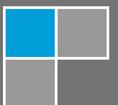


# ATTACHMENT B

# INSTRUCTIONS

## CRIME STOPPERS TRUST FUND GRANT APPLICATION

The enclosed pages contain the instructions for completing Attachment B, Grant Application.



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***\*Numerous definitions were obtained from “Merriam-Webster Dictionary On-Line”***

## DEFINITIONS

(Relevant to Crime Stoppers Trust Fund Grant Program and Application)

- **Agency** – Department of Legal Affairs, Office of the Attorney General
- **Provider** – A Crime Stoppers Organization and its Board of Directors (collectively)
- **Agreement** – A contract between the Agency and the Provider for delivery of services
- **OAG** – Office of the Attorney General
- **CSFA** – Catalog of State Financial Assistance
- **DFS** – Department of Financial Services
- **DMS** – Department of Management Services
- **D1 – D9** – Deliverables 1 – 9 as stated in forms CSA-6.1 Attachment D - \$19,999 or Less Contract Deliverables and CSA-6.2 Attachment D - \$20,0000 or More Contract Deliverables depending on total grant fund awarded
- **Recipient** – "a nonstate entity that receives state financial assistance directly from a state awarding agency" 215.97, Florida Statutes
- **FACS** – Florida Association of Crime Stoppers, Inc.
- **CSUSA** – Crime Stoppers of United States of America, Inc.
- **“Allowable Cost”** – Only those costs that have been submitted and agency approved in Attachment B, The Budget and Budget Narrative, or has been agency approved through a Budget Modification.
- **Allowable** – The cost must be allowable pursuant to state and federal expenditure laws, rules and regulations and authorized by the agreement between the state agency and the Provider.
- **Reasonable** – The cost must be evaluated to determine that the amount does not exceed what a prudent person would incur given the specific circumstances.
- **Necessary** – A cost must be essential to the successful completion of the program.
- **EFT** – Electronic Funds Transfer
- **F.S.** – Florida Statutes

- **F.A.C.** – Florida Administrative Code
- **Grant Year** – July 1 through June 30
- **PRIDE** – Prison Rehabilitative Industries and Diversified Enterprises, Inc.
- **Category Two** - 287.017, F.S. - \$35,000
- **Contact with Law Enforcement** – Deliverable #6 - What constitutes contact with law enforcement?

The Provider must make contact with the Law Enforcement agencies within the Provider’s service area to offer the services of Crime Stoppers a minimum of once a month. This may be accomplished by e-mail. The e-mail may include an invitation to the Provider’s monthly meeting and include a statement as follows: “Crime Stoppers would like to be of assistance to your law enforcement agency by offering materials such as brochures, posters, flyers, newspaper, radio and billboard support, door hangers, crime scene tape, and business cards that officers can provide at a crime scene, etc. If we can be of further assistance please do not hesitate to contact us.”

- **Community Event** – Deliverable #8 – What is a “Community Event”?

**“Community”** – “a group of people who live in the same area (such as a city, town, or neighborhood)”<sup>1\*</sup>

**“Event”** – “a planned occasion or activity (such as a social gathering)”\*

A community event would include “a group of people who live in the same area, such as a city, town, or neighborhood”; who would attend, “a planned occasion or activity (such as a social gathering)”. A community event as it relates to Crime Stoppers could be a function where community residents gather to enjoy or participate in a function. The community function can be in many forms, e.g., a 5K run in support of a cause, a public safety educational event, a school career day, etc., in which a Crime Stoppers Provider participates by disbursing brochures, flyers, specialty items, fingerprinting or other means of making the public aware of their program.

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<sup>1\*</sup> Merriam-Webster Dictionary On-Line

## **GRANT APPLICATION PROCEDURES**

### **Purpose**

The Florida Crime Stoppers Act 16.555, Florida Statute, and 16.556, Florida Statute, were passed by the Legislature in 1998. The Act (16.555, F.S.) establishes the Crime Stoppers Trust Fund which serves to improve and support the official crime stoppers (members of the Florida Association of Crime Stoppers, Incorporated) in their crime fighting programs within the units of a local government of the state. The Act also provides for enhancing public awareness of crime prevention methods and to train the public in personal safety principles, especially for citizens who live in, work at, or frequent locations having high crime rates. 16.556, F. S. provided for the Crime Stoppers Trust Fund to be administered by the Department of Legal Affairs. 938.06, Florida Statutes, states “when a person is convicted of any criminal offense, the county or circuit court shall assess a court cost of \$20. The clerk of the court shall collect and forward, less \$3 per assessment, to the Department of Revenue for deposit into the Crime Stoppers Trust Fund. The Department of Legal Affairs will make grant funds available annually to carry out the purposes of the Act.

### **Applicant Eligibility**

Any county may apply to the department for a grant from the funds collected in the judicial circuit in which the county is located under s. 938.06. A grant may be awarded only to counties which are served by an official member of the Florida Association of Crime Stoppers and may only be used to support Crime Stoppers and their crime fighting programs. Only one such official member shall be eligible for support within any county. In order to aid the department in determining eligibility, the secretary of the Florida Association of Crime Stoppers shall furnish the department with a schedule of authorized crime stoppers programs by May 1, and shall update the schedule as necessary. In order to award grants to individual crime Stoppers programs a letter from a chapter’s County Board of County Commissioners must assign the chapter as an agent for the county for the purpose of applying for and receiving grant funds. This letter will need to be updated every three (3) years. Failure to have complied with current and previous agreements and attachments, federal and state laws, rules and regulations, may affect an applicant’s eligibility for future funding and the amount of funding that may be awarded.

### **Grant Availability**

Each year, on April 1, the Department of Legal Affairs distributes a notice of grant availability and funds as available on that date, to the members of the Florida Association of Crime Stoppers, Incorporated. Any organization or agency that is eligible and interested in receiving a grant must submit an application to the Department of Legal Affairs on or before April 30. Applications may be submitted for projects as described in Chapter 16.555, Florida Statutes. Total award amounts will be provided as approved by the Director of Victim Services and Criminal Justice Programs.

### **Funding By Judicial Circuit**

Grants will be awarded from the Crime Stoppers Trust Fund in the amount of funds deposited by the clerk of the court of the county within the judicial circuit from March 1 through February 28 to include any unencumbered and unused roll-over funds from the previous grant year (not the current grant year). If a crime stoppers organization serves counties in multiple judicial circuits,

one budget may be submitted by the organization for those counties served in each judicial circuit.

### **Grant Application Procedures**

Applicants for funding must complete an application every year as provided by the instructions. The Grant Application must have all required signatures affixed prior to mailing. Application forms and instructions may be obtained by writing to: The Office of the Attorney General, Crime Stoppers, PL-01, The Capitol, Tallahassee, Florida 32399-1050, or may be downloaded from the FCPTI website: <http://www.fcpti.com/fcpti.nsf/CrimeStopperPrograms>. Applications with **“ORIGINAL”** signatures must be mailed; they cannot be mailed electronically, and must be received by the Department of Legal Affairs no later than **5:00 p.m., Eastern Standard Time, on April 30th.**

All grant awards are subject to the availability of funds, approved legislative spending authority, and annual approval by the Department of Legal Affairs.

No grant applications will be reviewed or approved after January 1.

