

Crime Stoppers Monthly Performance Report (Attachment D)

Crime Stoppers Trust Fund Monthly Performance Report (Attachment D) \$19,999.00 or Less

Agency Name: _____
Report Date: _____ **Grant Number:** _____

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

MINIMUM PERFORMANCE STANDARDS

	Monthly Services Completed	Yearly Services Required	YTD Services Provided	Financial Consequences
<p>1. Tip Line: The Provider will provide and maintain a dedicated phone line 24 hours a day, 7 days a week, 365 days a year for the public to report information concerning crimes, recovery of drugs, stolen property , and other wanted fugitives for transfer to law enforcement for investigation. DOCUMENTATION REQUIRED: The Provider will submit the following to support that services were available as required: (a) Copies of invoices associated with line items, phone lines, answering services, telecommute/transfer fees, tip software, and tip coordinator's cell phone indicating monthly services were provided.</p>	0		0	<p>1. When any budgeted component of a Provider's tip line is found to be non-functioning or unavailable to the public, a 10% reduction in the overall monthly cost reimbursement submitted for that month will be applied. The Budget line items associated with this deliverable are: #2, #3, #4, #5 and #6.</p>
<p>2. Rewards: The Provider, no less than once a month, either by the entire Board of Directors or by an appointed Reward Committee consisting of no less than two active Crime Stoppers board members, will review, approve, adjust or deny any and all reward requests submitted as a result of anonymous tips received through their tip lines, which resulted in an arrest, recovery of drugs or stolen property and re-approve all rewards over 120 days old prior to payment. DOCUMENTATION REQUIRED: The Provider will submit the following to support the review and approval of all tips submitted for reimbursement. (a) Submit a copy of the OAG Tip Report signed by a Board Member in attendance at the time the tips were approved. (b) Tips over 120 days must be accompanied by Board Meeting Minutes indicating re-approval by the Board of Directors prior to payment having been made. NOTE: All backup support documentation for every tip is subject to review and verification and may be requested at anytime by the OAG for compliance monitoring review purposes.</p>	0		0	<p>2. : For each reward listed on the OAG Tip Report, when cross referenced with the Provider's Board Meeting Minutes where tips were approved or e-mail verification from the Reward Committee noting payment approval, does not verify the reward as having been approved for payment will be removed at 100% of the reward. A Provider who submits a reward on the OAG Tip Report in excess of 120 days and when cross referenced with the Provider's Board Meeting Minutes and no second approval for the reward in excess of 120 days can be verified, 100% of the reward will be removed. Once removed as a Financial Consequence, a reward will no longer be eligible for reimbursement. The Budget line item associated with this deliverable is #1.</p>

