

Crime Stoppers Reimbursement Request 20__-20__

Organization:

Grant No.:

Monthly Performance Report

Date: through

Must be submitted by the 20th

Crime Stopper Tips:

Number of Tips Written

Cases Cleared

Arrests

Total Number of Rewards

Approved

Total Value of Rewards

Approved

Total Value of Rewards

Submitted for

Reimbursement

Value of Property Recovered

Value of Narcotics

Recovered

**Regular
Tips**

Warrants

School CS

**Monthly
Totals**

**Quarterly
Totals**

**Y-T-D
Totals**

Crime Stoppers Reimbursement Request 20__-20__

Organization:

Grant No.:

Deliverables 1 & 2

Date: through

Deliverable 1 - Tip Line

Scope of Work - 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. Budget line items associated with this deliverable are: tip lines, answering service, telecommute fees, tip software and cell phone (tip coordinator).

Deliverable - 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.

Financial Consequences - 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.

OAG Number Of Services Required	Monthly Services Completed	# of Monthly OAG Confirmed Services	Yearly Services Required	YTD Services Provided
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Provider Documentation - The Provider will submit the following to support that services were available as required: 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.

Supporting Document Upload:

Deliverable 2 – Board Rewards

Scope of Work - 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. **Note: In a month with no rewards, the board/reward committee meets and states such in writing, this deliverable will be considered met.** The Budget line item associated with this deliverable is rewards.

Deliverable - 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.

Financial Consequences - 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. Once removed as a Financial Consequence, a reward will no longer be eligible for reimbursement.

OAG Number Of Services Required	Monthly Services Completed	# of Monthly OAG Confirmed Services	Yearly Services Required	Finacial Consequence	YTD Services Provided
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Provider Documentation - The Provider will submit the following to support the review and approval of all tips submitted for reimbursement. Submit a copy of the OAG Tip Report signed by a Board Member in attendance at the time the tips were approved.

NOTE: The OAG grant staff will utilize the completed and signed OAG Tip Report in the OAG grant management system to determine whether or not this deliverable has been achieved. All backup support documentation for every tip is subject to review and verification and may be requested at any time by the OAG for compliance monitoring review purposes

Supporting Document Upload:

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Deliverables 3 & 4

Date: through

Deliverable 3 - Public Awareness of "Tip Line" and Program

Scope of Work - 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. Budget line items associated with this deliverable are: bus benches, yellow page ads, billboards/rolling billboards, bus wraps, cab signs, newspaper, radio, television (program associated) movie theater, website development/maintenance, brochures, promotional materials, door hangers/yard signs, window clings/signs/stickers, newsletters, posters, banners, LCD Projector, display board. Television, VCR/DVD/Blue-Ray/ or other similar device, and all line items designated as "Other" under rewards and public education.

Deliverable - 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 detailed under the scope of work and is a part of the approved budget. All methods of public awareness must contain the OAG acknowledgement to qualify for reimbursement.

Financial Consequences - 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. ***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.***

OAG Number Of Services Required	Monthly Services Completed	# of Monthly OAG Confirmed Services	Yearly Services Required	YTD Services Provided
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Provider Documentation - The Provider will submit the following as support of services for the month stated on the Monthly Performance Report for each monthly service completed: 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; or Organizations dispersing purchases only from line items narrated in the scope of work for public awareness on a monthly basis, may submit a document indicating date, location, number of items and signature of board authorizing official confirming dispersal.

Supporting Document Upload:

Deliverable 4 – Continuing Education

Scope of Work - 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, Crime Stoppers USA, 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. The budget line items associated with this deliverable are FACS, Southeastern Crime Stoppers Association, USA Crime Stoppers Association and travel.

Deliverable - 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.

Financial Consequences - 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 whose name does not appear on all days of the sign-in-sheets will result in a 10% reduction of the monthly cost reimbursement.

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Deliverables 3 & 4

Provider Documentation - The Provider must submit the following as support documentation that the deliverable was met. **(a)** The Provider will submit copies of the agenda and either sign-in sheets or certificate of attendance for all trainings attended where reimbursement from the Crime Stoppers Trust Fund is requested

Supporting Document Upload:

Crime Stoppers Reimbursement Request 20__-20__

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Grant No.:

Deliverables 5 & 6

Date: _____ **through** _____

Deliverable 5 - Law Enforcement Contact

Scope of Work - The Provider is required to contact all local law enforcement agencies noted in the Mission Statement and Area Served section of their grant application, Attachment B, via e-mail, to offer support of the program. Budget line items associated with this deliverable are crime prevention training, bus benches billboards/rolling billboards, newspaper, radio, television (program associated), website development/maintenance, promotional materials, door hanger/yard signs, posters, crime scene tape, wanted fugitive ads, wanted fugitive flyers, wanted fugitive posters and wanted fugitive billboards.

Deliverable - 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 the following line items: crime prevention training, bus benches billboards/rolling billboards, newspaper, radio, television (program associated), website development/maintenance, promotional materials, door hanger/yard signs, posters, crime scene tape, wanted fugitive ads, wanted fugitive flyers, wanted fugitive posters and want fugitive billboards.

Financial Consequences - 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 narrated in the scope of work will receive a 10% reduction in their monthly cost reimbursement for any month services as required are not completed.

OAG Number Of Services Required	Monthly Services Completed	# of Monthly OAG Confirmed Services	Yearly Services Required	YTD Services Provided
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Provider Documentation - 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.

Supporting Document Upload:

Deliverable 6 – Board Meetings for Grants Up to and including \$19,999

Scope of Work - The Provider receiving up to and including \$19,999 in grant funds will conduct quarterly board meetings during the course of the grant year, July 1 through June 30. The Budget line items associated with this deliverable are board and officer's liability and employee bond insurances.

