

# Request for Proposal: Grant Manager

**Date:** July 1, 2025

**Subject:** Seeking a Grant Manager for Crime Stoppers of Alachua County

Dear Potential Partners,

Alachua County Crime Stoppers Inc. is seeking an experienced and qualified Grant Manager to oversee the management of our Crime Stoppers Trust Fund (CSTF) grant, general bookkeeping for grant-related expenditures, and related financial and compliance activities. We are looking for a professional or firm with specialized expertise to ensure effective grant administration and financial oversight.

## **Key Responsibilities and Services Requested:**

### **1. Grant Reimbursement Management**

- Organize, scan, and maintain digital records (PDF) of all invoices and proofs of payment for CSTF budget categories.
- Submit monthly reimbursement requests and expenditure reports via the Office of the Attorney General (OAG) E-Grants System by the 20th of the following month, including a final reimbursement request for the 2025-2026 grant year by August 15, 2026.
- Complete all required CSTF reimbursement documents, including invoice-tracking forms, operating expenses, salary expenses, tip reporting forms, mileage logs, property inventory logs, travel-related forms, and monthly reimbursement summary requests.

### **2. Performance Reporting**

- Prepare and submit monthly performance reports with proof of performance documents to demonstrate compliance with OAG deliverables and performance measures, submitted via the E-Grants System by the 20th of each month.

### **3. Budget Management**

- Maintain a perpetual grant-related budget and provide monthly updates to the Board to ensure reimbursable spending.
- Advise on grant-related expenditures to ensure compliance and reimbursement eligibility.
- Assist with budget modification requests, including transferring funds between line items or creating new line items with appropriate documentation, within OAG parameters.

### **4. Grant Compliance and Consultation**

- Advise on compliance with OAG requirements, including bid/quote processes for vendor spending.

- Be available for consultation on grant-related purchases Monday through Friday, 9:00 AM to 5:00 PM, with a maximum response time of 24 hours via phone or email.
  - Address grant-related inquiries from OAG staff within the same timeframe.
  - Ensure compliance with the Florida Single Audit Act, if applicable, for organizations receiving over \$750,000 in state funding annually.
- 5. Audit Support**
- Collaborate with our accounting firm and OAG staff to provide all necessary grant-related documentation for audits, conducted via phone or video conferencing.
  - Note: If in-person attendance is required for OAG grant reviews or audits, the organization will cover travel expenses.
- 6. General Financial Management**
- Manage general bill payments for grant-related accounts payable, authorized via the organization's online banking system.
  - Provide monthly updates to the perpetual grant budget.
- 7. Grant Writing**
- Author and submit the 2026-2027 Crime Stoppers Trust Fund Grant application on behalf of Alachua County Crime Stoppers Inc.
- 8. Additional Expectations**
- Review monthly board meeting minutes to ensure grant compliance.
  - Demonstrate familiarity with Crime Stoppers programs, Florida Statutes (e.g., F.S. 16.555), and OAG grant management processes.

**Exclusions:**

The following services are not required:

- Completion of treasurer/secretary reports, meeting minutes, or Board contact sheets.
- Filing corporate tax returns or government-required documentation (e.g., annual state corporate reports, charitable solicitation permits).
- Making purchases or travel arrangements on behalf of the organization.
- Obtaining quotes or bids on behalf of the organization.

**Qualifications:**

- Proven experience managing Crime Stoppers Trust Fund grants or similar grant programs, preferably with knowledge of Florida's Crime Stoppers programs and OAG E-Grants System.
- Strong understanding of financial management, budgeting, and compliance with state funding regulations.
- Excellent organizational and communication skills to manage documentation and interact with the Board, OAG staff, and vendors.
- Relevant educational background (e.g., accounting, finance, or criminal justice administration) or equivalent professional experience is preferred.

**Submission Requirements:**

We invite qualified firms or individuals to submit a detailed quote outlining:

- Your services and how they align with the responsibilities listed above.
- Pricing structure, including any fees tied to grant fund amounts, monthly services, or one-time tasks (e.g., grant writing).
- Your experience managing CSTF or similar grants, including examples of work with Crime Stoppers programs or nonprofit organizations.
- Any additional services or expertise that could enhance our grant management and financial operations.

**Submission Deadline:** July 31, 2025

**Submit Quotes To:** [crimestoppers@stopcrime.tv](mailto:crimestoppers@stopcrime.tv)

Thank you for your interest in supporting Alachua County Crime Stoppers Inc. We look forward to reviewing your proposal.

Best regards,

Bennett Latimer  
Vice Chair  
Alachua County Crime Stoppers Inc.  
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