicles (owned by Crimeline) in the fleet. The vehicles are used to travel to meetings with law enforcement, community meetings, board meetings and other daily tasks. Crimeline covers a total of six counties which includes approximately 6148 square miles. On occasions Crimeline employees and board members use their personal vehicles for Crimeline business and they are reimbursed for their mileage. The estimated cost per month for vehicle mileage is \$625.

Monthly postage for Crimeline is estimated at approximately \$75. This includes daily mailings, overnight mailings and mailing of promotional materials to community members as well as law enforcement.

Estimated costs for office supplies is approximately \$416.34. Office supplies include allowable items such as printer cartridges, pens, paper, staples, paperclips etc. These items are necessary for successful daily office work.

Crimeline has a total of 7 people either employed or assigned to the program thru law enforcement. Each of them have work stations including desktop computers. The desktop computers currently being used are over 4 years old. Crimeline has budgeted for the replacement of the oldest desktop computers at an estimated cost of approximately \$1000 per unit. Included in the cost would be dual monitors for optimum work, wireless keyboard and mouse, Microsoft Office Suites, Contribute, Adobe, antivirus, accounting and graphic software.

Crimeline also has included estimated costs for repair and replacement of computer hardware such as monitors, modems, data storage devices, hard drives, CD burners, wireless keyboards and mouses, etc that might need replaced during the grant year. Hardware costs are estimated to be approximately \$250 each.

Crimeline budgeted for the purchase of a laptop to be used replace a laptop which is over 6 years old, estimated cost of the replacement is approximately \$1000. Included in the cost is Microsoft Office Suites, Contribute, Adobe, antivirus, accounting and graphic software.

Additional costs associated with computers is the purchase of software for virus protection, Microsoft Office Suites, accounting software, Adobe, Contribute for website management, digital certificates for URL registration, registration of the domains for the Crimeline and SpeakOut estimated costs is approximately \$500.

Crimeline utilizes office printers to print small posters the community posters and postcards as well as community events "Most Wanted Persons" posters. The printers are also used for daily office work including printing tips. The estimated cost for the printers includes the following features, color laser printer with 1200 x 1200 dpi, 1GB of memory, maximum print speed 40-50 pages per minute, network capabilities, multiple paper trays, minimum 650 sheets per tray, Windows compatible operating system, automatic two sided printing, two high speed USB ports. Currently Crimeline has two printers which are older than three years old estimated cost per printer \$2250 each.

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

**Operating Expenses**

Currently Crimeline is operating on a telephone system to answer the tip line which is more than 10 years old (donated used to Crimeline from the City of Orlando). The estimated cost of replacing the current phone system is approximately \$2500. The phone system would need to be capable of handling a minimum of 10 lines preferably more than 15 lines allowing for a minimum of connecting lines to 10 work stations including the fax line and server.

Crimeline currently belongs to three grant allowed organizations, Florida Association of Crime Stoppers (required by the grant), Southeastern Crime Stoppers and CSUSA. Memberships in these organizations provides the opportunities for training, sharing of best practices, marketing ideas, board membership guidelines and other Crime Stopper related tools. The cost for membership to Florida Association of Crime Stoppers is \$500, Southeastern Crime Stoppers is \$75 and CSUSA is \$300.

Required State of Florida Corporate filing fees are approximately \$65 per year.

Crimeline is required to provide insurance for Board & Officers Liability estimated at approximately \$2000. Crimeline acquires insurance to cover Employee Bond insurance and General Liability. These insurances are purchased to provide protection and coverage for the program, employees, board members, volunteers and community members who interact with Crimeline. Employee Bond Insurance is estimated at approximately \$2000 and General Liability Insurance is estimated at approximately \$3000.

Crimeline budgeted travel will be completed within the guidelines of the Department of Financial Services:

-Three (3) Florida Association of Crime Stopper conferences for two (2) attendees estimated costs- Each conference includes 2 hotel rooms for two nights at approximately \$500, allowable per diem approximately \$225, allowable estimated mileage \$200.

-One (1) Southeastern Crime Stoppers conference for two (2) attendees estimated costs - The conference costs include estimated airfare for two approximately \$750, two (2) hotel rooms for three nights at approximately \$750, allowable per diem approximately \$275, rental car/ fuel/parking costs approximately \$200 and conference fees approximately \$500.