Deliverable - The Provider receiving up to and including \$19,999 in grant funds will conduct a minimum of four (4) quarterly board meetings during the grant year, July 1 through June 30. Of which one board meeting must be held between July 1 and September 30, October 1 and December 31, January 1 and March 31, and between April 1 and June 30. **NOTE: More than one meeting within a quarter will not meet the requirement.**

Financial Consequences - The Provider's total monthly reimbursement will be reduced by 10% when the Provider fails to conduct a quarterly board meeting within the following quarters, July 1 through September 30, October 1 through December 31, January 1 through March 31, and April 1 through June 30 and no support documentation is submitted as required.

OAG Number Of Services Required	Monthly Services Completed	# of Monthly OAG Confirmed Services	Yearly Services Required	YTD Services Provided
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Provider Documentation - The Provider will submit complete copies of un-redacted board meeting minutes for each month/quarter

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Deliverables 5 & 6

that a board meeting is required, July 1 through June 30, as proof a board took place within the specified time frame of the deliverable. **NOTE: Board meeting minutes must indicate date of meeting, board members present and absent.**

Supporting Document Upload:

Deliverable 6 – Board Meetings for Grants \$20,000 or more

Scope of Work - The Provider who receives grant funds of \$20,000 or more will conduct monthly board meetings during the course of the grant year, July 1 through June 30. The Budget line items associated with this deliverable is board and officer's liability and employee bond insurances.

Deliverable - The Provider who receives grant funds of \$20,000 or more will conduct a minimum of ten (10) monthly board meetings. **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.**

Financial Consequences - 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.

OAG Number Of Services Required	Monthly Services Completed	# of Monthly OAG Confirmed Services	Yearly Services Required	YTD Services Provided
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Provider Documentation - The Provider will submit complete copies of un-redacted board meeting minutes for each month/quarter that a board meeting is required, July 1 through June 30, as proof a board took place within the specified time frame of the deliverable.

NOTE: Board meeting minutes must indicate date of meeting, board members present and absent.

Supporting Document Upload:

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Deliverables 7 & 8

Date: through

Deliverable 7 – Community Events

Scope of Work - 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 brochures, promotional materials, child id programs and child id supplies or other budget approved methods during the grant year, July 1 through June 30.

Deliverable - 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 as narrated in the scope of work or other budget approved methods.

Financial Consequences - 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.

OAG Number Of Services Required	Monthly Services Completed	# of Monthly OAG Confirmed Services	Yearly Services Required	YTD Services Provided
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Provider Documentation - The Provider will submit a completed OAG Event Reporting 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.

Supporting Document Upload:

Deliverable 8 – Reporting Requirements

Scope of Work - The Provider will submit twelve (12) **complete** Crime Stoppers Reimbursement Requests with 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 time stamped in the OAG grant management system on or before August 15, if August 15th, falls on a Saturday, A Sunday or a federal holiday, then timestamp must be on the next business day. Line items associated with this deliverable are office rent, utilities, office phone, cellular phone, fax line, internet line/wireless connectivity, vehicle mileage, postage/express mail, post office box rent, storage rent, general office supplies/letterhead/envelopes, computer, computer hardware accessories, laptop computer, additional software, fax machine, printer, copier, copier rental, copier maintenance, telephone equipment, corporate filing fees, storage unit insurance, vehicle insurance, accounting, payroll services, computer tech support and design services.

Deliverable - The Provider will submit twelve (12) **complete** Crime Stoppers Reimbursement Requests with signatures which must be time stamped in the OAG grant management system 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 time stamped by the next business day. The Provider must submit one (1) Final Reimbursement Expenditure Report which must be time stamped in the OAG grant management system by August 15th, if August 15th, falls on a Saturday, a Sunday or a federal holiday, then the time stamp must be on the next business day. The monthly reimbursement request shall include all invoices and required support documentation for **expenditures** must be uploaded in the OAG grant management system and received within the above same time frame. The performance report shall include all required support documentation for determining the completion status of **deliverables**.

Financial Consequences - Provider's total monthly cost reimbursement will be reduced by 10% if the Provider fails to have their Crime Stoppers Reimbursement Request with signatures time stamped 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 time stamped by the next business day and the support documentation must be submitted either as aforementioned by the due dates as provided. A reduction of 10% will be applied to the Final Reimbursement if it is not time stamped by August 15, or if August 15th falls on a Saturday, a Sunday or a federal holiday, then the timestamp must be on the next business day.

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Grant No.:

Deliverables 7 & 8

OAG Number Of Services Required	Monthly Services Completed	# of Monthly OAG Confirmed Services	Yearly Services Required	YTD Services Provided
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Provider Documentation - The OAG grant staff will utilize the timestamp in the OAG grant management system to determine whether or not this deliverable has been achieved. The timestamp must be for the 20th of the following month unless otherwise specified. If the Provider wishes to dispute the date as time stamped in the OAG grant management system, the Provider must submit proof of their submission having occurred prior to the deadline.

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.

Supporting Document Upload:

I certify, by evidence of my signature below, the above information is true and correct; the goods and services have been completed. I understand that the Office of the Attorney General and the office of the State Chief Financial Officer reserves the right to require additional documentation and/or to conduct periodic pre-audits or post-audits of any agreements.

Signature of Authorizing Official

✓

Authorizing Official Name and Title

Date

Signature of Grants Specialist

Grant Specialist Name

Date

**Signature of Research & Training Specialist
(QC)**

Research & Training Specialist (QC) Name

Date

Signature of Program Administrator

OAG Program Administrator Name

Date

OAG Comments: