

**[ATTACHMENT D - \$19,999 OR LESS CONTRACT DELIVERABLES]**

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

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

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

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

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Rule 2A-9.006(8)(d), Florida Administrative Code

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

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<p><b>6. Law Enforcement Contact:</b> The Provider is required to contact all local law enforcement agencies noted on page 4 of their grant application, Attachment B, via e-mail, to offer support of the program. Line items associated with this deliverable are: #7, #8, #10, #13, #14, #15, #17, #19, #20, #23, and #32-#36</p>	<p><b>6. Law Enforcement Contact:</b> The Provider is required to make contact with all local law enforcement agencies noted on page 4 of their grant application, Attachment B, via e-mail, a minimum of once a month to offer the support of the program through venues listed in line items: #7, #8, #10, #13, #14, #15, #17, #19, #20, #23, and #32-#36.</p>	<p><b>6. Law Enforcement Contact:</b> The Provider will submit copies of sent e-mails indicating date and time sent each month to support notifying local law enforcement agencies noted on page 4 of their grant application, Attachment B, of the venues Crime Stoppers has available to support the law enforcement partnership with Crime Stoppers. <i>NOTE : The Provider, may choose to copy their Grant Manager when sending the contact e-mail to law enforcement. Grant Managers will place copy in Provider's file for reference.</i></p>	<p><b>6. Law Enforcement Contact:</b> A Provider who fails to make contact with local law enforcement agencies noted on page 4 of their grant application, Attachment B, via e-mail, a minimum of once a month, July 1 through June 30, to offer the support of the program through venues listed in line items: #7, #8, #10, #13, #14, #15, #17, #19, #20, #23 and #32-#36, will receive a 10% reduction in their monthly cost reimbursement for any month services as required are not completed.</p>	<p><b>6. Law Enforcement Contact:</b> Grant Managers will review e-mails to ensure they are sent to the correct number of agencies as listed on page 4 of the grant application and to ensure that Crime Stopper services were offered to law enforcement.</p>
<p><b>7. Board Meetings Grants Up to \$19,999:</b> The Provider receiving up to and including \$19,999 in grant funds will conduct quarterly board meetings during the course of the grant year, July 1 through June 30.  The Budget line items associated with this deliverable are #68 and #69.</p>	<p><b>7. Board Meetings Grants up to \$19,999:</b> 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. <i>NOTE: More than one meeting within a quarter will not meet the requirement.</i></p>	<p><b>7. Board Meetings Grants up to \$19,999:</b> 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. <i>NOTE: Board meeting minutes must indicate date of meeting, board members present and absent.</i></p>	<p><b>7. Board Meetings Grants up to \$19,999:</b> 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.</p>	<p><b>7. Board Meetings Grants Up to \$19,999:</b> Grant Managers will review submitted board meeting minutes to ensure a meeting was conducted.</p>
<p><b>8. Community Events:</b> The Provider, its employee or designee will participate in community events to promote Crime Stoppers through the distribution of public awareness materials in line items #18, #19, #30 and #31 or other budget approved methods during the grant year, July 1 through June 30.</p>	<p><b>8. Community Events:</b> The Provider, its employee, or designee will participate in a minimum of two (2) community events within each county served by the Provider, July 1 through June 30, to promote Crime Stoppers through the distribution of public awareness materials in line items #18, #19, #30 and #31 or other budget approved methods.</p>	<p><b>8. Community Events:</b> The Provider will submit a completed 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>	<p><b>8. Community Events:</b> The Provider or designee who fails to attend a minimum of two community events per county served and submit the required support documentation between July 1 and June 30, will result in the provider's June Cost Reimbursement being reduced by 20% for failure to complete the required number of community events within the counties served.</p>	<p><b>8. Community Events:</b> Grant Managers will monitor on a monthly basis, the yearly required number of community events that is specified for each grantee. If any grantee has failed to meet the required number of community events by the final quarter, the Grant Manager will remind the grantee, via e-mail, of the services due but not delivered to-date. If the Provider does not meet this deliverable, a financial consequence will be applied to the June Cost Reimbursement as noted in the Financial Consequences for Deliverable 8.</p>

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

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