-One (1) Crime Stoppers USA conference for two (2) attendees estimated costs-The conference costs include estimated airfare for two approximately \$705, two (2) hotel rooms for three nights at approximately \$750, allowable per diem approximately \$275, rental car/fuel/parking costs approximately \$200 and conference fees approximately \$1050.

-One (1) Crime Stoppers USA mid-year Board Member Meeting one attendee estimated costs - Attendee is a member of the Crime Stoppers USA Board of Directors attending the mid-year meeting. Estimated costs include estimated airfare approximately \$400, hotel room for three nights at approximately \$375, allowable per diem approximately \$145, rental car/fuel/parking approximately \$200.

Crimeline is required by the Florida Single Audit Act to have an annual audit the estimated cost is approximately \$7500. Crimeline also utilizes a local accounting firm to balance the monthly books, provide a report for the Treasurer and the Board of Directors. The accounting firm also completes quarterly Unemployment Tax filings and Federal Tax returns. The estimated cost per month for the accounting firm is approximately \$375.

The Crimeline technical infrastructure is supported by a computer technology company who provides daily maintenance and inventory asset tracking for all router/switch configurations, printers, firewall protection, data backup systems, three physical servers(website/Microsoft Exchange email server, VMware file/printer server and Windows domain controller) and multiple desktop computers Estimated monthly cost is approximately \$416.67.

**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
Communication Coord. NB	\$4,268.19	\$23.52	40	52	\$48,921.60	\$3,742.50	\$56,932.29
Communication Coord. BM	\$378.00	\$15.00	35	52	\$27,300.00	\$2,088.45	\$29,766.45
Communication Coord. LR	\$378.00	\$17.00	13	52	\$11,492.00	\$879.14	\$12,749.14
Communication Coord. KM	\$378.00	\$19.27	6.5	52	\$6,513.26	\$498.26	\$7,389.52
SpeakOut Coord. JS	\$378.00	\$15.00	16	52	\$12,480.00	\$954.72	\$13,812.72
	\$0.00					\$0.00	\$0.00
Executive Director (Salaried - Not paid hourly)	\$2,478.00	\$0.00	0	0	\$70,000.00	\$5,355.00	\$77,833.00

**Employed By Crime Stoppers (Paid from CS Trust Fund)**

Item #	Employee Name (Match Name to Position/Title)	% Time Spent on Crime Stoppers	Salary	Salary Based on %	Non-Sworn	Sworn
86.	Nicole Gerena	100%	\$56,932.29	\$56,932.29	×	
87.	Blanca Maldonado	100%	\$29,766.45	\$29,766.45	×	
88.	Linda Ridge	100%	\$12,749.14	\$12,749.14	×	
89.	Kami McDeed	100%	\$7,389.52	\$7,389.52	×	
90.	Janice Seamans	100%	\$13,812.72	\$13,812.72	×	
91.			\$0.00	\$0.00		
92.	Executive Director (Salaried - Not paid hourly)	100%	\$77,833.00	\$77,833.00		×
	<b>TOTAL SALARY</b>			\$198,483.12		

**Salary  
Narrative**

Currently Crimeline utilizes grant funds for two full time and 4 part-time employees. This includes an Executive Director, one full time Communication Coordinator, three part-time Communications Coordinators and one part-time SpeakOut Coordinator.

The Communication Coordinators are responsible for the day-to-day operation of the office and their duties include mail receipts, delivery, receipt deposits, administrative functions, etc. They are the primary phone handlers during regular office hours and, as such, deal with anonymous tipsters. They assure the "tips" are properly received, handled, screened, documented and routed to the appropriate law enforcement agency or individual detective. The Communication Coordinators are responsible for contacting law enforcement for dispositions on tips. They are on-call for one full week out of every five week period. On-call personnel are compensated for their "actual" time involved with tip handling. If this results in the accumulation of overtime the OT is paid at a rate required by Federal regulations. Communication Coordinators participate in numerous community events and presentations during the year.

