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

**AND**

**CRIME STOPPERS OF MANATEE COUNTY, INCORPORATED  
GRANT NO: 003-15  
CSFA #41.002**

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

**ARTICLE 1. ENGAGEMENT OF THE PROVIDER**

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

**ARTICLE 2. SCOPE OF SERVICES**

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

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

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

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

The PROVIDER shall make payments to any subcontractor within seven (7) working days after receipt of full or partial payments from the Agency in accordance with Section 287.0585, F.S. (2014), unless otherwise stated in the contract between the PROVIDER and subcontractor. Failure to pay a subcontractor within seven (7) working days will result in a penalty that shall be charged against the PROVIDER and paid to the subcontractor in the amount of one-half of one percent (.005) of the amount due per day from the expiration of the period allowed for payment. Such penalty shall be in addition to actual payments owed and shall not exceed fifteen (15%) percent of the outstanding balance due.

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

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

The Agency agrees to pay the PROVIDER for services completed in accordance with the terms and conditions of this Agreement, the grant application and the budget as approved by the Agency. The total sum of monies paid to the PROVIDER for costs incurred for **services performed** under this Agreement shall not exceed the amount of monies deposited into the Crime Stopper Trust Fund within the judicial circuit in which monies were collected and available for award. The Agency shall distribute funds as equitably as possible, based on amounts collected within each county, when more than one county is eligible within a judicial circuit. If the PROVIDER is an official member of the Florida Association of Crime Stoppers, monies may only be allocated upon receipt of a Letter of Agreement from the appropriate Board of County Commissioners for each county served by the member. In accordance with Attachment B, the total sum of monies approved for the costs incurred under this Agreement shall not exceed \$53,605.72.

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

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

This Agreement shall become effective on July 1, 2015, or on the date when the Agreement has been signed by all parties, whichever is later, and shall continue through June 30, 2016. No Budget Modifications to Attachment B or Program Modifications to Attachment D can be made after the termination date, June 30, 2016, or when all funds have been used.

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

Prior to execution of this Agreement, the Provider shall be registered electronically with the State of Florida at MyFloridaMarketPlace.com. If the parties agree that exigent circumstances exist that would prevent such registration from taking place prior to execution of this Agreement, then the Provider shall so register within twenty-one (21) days from execution. Failure of the Provider to register electronically with the State of Florida will result in non-payment of expenditures by Department of Financial Services until the program has complied. The online registration can be completed at: <http://dms.myflorida.com/dms/purchasing/myfloridamarketplace>.

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

Only those expenditures which are outlined in Attachment B, and approved by the Agency, may be charged as allowable costs resulting from obligations incurred during the term of this agreement, July

1, 2015, through June 30, 2016. The PROVIDER agrees not to make any modifications to Attachment B without submitting a Budget Modification request and receiving prior written approval of the Agency. Budget amendment requests for transfers between funded line items within the same budget category will be given priority status by the Department and will be reviewed for approval within 3 business days of receipt of the written request. All other requests to amend the agreement must be submitted in writing to the Department for approval prior to implementing the request. The Department will respond to such requests within (30) days of receipt. Budget amendments must be approved in writing by the Department prior to the expenditure or any adjustments between previously approved budget categories and/or line items.

The PROVIDER understands and agrees that funds may not be used to pay for fundraising; to pay for lobbying the Legislature, the judicial branch or a state agency; to pay for entertainment, food or refreshments; or to purchase decorative items. The PROVIDER further agrees that travel expenses paid by grant funds will not exceed state rates pursuant to Section 112.061, F.S. (2014) and expenditures of State financial assistance must be in compliance with laws, rules and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures. The PROVIDER shall reimburse the Agency for any unused balances of unobligated cash that was advanced or paid that is not authorized to be retained for direct program costs in a subsequent period. All unauthorized or disallowed expenditures must be refunded to the State; and the PROVIDER shall not use grant funds for any expenditures made by the PROVIDER after midnight June 30, 2016, the termination date of the Agreement.

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

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

The PROVIDER, in accordance with Section 216.181(16), F.S. (2014), may request an advance of up to three months of anticipated expenses for program start-up, not to exceed one quarter of the grant total. Subsequent payment shall be based on reimbursement of monthly expenditures as reported by the PROVIDER. Settlement of an advance payment shall begin during the last quarter, or when 75% of the budget has been utilized, whichever occurs first. The PROVIDER must remit to the Office of the Attorney General all interest earned on the advance payment if such advance payment is deposited into an interest-bearing account.

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

Pursuant to Section 215.422, F.S. (2014), the Agency has twenty (20) working days to inspect and approve goods and services, and record approved invoices in the financial system of the State, unless the bid specifications, purchase order, or this contract specify otherwise. The AGENCY, at any time, may require proof that any invoices submitted for reimbursement have been paid in full and all appropriate monies removed from the PROVIDER's bank account prior to submitting reimbursement for said expense. If appropriate proof is not provided, or if the monies have not been removed from the

PROVIDER's account, then reimbursement funds may be refused at the AGENCY's discretion. Reimbursement Requests and invoices returned to a PROVIDER due to preparation errors will result in a non-interest bearing payment delay. Interest penalties less than one (1) dollar will not be paid unless the PROVIDER requests payment.

In accordance with the provisions of Section 287.0582, F.S. (2014), if the terms of this Agreement and payment thereunder extend beyond the current fiscal year, the Agency's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Legislature.

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

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

Pursuant to Section 215.422(7), F.S. (2014), the Agency of Financial Services has established a Vendor Ombudsman, whose duties and responsibilities are to act as an advocate for vendors who may have problems obtaining timely payments from state agencies. The Vendor Ombudsman may be reached at (850) 413-5516.

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

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

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

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

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

The PROVIDER must purchase articles which are the subject of or are required to carry out this contract from Prison Rehabilitative Industries and Diversified Enterprises, Inc., (PRIDE) identified under Chapter 946, F.S. (2014), in the same manner and under the procedures set forth in Subsections 946.515(2) and (4), F.S. (2014). For purposes of this contract, the PROVIDER shall be deemed substituted for the Agency insofar as dealings with PRIDE. **This clause is not applicable to subcontractors unless otherwise required by law.** An abbreviated list of products/services available from PRIDE may be obtained by contacting PRIDE, (800) 643-8459.

The PROVIDER must procure any recycled products or materials, which are the subject of or are required to carry out this contract, in accordance with the provisions of Section 403.7065, F.S. (2014).

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

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

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

The PROVIDER shall comply with Chapter 273, F. S. (2014) and *Florida Administrative Code* Chapter 69I-72. The PROVIDER agrees to be responsible for the proper care, custody and distribution of all grant property, and agrees not to sell, transfer, encumber, or otherwise dispose of property acquired with grant funds without the written permission of the Agency. Upon expiration of the term of this Agreement all such property shall be inventoried and shall be made available for transfer to the Agency in the Agency's sole discretion.

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

The PROVIDER shall maintain books, records, and documents (including electronic storage media) in compliance with Section 215.97, F.S. (2014), sufficient to reflect all income and expenditure of funds provided by the Agency under this contract and in accordance with generally accepted accounting procedures.

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

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

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

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

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

The PROVIDER shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Office of the Inspector General (Section 20.055, F.S. (2014) or authorized by law.