### **Application Submission Instructions**

The original application containing original signatures must be marked **“ORIGINAL”** in the top right hand margin of the first page and must be submitted to the Department of Legal Affairs. The applicant should retain an exact copy of the Crime Stoppers Trust Fund grant application. Applications should be mailed or delivered to the following address:

Office of the Attorney General  
Crime Stoppers Trust Fund Grant Application  
PL-01, The Capitol  
Tallahassee, Florida 32399-1050

The submission to the Attorney General’s Office, by mail, must include, **in the following order:**

- **Original**, fully completed and signed CSA-1, Florida Crime Stoppers Trust Fund Attachment B Grant Application, Rev. 08/2015.
- Letter of Agreement(s), if applicable, from the county board of county commissioners they serve authorizing the organization to apply, receive and expend grant funds.
- Documentation that the organization is an official member of the Florida Association of Crime Stoppers, Inc., in good standing, unless the information is submitted by the Florida Association of Crime Stoppers on their behalf.
- Letter from the Crime Stoppers organization serving the county, if submitted by a county.
- Job descriptions and minimum qualifications for all proposed Crime Stoppers Trust Fund-funded personnel or contract labor.
- Copies of any office or other types of leases.

Applications will be reviewed on a “first received basis” and applications submitted after the due date will be reviewed after applications received on or before April 30.

### Grant Evaluation Procedure

Applications for funding will be reviewed by the Department of Legal Affairs staff for technical compliance to include the following:

- **Eligibility Requirements:** The organization must be an official member of the Florida Association of Crime Stoppers, Inc. and obtain a letter of agreement from the Board of County Commissioners authorizing the Crime Stoppers Organization as its “agent” for the purpose of applying for, receiving, and expending Crime Stoppers Trust Funds. Previous grant recipients must have this on file with the Office of the Attorney General.
- **Review of Applicant History:** The past performance of the organization will be reviewed to ensure compliance with the terms and conditions of the previous grant year agreement.
- **Complete Application:** The application has been signed by all parties and all sections have been completed.
- **Crime Stoppers Organization Mission Statement and Objectives with review of Performance Measures:** The extent to which the grant project supports the purposes of the Florida Crime Stoppers Act, as noted in Chapter 16.555, Florida Statutes.
- **Budget:** The extent to which the budget is properly documented; is consistent with the proposed mission and activities of the grant; and does not exceed the award amount of funds collected by each county. Budgetary items will be reviewed according to the three following directives; “reasonable,” “allowable,” and “necessary.” **(The budget must contain a minimum of 50% (percent) in the Rewards and Public Education category and the budget can only contain a maximum of 30% (percent) in the Salaried Employees category.)**
- **Cost Analysis:** Section 216.3475, Florida Statutes, states agreements for services awarded on a non-competitive basis must have a Department of Financial Services’ approved Cost Analysis completed to ensure that all expenses are “reasonable,” “allowable,” “necessary” and related to the grant project. Grant applications that do not meet the requirements as noted, are subject to be returned and line items may be removed if not corrected.

### Grant Award Procedures

Grants will be awarded annually by the Department of Legal Affairs who may approve any portion of a grant budget up to the total amount requested. Approval of a grant application is subject to:

- availability of funds;

- an applicant’s performance and compliance with the terms and conditions of a current or prior year grant agreement;
- a limit of one grant award for each county within a judicial circuit per year that meets the requirements of the grant evaluation procedure.

Applicants will be notified of the date the grant application is considered complete and acceptable. The Department will provide the applicant a contract for execution within 30 days of a complete and acceptable application. An applicant who disagrees with the denial of a grant award by the Department of Legal Affairs may request a hearing within 30 days following the date of the notice that the grant was not approved. The request for a hearing must be in writing. Proceedings in which the Department of Legal Affairs may make a determination regarding substantial interests of a party shall be conducted and disposed of in accordance with the provisions of Section 120.57, Florida Statutes. The filing of a request for a hearing will cease the grant application process for that particular county or Crime Stoppers organization and no agreement will be executed until such time as a hearing and determination has been reached.

### **Grant Terms and Conditions**

*Agreement:* If approved for funding, an applicant will be required to execute an agreement that includes, as part of the agreement, the grant application package, Attachment A, Exhibit I, Attachment B, Attachment C, and Attachment D, as approved or amended by the Department of Legal Affairs.

## **PROHIBITED EXPENDITURES**

Expenditures from grant funds for items listed below are prohibited unless “**expressly provided by law**”:

- \*Subcontract for any service
- \*Lobbying
- \*Memorabilia
- \*Entertainment
- \*Food
- \*Decorative items (globe, statues, potted plants, picture frames, etc.)
- \*Refreshments
- Uniforms
- Uniform accessories
- Awards for contests
- iPads (requires OAG approval with detailed justification)
- Vehicles
- Mileage for grant-funded vehicles
- Mileage for rental vehicles
- Personal mileage of any kind
- Commute mileage (from home to place of work or work to home)
- Car rentals exceeding state guidelines
- Confidential informant fees
- Overtime for employees

Performance bonuses  
Christmas bonuses  
Holiday pay  
Special detail pay  
Stand-by or call-back pay  
Private security guard services  
Radios (car and hand-held)  
Standard supplies for law enforcement officers (vests, holsters, ammunition, radios, etc.)  
Unused sick or annual leave  
Magazine subscriptions  
Late payment fees or finance charges  
Bank overdraft charges  
Credit card fees (annual fee)  
\*\*Membership Dues (other than those listed in the grant Budget Section)  
Office renovation  
Fund Raising

*\*The items listed above are disallowable expenditures prohibited by Florida Statute, an Auditor General's Opinion or a Comptroller's Memorandum. (eff. 10/05)*

**\*\*Only those membership dues that are essential to the statutory duties and responsibilities of the Organization are allowed.**

Only those expenditures of grant funds as listed in the Approved Budget Application, Attachment B, are authorized. The payment of items used generally for the convenience of employees (example: portable heaters, fans, refrigerators, microwaves, clocks for private offices, coffee pots and supplies, etc.) and which are not apparently necessary in order for the organization to carry out its responsibilities as stated in the Agreement and Approved Budget Application, Attachment B, are prohibited. Grant funds cannot be expended to satisfy the personal preference of grant funded employees (**example: an organization may not purchase more expensive office furniture or computer equipment than is necessary to perform its official duties because the employee prefers a more expensive item.**)

## DETAILED BUDGETS

### 216.3475, Florida Statutes

*216.3475 Maximum rate of payment for services funded under General Appropriations Act or awarded on a noncompetitive basis.—A person or entity that is designated by the General Appropriations Act, or that is awarded funding on a noncompetitive basis, to provide services for which funds are appropriated by that act may not receive a rate of payment in excess of the competitive prevailing rate for those services unless expressly authorized in the General Appropriations Act. Each agency shall maintain records to support a cost analysis, which includes a detailed budget submitted by the person or entity awarded funding and the agency's documented review of individual cost elements from the submitted budget for allowability, reasonableness, and necessity. History.—s. 28, ch. 91-109; s. 9, ch. 2010-151.*

# FLORIDA CRIME STOPPERS TRUST FUND - GRANT APPLICATION – ATTACHMENT B

## Application Instructions

The CSTF grant application is included as Attachment B. The following information is provided to assist the applicant in completing the application packet and assist the Department in reviewing and approving the grant application.

**ATTENTION: Prior to entering any information into the application the applicant must go to page 20 and in the last line, under the (%) percentage column, enter the amount of their grant award. This number controls numerous data processing functions within the application.**

## Deleted Items

The following items have been removed from the grant application. They are items which have only been used by one or two programs and are not utilized by the majority. These items may be requested within the grant application under “OTHER” within the “Rewards and Public Education” and the “Operating Expenses” categories.