The SpeakOut Coordinator is a part-time employee whose responsibility is working directly with the six county school districts in the service area. They are responsible for making sure the program is promoted in the schools thru classroom presentations, school activities and other school related organizations such as Parent Teacher Associations, SAFE Coordinators and each school district security office. The SpeakOut Coordinator is responsible for assuring all of the School Resource Officers and School Resource Deputies are familiar with the program and the process of handling the anonymous tips. They are also responsible for following up on the disposition of the tips. SpeakOut Coordinator also works with private and charter schools in the service area. The SpeakOut Coordinator is trained and works with Crimeline tips when necessary. The SpeakOut Coordinator also is on-call and compensated for the "actual" time involved with tip handling.

The Executive Director coordinates the activities of the staff in conjunction with the Board of Directors, sets the goals and objectives of the program. The director works directly with the Chairman of the Board of Directors, the Executive Committee of the Board and sits as an ad hoc advisor on most of the Boards committees. In conjunction with the Treasurer and the Chairman of the Board, the director authorizes all expenditures of the program and works closely with the Board Treasurer to assure compliance with federal, state, and local regulations. In addition to supervising all employees, the director is responsible for supervising the day to day operations, scheduling or coordinating program activities with the various law enforcement agencies in our service area and marketing Crimeline and SpeakOut to the public. The director's salary and benefits are determined by the Board of Directors and codified with a written contract. The Executive Director reports directly to the Chairman of the Board, but deals with all members of the Board on a frequent basis. The Executive Director is also responsible for responses to the media when necessary.

Benefits provided to all employees of the program include Workers Compensation Insurance, Unemployment taxes, federally mandated payroll taxes, and the employer's portion of Social Security and Medicare payments. Full time employees, in addition to the benefits previously mentioned, also receive paid medical insurance, paid holidays, paid vacation, paid sick leave (8 days per year) and 3% matching contribution to a simple IRA these benefits are documented in the employee handbook.

Comm. Coordinator - Nicole Gerena, \$23.52 per hour, Monday-Friday, 8 hour days  
Comm. Coordinator - Blanca Maldonado, \$15.00 per hour, Monday- Friday, 7 hour days  
Comm. Coordinator - Linda Ridge, \$17.00 per hour, rotating days, 6.5 hours a day  
Comm. Coordinator - Kami McDeed, 19.27 per hour, rotating days, 6.5 hours a day  
SpeakOut Coord. - Janice Seamans, \$15.00 per hour, rotating days, 8 hours a day  
Executive Director - Barbara Bergin, Salary, Monday-Friday, 8 hours a day

All employees are subject to have their days worked changed depending on work load and community events.

**"OTHER"  
Narrative**

Rewards and Education Other:

The use of Every Door Direct Mail with the US Postal Service has been very effective in delivering unsolved case information and crime prevention tips directly to individuals in the service area. The estimated cost per mailing includes the printing and postage. The approximate cost is \$625 per mailing.

Crimeline and SpeakOut actively participate in local community and school events. The participation includes booths, advertising, banners, website presence and other marketing. Estimated cost of community and school event advertising is approximately \$500 per event.

Crimeline and SpeakOut will utilize social media advertising to promote the programs. In the digital era today social media marketing is very successful and is viewed by significant numbers of people. Social media advertising allows Crimeline and SpeakOut to specifically identify and target individuals for case specific advertising. Social media also allows the programs to advertise or promote specific unsolved crimes and wanted fugitives. Estimated cost is approximately \$500 per month.

Professional sports advertising in the Central Florida area can reach hundreds of people at one location. Advertising is available with the Orlando Magic, Orlando Solar Bears, Orlando City Soccer and the Orlando Predators. During the spring there are a number of professional baseball teams who come to the area for spring camp offering additional opportunities to advertise. All of the professional team games are well attended by local community members. Estimated cost of each advertising campaign is approximately \$1250.

Operating Other:

Funding is again included in this year's budget request to cover expenses for legal fees associated with representing Crimeline against actions from prosecutor and defense attorneys who attempt to gain access to our tip information through blanket subpoenas. The cost estimate for this line item was received through a consensus conclusion of board members who are members of the Florida Bar Association. The estimated cost is approximately \$1000 per incident.

Crimeline holds an annual meeting where the new Board of Directors are elected, law enforcement and citizens are recognized for their contributions to the program. Estimated room rental is approximately \$2000.