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

The PROVIDER shall permit persons duly authorized by the Agency to inspect and copy any records, papers, documents, facilities, goods and services of the PROVIDER which are relevant to this contract, and to interview any clients, employees and subcontractors employees of the PROVIDER concerning the performance of the terms and conditions of this contract. Following such review, the

Agency will deliver to the PROVIDER a written report of its findings, and the Agency may require the Provider to develop, a corrective action plan if the Agency, in its sole discretion, determines that such a plan is necessary. The PROVIDER hereby agrees to timely correct all deficiencies identified in any corrective action plan.

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

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

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

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

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

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

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

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

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

The PROVIDER agrees that it is an independent contractor and not an officer, employee, agent, servant, joint venture or partner of the State of Florida, except where the PROVIDER is a state Agency. Neither the PROVIDER nor its agents, employees, subcontractors or assignees shall represent to others that the PROVIDER has the authority to bind the Agency. This contract does not create any right to any state retirement, leave or other benefits applicable to State of Florida personnel as a result of the PROVIDER performing its duties or obligations under this contract. The PROVIDER agrees to take

such actions as may be necessary to ensure that each subcontractor of the PROVIDER will be deemed an independent contractor and will not be considered or permitted to be an employee, agent, servant, joint venturer, or partner of the State of Florida. The Agency will not furnish services of support (e.g., office space, office supplies, telephone service, secretarial or clerical support) to the PROVIDER, or its subcontractor or assignee, unless specifically agreed in writing by the Agency.

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

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

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

The PROVIDER shall comply with Florida Public Records laws and allow public access to all documents, papers, letters, or other public records as defined in Subsection 119.011 (12), F.S. (2014), made or received by the PROVIDER in conjunction with this contract, unless a statutory exemption from disclosure exists. It is expressly understood that the PROVIDER's failure to comply with this provision shall constitute an immediate and substantial breach of contract for which the Agency may unilaterally terminate the contract.

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

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

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

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

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

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

Subcontractors on any discriminatory vendor list may not transact business with any public entity, in accordance with the provisions of Section 287.134 F.S. (2014).

**ARTICLE 23. CONFIDENTIALITY OF CLIENT INFORMATION**

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

**ARTICLE 24. PUBLICITY**

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

**ARTICLE 25. PUBLIC ENTITY CRIME**

Pursuant to Section 287.133, F.S. (2014), the following restrictions are placed on persons convicted of public entity crimes to transact business with the Agency: When a person or affiliate has been placed on the convicted vendor list following a conviction for a public entity crime, he/she may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or the repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, F.S. (2014), for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

**ARTICLE 26. GRATUITIES**

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

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

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

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



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

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

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

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

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

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

**ARTICLE 30. INDEMNIFICATION**

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

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

**ARTICLE 31. TERMINATION**

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

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

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

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

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

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

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

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

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

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

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

**Name: Crime Stoppers of Manatee County, Incorporated**  
**Address: Post Office Box 9673**  
**City, State Zip: Bradenton, Florida 34206**

**Telephone Number: (941) 792-2732**  
**Email Address: fbrunner@manateecrimestoppers.com**

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

**Name: Carol Law Atkins**  
**Address: Post Office Box 9673**  
**City, State Zip: Bradenton, Florida 34206**  
**Telephone Number: (941) 753-9763**  
**Email Address: Atlaw2091@aol.com**

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

**Name: Frank Brunner, Executive Director**  
**Address: Post Office Box 9673**  
**City, State Zip: Bradenton, Florida 34206**  
**Telephone Number: (941) 792-2732**  
**Email Address: fbrunner@manteecrimestoppers.com**

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

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

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

#### **ARTICLE 34. GOVERNING LAW**

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

#### **ARTICLE 35. JURISDICTION AND VENUE**

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

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

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

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


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

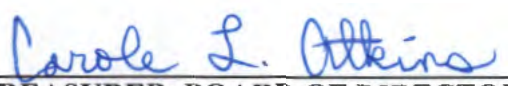
IN WITNESS THEREOF, the parties hereto caused this contract to be executed by their undersigned officials as duly authorized.

PROVIDER: Crime Stoppers of Manatee County, Incorporated

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

  
6/26/15  
PRESIDENT/CHAIRMAN OF THE BOARD

  
6/30/15  
BONNIE ROGERS (DATE)  
DIRECTOR OF ADMINISTRATION

  
6/26/15  
TREASURER, BOARD OF DIRECTORS

  
6/26/15  
SECRETARY, BOARD OF DIRECTORS / VP of Board

  
FEDERAL EID # of PROVIDER

PROVIDER Fiscal Year Ending Date: September 30<sup>th</sup>, 2015

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JUN 29 2015  
CRIMINAL JUSTICE PROGRAMS  
FCPTI

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

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

**MONITORING**

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

**AUDITS**

**PART I: FEDERALLY FUNDED**

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

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

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

## **PART II: STATE FUNDED**

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

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

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

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

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

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

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 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  
Rick Nuss, Bureau Chief  
Bureau of Criminal Justice Programs  
PL-01, The Capitol  
Tallahassee, Florida 32399-1050

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

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

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

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

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

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



**EXHIBIT – 1**

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

No Federal Project Funds Awarded

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

**MATCHING RESOURCES FOR FEDERAL PROGRAMS:**

No Matching Funds for Federal Programs Awarded

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

<u>STATE PROJECT</u>	<u>AGENCY</u>	<u>PROJECT TITLE</u>	<u>AWARD AMOUNT</u>
#41.002	Office of the Attorney General	Crime Stoppers	\$53,605.72

**TOTAL STATE FUNDS AWARDED SUBJECT TO SECTION 215.97, F.S. \$53,605.72**

**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.*



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JUN 29 2015

FLORIDA CRIME STOPPERS TRUST FUND

CRIMINAL JUSTICE PROGRAMS  
FCPTI

ATTACHMENT B  
Grant Application

Print Form

Grant Year: 2015 - 2016

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MAY 28 2015

CRIMINAL JUSTICE PROGRAMS  
FCPTI

Section 1. Applicant Information

Type of Governmental Agency or Organization (check Space)

County  Member, Florida Association of Crime Stoppers, Inc.

Organization Information

Name of Agency or Organization: CrimeStoppers of Manatee County, Inc.

Organization Mailing Address: PO Box 9673 Applicable Judicial Circuits: 12th

City: Bradenton State: FL Zip: 34206

Federal Identification Number: [REDACTED] Participating Counties: Manatee

Total Budget Request: \$53,605.72

Individual to Contact in Case of Question: Frank Brunner Area Code/Phone No. +1 (941) 792-2732

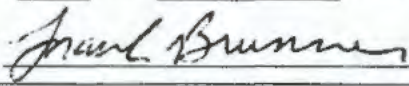
E-Mail Address: FBrunner@ManateeCrimeStoppers.com

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

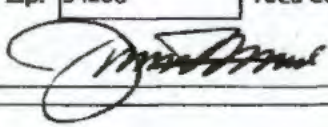
Agency: Florida Highway Patrol, Troop F	Agency:
Agency: Manatee Sheriff's Office	Agency:
Agency: Bradenton Police Dept.	Agency:
Agency: Palmetto Police Dept.	Agency:
Agency: Holmes Beach Police Dept.	Agency:
Agency: Longboat Key Police Dept.	Agency:
Agency: Bradenton Beach Police Dept.	Agency:
Agency:	Agency:
Agency:	Agency:
Agency:	Agency:
Agency:	Agency:
Agency:	Agency:

**Section 2. Certification Signatures**

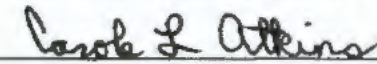
*[Blacked out header text]*

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:

*[Blacked out header text]*

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:

*[Blacked out header text]*

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:

*[Blacked out header text]*



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

**Mission Statement:**

The mission of CrimeStoppers of Manatee County is to assist Law Enforcement by providing an anonymous system for soliciting and receiving tips and by offering rewards to citizens in exchange for information that leads to an arrest.

