



ATTACHMENT C
FLORIDA CRIME STOPPERS TRUST FUND
PROGRAMATIC AND REPORTING REQUIREMENTS

Agency Name: _____

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 is incorporated at rule 2A-9.006 (7)(a), F.A.C., and 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 or 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 incorporated at rule 2A-9.006 (7), F.A.C., and 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 OAG Tip Report must be signed by a Board member who was in attendance at the meeting where the rewards were approved. The OAG Tip Report is incorporated by reference at rule 2A-9.006(7)(e), F.A.C., and must be submitted each month, even if no rewards are being claimed for reimbursement.

c) **Monthly Statement of Salary/Benefits:** The form must be completed where applicable, indicating the Employee Name, Total Crime Stoppers Hours worked, Ending Date of Pay

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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 a member of the Board or a person designated and duly authorized by the Board. Failure to complete the Monthly Statement of Salary/Benefits and submit the fully completed and signed form will result in a payment delay of salary related reimbursements. No salary related reimbursement will be authorized without proper submission of this form. The Monthly Statement of Salary/Benefits form is incorporated by reference at rule 2A-9.006(7)(f), F.A.C.

- d) **Project Specific Timesheets:** Project Specific Timesheets must be utilized to report time spent on Crime Stoppers grant activities. Only salary for time spent on activities relevant to the Crime Stoppers program is reimbursable. A Project Specific Timesheet 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. The form must be signed by the employee. Executive Directors and Project Directors must have their timesheets authorized by a member of the Board of Directors for the Crime Stoppers organization. Executive Directors and Project Directors may authorize the timesheets of their staff providing staff is not related to Project Director or Executive Director. At least one Project Specific Timesheet must be utilized for each staff member. The organization may use as many timesheets as necessary to report appropriate time. The Project Specific Timesheet form is incorporated by reference at rule 2A-9.006(7)(g), F.A.C.
- e) **Daily Vehicle Use Log:** This form is utilized to report mileage for activities relevant to the Crime Stoppers program 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. The signature of the person claiming mileage is required and the form must be signed by an authorized member of the Board of Directors for the Crime Stoppers organization. Executive Directors and Project Directors may not authorize their own Daily Vehicle Use. However, they may authorize those of their staff provided staff is not related to Project Director or Executive Director. The Daily Vehicle Use Log form is incorporated by reference at rule 2A-9.006(7)(h), F.A.C.
- 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. Payment will not be authorized until such time as the required Property Inventory Report has been submitted. The Property Inventory Report form is incorporated by reference at rule 2A-9.006(7)(i), F.A.C.
- 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 Stoppers Board of Directors. Same must 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. This form should be submitted within the month travel occurred and travel reimbursement is requested, if possible. It must, however, be submitted no later than the month following the actual 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 Stoppers 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 Stoppers Board of Directors. Social Security numbers should not be placed on the form when submitting for reimbursement. However, the Crime Stoppers organization must maintain information to correctly identify all authorized travelers under audit. Only those travel expenses associated with the Crime Stoppers project and in the program's previously approved budget are reimbursable. This form should be submitted within the month travel occurred and travel reimbursement is requested, if possible. It must, however, 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.
- 2) **Budget Modification:** The Budget Modification request form must be completed and submitted to the OAG for approval prior to expenditure of any transfer funds. Budget Modifications submitted after a purchase has been made will not be processed or approved unless the program has sufficient funds in the previously approved budget line item. 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. The Budget Modification Request form is incorporated by reference at rule 2A-9.006(7)(j), F.A.C.
- 3) **Program Modifications:** The Program Modification Request form is used to request modifications to program deliverables and 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 forms will be processed or approved after April 1st. The Program Modifications form is incorporated by reference at rule 2A-9.006(7)(k), F.A.C.
- 4) **Monthly Performance Report (Attachment D):** This form is used to provide information on the minimum performance measures required for all Crime Stoppers organizations and to justify reimbursement. 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(1) (c), Florida Statutes, as written in Attachment D, under Financial Consequences. The Monthly Performance Report (Attachment D) \$19,999.00 or Less form, for those programs who receive \$19,999.00 or less in grant funds, is incorporated by reference at rule 2A-9.006(7)(l), F.A.C. The Monthly

Performance Report (Attachment D) \$20,000.00 or More form for those programs who receive \$20,000.00 or more in grant funds is incorporated by reference at rule 2A-9.006(7)(m), F.A.C.

- 5) **Final Invoice - Reimbursement Request/Expenditure Report:** The Final Invoice any given grant year must be postmarked by August 15 of the immediately following grant year. If the 15th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day, or reimbursement will be disallowed. This form is used to request reimbursement of any expenses which occurred before the end of the current grant year, but invoices/statements were not received or paid until after the end of the current grant year. These expenditures may only be for the current grant year. No expenses for any subsequent grant years may be submitted on the Final Invoice. Final payment will not be made until all required reports have been submitted, unless the organization is required to comply with Section 215.97, F.S., the Florida Single Audit Act, and has appropriately requested an extension of time to comply with same. The Reimbursement Request/Expenditure Report is incorporated at rule 2A-9.006 (7)(a), F.A.C. and is designated “final” by indicating as such in the appropriate place on the form.

- 6) **Audit Report:** Crime Stoppers 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 generate and submit a copy of an appropriate 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.***