Funding has also been included in this year's budget to finance training for staff members and/or board members throughout the year. Training is only for job related classes, seminars, and courses that directly affect the members' ability to function more efficiently in their positions. Examples of some of the courses/seminars/conferences are; Public Speaking, Interviewing Skills, Communication Management, Computer Skills Executive Director and Board training and other currently undetermined opportunities that emerge during the year. Estimated costs are approximately \$500 per training.



<b>Budget Category</b>	<b>%</b>	<b>Total Cost</b>
<b>Part A. Rewards and Public Education (Minimum of 50% of Award Amount)</b>	59%	\$387,691.18
<b>Part B. Operating Expenses</b>	11%	\$75,436.13
<b>Part C. Salaried Employees (Maximum allowed 30% of Award Amount)</b>	30%	\$198,483.12
<b>TOTAL</b>	100%	\$661,610.43
<b>Award Amount</b>	\$661,610.43	

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

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

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

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

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

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



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

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

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

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

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

Scope of Work	Deliverables	Document Support	Sanctions
<p><b>10. Reporting Requirements:</b> The Provider will submit thirteen (13) <b>complete</b> Reimbursement Request/Expenditure Reports and Performance Reports with original signatures, to include all required support documentation, by the 20<sup>th</sup> of the following month in which expenses occurred, even if no expenses were incurred.</p>	<p>10 The Provider will submit thirteen (13) complete monthly Reimbursement Request/Expenditure Reports with an original signature and performance reports, which must be post marked on or before the 20<sup>th</sup> of the following month even if no expenses were incurred. If the 20<sup>th</sup> falls on a Saturday, a Sunday or a federal holiday, then documents must be post marked by the next business day. The monthly reimbursement request shall include all invoices and required support documentation for <b>expenditures</b> either mailed or scanned and received within the above same time frame. The performance report shall include all required support documentation for determining the completion status of <b>deliverables</b> either mailed or scanned and received within the above same time frame.</p>	<p><b>10. Reporting Requirements:</b>  <b>(a)</b>The Provider must submit monthly one of the following as proof of post-mark date:                      (i)Copy of receipt provided by U. S. Postal Service for mailing the Reimbursement Request and Monthly Performance Report;                      (ii)Copy of receipt or other document provided by UPS or Fed Ex indicating the date Reimbursement Request and Monthly Performance Report was mailed;                      (iii)Copy of UPS, Fed Ex or U. S. Postal Service tracking form indicating the date Reimbursement Request and Monthly Performance Report was mailed.  <b>(b)</b>All support documents and signed Monthly Performance Report must be scanned and emailed to the OAG Grant Manager and Program Administrator by the 20<sup>th</sup> of the following month; if the 20<sup>th</sup> falls on a Saturday, a Sunday or a federal holiday, the documents must be received no later than the next business day.</p>	<p><b>10. Reporting Requirements: (a)</b> 5% reduction will be applied to the reimbursement request if the provider fails to submit 13 monthly reimbursement/ monthly performance reports that are not postmarked by the 20<sup>th</sup> of the following month, except if the 20<sup>th</sup> falls on a Saturday, a Sunday or a federal holiday, then must be postmarked by the next business day; and support documentation is not submitted according to the same requirements as stated above.  <b>(b)</b> A Provider who submits a "0" reimbursement that is deemed by the requirements to be late will be sanctioned 5% or up to \$100 on their next reimbursement, whichever is greater or lesser</p>
<p>11. Student Campus Program: The Provider will increase student awareness of the campus program SpeakOut between July 1, 2013, through June 30, 2014 by attending School Resource Officer/School Resource Deputy meetings and campus events distributing specialty items (pencils, pencil pouches, pens, and rulers), posters, child ID kits and brochures,</p>	<p>11. Student Campus Program: The Provider or its designated representative will attend a minimum of two SRO meetings or campus events in each county served to promote SpeakOut through the distribution of specialty items (pencils, posters, pens and rulers), child ID kits and brochures or other approved methods between July 1, 2013, through June 30, 2014.</p>	<p>1. Provide a detailed Invoice showing what items were purchased                      2. Provide Event Form indicating distribution of items purchased or a document indicating how many and for what purpose distribution was accomplished</p>	<p>100% of cost will be disallowed if the Provider fails to attend a minimum of two SRO meetings or campus events in each county served to promote SpeakOut through the distribution of specialty items (pencils, posters, pens and rulers), child ID kits and brochures or other approved methods between July 1, 2013, through June 30, 2014. and submit the required support documentation indicating achievement</p>
<p>12) Radio: The Provider will utilize radio to increase community awareness of the Crimeline program, fugitives and unsolved criminal cases July 1, 2013 thru June 30, 2014.</p>	<p>12) The Provider will utilize advertising campaigns with local radio stations to increase awareness of Crimeline, SpeakOut programs and the Crimeline/SpeakOut websites, unsolved cases and fugitives a minimum of three times a month during the grant year, July 1, 2013 through June 30, 2014.</p>	<p>1. Provide copy of Invoice indicating # of ads and length of time ads will run                      2. Provide copy of approved ad in written format or digital format for the month reimbursement is requested                      3. Maintain DVD/CD of ad that ran, dates it ran, for Performance Review</p>	<p>100% of total cost will be disallowed if Provider fails to promote Crime Stoppers Tip number, program and/or fugitives on 2 radio stations for a minimum of three times a month during the grant year, July 1, 2013 through June 30, 2014 and submit the required support documentation indicating achievement</p>