**INFORMATION ABOUT AREA SERVED**

Population Served by Organization: 351,746

Crime Rate per County Served (per UCR): 3446.2 (2014)

Number of Media Outlets: 20

Are Billboards Available In Your Area?:  YES  No

Number, at a minimum, all local Law Enforcement Agencies: 7

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

High Schools: 6

Middle Schools: 10

Elementary Schools: 36

Colleges: 4

Other Schools Served: (Private, Chartered, Christian, etc.) 11

Number of Public Transportation Entities Available in Area Served: 1

Number of Community Events In Area Served: approx 15-20

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

Year	# of Tips Written	-	% of Increase or Decrease in Tips Written	# of Arrests	# of Cases Cleared	# of Rewards Approved	Total # of Rewards Paid	% of Rewards Paid vs. Approved
2011-2012	1,095			109	117	95	74	77.89%
2012-2013	1,050	-45	-4.11%	114	121	106	83	78.30%
		0	0.00%					
2013-2014	1,084	0	0.00%	100	141	99	62	62.63%
		34	3.24%					

Year	\$ Spent on Public Awareness*		Cost per Tip	\$ Amount of Grant Funds Reimbursed
2011-2012	\$40,555.03		\$37.04	\$82,097.63
2012-2013	\$26,797.07		\$25.52	\$49,978.03
2013-2014	\$27,736.03		\$25.59	\$53,275.70

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

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

Type Here:

2013-2014: Overall, our program budget & expenditures in 2013-2014 were effective in producing the results we desired. We met or exceeded our goals and objectives for the year. Ultimately the quantity of tips & arrests are the true measure of our success. In terms of the components that make up our efforts, the resources & activities invested in the Rewards & Public Education category really drives the community awareness and use of our tip gathering infrastructure. The decreased budget during the 2013-2014 grant year allowed for less advertising, but we tried to be more visible with more community events. Our statistics & trends resulted in our total tips up by 34 or 3.24% from the previous year. Most other stats were in the statistical margin of error and on par with other years with similar budgets. Partnering with SRO's & being visible in the community at events & parades continues to yield positive tip volume, even when advertising budgets are tight.

2014- 2015: For this current funding cycle, we are on track to meet or exceed our performance objectives for the year, despite a reduction in our budget of approx \$1500 from the previous grant year. We expect to meet or exceed our goals and objectives for the year. We project a slight increase in total tips this year (approx 10 - 20 tips), but we expect to be short from last year's arrests & cases cleared. Over the years we have observed an 8-10 month residual impact from advertising efforts, which we are experiencing now. Last year's & current year promo funds decreased, and the correlation between ads and tip volume / stats in the first half of the grant year is evident. We recently renewed critical advertising contracts with remaining unspent funds and have negotiated with media partners this Spring for an increase in media exposure and are experiencing a corresponding bump in increased tips. Also, We continue to reach the general public thru community events & parades, Our Facebook efforts have also shown increases in tips in recent months and we are optimistic for a strong close to the grant year. Our focus has been to leverage our social media, as well as manpower at community events, while seeking strategic partnerships with organizations that have established events and influence in various parts of our community.

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

Type Here:

Although we are not quite through this grant year, we believe that we will meet or exceed the Performance Measures we established for the 2014-2015 grant year. Based on prior calendar years and a historical knowledge of community events, we have participated in program awareness events and projects that are consistent with previous community calendars and we have sustained our profile in Manatee County.

The budget for this current year was slightly less than last year's and we took steps to maintain our community profile by establishing a social media presence with Facebook & Twitter, while also investing sweat equity at community events to compensate for less advertising \$\$\$.

The main measure of our success is tracked by the volume of tips, arrests, cases cleared and rewards paid each year. After several years of significant positive trending, we have statistically plateaued with a projected slight increase in overall tips during the current year. This grant year, our total tips will be slightly higher than last year (which was respectable) but generally in the statistical margin of +/- 5% from last year's results. Our total arrests, cases closed and rewards paid will be down, compared to last year, but all within statistical norms and nothing to cause alarm. It's a mixed bag, but as stated, statistically in line with historical results and trends. So overall we are satisfied that the impact of last year's decreased budget and advertising efforts has not significantly impacted our metrix and we expect to finish with another successful year. Our hope is that community activities and sweat equity, along with social media during this grant cycle will result in positive momentum that will positively impact our goals and objectives in the coming grant year.

When looking at our strategies and objectives, we have still been able to maintain 3 sources of tip collection for our community. The tips line, website and text tips are all in place and functioning so we are meeting those goals. We still have a very active board and membership which met 11 times this year, so that goal has been met. We are excited about some new members joining our board, to include 3 County Commissioners. We have continued to promote and advertise in the media although ads were smaller and in fewer publications. We have been providing updated content on our website and linked it with several other community partners. We also provide a Spanish version, which we believe helps with our latino population, as well. This year, we even had several months with more tips from the website than thru the call center.

Our parade float also continues to provide high profile exposure when we use it in parades and community events. We used our sound system to promote our jail cell at a popular community event in a "Jail or Bail" activity which brought attention to our program. These activities have also resulted in increased activity from our Board members and law enforcement as well. This year we also kept a VERY high visibility location for our Booth at the County Fair. The traffic at our booth was between 2-3 times greater than previous years. We distributed a tremendous amount of promotional items this year.

This year was our 12th Anniversary for our Halloween Safe Kids Night and have decided to remain at the Manatee fair Grounds. The event was a huge success and our board has decided to remain at the Fair as long as they are available and affordable. Since the facilities are better and we experienced positive media coverage, as well as over 4000 visitors, we plan to grow the event in this new venue.

Our single greatest area of emphasis for this past grant cycle continues to be Campus Crimestoppers & our partnership with the SRO's, the Manatee County School District and our Law Enforcement partners. Our increased outreach & partnering with schools and SRO's has paid off. We hosted our 5th Annual "Back to School" event with the SRO's from over 25 schools. We provided them with posters and awareness materials for distribution throughout the school system. The schools are grateful and continue to help us promote the program to students. We are also partnering with SRO's in a "Parents who Host, Lose the Most" campaign, as well as a Human Trafficking awareness campaign with a high school service club @ MHS.

Overall, we consider this year to be a success and we are on pace to meet or exceed our Performance measures for this year.

**Section 1 - The Budget** - The Budget section is divided into three budget categories (Rewards and Public Education, Operating Expenses and Administrative Expenses). Provide a Budget Narrative for each category and a Budget Summary at the end. Provide information on all proposed items and their costs to the appropriate budget categories. Items must meet these three (3) directives; "reasonable," "affordable," and "necessary."

**Section 2 - Part A - Rewards and Public Education** - Includes, but is not limited to, the following approved items. Blank lines will be provided for any additional requests, but will be subject to evaluation and approval. This category must "Total" a minimum of 50% of your approved budget.