Vehicle Wraps  
Vehicle Maintenance  
Office Furniture  
Staff Training  
Director and Board Training  
City Fees  
Other State or County Fees (not associated with fund raising)  
OAG Grant Writing & Orientation Training  
Cleaning Services

*The following have been removed from the grant application and will not be approved if submitted as a line item in a grant application:*

- **Legal Fees**
- **Application Fee, Department of Agriculture for solicitation/fundraising is not reimbursable from grant funds**

## GRANT YEAR

Please enter the grant year for which application is being made.

## SECTION 1 – Applicant Information

Check the appropriate box if you are applying as a County or a Member of the Florida Association of Crime Stoppers, Incorporated. All programs, with the exception of Pinellas, are

members of Florida Association of Crime Stoppers (check the second box). This program is funded through the respective county (check the first box). However, they are served by a member of Florida Association of Crime Stoppers.

1. Enter the legal name of agency/organization.
2. Enter the address; include a street address for overnight deliveries if main address is a Post Office Box number. Use only the address of the organization, no personal addresses.
3. Enter the City, State and Zip code.
4. Enter the agency/organization's federal identification number.
5. "Total Budget Request" - automatically populates when the entire Budget is complete.
6. Enter the Judicial Circuits the organization serves.
7. Enter the county(ies) the organization serves, or
8. Enter the Crime Stoppers organization that serves the county, if applying as a Board of County Commissioners.
9. Enter the name of the person to contact if there are questions about the application.
10. Enter the area code and telephone number of the individual. Use only the phone number of the organization, not a personal phone number.
11. Enter the electronic mail address of the individual.
12. Identify the agencies the organization will coordinate its services with.

## **SECTION 2 – Certification/Signatures**

**(ATTENTION: In the event that a board member whose signature is required on the application or the agreement is unavailable to sign, please have an alternate board member sign.)**

1. Type the name of the Project Director; (the person responsible for the day-to-day operation of the grant and who will be the primary contact person) for the Department.
2. Enter the title of the individual, if different than Project Director.
3. Enter the street address, post office box/drawer of the Project Director. (Chapter 119, Florida Statute, exclusions must be declared)

4. Enter the area code and telephone number of the Project Director. (Chapter 119, Florida Statute, exclusions must be declared)
5. Enter the city, state and zip code.
6. Enter the area code and the facsimile (fax) number for the Project Director.
7. Obtain signature of the Project Director.
8. Enter date of signature.
9. Enter the electronic mail address of the Project Director.
10. Follow steps 1 thru 9 for the authorizing official, (the Chairman/President of the Board of Directors).
11. Follow steps 1 thru 9 for the financial officer, (the Treasurer).

**NOTE:** Below each signature is the following statement: “I acknowledge that I have read, understood, and agree.”

### **SECTION 3 – Organization Board Members**

1. Enter the name and the e-mail address of each person holding positions on the Board of Directors. (Provide personal e-mail addresses, not the organization’s e-mail address.)
2. Click in the Check Box and enter an “X” to indicate they are exempt from Section 119.07, Florida Statute.
3. Continue to enter the names and e-mail addresses for all persons considered to be Members of the Board of Directors and indicate if they are exempt from Section 119.07, Florida Statute.

### **SECTION 4 – Organization Mission Statement**

1. Click inside the single line border.
2. Provide a mission statement for your organization.
3. Provide the following data for the area that is served: population, crime rate per UCR, number of available media outlets, billboards available in area, the number of law enforcement agencies, the number of all level of schools in area, number of public transportation entities available and number of community events in area served.
4. One (1) page is included, page 4.

## SECTION 5 – Previous Activity

1. Under the column heading “Year” enter the previous three grant years in the areas shaded in blue which are the first column of the first and second tables.
2. Enter the final organization numbers for the preceding three years excluding the current year, (Number of Tips Written; Number of Arrests; Number of Cases Cleared; Number of Rewards Approved; and Total Number of Rewards Paid). If an organization was not in existence, enter N/A.
3. Enter the dollar amount **spent** on the Rewards and Public Education category, not the amount budgeted, unless the organization spent the total amount budgeted.
4. Enter the dollar amount of grant funds reimbursed for each grant year.
5. The percentage (%) of increase or decrease in the number of tips written will automatically compute upon entering the number of tips written in three years previous to the years for which you are applying.
6. The percentage (%) of Rewards Paid versus percentage (%) of Rewards Approved will be automatically computed when the data is entered.
7. The cost per tip will be automatically computed when data is entered.

## SECTION 6 – Programmatic and Fiscal Evaluation for the Previous Year and Current Year-to-Date

1. Determine what has been successful and what has not been successful.
2. Determine if actual programmatic cost from previous year and year-to-date has/have been cost effective and productive.
3. Pages may be added as needed.

## SECTION 7 – Review of Performance Measures from Current Year

Will organization meet its Performance Measures for the current grant year? If yes, give a brief narrative of your achievements. If no, give reasons why unable to meet established Performance Measures and did the program require a Program Modification?

## SECTION 8 – The Budget

*(Items must meet the following three directives; “reasonable,” “allowable” and “necessary.”)*

**ATTENTION: Before starting on the budget section, read and follow the directions carefully. Prior to entering any information into the application the applicant must go to page 20 and in the last line, under the % column, enter the amount of their grant award. This number controls numerous data processing functions within the application.**

## DELIVERABLES AND BUDGETS

Established Deliverables are required to be met by all programs receiving state financial assistance. The Deliverables are the minimum expectations. Deliverables not met, as specifically required, will result in Financial Consequences of a prorated percentage up to and including 100% loss of funds in line items associated with a deliverable. Once Financial Consequences are assessed those monies do not rollover. **Please be sure to fund line items that will assist your organization in meeting all 9 deliverables.** Budgets that do not contain funding for achieving all deliverables will be returned, especially in regards to deliverable #4, #6 and #8. In addition, monies budgeted for these deliverables and not expended will receive, at the end of the grant year, a Financial Consequence of up to 100% of these items.

### SECTION 8 - PART A - REWARDS AND PUBLIC EDUCATION

(Minimum allowed in this category is 50% of Award Amount, but may be more. If 50% not reached a "0" will result in Section 10, page 20.)

Enter the dollar amount determined and then the item quantity or the number of months of payment. Use either the Tab Key or mouse to click in the cells. For example:

Rewards	\$1,500.00	@	12 (months)	<b>or</b>
Brochures	\$0.29	@	1000 (quantity)	

The total column for that line item will be automatically computed. The "Total" column has been locked and the formula has been entered. The formula cannot be deleted.

Extra lines under "**Other**" have been added for additional items not listed. All "**Other**" items **must be specified separately, not bundled together, i.e., "Other types of printing," this will result in your grant being returned to you for clarification.** Specify what the item is: and enter the amount and quantity/months. Please remember that all "**Other**" items listed must be described and justified on page 19.

A formula has been entered on page 20 in the cell next to the "Rewards & Public Education." This formula computes the percentage (%) of this category as it relates to your total award amount. Remember that this category must contain a minimum of 50% of the award amount.

A new column has been added that computes the percentage (%) of award. No additional deliverables will be required beyond the core 9. All line items are tied to the core 9 deliverables. However, the Budget Narrative must describe the math utilized to determine the amount (i.e. how many, for how much, and for how long). Budget Narratives which do not show how the amount was determined for each line item will be returned to the organization for completion and this could result in a delay in a contract being completed. Just because a line item is listed in the application does not mean it is allowable. It becomes allowable with a justification on how it will be used to meet the goals and objectives of the organization as they relate to the mission of Crime Stoppers. Agreements will not be provided until the Budget is accepted by the Department.

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## EXAMPLES:

The examples below are provided to assist organizations in writing narratives that will allow the Department to complete the required Cost/Price Analysis by assessing the costs as reasonable, allowable and necessary. I have chosen the "**Internet/Wireless**" line item to address "allowable," "reasonable," and "necessary." These are the things we look for in each line item narrative.