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

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

Scope of Work	Deliverables	Document Support	Sanctions
<p>13) Bus Wraps: The Provider will utilize public transportation bus wraps in four (4) of the six (6) counties served to increase the awareness of the Crimeline program July, 2013 thru June, 2014.</p>	<p>13) The Provider will utilize an advertising campaign on public transportation bus wraps in Brevard, Orange, Osceola and Seminole Counties, The bus wraps will provide information concerning the anonymous tip line, website and texting service a minimum of three months during the grant year July 1, 2013 through June 30, 2014.</p>	<ol style="list-style-type: none"> <li>1. Provide copy of Invoice indicating # of buses, length of display, and the number of the bus wrapped</li> <li>2. Provide copy of final proof or digital photo</li> <li>3. Maintain dated digital photos of wraps purchased affixed to the vehicles for Performance Review</li> </ol>	<p>100% of cost will be disallowed if Provider fails to promote Crime Stoppers Tip number on 4 bus wraps for a minimum of three months within Brevard, Orange, Osceola and Seminole Counties from July 1, 2013, through June 30, 2014, and submit the required support documentation indicating achievement</p>

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

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

Scope of Work	Deliverables	Document Support	Sanctions

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

**REPORTING REQUIREMENTS**

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

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

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

- f. **Property Inventory:** Must be postmarked by the 20th of the following month, if the 20<sup>th</sup> falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day. This form must be submitted when property has been purchased in excess of \$1000 or has a useful life of one year or more and has been purchased with grant funds. This form must be submitted with the month reimbursement is requested.
- g. **Travel Voucher:** Must be postmarked by the 20th of the following month in which travel occurred, if the 20<sup>th</sup> falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day. This form **must be submitted** for all people submitting for travel reimbursement and must be submitted along with all support receipts and the Authorization to Incur Travel form, as stated, in order for the Reimbursement to be processed. In addition to the signature of the person claiming travel expenses on the Travel Voucher, this form must be signed by an authorized member of the Board of Directors for the Crime Stopper Program. Executive Directors and Project Directors may not sign their own Travel Vouchers as Authorizing Officials. However, they may sign those of their staff provided staff is not related to Project Director or Executive Director.

2. **Budget Modification:** A grant "Budget Modification" must be submitted for approval prior to any expenditure of any Budget transfer funds. No Budget Modifications will be processed after June 1, 2014.