**REWARDS & PUBLIC EDUCATION**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
1.	Rewards - (D2 & D3)	\$1,000.00	@	22%	12	\$12,000.00
2.	Tip Lines - (D1)	\$223.00	@	0%	1	\$223.00
3.	Answering Service (Alternative Answers, CSI, Other) - (D1)	\$1,260.00	@	9%	4	\$5,040.00
4.	Telecommute Fees - (D1)	\$400.00	@	3%	4	\$1,600.00
5.	Tip Software - (D1)		@	0%		
6.	Cell Phone (Tip Coordinator) - (D1)		@	0%		
7.	Crime Prevention Training - (D6)		@	0%		

**PROGRAM AWARENESS/MEDIA**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
8.	Bus Benches - (D4 & D6)		@	0%		
9.	Yellow Pages Ads (Quotes not required if purchased with local phone utility carrier - (D4)	\$95.00	@	2%	12	\$1,140.00
10.	Billboards/Rolling Billboards - (D4 & D6)		@	0%		
11.	Bus Wraps Only (Sole Source Determination Required) - (D4)		@	0%		
12.	Cab Signs - (D4)		@	0%		
13.	Newspaper - (D4 & D6)	\$250.00	@	3%	6	\$1,500.00
14.	Radio - (D4 & D6)		@	0%		
15.	Television (Program Associated) - (D4 & D6)		@	0%		
16.	Movie Theater - (D4)		@	0%		
17.	Website Development/Maintenance - (D4 & D6)	\$100.00	@	2%	12	\$1,200.00



**Section 8 - Public Awareness and Public Education - Continues**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
18.	Brochures - (D4 & D8)		@	0%		
19.	Program Specialty Items (as approved) - (D4, D6 & D8)	\$1.00	@	3%	1,500	\$1,500.00
20.	Door Hangers/Yard Signs (Does not include Neighborhood Watch Signs) - (D4 & D6)		@	0%		
21.	Window Clings/Signs/Stickers - (D4)		@	0%		
22.	Newsletters - (D4)		@	0%		
23.	Posters - (D4 & D6)		@	0%		
24.	Banners - (D4)		@	0%		
25.	LCD Projector - (D4)		@	0%		
26.	Projection Screen - (D4)		@	0%		
Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
27.	Display Board - (D4)		@	0%		
28.	Television - (D4)		@	0%		
29.	VCR/DVD/Blue-Ray/or similar device - (D4)		@	0%		
30.	Child ID Programs - (D8)		@	0%		
31.	Child ID Supplies - (D8)		@	0%		
32.	Crime Scene Tape - (D6)		@	0%		

**FUGITIVES:**

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

**Section 4, Part A, Rewards and Public Education - Continued**

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

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
37.	Parades	\$150.00	@	1%	2	\$300.00
38.	Community Events	\$250.00	@	3%	6	\$1,500.00
39.	SRO Back to School Kickoff	\$500.00	@	1%	1	\$500.00
40.	Facebook Page Promotion	\$25.00	@	1%	12	\$300.00
41.			@	0%		
42.			@	0%		
<b>TOTAL REWARDS &amp; PUBLIC EDUCATION</b>						<b>\$26,803.00</b>

*Section 4, Part A, BUDGET NARRATIVE - For budget category, "Rewards & Public Education," specifically describe how the costs were determined and how the funds will be used to achieve the mission statement of the organization and to meet objectives and performance measures. Each line item requiring dollar amounts will have to be explained and justified in detail. Line items with dollar amounts that are not identified will be deleted from the grant application and the award amount. Additional pages may be added as necessary.*

**Rewards and Public Education**

REWARDS & PUBLIC AWARENESS - \$26,803.00 – per grant rules, we must use at 50% in this category. Overall, this budgetary category has an increase of approximately \$1063 over last year, but we are experiencing rate increases in some areas, such as telecommute fees. Thus, this budget provides for essential expenditures needed to promote & operate our program in the upcoming grant year. We hope to sustain slight increases in the tip volume we experienced in the past 2 years. The result will be a straight forward /status quo approach to Public Awareness. Funds will be used primarily to pay rewards and fund tip gathering through our call center, website, & text tips system. Since we have virtually the same budget to work with as last year, we are only proposing 1 new initiatives, Facebook Page Promotion. Our continued focus will be on fundamentals & activities that have previously proven effective in our community. Individual line item budgets were created by doing a cost / price analysis which draws upon our 10+ years of historical data and budgets from previous years.

The budgetary items proposed in the following budget are allowable because they are a part of our program's current proven business practices and are currently allowed & reimbursed by the Florida DFS.

The budgetary items proposed in the following budget are reasonable because they are based on at least 5 previous years of historical expenses and price increases. We have used current year spending as a baseline and provided for a contingency of between 5%-10% rounded to the nearest whole dollar amount to cover anticipated cost increases in this year's proposed budget. The budgetary items proposed in the following budget are necessary expenditures as the pay for goods and services which are necessary to fulfill our mission and meet our contractual obligations to provide rewards and educate the public on how our program works. The budget on the following pages is allowable, reasonable and necessary for our program to operate successfully.

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

**Rewards and Public Education**

- 1. Rewards = \$12,000 - this is based on historical data and an estimate of approximately \$1000 in rewards per month x 12 months, which reflects an decrease over last year based on our decrease in rewards in 2013-2014.
- 2. Tip Lines = \$223 - based on estimate of 1 annual charge for toll free line service from our carrier - Verizon.
- 3. Answering Service = \$5040 - based on an average fee of \$1260 per quarter x 4 - utilizing historical data from Alternative Answers, LTD / Northern Communications Inc..
- 4. Telecommute Fees = \$1600 - based on annual contract with Crime Reports / Tipsoft for 1 year subscription. Allows for increase over last year's annual fee of \$1200, which was negotiated as a one time discount. The \$1600 is a rate we have been told to expect for this year. We plan to pay \$400 quarterly in case a change is made to a new product/ system which we are told is coming.
- 9. Yellow Pages = \$1,140 annual. Verizon is the official phone book in our area (no bid required). The expense is has been and continues to be allowable as the DFS understands the importance of people who want to reach CrimeStoppers can find our number in the directory and therefore continues to reimburse these listings. It's necessary because we must promote our program and tip line in order to educate the public on where to make tips. It's reasonable because our budget is based on historical rates and practices by Verizon - they have raised their rates every year for 10 years. We anticipate a rate increase to \$95. Based on 12 months x estimated fee of \$95 per month for listings in the Yellow Pages of the 3 books distributed by Verizon (the official carrier) in Manatee County (Bradenton / Palmetto / Lakewood Ranch & Myakka City). 12 months x \$95 = \$1140.  
PROGRAM AWARENESS - status quo as mentioned above.
- 13. Newspapers = \$1500 - based on allocating \$250 for up to 6 community media publications. We have a signature / branded business card sized ad and plan to negotiate with our media companies to get our best bang for our money. We may need to rotate our ads to target different demographics each quarter and identify 1 - 2 publications per quarter to run our ad.
- 17. Website Development / Maintenance - \$1200 based on historical estimate of approximately \$100 per month x12 to include monthly updates / maintenance of statistics, data, photos from community events, news posts, etc.
- 19. Program Specialty Items = \$1500 - based on ordering approximately 1500 promotional items from the State DFS allowable promo items list @ an average of \$1 each to assist with public education and program awareness.
- 37. ~~Parades - \$300 - we participate in several parades per year to promote CrimeStoppers to the public. There are 2 parades, MLK and the DeSoto Parade which have entry fees and we estimate this amount will cover these fees. 2 parades x \$150 fee per parade = \$300.~~

KD  
6/25/15

job 6/26/15 - Found in "Other" section

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

Rewards and Public Education

38. Community Events - \$1500 - allows for 6 community events at an average cost of \$250 per event. Community events assist with public education and program awareness efforts. Some events cost more and some cost less, but event fees will not exceed a total of \$1500 for the year. 6 events x \$250 = \$1500.

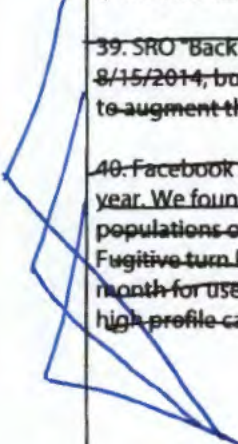
KO  
4/25/15

39. SRO "Back to School Event" - \$500 - pays for facility rental to host the event. This year we'll host on Friday 8/15/2014, but we may leave the Bradenton Country Club due to cost and service issues. We will most likely have to augment this event with discretionary funds.

KO  
6/25/15

40. Facebook Page Promotion - \$300 - this line item is a result of some experimentation in the 2014-2015 grant year. We found that for a fee as low as \$10, we could "Boost" our page and filter demographics to target certain populations of Facebook users in our area. We had some success with this tool and even had one Highly Wanted Fugitive turn himself in after over 8000 local people saw him on our Facebook page. We have allocated \$25 per month for use at the discretion of our Law Enforcement Coordinator to "Boost or Promote" specific fugitives or high profile cases. \$25 per month x 12 months = \$300.

KO  
4/25/15



Items 38, 39, 40 Found in "Other" section  
JCB 6/26/2015

Section 2, Part B, Operating Expenses - Includes, but is not limited to, the following approved items. Blank lines will be provided for any additional requests, but will be subject to evaluation and approval.

**OFFICE EXPENDITURES**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
43.	Office Rent (must submit copy of lease and office hours) - (D9)		@	0%		
44.	Utilities - (D9)		@	0%		
45.	Office Phone (Not Tip Line) - (D9)	\$20.00	@	0%	12	\$240.00
46.	Cellular Phone - (D9)	\$100.00	@	2%	12	\$1,200.00
47.	Fax Line - (D9)	\$10.00	@	0%	12	\$120.00
48.	Internet Line/Wireless Connectivity (Internet Service) - (D9)		@	0%		
49.	Vehicle Mileage - (D9)		@	0%		
50.	Postage/Express Mail (must maintain Postage Log for all stamps to demonstrate usage) - (D9)	\$12.50	@	0%	12	\$150.00
51.	Post Office Box Rent - (D9)	\$130.00	@	0%	1	\$130.00
52.	Storage Rent - (D9)		@	0%		
53.	General Office Supplies/Letterhead/Envelopes - (D9)	\$100.00	@	1%	4	\$400.00

**EQUIPMENT AND PROPERTY**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
54.	Computer (including monitor or Software purchased with computer) - (D9)		@	0%		
55.	Computer Hardware Accessories - (D9)	<del>\$50.00</del> \$100.00	@	0%	2	\$200.00
56.	Laptop Computer (does not include Ipad notebooks or similar devices) - (D9)		@	0%		
57.	Additional Software - (D9)	\$100.00	@	1%	6	\$600.00
58.	Fax Machine - (D9)		@	0%		
59.	Printer - (D9)		@	0%		

KP  
 6/25/15  
 JCB  
 6/26/15



Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
60.	Copier - (D9)		@	0%		
61.	Copier Rental - (D9)		@	0%		
62.	Copier Maintenance - (D9)		@	0%		
63.	Telephone Equipment (not bills) - (D9)	\$156.72	@	0%	1	\$156.72

**MEMBERSHIP DUES**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
64.	FACS (Florida Association of Crime Stoppers, Inc. - (D5)	\$250.00	@	0%	1	\$250.00
65.	Southeastern Crime Stoppers Association - (D5)		@	0%		
66.	USA Crime Stoppers Association - (D5)		@	0%		

**FEES**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
67.	Corporate Filing Fees - (D9)	\$75.00	@	0%	1	\$75.00

**INSURANCES**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
68.	Board & Officer's Liability (Mandatory) - (D7)	\$1,300.00	@	2%	1	\$1,300.00
69.	Employee Bond Insurance - (D7)		@	0%		
70.	Storage Unit Insurance - (D9)		@	0%		
71.	General Liability - (D8)	\$1,300.00	@	2%	1	\$1,300.00
72.	Vehicle Insurance (State owned) - (D9)		@	0%		



**TRAVEL**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
73.	Travel - (D5)	\$500.00	@	7%	7	\$3,500.00

**PROFESSIONAL SERVICES**

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
74.	Accounting - (D9)	\$100.00	@	1%	4	\$400.00
75.	Payroll Services - (D9)	\$100.00	@	1%	4	\$400.00
76.	Computer Tech Support - (D9)	\$50.00	@	1%	6	\$300.00
77.	Design Services - (D4)		@	0%		
78.	N/A		@	0%		

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

Item #	Item	\$ Amount	@	%	Quantity/Number of Months	Total
79.			@	0%		
80.			@	0%		
81.			@	0%		
82.			@	0%		
83.			@	0%		
84.			@	0%		
85.			@	0%		
86.			@	0%		
87.			@	0%		
	<b>TOTAL FOR OPERATING EXPENSES</b>					\$10,721.72

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

## Operating Expenses

OPERATING EXPENSES - \$10,721.72 - Again, this budget represents a slight increase (\$427.31) over last year's allocation. Therefore, this budget will also be status quo with the 2014-2015 grant year. The lion's share of this budget funds critical / required items such as telecommunications (office phone, cell phone, fax) as well as required Travel (FACS/ OAG), Board Insurance, FACS Membership, etc. The price / cost analysis used to determine individual line item amounts was based upon historical data and existing business relationships which are currently providing services. In most cases our estimated budgets for each line item takes into account our current monthly expenses with room for slight annual increases which we typically experience each year.

This year's operating budget will focus primarily on basic operational & logistical expenses with few if any new initiatives. A minor increase in funding software updates and replacing technology which is nearing the end of it's functional life.

The budgetary items proposed in the following budget are allowable because they are a part of our program's current proven operational business practices and are currently allowed & reimbursed by the Florida DFS. The budgetary items proposed in the following budget are reasonable because they are based on at least 5 previous years of historical expenses and price increases. We have used current year spending as a baseline and provided for a contingency of between 5%-10% rounded to the nearest whole dollar amount to cover anticipated cost increases in this year's proposed budget. The budgetary items proposed in the following budget are necessary expenditures as the pay for goods and services which are necessary to fulfill our mission and meet our contractual obligations to provide rewards and educate the public on how our program works. The budget on the following pages is allowable, reasonable and necessary for our program to operate successfully.

Line Items Break down as follows:

45. Office Phone = \$240. In order to conduct CrimeStoppers business and administrative functions, our Executive Director requires phone service in his office. The Big Fish Voice small business bundle is a very reasonable & cost effective way to have phone service. Budget is Based on a monthly cost of \$20 for office line. \$20 per month x 12 months = \$240. This cost is derived from our current monthly bill from BigFish Voice with word from them that charges should remain stable. It is part of a small business bundle which includes a voice and fax line as part of our service.

46. Cellular Phone = \$1,200 - This is based upon current monthly expenses of \$95 per month + a contingency of 5% in anticipation of price increases to \$100 per month for full service of voice, data, email, & text through Sprint. 12 months x \$100 per month = \$1,200. We are fortunate to have negotiated with Sprint to get government rates / discounts. Our program has one part time employee responsible for all Administration, Operational & Clerical functions for the program. The ability for the Executive Director to be accessible at all times necessitates mobile communication. The ED communicates regularly with members, law enforcement, schools, vendors, the media, the AG's office and the public. There is no other staff to take / relay messages in a timely and effective manner when he is not in the office. The mobile phone package we use has proven to be an efficient and effective way to maintain responsive communication.

47. Fax Line = \$120 In order to conduct CrimeStoppers business and administrative functions, especially when sending documents which include handwritten notes or signatures, our Executive Director requires fax service in his office. The Big Fish Voice small business bundle is a very reasonable & cost effective way to have fax service. Budget is Based on a monthly cost of \$10 for a fax line. \$10 per month x 12 months = \$120. This cost is derived from our current monthly bill from BigFish Voice with word from them that charges should remain stable. It is part of a small business bundle which includes a voice and fax line as part of our service.



*Section B, Part B, Operating Expenses. BUDGET NARRATIVE - For budget category, "Operating Expenses," specifically describe how the costs were determined and how the funds 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 identified and justified will be deleted from the grant application and the award amount. Additional pages may be added as necessary.*

**Operating Expenses**

50. Postage = \$150 - based on an average combine cost of \$12.50 per month for postage and express mail costs. We use UPS to send OAG monthly reports to the AG's Office to ensure timely/guaranteed delivery. Manatee to Tallahassee UPS fee is \$10. The remaining \$2.50 is average monthly postage for correspondence and bills.  $\$10 + \$2.50 = \$12.50 \times 12 \text{ months} = \$150$

51. Post Office Box Rent = \$130 - In order to have a private / non-law enforcement address to receive US Mail correspondence and monthly billing, a PO Box is required to conduct CrimeStoppers business. Based on annual fee last year of \$122 + contingency for an anticipated rate increase of at least 5%, we have budgeted \$130 for this one time annual fee.

53. General Office Supplies = \$400 - this budget is based on routine needs of \$100 per quarter for basic office functions. Our printer ink is \$75 to replace each time and \$25 for paper for printing monthly agendas, minutes, treasurer's reports, stats, & other documents x 25+ members for each monthly meeting necessitates 1 - 2 cases of paper. Community events and parades often generate need for tape, staples, velcro, markers for signage, tacks/pins and other allowable office supplies. We budget \$100 per quarter x 4 = \$400.

55. Computer Hardware Accessories = \$200 - this is based upon the recent purchase of new technology and the need to protect it. We anticipate purchasing a protective carrying case and a screen protector early in the grant year to protect our recent investment. Based on \$100 for a screen protector and \$100 for a protective carrying case.  $\$100 + \$100 = \$200$

57. Additional Software = \$600 - software required to administer program. Allows for up to 6 new purchases or upgrades @ approximately \$100 each for software through techsoup.org and surveymonkey.com for RFP's, event sign up and data gathering.

63. Telephone Equipment = \$156.72 - our office phone appears to be failing. Sound quality is degrading & battery charge is not holding for adequate phone conversations. We anticipate needing to replace phone system this grant year. This cost is derived from checking prices with various retailers for a one time expense of \$156.72

64. FACS Dues = \$250 - 1 time payment of Annual dues to State Organization for staff / board training and networking.

67. Corp Filing fees = \$75 - Based on state required 1 time annual filing fee with the state (SunBiz) in order to do business and paying for certificate from the state which we must produce at times to vendors and business partners in order to prove we are registered to do business in the State of Florida.

PLEASE SEE ADDITIONAL PAGE FOR REMAINING NARRATIVE OF BUDGETARY LINE ITEMS.

Manatee CrimeStoppers 2015-2016 Grant Application: Operating Expenses Narrative  
(page 16A)

68. **Board D&O Insurance** - \$1300 for one time annual purchase of D&O = required by grant - based on historical costs, we have been able to secure a very cost effective "Non-Profit" insurance bundle which includes D&O. Last year the D&O portion was about \$1100. The \$1300 amount builds in a contingency which allows for an increase, which we have been told to expect as insurance rates have been climbing.

71. **General Liability Insurance** - \$1300 for one time annual purchase of Gen Liab. Our Board requires this insurance to protect assets and volunteers who engage in Crime Stoppers activities in the community throughout the year. This is based on historical costs and a built in contingency for price increases which we expect due to rising insurance costs as well as additional assets and volunteers to be covered. Last year's cost was approx \$850 but we have been told to expect required riders for individual community events this year. This amount allows for an increase in the base and for riders if they are required.

73. **Travel** - for FACS Meetings and potential grant training with OAG. = \$3500. This is based upon an average cost of \$500 per person per travel event. Cost derived from estimated Hotel room of \$125 per night x 2 = \$250 + Food/meals of \$36 per day x 3 days = \$108 + Mileage @ \$0.445 per mile x estimated round trip / vicinity miles of 320 miles = \$142(rounded to the nearest whole dollar). Therefore, average travel cost per person to attend FACS meetings is  $\$500 / (\$250 + \$108 + \$142) = \$500$ . There are 3 FACS meetings per year x 2 attendees @ \$500 = 3 mtgs x 2 people x \$500 = \$3000. Additionally, this budget amount also allows for 1 person's travel (@\$500) to attend grant training conducted by the OAG.

Therefore, \$3000 for 2 to attend each FACS + \$500 for 1 Grant training attendee = \$3500. All Costs based on estimated prices for market rates for hotel rooms/meals/mileage for Ft.Lauderdale/Tallahassee/Orlando-Lake Mary. ( $\$500 \text{ per person} \wedge 7 \text{ people} = \$3500^{(2)}$ )

74. Accounting / CPA services. Based on \$100 per quarter x 4 quarters = \$400. Since we have an employee and the IRS also requires quarterly & annual filings to maintain our 501c3 Non-profit designation, our board uses a CPA firm. This firm provides accounting/audit/IRS reporting for \$100 per quarter. BARGAIN

75 - Employment & Payroll Services=\$400 - since we have one paid employee, monthly payroll must be processed and filed with the IRS. We receive an extremely good bargain from our CPA who processes monthly payroll and files / pays taxes to the IRS for \$100 per quarter for complete payroll services - \$100 per quarter x 4 quarters = \$400. For continuity, these services are provided by same CPA firm who does our Corp accounting.

76. Computer Tech support = \$300 - budgeting for potential repair and parts for tech support protection of our office equipment. We now have 3 retirees serving in officer positions who routinely use their home technology / equipment for reports, Agendas, Minutes & Treasurer's reports. We feel it is wise to budget for 6 hours (@ \$50 per hour) of support / repair should a machine, system or software fail. 6hrs x \$50 per hour = \$300.

10  
6/2/15  
JCB  
6/26/15

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

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

Position/Title	Employer Benefits	Hourly Rate	Hrs. per Week	# Weeks	Salary	Employer Taxes	Total Salary
	\$0.00					\$0.00	\$0.00
	\$0.00					\$0.00	\$0.00
	\$0.00					\$0.00	\$0.00
	\$0.00					\$0.00	\$0.00
	\$0.00					\$0.00	\$0.00
	\$0.00					\$0.00	\$0.00
Executive Director (Salaried - Not paid hourly)	\$0.00	\$0.00	0	0	\$33,000.00	\$2,524.50	\$35,524.50

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

Item #	Employee Name (Match Name to Position/Title)	% Time Spent on Crime Stoppers	Salary	Salary Based on %	Non-Sworn	Sworn
88.			\$0.00	\$0.00		
89.			\$0.00	\$0.00		
90.			\$0.00	\$0.00		
91.			\$0.00	\$0.00		
92.			\$0.00	\$0.00		
93.	Frank Brunner / ED - see below #94		\$0.00	\$0.00		
94.	Executive Director (Salaried - Not paid hourly)	45%	\$35,524.50	\$16,081.00	X	
	<b>TOTAL SALARY</b>			\$16,081.00		

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

**Salary  
Narrative**

**SALARY - EXECUTIVE DIRECTOR - \$16,081**

The program will continue to have one paid part time staff member in the form of an Executive Director who will have a portion of his base salary paid for by the grant. The grant will fund approximately 15-20 hours per week for all grant related duties, which include: administrative, clerical, reporting, program awareness, logistical and community events. The ED's salary is only partially funded from the grant. The grant funds almost a full 6 months of the net salary for the ED, while all taxes and with holdings, as well as any additional base salary will be funded by the local board through discretionary funds. The Manatee Executive Board has agreed to take on the expense of all taxes and withholdings in order to "net" a salary to the ED of \$2,750 per month until grant funds are exhausted. The Board feels it important to compensate the ED commensurate to the work performed as the program continues to meet or exceed all measurable objectives in recent years, in spite of challenging budget cycles with lower available funds than 4-5 years ago.

Salary budget is based on net pay to Executive Director of \$2750 per month x 5 months + remaining \$2331 will be partial reimbursement of salary in month #6 until this budgetary line item is exhausted. Local Board will pay remaining salary from discretionary accounts.

for a total of  
\$16,081.00

All taxes, withholdings and remaining salary expenses will be paid by local board with discretionary funds.

Salary calculations and numbers used on page 17 were provided after consultation with our CPA/ Payroll firm.

Job Description - see attached page

KO  
4/25/15  
JUB  
6/20/15

**SECTION 5. OTHER NARRATIVE** - For the budget categories: Awards and Public Education and Operating Expenses specifically described as "OTHER", justify them regardless of the amount. They must be "reasonable," "allowable," "necessary," and directed toward the mission statement, objectives and performance measures of the organization. Additional pages may be attached.

**"OTHER" Narrative**

We only have 4 "Other" Expenses which represent activities and initiatives unique to our program. These 4 expenses have become part of our "Community Profile & Culture" and provide tremendous ROI in terms of program awareness.

JCB  
6/26/15  
KO  
6/25/15

37. Parades - \$300 - we participate in several parades per year, but the 2 largest parades, MLK and the DeSoto Parade have entry fees and based on previous historical expenses, we estimate this amount will cover these fees. ( $150^{\circ}$  per event  $\times$  2 events =  $300^{\circ}$ )

JCB  
6/26/15  
KO  
6/25/15

38. County Fair / Community Events - \$1500 - our 2 largest events, our Halloween event and The County Fair have substantial facility costs. The Manatee Fairgrounds (new home for our annual Halloween event) rents for between \$750 - \$1000 for Halloween and the Fair Booth rental usually runs around \$400. The remaining amount should cover us for the Children's summit and ~~3~~ additional events. OAG allowable ( $250$  per event  $\times$  6 events =  $1,500^{\circ}$ )

JCB  
6/26/15  
KO  
6/25/15

39. SRO "Back to School Event" - \$500 - pays for facility rental to host the event. This year we tentatively plan to host the event on Thursday 8/20/2015, but we may leave the Bradenton Country Club due to cost and service issues. We anticipate a rate increase from changing venues, therefore we increased this line item slightly above actual cost of last year's event in order to cover any additional costs. We will most likely have to augment this event with discretionary funds. ( $500^{\circ} \times$  1 event =  $500^{\circ}$ )

JCB  
6/26/15  
KO  
6/25/15

40. Facebook Page Promotion - \$300 - this line item is a result of some experimentation in the 2014-2015 grant year. we found that for a fee as low as \$10, we could "Boost" our page and filter demographics to target certain populations of Facebook users in our area. We had some success with this tool and even had one Highly Wanted Fugitive turn himself in after over 8000 local people saw him on our Facebook page. We have allocated \$25 per month for use at the discretion of our Law Enforcement Coordinator to "Boost of Promote" specific fugitives or high profile cases.

Therefore we will pay  $25^{\circ}$  per month  $\times$  12 months =  $300^{\circ}$

**BUDGET SUMMARY - Summary of costs for Sections 8, Parts A-C. Total Budget Request computes in Section 1.**

<b>Budget Category</b>	<b>%</b>	<b>Total Cost</b>
<b>Part A. Rewards and Public Education (Minimum of 50% of Award Amount)</b>	50%	\$26,803.00
<b>Part B. Operating Expenses</b>	20%	\$10,721.72
<b>Part C. Salaried Employees (Maximum allowed 30% of Award Amount)</b>	30%	\$16,081.00
<b>TOTAL</b>	100%	\$53,605.72
<b>Award Amount</b>	\$53,605.72	



EXHIBIT 2

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

RECEIVED  
JUN 29 2015  
CRIMINAL JUSTICE PROGRAMS  
FCPTI

**NONSTATE AGENCY FLORIDA SINGLE AUDIT ACT QUESTIONNAIRE**

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

Please complete this questionnaire and return to your grant manager.

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

Agency or Entity: Crime Stoppers of Manatee County, Inc.

Fiscal Year: 7/1/2014 - 6/30/2015

Grant Number: 003-14

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

Yes  No

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

Signature: Frank Brunner

Title: Executive Director

Date: 6/26/2015

Print Name: Frank Brunner



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

**Crime Stoppers of Manatee County, Incorporated**

- 1) **Reimbursement Request/Expenditure Report:** This form is considered the payment invoice and is the document submitted by the grant administration staff to the OAG Finance Office and DFS for reimbursement processing. The Reimbursement Request/Expenditure Report and all other required reports listed below, a - h and #4, must be postmarked by the 20th of the following month. If the 20th falls on a Saturday, a Sunday, or a federal holiday, the reports must be postmarked by the next business day. Reports are due every month even if no expenditures are incurred, unless the Final Report has been submitted. The Reimbursement Request/Expenditure Report must contain the following supporting documents as applicable:
  - a) **Invoice Tracking Reports: Rewards and Public Education, Operating Expenses and Salaried Employees:** These forms are used to seek reimbursement of allowable expenses as outlined in Attachment B and as approved by the Agency under a Budget Modification. All three forms must be included with the Reimbursement Request/Expenditure Report and must be postmarked by the 20th of the following month. If the 20th falls on a Saturday, Sunday, or a federal holiday, then they must be postmarked by the next business day. All three of these reports are due every month even if no expenditures were incurred, unless the Final Report has been submitted.
  - b) **OAG Tip Report:** To claim rewards for reimbursement, the OAG Tip Report must be completed. The following lines must have the required data entered into them: Report #, Alternate ID, Rewards Amount Approved, Date Tip Received, Reason for Reward, Date of Approval or Tipster Call, Date to Bank, Deliverable will auto populate, Check #/Draft#/Transaction # and Date Debited from Bank.