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	Monthly Services Completed	Yearly Services Required	YTD Services Provided	Financial Consequences
<p>3. Payment of Approved Rewards: The Provider will make all approved rewards available to tipsters: Method #1 - within ten (10) business days following Board/Reward Committee approval; or Method #2 - within ten (10) business days following tipster contact with Provider to claim a Board/Reward Committee approved reward. The Provider, at the start of the grant year, will select the method they will use throughout the grant year and may not switch between the two.</p> <p>DOCUMENTATION REQUIRED: The Provider will submit documentation for the authorization of payment to an anonymous tipster indicating payment was provided within 10 business days, by one of the following: Method #1 (A) Board Meeting Minutes indicating Board/or Committee Approval date. Method #2 (A) Copy of a tipsoft report or other software report indicating the date the tipster made contact with the provider for reward payment. In addition the following support documentation must be provided: (a) a copy of an authorization sheet, which indicates date and tip number and a copy of the confirmation from the fax machine indicating date and time faxed to bank; (b) copy of e-mail authorization to bank, indicating date, time sent and tip number; or (c) a list of check(s)/debit slips delivered to bank, indicating date, check/debit number, tip number, and signature of bank official who received them.</p>				<p>3. The failure of the Provider to make a tipster's reward available to them within 10 business days using one the selected methods, either Method #1 or Method #2, but not both, as noted in the deliverable, will result in a reduction of 100% of the reward amount as a financial consequence. Once removed as a Financial Consequence, a reward will no longer be eligible for reimbursement. The Budget line item associated with this deliverable is #1.</p>
	0		0	
<p>4. Public Awareness of "Tip Line" and Program: The Provider will promote the Crime Stoppers "tip line", "text-a-tip," or website tip numbers or a specific crime a minimum of once a month for 11 months, August 1 through June 30, utilizing any of the venues listed in line items #8-#29 and #37-#42 of their approved budget. All methods of public awareness must contain the OAG acknowledgement to qualify for reimbursement.</p> <p>DOCUMENTATION REQUIRED: The Provider will submit the following as support of services for the month stated on the Monthly Performance Report (Attachment D) for each monthly service completed: (a) Submit invoices current copies, photos, ads, etc. of all public awareness campaigns paid for with CSTF dollars. (to include date, time, and places where displayed or distributed) All support documentation must contain the OAG acknowledgement to qualify for reimbursement; or (b) Organizations dispersing purchases only from line items #18-#23 or #37-#42 for public awareness on a monthly basis, may submit a document indicating date, location, number of items and signature of board authorizing official confirming dispersal</p>				<p>4. A Provider who fails to promote their program once a month for 11 months, between August 1 and June 30, will receive a 10% reduction of the cost reimbursement within the month service cannot be documented. NOTE: Some copies and photos may qualify to be submitted only once and placed in the Provider's file for reference provided they are taken in the current grant year. Photos and copies that are from another grant year will not be accepted as current grant year support documentation. The Budget line items associated with this deliverable are: #8-#29 and #37-#42.</p>
	0		0	
<p>5. Continuing Education: Continuing Education: The Provider is required to attend two (2) trainings per grant year, July 1 through June 30, through Florida Association of Crime Stoppers, CSUSA, Southeastern Crime Stoppers Association or other Crime Stoppers trainings as approved in writing prior to travel by a majority vote of the FACS membership and is directly related to the Crime Stoppers project.</p> <p>DOCUMENTATION REQUIRED: The Provider must submit the following as support documentation that the deliverable was met. (a) The Provider will submit copies of the agenda and either sign-in sheets or certificate of attendance for all trainings attended where reimbursement from the Crime Stoppers Trust Fund is requested. NOTE: If sign-in sheets are provided by FACS, the Provider does not have to submit to the OAG, however, if not provided by FACS, the Provider is responsible for submission of sign-in sheets.</p>				<p>5. If the Provider fails to attend two trainings per year, does not attend all of the sessions and cannot provide a Certificate of Attendance or who's name does not appear on all days of the sign-in-sheets will result in a 10% reduction of the monthly cost reimbursement. The Budget line items associated with this deliverable are: #64, #65, #66, and #73.</p>
	0		0	

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<p>6. Law Enforcement Contact: The Provider is required to make contact with all local law enforcement agencies noted on page 4 of their grant application, Attachment B, via e-mail, a minimum of once a month to offer the support of the program through venues listed in line items: DOCUMENTATION REQUIRED: The Provider will submit copies of sent e-mails indicating date and time sent each month to support notifying local law enforcement agencies noted on page 4 of their grant application, Attachment B, of the venues Crime Stoppers has available to support the law enforcement partnership with Crime Stoppers. NOTE : The Provider, may choose to copy their Grant Manager when sending the contact e-mail to law enforcement. Grant Managers will place copy in Provider's file for reference.</p>	0		0	<p>6. A Provider who fails to make contact with local law enforcement agencies noted on page 4 of their grant application, Attachment B, via e-mail, a minimum of once a month, July 1 through June 30, to offer the support of the program through venues listed in line items: #7, #8, #10, #13, #14, #15, #17, #19, #20, #23 and #32-#36, will receive a 10% reduction in their monthly cost reimbursement for any month services as required are not completed.</p>
<p>7. Board Meetings Grants up to \$19,999: The Provider receiving grant funds of \$19,999 or less will conduct a minimum of four (4) quarterly board meetings during the grant year, July 1 through June 30. Of which one board meeting must be held between July 1 and September 30, October 1 and December 31, January 1 and March 31, and between April 1 and June 30. NOTE: More than one meeting within a quarter will not meet the requirement. DOCUMENTATION REQUIRED: The Provider will submit complete copies of un-redacted board meeting minutes for each month/quarter that a board meeting is required, July 1 through June 30, as proof a board took place within the specified time frame of the deliverable. NOTE: Board meeting minutes must indicate date of meeting, board members present and absent.</p>	0		0	<p>7. The Provider's total monthly reimbursement will be reduced by 10% when the Provider fails to conduct a quarterly board meeting within the following quarters, July 1 through September 30, October 1 through December 31, January 1 through March 31, and April 1 through June 30 and no support documentation is submitted as required. The Budget line items associated with this deliverable are #68 and #69.</p>
<p>8. Community Events: The Provider, its employee, or designee will participate in a minimum of two (2) community events within each county served by the Provider, July 1 through June 30, to promote Crime Stoppers through the distribution of public awareness materials in line items #18, #19, #30 and #31 or other budget approved methods. DOCUMENTATION REQUIRED: The Provider will submit a completed OAG Event Reporting Form detailing the names of organizational attendees, what materials or items were distributed or utilized at the event to increase the awareness of the Crime Stoppers program and tip number.</p>	0		0	<p>8. The Provider or designee who fails to attend a minimum of two community events per county served and submit the required support documentation between July 1 and June 30, will result in the provider's June Cost Reimbursement being reduced by 20% for failure to complete the required number of community events within the counties served. The Budget line items associated with this deliverable are #18, #19, #30 and #31.</p>

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<p>9. Reporting Requirements: The Provider will submit twelve (12) complete monthly Reimbursement Requests/Expenditure Reports and Performance Reports with an original signature which must be postmarked on or before the 20th of the following month even if no expenses were incurred. If the 20th falls on a Saturday, a Sunday, or a federal holiday, then documents must be postmarked by the next business day. The Provider must submit one (1) Final Reimbursement Expenditure Report which must be postmarked by August 15th, if August 15th, falls on a Saturday, a Sunday or a federal holiday, then postmark must be on the next business day. The monthly reimbursement request shall include all invoices and required support documentation for expenditures either mailed or scanned and received within the above same time frame. The performance report shall include all required support documentation for determining the completion status of deliverables either mailed or scanned and received within the above same time frame.</p> <p>DOCUMENTATION REQUIRED: The OAG grant staff will make a copy of the envelope received from each Provider indicating the postmark on the envelope as support documentation the submitted reimbursement request and performance measures were in compliance with the deadline as specified in deliverable #9. The postmark must be for the 20th of the following month unless otherwise specified.</p> <p>If the Provider wishes to dispute the date as postmarked on the envelope, the Provider must submit one of the following as support:</p> <p>1. Copy of receipt provided by U.S. Postal Service date mailed; 2. Copy of receipt from UPS or Fed Ex other method of mailing indicating date mailed; 3. Copy of UPS, Fed Ex or U.S. Postal Service or other method of mailing tracking form indicating date mailed.</p> <p>NOTE: Failure of the Provider to submit the required support documentation with or at the same time of the Reimbursement Request and Performance Report will result in a delay in processing which will result in a delay in payment.</p>	0		0	<p>9. Provider's total monthly cost reimbursement will be reduced by 10% if the Provider fails to have their monthly Reimbursement and Monthly Performance reports postmarked by the 20th of the following month, except if the 20th falls on a Saturday, a Sunday, or a federal holiday, then it must be postmarked by the next business day and the support documentation must be submitted either as aforementioned or e-mailed by the due dates as provided. A reduction of 10% will be applied to the Final Reimbursement if it is not postmarked by August 15, or if August 15th falls on a Saturday, a Sunday or a federal holiday, then postmark must be on the next business day. A Provider who intentionally submits a "0" reimbursement for the purpose of avoiding the 10% Financial Consequence will be assessed the 10% Financial Consequence on their next monthly cost reimbursement containing expenditures noted to have been paid and cleared the bank within the month the "0" reimbursement was submitted.</p> <p>The Budget line items associated with this deliverable are #43-63, #67, #70, #72, and #74-#76.</p>
<p>I certify, by evidence of my signature below, the above information is true and correct; the goods and services have been completed. I understand that the Office of the Attorney General and office of the State Chief Financial Officer reserves the right to require additional documentation and/or to conduct periodic pre-audits or post-audits of any agreements.</p>				
<p>Signature of Project/Executive Director or Law Enforcement Coordinator - Date</p>		<p>Typed Name of Preparer</p>		
<p>Reviewed by: OAG Grants Specialist IV</p>	<p>Date</p>	<p>Reviewed by: OAG Research & Training Specialist</p>		<p>Date</p>
<p>Reviewed by: OAG Program Administrator</p>	<p>Date</p>			

CSA-2.4.1 - Crime Stoppers Monthly Performance Report (Attachment D) \$19,999.00 or Less - Revised (10/2015)
 Rule 2A-9.006(7)(l), Florida Administrative Code