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

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

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

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

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

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

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

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

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

**Crime Stoppers Trust Fund Monthly Performance Report (Attachment D)**

**Agency Name: Central Florida CrimeLine, Inc**

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

**Grant Number: 001-13**

**Due on or before August 20, 2013**

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

**MINIMUM PERFORMANCE STANDARDS**

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

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



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

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

	Monthly Services Completed	Yearly Services Required	YTD Services Provided	SANCTIONS
<p>10. Student Campus Program: The Provider or its designated representative will attend a minimum of two SRO meetings or campus events in each county served to promote SpeakOut through the distribution of specialty items (pencils, posters, pens and rulers), child ID kits and brochures or other approved methods between July 1, 2013, through June 30, 2014. <b>Documentation Required:</b> 1. Provide a detailed Invoice showing what items were purchased 2. Provide Event Form indicating distribution of items purchased or a document indicating how many and for what purpose distribution was accomplished</p>	0	12	0	100% of cost will be disallowed if the Provider fails to attend a minimum of two SRO meetings or campus events in each county served to promote SpeakOut through the distribution of specialty items (pencils, posters, pens and rulers), child ID kits and brochures or other approved methods between July 1, 2013, through June 30, 2014 and submit the required support documentation indicating
<p>11. The Provider will utilize advertising campaigns with local radio stations to increase awareness of Crimeline, SpeakOut programs and the Crimeline/SpeakOut websites, unsolved cases and fugitives a minimum of three times a month during the grant year, July 1, 2013 through June 30, 2014. <b>Documentation Required:</b> 1. Provide copy of Invoice indicating # of ads and length of time ads will run 2. Provide copy of approved ad in written format or digital format for the month reimbursement is requested 3. Maintain DVD/CD of ad that ran, dates it ran, for Performance Review</p>	0	36	0	100% of total cost will be disallowed if Provider fails to promote Crime Stoppers Tip number, program and/or fugitives on 2 radio stations for a minimum of three times a month during the grant year, July 1, 2013 through June 30, 2014 and submit the required support documentation indicating achievement
<p>12. The Provider will utilize an advertising campaign on public transportation bus wraps in Brevard, Orange, Osceola and Seminole Counties, The bus wraps will provide information concerning the anonymous tip line, website and texting service a minimum of three months during the grant year July 1, 2013 through June 30, 2014. <b>Documentation Required:</b> 1. Provide copy of Invoice indicating # of buses, length of display, and the number of the bus wrapped 2. Provide copy of final proof or digital photo 3. Maintain dated digital photos of wraps purchased affixed to the vehicles for Performance Review</p>	0	3	0	100% of cost will be disallowed if Provider fails to promote Crime Stoppers Tip number on 4 bus wraps for a minimum of three months within Brevard, Orange, Osceola and Seminole Counties and submit the required support documentation indicating achievement

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

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





Enter justification for bid selection:

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

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



**FLORIDA CRIME STOPPERS GRANTS**

**BUDGET AS APPROVED**

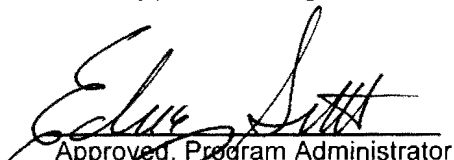
**Agency Name:** Central Florida CrimeLine, Inc.

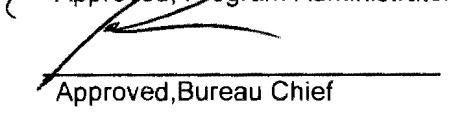
**Grant No:** 001-13

**Date:** July 2, 2013

**Amend No:**

	<b>Amount Requested</b>	<b>Amount Approved</b>
<b>Rewards and Public Education</b>	<b>\$387,691.18</b>	<b>\$387,691.18</b>
<b>Operating Expenses</b>	<b>\$75,436.13</b>	<b>\$75,436.13</b>
<b>Salaried Employees</b>	<b>\$198,483.12</b>	<b>\$198,483.12</b>
Non-Sworn	\$ 198,483.12	\$ 198,483.12
Non-Sworn Employed by a Law Enforcement Agency	\$ -	\$ -
Sworn	\$ -	\$ -
<b>Total Budget Requested</b>	<b>\$ 661,610.43</b>	
<b>Available Trust Fund Amount</b>	<b>\$ 661,610.43</b>	
<b>Difference</b>	<b>\$ -</b>	
<b>Disallowed or Reduced Expenditures:</b>		
<b>Total Reduction/Disallowed:</b>		
<b>Total Approved Budget</b>	<b>\$ 661,610.43</b>	<b>\$ 661,610.43</b>

  
 Approved, Program Administrator

  
 Approved, Bureau Chief

7-11-13  
 Date

7/11/13  
 Date