**Allowable** - a cost becomes allowable when sufficient justification is provided as to the item's relevance to advancing the Crime Stoppers initiative. For example, in the "Internet/Wireless" line item the statement, "to conduct Crime Stoppers' business," provides for determining allowable.

**Reasonable** - a cost may become reasonable if the organization has reviewed current or past year monthly statements and the cost is based on that review. A reasonable cost statement could be, "using current year's expenses at \$200 and providing for a 5% contingency," would indicate the cost is reasonable.

**Necessary** - a cost may become necessary if it is utilized to, "assist them with their normal duties," to conduct Crime Stoppers' business.

Always show the math in the narrative. For example: ( $\$210 + \$93 = \$303 \times 12 \text{ months} = \$3,636$ ). The budget section line item should reflect the  $\$303 \times 12$ .

## EXAMPLES REWARDS AND PUBLIC EDUCATION

**Line Item #1 - Rewards:** Crime Stoppers pays out rewards to anonymous tipsters for information that leads to arrests, recovery of stolen property or results in drugs being recovered. Rewards up to \$3,000 will be provided to individuals during the next grant year. A review of the last two years indicates an average spending of \$2,500 per month was paid in rewards. The estimated total for the year was \$30,000. With our increased aggressive advertising campaign we anticipate an increase to \$3,500 per month. The budget amount for the coming grant year is \$42,000: ( $\$3,500 \times 12 \text{ months} = \$42,000$ ).

**Line Item #10 - Billboards/Rolling Billboards:** Crime Stoppers will continue to utilize billboard advertising throughout the grant year to promote the program and the tip number. This year, Crime Stoppers had one vinyl bulletin and eight poster billboards that changed location every month for 10 months, total cost, including production was \$30,000. The program also had outfield billboards in two of the spring training baseball fields for a cost of \$6,000 and \$4,500 for a total of \$10,500. Crime Stoppers plans to utilize a similar strategy for advertising the tip line and program using outdoor billboards and billboards at local sports arenas for the coming grant year. Based upon the historical data above, it is estimated the average monthly cost will be \$4,050/month for 10 months, for a total cost of \$40,500. ( $\$4,050 \times 10 \text{ months} = \$40,500$ )

## EXAMPLES OPERATING EXPENSES

**Line Item #48 - Internet Line/Wireless Connectivity:** The Executive Director and Project Director require internet access to assist them with their normal duties to conduct the business of Crime Stoppers. The cost is estimated using current-year expenses at \$200 per month with a (5%) contingency totaling \$210 monthly. Wireless air cards for the Trust Administrator and Board Secretary to conduct Crime Stoppers' business totals \$88 per month based on current usage and allowing a contingency of (5%) for possible cost and usage increases totaling \$93 per month. The total for both services would be \$3,636: ( $\$210 + \$93 = \$303.00 \times 12 \text{ months} = \$3,636$ ).

**Line Item #73 - Travel:** Continuing Education. Our Crime Stoppers organization is a member of FACS and attends the tri-annual meetings to receive training and learn recommended guidelines and "best practices" from member programs in Florida; this ensures consistency and continuity of the Crime Stoppers' mission in our program's operation. Our Crime Stoppers organization wishes to remain in good standing with FACS and to do so, requires member programs to attend at least two of the three annual meetings:

**FACS February Meeting:**

Hotel- \$500.00 ( $\$125.00 \times 2 \text{ nights} \times 2 \text{ persons} = \$500.00$ )  
Two attendees/two nights per diem at \$36.00/day x 3 days x 2 persons = \$216.00  
Mileage (Board member) \$.445/mi x 235 miles = \$104.575 x 2 days = \$209.15  
Tolls - \$5.00 and Fuel - \$80.00 (Project Administrator)  
Total Travel for February Meeting - **\$1,010.15** ( $\$500 + \$216 + 209.15 + \$5.00 + \$80.00 = \$1010.15$ )

**FACS June Meeting:**

Hotel - \$500.00 ( $\$125.00 \times 2 \text{ nights} \times 2 \text{ persons} = \$500.00$ )  
Two attendees/two nights per diem at \$36.00/day x 3 days x 2 persons = \$216.00  
Mileage (for Board member) \$0.445/mi x 122 miles = \$54.29 x 2 days = \$108.58  
Tolls - \$5.00 Fuel - \$50.00 (Project Administrator)  
Total Travel for June Meeting - **\$879.58** ( $\$500 + \$216 + \$108.58 + \$5.00 + \$50.00 = \$879.58$ )

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

Austin, TX- August 17-21 Registration@ \$475/per person x 3 = \$1,425.00  
Three attendees/four Hotel - \$1,500.00 ( $\$125.00 \times 4 \text{ nights} \times 3 \text{ persons} = \$1,500.00$ )  
Three attendees per four Nights at \$144/person x 3 persons = \$432.00  
Airfare for 3 persons @\$450.00/per person = \$1,350.00  
Airport Parking@ \$9/day x 4 days x 3 persons = \$108.00  
Total Travel to CSUSA - **\$4,815.00** ( $\$1,425 + \$1,500 + \$432 + \$1,350 + \$108 = \$4,815$ )

Total travel budget for our Crime Stoppers organization is estimated to be: **\$6,704.73** (\$1,010.15 + \$879.58 + \$4,815 = \$6,704.73)

### **EXAMPLES SALARY EXPENSES**

**Line Item 94: Executive Director Salary** - The Executive Director is funded at 75% of his full time work week of 40 hours. In addition, the Executive Director dedicates a portion of his time (25%) to fund-raising activities in support of the program. The grant will be charged for 75% and the organization will provide the funding for the remaining 25% which is not eligible for reimbursement from grant funding. The Executive Director is provided 10 days paid annual leave and 10 days annual sick leave.

Crime Stoppers Executive Director:

Annual Salary 40 hours a week = \$45,000  
Employer FICA & Medicare@ 7.65% = \$3,442.50  
TOTAL Salary plus Benefits: \$48,442.50  
Salary plus benefits at 75% = \$36,331.875

**TOTAL SALARY AND BENEFITS REQUEST: \$36,331.875**

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### **Rewards**

Review your payment of rewards for at least the last two (2) or three (3) years as well as, any anticipated increase in program awareness campaigns that might affect the tips and possibly the payment of rewards. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### **Tip Lines**

Phone lines: Phones used to receive anonymous tips. (Review the expenses for the past two years and determine if a cost increase is anticipated, if so, how much, and explain.) **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### **Answering Service**

In the Budget Narrative list the name of the service you are using (i.e. Alternative Answers, Crime Scene Information or other answering service). Review the expenses for the past two years and determine if a cost increase is anticipated, if so, how much, and explain.) **In detail**, describe the process used to determine the amount of funds noted in this line item and how the

line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be "reasonable," "allowable," and "necessary."

### Telecommute Fees

This is an 800 number used to transfer calls to an answering service. In the Budget Narrative list the name of the service you are using. Review the expenses for the past two years and determine if a cost increase is anticipated, if so, how much, and explain. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be "reasonable," "allowable," and "necessary."

### Tip Software

Specify the cost and any anticipated increases or additional services (i.e. text-a-tip, etc.) you may be adding or are currently using which may increase the cost. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be "reasonable," "allowable," and "necessary."

### Cell Phone (Tip Coordinator)

If a Crime Stoppers organization provides a cell phone to their tip coordinator, be sure to include all cost associated with the phone service. Review the cost for the past two years, **detail any anticipated upgrades**. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be "reasonable," "allowable," and "necessary."

### Crime Prevention Training

This line item should be used to budget for any law enforcement training anticipated to be provided to various law enforcement agencies within the organization's service area. It can include, but may not be limited to; FCPTI training, Preventing Crime in the Black Community Conference, or other types of training that will benefit officers and the communities they serve. (Per Section 16.555, Florida Statutes, training may only be provided "*to support and enhance efforts to train the public in crime prevention methods and in personal safety principles, especially for citizens who live in, work at, or frequent locations having high crime rates.*") **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be "reasonable," "allowable," and "necessary."

## **PROGRAM AWARENESS/MEDIA**

**Purchases utilizing Crime Stoppers Trust Fund dollars requires the organization to comply with the terms and conditions of the contract agreement, state laws, rules, and regulations and the Department of Financial Services' Reference Guide for State Expenditures. The OAG acknowledgement (Paid by CSTF) is required on all of the promotional/advertising**

materials except small items such as pens, pencils, individual USB flash drives, styluses, highlighters, custom silicone bracelets, and hand sanitizers/carriers. For these small items the organization may use (Pd by CSTF).

Examples, pictures, articles, and copies may be required by the Office of the Attorney General as proof of services received and to support the presences of the OAG acknowledgement. Providers are required to maintain this support and make it available upon request or provide copies as required. Originals should be maintained by the Crime Stoppers organization.

### Bus Benches

This line item is usually located along public transportation/bus routes. Under most circumstances these bus benches are all under the Lions Club organization and are considered to be a sole source. However, it is still the responsibility of the Crime Stoppers organization to obtain the necessary paperwork and submit to the Department to make a sole source determination. Crime Stoppers organizations may use this venue to promote an organization's program and/or tip phone line, web-tip number, or text-a-tip number and may also serve as public awareness, wanted fugitives, a specific crime or be crime related. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **"reasonable," "allowable," and "necessary."** The OAG acknowledgement is required for cost reimbursement.

### Yellow Pages

*(This line item does not require three (3) written quotes if purchased with local phone utility carrier.)*

This line item may be used to purchase an ad to promote an organization's program and/or tip phone line, web-tip number, or text-a-tip number. All ads are required to have the OAG acknowledgement for cost reimbursement. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **"reasonable," "allowable," and "necessary."**

### Billboards/Rolling Billboards

*(A large sign for advertisements that is next to a road, on the side of a building, etc.)\**

Billboards may be crime specific, related to a crime, or for program awareness. Billboards maybe located along major highways, able to be transported to various locations and maybe electronic in nature. When utilizing any form of billboards the OAG acknowledgement is required for reimbursement. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In

addition, the amount of funds in this line item must be “reasonable,” “allowable,” and “necessary.”

### Bus Wraps

This line item will require justification due to the associated cost and will require detailed monitoring to ensure a “reasonable” return on the expenditure. This item requires the OAG acknowledgement for cost reimbursement. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers’ initiative. In addition, the amount of funds in this line item must be “reasonable,” “allowable,” and “necessary.”

### Cab Signs

These are signs that are located either on the top of cabs or the back of cabs. They may be crime specific, related to a crime or for program awareness. They may be lighted or unlighted. If utilizing cab signs the OAG acknowledgement must be applied. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers’ initiative. In addition, the amount of funds in this line item must be “reasonable,” “allowable,” and “necessary.”

### Newspaper

*(A set of large sheets of paper that have news stories, information about local events, advertisements, etc., and that are folded together and sold every day or every week)\**

Newspapers may be used to promote a crime stoppers program. Additionally, newspapers may be used for public awareness of information relating to a specific crime including wanted fugitives. Ads may be of various sizes and newspapers may be of various formats. All ads or program promotions of any type or any size are required to carry the OAG acknowledgement. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers’ initiative. In addition, the amount of funds in this line item must be “reasonable,” “allowable,” and “necessary.”

### Radio

*(1) transmitted by radio: (2) making or participating in radio broadcasts)\**

This can range from short PSA’s in promotion of the program to a “radio talk show” for a specific time promoting the Crime Stoppers program. All radio spots of any kind require

affidavits of air time, copies of scripts or dialog used, or recordings of the spots. In addition, radio spots require the OAG acknowledgement and “radio talk shows” require the OAG acknowledgement be mentioned during the show if paid for with Crime Stoppers Trust Fund dollars without regards to the length of air time. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers’ initiative. In addition, the amount of funds in this line item must be “**reasonable,**” “**allowable,**” and “**necessary.**”

### **Television (Program Associated)**

*(An electronic system of sending images and sounds by a wire or through space: programs that are broadcast by television)\**

This could be promotion trailers/streamers on a TV station, a segment on wanted fugitives, or TV air time on promoting the program. Not to be confused with a television show production; this would be a separate line item under “Other” and would require a separate deliverable. The OAG acknowledgement is required for cost reimbursement and must be visible. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers’ initiative. In addition, the amount of funds in this line item must be “**reasonable,**” “**allowable,**” and “**necessary.**”

### **Movie Theater**

*(A building or room in which movies are shown)\**

Advertising within a movie theater or group of movie theaters may be utilized to promote a crime stoppers program. Additionally, such advertising may be used for public awareness of a specific crime including wanted fugitives or any other crime related information. Ads may be of various sizes and may be of various formats. All ads or program promotions of any type or any size is required to carry the OAG acknowledgement and must be as readable as the promotion itself. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers’ initiative. In addition, the amount of funds in this line item must be “**reasonable,**” “**allowable,**” and “**necessary.**”

### **Website Development/Maintenance**

This line item is for website development and/or maintenance of an already established website. Please be sure to budget if both are anticipated expenditures for the grant year. A Crime Stoppers’ website must contain the OAG acknowledgement on the website if it is in this budget and reimbursement of the cost is going to be requested. Purchases utilizing Crime Stoppers

Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### **Brochures**

*(Pamphlet, booklet; especially: one containing descriptive or advertising material)\**

Brochures purchased with Crime Stoppers Trust Fund dollars must be for a specific crime and/or crime related or program awareness. They may be double fold, tri-fold or more. They must always carry the OAG acknowledgement if included in an organization's budget and reimbursement cost will be requested. Brochures purchased **without** the OAG acknowledgement will not be reimbursed. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### **Promotional Materials**

No more than 5% of a grant award amount may be used to purchase promotional materials. **The required OAG acknowledgement for small items including pens, pencils, individual USB flash drives, styluses, highlighters, custom silicone bracelets, and hand sanitizers/carriers is “Pd by OAG/CSTF”.** *(Items purchased without the OAG acknowledgement and submitted for reimbursement will not be reimbursed from the Crime Stoppers Trust Fund.)* Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### **Door Hangers/Yard Signs**

*(This line item does not include Neighborhood Watch Signs.)*

Door hangers and yard signs may be utilized to promote a crime stoppers. Additionally, these items may be used for public awareness of a specific crime including wanted fugitives or any other crime related information. Door Hangers and Yard Signs may be of various sizes and of various formats. All door hangers and yard signs of any type or size are required to have the OAG acknowledgement for cost reimbursement. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the

amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### Window Clings/Window Signs/Window Stickers

Window clings, window signs, and window stickers may be utilized to promote the crime Stoppers program. Additionally, these items may be used for public awareness of a specific crime including wanted fugitives or any other crime related information. Window Clings, Window Signs, or Window Stickers may be of various sizes and of various formats. All Window Clings, Window Signs, or Window Stickers of any type or size are required to have the OAG acknowledgement for cost reimbursement. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### Newsletters

*(A short written report that tells about the recent activities of an organization and that is sent to members of the organization)\**

This should include all cost associated with the newsletter, including paper, printing, graphics and postage for mailing. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services.

**In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”** The OAG acknowledgement is required for cost reimbursement.

### Posters

*(A bill or placard for posting often in a public place; especially; one that is decorative or pictorial)\**

This is typically a cardstock type item or heavy paper item which may be placed on bulletin boards, in business windows, or other areas which promotes the crime Stoppers program or a specific crime. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”** The OAG acknowledgement is required for cost reimbursement.

### Banners

*(A large strip of cloth with a design, picture, or writing on it)\**

This is usually a large sign designed for hanging which is used to promote the program. It may be composed on vinyl, paper, or a cloth-like fabric. It should include the name of the Crime Stoppers organization and the tip number. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”** The OAG acknowledgement is required for cost reimbursement.

### LCD Projector

Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations and all Department of Financial Services' regulations. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### Projection Screen

Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### Display Board

Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### Television

Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the

line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be "reasonable," "allowable," and "necessary."

### VCR/DVD/Blu-Ray

Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be "reasonable," "allowable," and "necessary."

### Child ID Programs

This line item will require justification and support documentation to determine its "reasonable" benefit to the program to ensure it will be used in accordance with program objectives. This line item may include program software, computers, printers, and supplies. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be "reasonable," "allowable," and "necessary." **If any type of printed materials or printing cost is associated with this expenditure the OAG acknowledgement is required to be on the printed items for cost reimbursement.**

### Child ID Supplies

This line item is for organizations that have Child ID programs and wish to purchase supplies for them. These supplies might include ink cartridges for the printers, paper for printing the ID information on that is provided to parents of children and adults. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be "reasonable," "allowable," and "necessary." **If any type of printed materials or printing cost is associated with this expenditure the OAG acknowledgement is required to be on the printed items for cost reimbursement.**

### Crime Scene Tape

Crime Scene Tape is utilized by law enforcement at crime scenes and may be purchased and provided to law enforcement as a means of promoting Crime Stoppers and the law enforcement partnership. The crime scene tape must have the Crime Stoppers organization's name and phone number and the required OAG acknowledgement for cost reimbursement. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and

conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,” and “necessary.”**

### **Wanted Fugitive Ads**

These ads can be in many formats such as newspapers, television, weekly/monthly publications, website postings, etc., but must be for wanted fugitives. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,” and “necessary.”** The OAG acknowledgement is required for cost reimbursement.

### **Wanted Fugitive Flyers**

*(A piece of paper that has something printed on it, such as an advertisement or an announcement, and that is given to many people)\**

This line item may be utilized to promote the capture of wanted fugitives or serve as public awareness of a specific crime. Wanted Fugitive Flyers may be of various sizes and of various formats. All printed materials of any type or size are required to have the OAG acknowledgement for cost reimbursement. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,” and “necessary.”**

### **Wanted Fugitive Posters**

*(A bill or placard for posting often in a public place; especially; one that is decorative or pictorial)\**

This is typically a cardstock type item or heavy paper item which may be placed on bulletin boards, in business windows, or other areas which contains the pictures of wanted individuals. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,” and “necessary.”** The OAG acknowledgement is required for cost reimbursement.

### Wanted Fugitive Billboards

*(A large sign for advertisements that is next to a road, on the side of a building etc.)\**

Billboards for this purpose must have pictures or a picture of a wanted fugitive and may be crime specific. Billboards may be located along major highways, able to be transported to various locations and may be electronic in nature. When utilizing any form of billboards the OAG acknowledgement is required for reimbursement and must as visible as the text of the advertisement. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### Other

*(These items may be subject to the required OAG acknowledgement if they are printed, aired or are any other form of promotion.)*

Any line items listed under this section must be specifically addressed under **Section 9, “Other Narrative.”** Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in line items listed under “Other” and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”** All items listed here will require justification and relevance to the Crime Stoppers project, i.e., what benefits will Crime Stoppers receive from this expenditure and how will you monitor its success to determine its value.

## **SECTION 8 – PART A – BUDGET NARRATIVE – Rewards and Public Education**

For the budget category, Rewards and Public Education, specifically describe how costs were determined, how each line item will be used to achieve the mission statement of the organization and meet objectives and performance measures. **Do not** use such terms as “standard operating cost.” There are no “standard costs” associated with this grant. All budget line items must show **in detail** how the budget amount was determined. If no explanation containing the mathematics as to how the budget amount was determined and a description of how the funds will be used to achieve the program's goals is provided, the application will be returned to the organization for further explanation and updates. This could result in a processing delay and the organization's grant may not be approved by the required date. The organization will not be reimbursed for any expenses prior to having an Agreement signed by all parties. You may add additional pages as necessary.

**NOTE:** Please review the budget and budget narrative very carefully before submitting.

## SECTION 8 – PART B – OPERATING EXPENSES

### Office Rent

If an organization rents office space, the organization must include a copy of their lease with the grant application. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers’ initiative. In addition, the amount of funds in this line item must be “reasonable,” “allowable,” and “necessary.”

### Utilities

This line item is for office electricity, water, sewer, garbage and gas. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers’ initiative. In addition, the amount of funds in this line item must be “reasonable,” “allowable,” and “necessary.”

### Office Phone (Not Tip Line)

*(Office Phone, Fax Line, and Internet Line – If these are bundle services, please list under “OTHER” at the end of this section and explain under Section 9, “Other Narrative” the cost and benefits to the program derived from bundling services.)*

Land line, not cell phone or tip line. If bill is separate, just for office phone, list here. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers’ initiative. In addition, the amount of funds in this line item must be “reasonable,” “allowable,” and “necessary.”

### Cellular Phone/Smart Phones/Associated Data Services

This line item is for cell phones provided by the Crime Stoppers organization to its staff, e.g. Executive Director/Project Director, etc. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers’ initiative. In addition, the amount of funds in this line item must be “reasonable,” “allowable,” and “necessary.”

### Fax Line\*

If bill is separate, just for a fax line, list here. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers’ initiative. In addition, the amount of funds in this line item must be “reasonable,” “allowable,” and “necessary.”

### Internet Line/Wireless Connectivity (Internet Service)

Explain and justify in the narrative the benefit to your program if you have an “Internet Line” and a “Wireless Connectivity.” Consider if you actually need both. If bill is separate, list here. **In detail**, describe the process used to determine the amount of funds noted in this line item and

how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### **Vehicle Mileage**

This line item refers to the use of a company vehicle or personal vehicle used within the organization's service area for official duties. This mileage will be claimed on the “Daily Vehicle Use Log” provided by the Office of the Attorney General. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### **Postage/Express Mail (must maintain Postage Log for all stamps to demonstrate usage)**

Please list in this line item stamps and anticipated express mail usage to be purchased and used in the day-to-day operations of the organization. In the Budget Narrative address each of them separately. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### **Post Office Box Rent**

If a Crime Stoppers organization maintains a post office box for receiving mail, please note the cost in this line item. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### **Storage Rent**

If a Crime Stoppers organization utilizes additional storage space to house their supplies and equipment, please list in this line item. Purchases utilizing Crime Stoppers Trust Fund dollars requires the organization to comply with the terms and conditions of the contract agreement, state laws, rules, and regulations and the Department of Financial Services' Reference Guide for State Expenditures. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### **General Office Supplies/Letterhead & Envelopes\***

These are expendable items that are needed to maintain an organization's office, e.g. pens, pencils, copy paper, sticky notes, folders, ink cartridges, etc. This line item also includes program letterhead and envelopes and must be addressed separately within the narrative. Specialty items used to promote a Crime Stoppers program would not go under this heading.

Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

**\*NOTE:** Beverages such as water, coffee, soda, etc., are not considered office supplies. They are disallowable and non-reimbursable expenditures with grant funds in accordance with applicable DFS regulations.

### **Computer**

This line item is for desk top computers, to include monitor, key board, mouse, and any purchased software that may accompany the computer. Desk top computers may only be replaced after three (3) full grant years. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### **Computer Hardware Accessories**

This line item is for external devices e.g. modems, data storage devices, hard drives, headsets, CD burners, wireless keyboards and mouse sets, etc. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### **Laptop Computer**

This is a mobile computer with replacement after three (3) full grant years. Not to be confused with an iPad or Notebook Pad as they are not considered to be laptop computers. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

The purchase of an iPad\* or other Notebook Pad\* will require justification as to its necessity and relevance to the Crime Stoppers project and must be listed as an “Other” item with complete

justification breakdown under Section 9, “Other Narrative.” (Must include monthly data charges associated with this type of equipment.)

**\*NOTE** –Per the DFS Reference Guide for State Expenditures, *“State funds cannot be expended to satisfy the personal preference of employees (example: an agency may not purchase more expensive office furniture or equipment than is necessary to perform its official duties because the employee prefers a more expensive item).”*

### Additional Software

This includes any purchase of new software and updates to existing software. (e.g. virus protection, Microsoft Office Suites, accounting software, etc.) **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers’ initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### Fax Machine

This line item is for the purchase of an individual, stand-a-lone fax machine. If this is a replacement it will be reviewed on a case-by-case basis by the OAG. Equipment will be evaluated to determine whether it must be repaired or restored before any request to purchase replacement equipment, machinery, or any other inventory is approved. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers’ initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### Printer

This line item is for the purchase or replacement of an organization’s printer. If replacement is being requested it must be detailed in the Budget Narrative and will be evaluated to determine whether it must be repaired or restored before any request to purchase replacement equipment is considered. An organization may detail the issues with the old printer that requires its replacement if the printer is not more than six years old. The organization must justify repair cost versus replacement cost for review. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations and all applicable Department of Financial Services’ regulations. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers’ initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### Copier

The Crime Stoppers organization should research and compare the purchase of a copier versus renting a copier under contract. Research should also include any maintenance contracts for outright purchases or the rental of a copier. If replacement is being requested it must be detailed in the Budget Narrative and will be evaluated to determine whether it must be repaired or restored

before any request to purchase replacement equipment is considered. An organization may detail the issues with the old copier that requires its replacement. The organization must justify repair cost versus replacement cost for review. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### **Copier Rental**

An organization should review and determine if it is more beneficial for the organization to outright purchase a copier or to rent a copier. Large copiers tend to have a life expectancy well beyond five (5) years and cost should be reviewed over a five year projection period. The decision to rent a copier will have to be described in the Budget Narrative related to this line item. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### **Copier Maintenance**

This line item should be used for any contracts for copier maintenance. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### **Telephone Equipment**

Telephones (land lines), phone systems, phone headsets will require justification as to the relevance to the Crime Stoppers program and the benefits derived from this type of purchase. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### **Membership Dues**

Membership dues specifically listed in rule 2A-9.004(2)(b), F.A.C., are grant reimbursable, unless otherwise approved. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be “reasonable,” “allowable,” and “necessary.”

### **Corporate Filing Fees**

This line item is for the fee paid to the Department of State to maintain an organization's corporate registration status with the State of Florida. This is a requirement. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be “reasonable,” “allowable,” and “necessary.”

The following insurances, Board & Officer Liability, Employee Bond Insurance, Storage Unit Insurance and General Liability Insurance when bundled together must comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations and all applicable Department of Financial Services' regulations. It is not always cheaper to bundle services. Some insurance can often be bought from local companies at a reasonable price, e.g. Employee Bond Insurance, General Liability, etc.

### **Board & Officer Liability Insurance (Mandatory)**

This line item is for the documentation of the mandatory Board & Office Liability insurance. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be “reasonable,” “allowable,” and “necessary.”

### **Employee Bond Insurance**

This line item is provided for bond insurance on employees who are charged with the management and oversight of the organization's money. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be “reasonable,” “allowable,” and “necessary.”

### **Storage Unit Insurance**

This line item is provided for the purchase of insurance that covers a rental storage unit and its contents. Organizations should consider the cost and/or the replacement of the items stored within the storage unit to gauge the cost and need for this type of insurance. Purchases utilizing

Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,” and “necessary.”**

### **General Liability Insurance**

This line item is provided for the purchase of general liability insurance utilized by the Crime Stoppers organization to cover them during their participation in community events and/or other types of promotions of the program. It is recommended that organizations purchase this type of insurance as “Legal Fees” will not be paid from the Crime Stoppers Trust Fund. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,” and “necessary.”**

### **Vehicle Insurance (Trust Fund Purchased Vehicles Only)**

This line item is applicable to only one Crime Stoppers organization, Crime Stoppers of Miami-Dade County, Inc. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,” and “necessary.”** The cost of insurance should be weighed against the value of the vehicle. At some point the cost will outweigh the value and will no longer be considered “reasonable.” It will require a justification for why this vehicle is “necessary” to the organization.

### **Travel**

This line item must include all anticipated travel you expect to incur during the grant year: FACS meetings, travel to Southeastern Regional Conference, CSUSA Conference, and any other travel you anticipate. (e.g. travel associated with those individuals who serve as a board member on either Southeastern or CSUSA) **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,” and “necessary.”** All travel must be broken down to show anticipated room costs, days, transportation to be utilized, or other anticipated expenditures and be justified. All travel must be conducted in the most economical manner **and in accordance with criteria prescribed by Section 112.061(7), F.S. and Rule 69I-42, F.A.C.** Grant funds may not be used to travel outside the Continental United States.

### Accounting

This line item can only be used for accounting/bookkeeping services and the filing of the Crime Stoppers organization's Form 990 with the IRS. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. However, if the Crime Stoppers organization receives and expends up to or in excess of \$500,000 in state financial assistance, then accounting may include the cost of an audit as required by Section 215.97, Florida Statute, and the Florida Single Audit Act. If the organization is required to have a Single Audit, then quotes are not required for selecting an accounting firm for the Single Audit. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **"reasonable," "allowable," and "necessary."** Crime Stoppers organizations that do not receive and expend up to or in excess of \$500,000 and who choose to have an Audit **cannot** be reimbursed from Crime Stoppers Trust Fund dollars for an audit.

### Payroll Services

This line item is for an organization's expenses for hiring temporary help or paying a firm to handle payroll expenses, i.e. writing payroll checks to employees, depositing required IRS payments and any other state or federal payments as maybe required by law. If a Crime Stoppers organization uses an employment agency to hire employees or temporary employees and establishes a contract with an employment agency, and they choose to break the contract prior to expiration, the Crime Stoppers organization will be responsible for all additional penalties and expenses associated with the contract. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **"reasonable," "allowable," and "necessary."**

### Computer Tech Support

This line item is for requesting computer tech support. This should be for expenses associated with this support, i.e. upgrades to software, hardware repairs, installing equipment and routine maintenance. **Services must be rendered. On-call or stand-by is not payable with grant funds.** Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **"reasonable," "allowable," and "necessary."**

### Design Services

This line item is for the utilization of companies used to create designs for printing/publishing, billboards, newsletters, etc. Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in this line item and how the line item will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

### **Other**

Any line items listed in this section must be broken down under **Section 9**, Page 19, **“Other Narrative.”** Purchases utilizing Crime Stoppers Trust Fund dollars require the organization to comply with the terms and conditions of the contract agreement, state laws including chapter 287, F.S., rules, and regulations including those imposed by the Department of Financial Services. **In detail**, describe the process used to determine the amount of funds noted in these line items and how the line items will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”** All items listed here will require justification and relevance to the Crime Stoppers project, i.e. what benefits will Crime Stoppers receive from this expenditure and how will you monitor its success to determine its value.

## **SECTION 8 – PART B – BUDGET NARRATIVE - Operating Expenses**

**In detail**, describe the process used to determine the amount of funds noted in all line items and how the line items will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

The line item “Travel” has been reduced to entering an amount that must cover all anticipated travel for the grant year. It no longer lists the travel broken out for you. The Crime Stoppers organization is responsible for listing, in the narrative, a breakdown of all anticipated travel to include all of those anticipated to travel during the grant year, amounts and reasons for travel. Be sure the travel is conducted in accordance with criteria prescribed by Section 112.061(7), F.S. and Rule 69I-42, F.A.C.

As a reminder, Board and Office Liability Insurance is a requirement per Article 18 of the grant agreement.

Numerous lines have been added to the **“Other”** category. All **“Other”** items must be listed separately, not bundled together, e.g., **“Other types of printing.”** This will result in a grant being returned for clarification. Please remember that all **“Other”** items listed must be described and justified on page 19.

For the budget category, Operating Expenses, specifically describe how costs were determined and how each line item will be used to achieve the mission statement of the organization, meet objectives and performance measures. Do not use such terms as **“standard operating cost.”** There are no **“standard operating costs”** associated with this grant. All budget line items must

show how the budget amounts were determined, show the mathematics. (e.g. \$.29 x 1000 = \$290.00) If no mathematics or statement as to how the budget amount was determined and a description of how the funds will be used to achieve the program's goals is provided, the application will be returned to the organization for further explanation. This could result in a processing delay and a grant may not be approved by the required date. The Crime Stoppers organization will not be reimbursed for any expenses prior to having an Agreement signed by all parties. Two (2) pages have been included herein. The preparer may add additional pages as necessary.

**NOTE:** Please review the budget and the budget narrative very carefully before submission. The Department must be able to complete a DFS approved Cost/Price Analysis form, per Section 216.3475, Florida Statute, before a grant application can be accepted.

### **SECTION 8 – PART C – SALARIED EMPLOYEES\***

**\*NOTE – A maximum of 30% of award amount can be allocated for “Total Salaries.” This will be adhered to.** This should include any benefits, employer payroll taxes, insurance allowances or other insurances provided by employer, workers compensation, employer deposits to 401K retirement plans, etc.

The first table has been designed to do the calculations for salaries. It will require data entry of any benefits provided by the employer in the column titled “Employer Benefits,” enter the hourly rate the employee is to be paid, the number of hours the employee will be working during the week, the number of weeks you will be paying the employee to work, (i.e. 50 weeks, 52 weeks, etc.). The “Salary,” “Employer Taxes,” and “Total Salary” will auto populate.

**ATTENTION: *If paying vacation time and/or sick leave time, the program must have a documented employee policy on vacation time and sick leave accrual time that is part of the organizations Policies & Procedures and must have been approved by the Board of Directors.***

The last line of this table is provided for the Executive Director salary. If the Executive Director is salaried and not paid hourly, this line must be used to document that payroll. If the Executive Director is paid hourly, then use one of the lines above the last line for determining payroll.

The table “Employed by Crime Stoppers (Paid from CS Trust Fund)” must include the name of the employee and matched to the employee title from the table above it. You will have to enter the “% Time Spent on Crime Stoppers,” 10, 25, 50, 100 depending on the amount of time they spend on the Crime Stoppers project. If their job is dedicated solely to Crime Stoppers, then 100 would be entered.

**NOTE: A job description for all staff paid with grant funds must be submitted with the grant application.**

### **SECTION 8 – PART C – BUDGET NARRATIVE - Salary Expenses**

For the budget category, Salaried Employees, **in detail**, describe the process used to determine the amount of funds noted in all line items and how the line items will be used to advance the

Crime Stoppers' initiative. In addition, the amount of funds in this line item must be **“reasonable,” “allowable,”** and **“necessary.”**

Provide a 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.). Do not use such terms as “standard operating cost.” There are no “standard operating costs” associated with this grant. All budget line items must show how the budget amount was determined. If no explanation containing the mathematics, (i.e. \$25.00 x 40 hours = \$1,000) and a description of how the funds will be used to achieve the organization's goals is provided, the application will be returned to the preparer for further explanation. This could result in a processing delay and an organization's grant may not be approved by the required date. In addition, the organization will not be reimbursed for any expenses prior to having an Agreement signed by all parties. One (1) page has been included herein. The preparer may add additional pages as necessary.

## **SECTION 9 – “OTHER” BUDGET NARRATIVE and DATA ENTRY DIRECTIONS**

For budget categories Rewards and Public Education and Operating Expenses specifically describe ALL **“OTHER”** costs. **In detail**, describe the process used to determine the amount of funds noted in each of the line items listed under **“Other,”** how the line items will be used to advance the Crime Stoppers' initiative. In addition, the amount of funds in each line item must be **“reasonable,” “allowable,”** and **“necessary.”** One (1) page has been included herein. The preparer may add additional pages as necessary.

Click within the single border of page 19 to begin typing.

Provide a justification for all **“Other”** expenditures listed in Part A and Part B regardless of the amount. For example:

Office Furniture – ABC Crime Stoppers is relocating from an office currently housed in the sheriff's office to a storefront location at 666 South Broadway Street, Anywhere, USA. To furnish the new office the following furniture and accessories will be required:

1 Executive Desk @ \$500  
2 Armchairs @ \$150 each  
2 Locking File Cabinets @ \$100 each  
1 Desk chair @ \$200.00  
Total - \$1200.00

## **SECTION 10 – PART D – BUDGET SUMMARY**

The total cost column for each budget category amount will automatically compute.

1. The **“Total”** under the **“Total Budget Request”** on Page 1, Section 1, will automatically be entered.

2. A column has been entered which shows the percentage (%) of each category. If a “0” appears in the (%) percentage column, then the amount has either exceeded the allowable percentage or the required percentage amount has not been achieved. If this occurs, the preparer will need to adjust their numbers until a (%) percentage amount (i.e. 50%, 30%, etc.) appears in the column. Please remember, if changes to line item budget amounts have been made to adjust the percentages, be sure to update the budget narrative associated with the line item to reflect the changes made before the application is submitted for review.
3. A cell has been provided beside the “TOTAL” line where the preparer **must** insert their “Award Amount.” By inserting the “Award Amount” the preparer will be able to monitor the grant numbers to obtain the correct balance for each section of the budget, the “Total Cost” and the “Award Amount.” The “Total Cost” cannot exceed the “Award Amount.”

### **WHO IS AUTHORIZED TO SIGN THE AGREEMENT?**

The agreement requires the signature of the President/Chairman or any member of the Board of Directors authorized by the President/Chairman. The Executive Director is not authorized to sign.

### **WHAT IS THE DATE OF “FISCAL YEAR END”?**

A “**Fiscal Year End**” is the date the organization’s accounting and taxation year ends. An organization’s **financial year**, or **budget year**, is the accounting period used for completing yearly financial statements. It may run from January 1 through December 31, or it may be any other 12 month reporting period. The Provider’s accountant would be able to advise them of their organization’s “Fiscal Year End” date for reporting.

## CONTACT INFORMATION

If you have questions or need assistance with the grant, its requirements, or forms, please contact by mail, e-mail or phone Rick Nuss, Edna Smith, or Karen O'Bryan:

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