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



- c) **Monthly Statement of Salary/Benefits:** This form must be submitted with the Reimbursement Request/Expenditure Report when salaries and contract labor are requested for reimbursement and must be postmarked by the 20th of the following month. If the 20<sup>th</sup> falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day. The form must be completed where applicable, indicating the Employee Name, Total CS Hours worked, Ending Date of Pay Period, Employee's Net Check Amount, Employee's Taxes (FICA, Medicare & Withholding), Employee's Deductions (Life, Health and Dental Ins., Deferred Comp.), Employer Paid Benefits (FICA, Medicare, Life, Health and Dental Ins., LTD Pensions, WC, etc.). The Gross Payroll and the Total Amount Requested to be reimbursed will auto calculate, as will the Totals. The form must be signed by the board authorized or designated person. Failure of an organization seeking reimbursement for salary expenses to complete the Monthly Statement of Salary/Benefits and submit the fully completed and signed form will result in a payment delay. The organization will have to complete the form prior to any salary reimbursement being authorized.
- d) **Project Specific Timesheets:** Pursuant to recommendations from the 2011-2012 DFS audit of the Department of Legal Affairs and 2014-2015 recommendation from the Department of Legal Affairs, Inspector General's office, Project Specific Timesheets must be utilized to report time spent on Crime Stopper grant activities. Only those activities as described in Attachment B and relevant to the Crime Stopper Project are reimbursable salary expenses. A Project Specific Timesheet has been provided and must be utilized by all organizations requesting reimbursement of salary expenses and must be completed for all organizational staff members including Executive Directors. Failure to submit the Project Specific Timesheet for any grant staff will result in removal of any requested salary dollars until such time as the required Project Specific Timesheet is submitted. The Project Specific Timesheet must be submitted monthly and must accompany the Monthly Statement of Salary/Benefits form. The form must be signed by the employee. Executive Directors and Project Directors may not sign their own timesheets as the Authorizing Official. Their timesheet must be signed by an authorized member of the Board of Directors for the Crime Stopper organization. However, they may sign those of their staff providing staff is not related to Project Director or Executive Director. One Project Specific Timesheet is provided which may be utilized for each staff member. If additional timesheets are required, the organization may use as many timesheets as necessary to report time spent on the Crime Stopper grant project.
- e) **Daily Vehicle Use Log:** This form is utilized to report mileage relevant to the Crime Stopper project within the organization's local service area. This form **is not** for use when travel is outside the organization's service area. The form must be submitted monthly even if no miles are logged. It must be submitted with the Reimbursement Request/Expenditure Report which must be postmarked by the 20th of the following month. If the 20th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day. The signature of the person claiming mileage is required as well as, the form must be signed by an authorized member of the Board of Directors for the Crime Stopper organization. Executive Directors and Project Directors may not sign their own Daily Vehicle Use Log as Authorizing Officials. However, they may sign those of their staff provided staff is not related to Project Director or Executive Director.

- f) **Property Inventory Report:** All property purchased pursuant to Chapter 273, F. S. and *Florida Administrative Code* Chapter 69I-72, utilizing grant funds, requires a Property Inventory Report be completed and submitted to the OAG at the time reimbursement is requested. Property Inventory Reports not submitted as required may result in the expenditure being removed from the reimbursement and payment will not be authorized until such time as the required Property Inventory Report has been submitted.
- g) **Authorization to Incur Travel Expense:** Pursuant to *Florida Administrative Code* 69I-42.003, form DFS-AA-13 shall be used when requesting approval for travel. The form shall be signed by the person requesting travel and their supervisor or an authorized member of the Crime Stopper Board of Directors as designated and shall be completed prior to travel taking place and must evidence the estimated cost of travel as allowed under 112.061, F. S. This form must be submitted along with the completed Travel Voucher when requesting reimbursement of travel expenses associated with the Crime Stoppers grant project and as authorized in Attachment B. This form should be submitted within the month travel occurred and travel reimbursement is requested. However, it should be submitted no later than the month following travel occurring and travel reimbursement as well should be requested no later than the month following travel.
- h) **Travel Voucher:** Pursuant to *Florida Administrative Code* 69I-42.003, form DFS-AA-15 shall be used when requesting reimbursement for travel expenses associated with the Crime Stopper grant project. The form shall be completed by all travelers requesting reimbursement from Crime Stoppers Trust Fund and shall be prepared in strict compliance with Section 112.061, F. S. The form shall be signed by the traveler and the official authorizing the travel, a supervisor or an authorized member of the Crime Stopper Board of Directors, as designated. Social Security numbers should not be placed on the form when submitting for reimbursement. However, the Crime Stopper organization must maintain information to correctly identify all authorized travelers under audit. Only those travel expenses associated with the Crime Stopper project and as authorized in Attachment B are reimbursable. This form should be submitted within the month travel occurred and travel reimbursement is requested. However, it should be submitted **no later** than the month following travel and must be accompanied with form DFS-AA-13, Authorization to Incur Travel Expense, and must be submitted at the time the monthly Reimbursement Request/Expenditure Report is submitted which is required to be postmarked by the 20th of the following month. If the 20th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day.
- 2) **Budget Modification Request:** The Budget Modification request form must be completed and submitted to the OAG for approval prior to any expenditure of any Budget transfer funds. Budget Modifications submitted after a purchase has been made in which the Crime Stopper organization has no funds or insufficient funds within the specific budget line item will not be processed or approved. No Budget Modifications will be processed or approved after June 1st. Please ensure that all budget modifications provide that services will be received within the same grant year as the expenditure. New projects will not be approved the last month of the grant year, as insufficient services cannot be received.
- 3) **Program Modifications:** Program Modifications are used to address the "core 9" deliverables and will only be allowed under special circumstances. All Program Modifications must be submitted on or before April 1st, for review to allow sufficient time

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

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

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

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

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

**Objective:** Provide an anonymous tip line to the general public for the purpose of receiving information that law enforcement might otherwise not be able to obtain and then providing that information to law enforcement for the purpose of solving crimes and catching criminals and to provide monetary cash rewards to the tipsters for the information that leads to an arrest of a criminal or wanted fugitive, recovery of illegal drugs or stolen property, beginning July 1, 2015, through June 30, 2016.

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

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

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

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

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

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

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

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

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



**FLORIDA CRIME STOPPERS GRANTS**

**BUDGET AS APPROVED      2015-2016**

**Agency Name:**

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

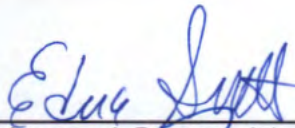
**Grant No: 003-15**

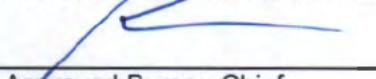
**Date:**

**June 29, 2015**

**Amend No:**

	<b>Amount Requested</b>	<b>Amount Approved</b>
<b>Rewards and Public Education</b>	<b>\$26,803.00</b>	<b>\$26,803.00</b>
<b>Operating Expenses</b>	<b>\$10,721.72</b>	<b>\$10,721.72</b>
<b>Salaried Employees</b>	<b>\$16,081.00</b>	<b>\$16,081.00</b>
Non-Sworn	\$ 16,081.00	\$ 16,081.00
Non-Sworn Employed by a Law Enforcement Agency	\$ -	\$ -
Sworn	\$ -	\$ -
<b>Total Budget Requested</b>	<b>\$ 53,605.72</b>	
<b>Available Trust Fund Amount</b>	<b>\$ 53,605.72</b>	
<b>Difference</b>	<b>\$ -</b>	
<b>Disallowed or Reduced Expenditures:</b>		
<b>Total Reduction/Disallowed:</b>		
<b>Total Approved Budget</b>	<b>\$ 53,605.72</b>	<b>\$ 53,605.72</b>

  
 \_\_\_\_\_  
 Approved, Program Administrator

  
 \_\_\_\_\_  
 Approved, Bureau Chief

6/29/15  
 Date

6/30/15  
 Date