

CERTIFIED COPY OF ORDER



STATE OF MISSOURI }
County of Boone } ea.

June Session of the May Adjourned

Term. 2002

In the County Commission of said county, on the

25th day of June 2002

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the Juvenile Accountability Incentive Block Grant Application for the 2002-2003 Grant Year.

Done this 25th day of June, 2002.

Don Stampet
Presiding Commissioner

ATTEST:

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner



275-2002

COPIES

SECTION 1 - INSTRUCTIONS

This application must be typewritten. Please refer to the enclosed instructions to complete this form.

SECTION 2 - GRANT PROGRAMS

- VOCA - Victims of Crime Act
- SSVF - State Services to Victims Fund
- STOP - Stop Violence Against Women Grant Program
- NCAP - Narcotics Control Assistance Program
- MCLUP - Mo. Crime Lab Upgrade Program
- RSAT - Residential Substance Abuse & Treatment Program
- CLAP - Crime Lab Assistance Program
- LLEBG - Local Law Enforcement Block Grant
- LGSD - Local Government School District Program
- Title V - Delinquency & Youth Violence Prevention
- Title II - Juvenile Justice Formula Grants
- JAIBG - Juvenile Accountability Incentive Block Grant
- Challenge - Statewide Policies and Programs

SECTION 3 - APPLICANT AGENCY

AGENCY: Boone County
FAX: 573.886.4311
PHONE: 573.886.4305

ADDRESS: 801 E. Walnut
CITY: Columbia, MO 65201

SECTION 4 - APPLICANT AUTHORIZED OFFICIAL

NAME: Donald Stamper
FAX: 573.886.4311
PHONE: 573.886.4305

TITLE: Presiding Commissioner

AGENCY: Boone County Commission

ADDRESS: 801 E. Walnut
CITY: Columbia, MO 65201

SECTION 5 - PROJECT DIRECTOR

NAME: Kirk Kippley
FAX: 573.886.4461
PHONE: 573.886.4450

TITLE: Superintendent
E-Mail Address: kirk.kippley@osca.state.mo.us

AGENCY: Boone County Juvenile Justice Center
ADDRESS: 5665 N. Roger I. Wilson Memorial Drive
CITY: Columbia, MO 65202

SECTION 6 - APPLICANT FISCAL OFFICER

NAME: Kay Murray
FAX: 573.886.4369
PHONE: 573.886.4365

TITLE: Treasurer
AGENCY: Boone County
ADDRESS: 801 E. Walnut
CITY: Columbia, MO 65201

SECTION 7 - NON-PROFIT BOARD CHAIRPERSON

NAME: _____
FAX: _____
PHONE: _____

TITLE: _____
AGENCY: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____

SECTION 8 - PROJECT TITLE

Accountability Enhancement Programs and Services

SECTION 9 - TYPE OF APPLICATION

New Revised Renewal Continuation

SECTION 10 - CURRENT CONTRACT NUMBER(S)

00JAIBG-LG-002

SECTION 11 - APPLICANT'S FEDERAL TAX I.D. #

43-6000-349

SECTION 12 - PROGRAM CATEGORY

7 Projects in Program Purpose Area #7

SECTION 13 - CONTRACT PERIOD

BEGINNING DATE: 10/01/02 ENDING DATE: 9/30/03

SECTION 14 - TYPE OF PROJECT

Statewide Regional Local

SECTION 15 - PROGRAM INCOME

Will Program Income be generated? Yes No

SECTION 16 - BUDGET

	Total Cost
PERSONNEL	51,656.23
VOLUNTEER MATCH	
TRAVEL	
EQUIPMENT	8,000.00
SUPPLIES/OPERATIONS	7,694.00
CONTRACTUAL	4,223.46
RENOVATION/CONSTRUCTION	
TOTAL PROJECT COSTS	71,573.69
FEDERAL/STATE SHARE	%90 \$64,416.32
LOCAL MATCH SHARE	%10 7,157.37

SECTION 17 - AUTHORIZED OFFICIAL'S SIGNATURE

Signature: *Donald Stamper* Date: 6-26-02

Certification of Cash Match
2000-2001 Contract Period

Project Title:
Accountability Enhancement Programs
and Services

Project Director
Kirk Kippley

INSTRUCTIONS

1. The purpose of this form is to identify the amount of cash to be contributed as a matching contribution and to assure that the match conforms to definition and standards established under this program.
2. Type the title of the project in the space provided.
3. In the space provided, please list the name and address of the contributing organization and show the total amount of the cash contribution. This form must be signed and dated by the authorized official of each contributing organization.

These funds must be identified in state or local agency budgets or appropriations and must be in addition to funds that would otherwise be made available for juvenile justice programming. Identification requires an earmarking in some documents(s) associated with the appropriation or budget process.

Contributing Organization(s)

Name Boone County

Amount
\$7,157.37

Title

Address 801 E. Walnut
Columbia, MO 65201

Signature: *X* *Jim Stampe*

Name

Title

Address

Signature: _____

Name

Title

Address

Signature: _____

TOTAL CASH MATCH

\$ 7,157.37

This certifies that the funds identified above are in accordance with the guidelines set forth by the Missouri Department of Public Safety.

Applicant Organization Authorized Official

X *Jim Stampe*

Date:

X *6-26-02*

JAIBG PROGRAM SPECIFIC ASSURANCES

Project Title:
Accountability Enhancement Programs and Services

Unless a waiver is requested and granted, local units of government receiving JAIBG funds must assure that other than funds set aside for administration, not less than 45 % is allocated for program purpose areas 3-9, and not less than 35% is allocated for program purpose areas 1, 2, or 10. A local government must request a waiver to spend its funds in a proportion other than the 45/35 % minimums. With or without waiver, all program funds must be expended for programs with the 12 authorized program purpose areas.

In addition, local units of government are required to establish a Juvenile Crime Enforcement Coalition which is responsible for developing a Coordinated Enforcement Plan for reducing juvenile crime and increasing juvenile accountability.

- It is assured not less than 45% will be allocated for program purpose areas 3-9, or a waiver has been requested;
- It is assured not less than 35% will be allocated for program purpose areas 1, 2, or 10; or a waiver has been requested.
- It is assured that a Juvenile Crime Enforcement Coalition will be established, and it's membership information included with the Allocation Application;
- It is assured such Coalition will develop a Coordinated Enforcement Plan to be included with the Allocation Application.

Signature of Authorized Official

Neil Stamps
Neil Stamps

Date

6-26-02

JAIBG PROGRAM WAIVER REQUEST

Project Title

Accountability Enhancement Programs and Services

Waiver requests to deviate from the program purpose area expenditure formula established, require the local government to provide information and a rationale for the alternative expenditure rate. Such explanation must include information on their analysis of juvenile justice needs within the local government designated service area; the rationale for their program selection's expenditure; and the availability of existing structures or initiatives within the intended areas of expenditure, or the availability of alternative funding sources for those areas.

This waiver by the requesting local government certifies that the interests of public safety and juvenile crime control would be better served by expending the allocated JAIBG funds in a proportion other than the 45/35% minimums.

(Please use no more than the space available on this page for your explanation)

The interests of public safety and juvenile crime control would be better served by expending the allocated JAIBG funds as proposed.

We have no needs in the program purpose areas, other than area 7, at this time. Area 7, related to holding juvenile offenders accountable and reducing rates of recidivism, is the area most closely related to our mission.

Signature of Authorized Official

John Stamps

Date

6-26-02

JAIBG CONTROLLED SUBSTANCE TESTING POLICY

Units of local government must have an established policy in place for controlled substance testing of appropriate categories of juveniles within the juvenile justice system prior to receiving their JAIBG award. An official policy not to test at the local government level is a legitimate juvenile controlled substance testing policy. Your juvenile controlled substance testing policy is a component of the JAIBG allocation application.


Whether a given local government has direct responsibility for controlled substance testing will determine the established policy in place and the parameters of its operation.

Please complete and check the appropriate response.

It is hereby certified the local government of Boone County
(Name of City or County)

does not have direct responsibility for the controlled substance testing practices and policies of juveniles within the juvenile justice system.

has implemented the attached controlled substance testing policy of appropriate categories of juveniles within the juvenile justice system. Said policy follows and completes this form.



Signature of Authorized Official

6-26-02
Date

JAIBG GENERAL CERTIFIED ASSURANCES

1. The applicant assures that it will comply, and all its subcontractors will comply with the applicable provisions of the Juvenile Accountability Incentive Block Grant program; Missouri Department of Public Safety Financial and Administrative Guidelines for Contracts; the Application Packet for the FY2001 JAIBG program; and other applicable federal laws, orders, circulars, or regulations.
 2. The applicant agrees to maintain the records necessary to evaluate project effectiveness.
 3. As required by the JJDP Act, Federal funds will be used to supplement and increase but not be used to supplant (replace) state or local funds that would, in the absence of such Federal aid, be made available for the proposed project.
 4. The applicant agrees to submit Monthly Program Reports and Expenditure Reports by the 10th day of each month. **Failure to submit the required reports on time shall be taken as failure to adhere to the Acceptance of the Contract, and may result in termination.**
 5. **Personnel:** Time and attendance records must support any personnel costs and proper records must be maintained to adequately substantiate time spent to carry out the specific project objectives for which the contract was approved.
 6. **Travel:** Expenditures for travel must be supported and documented by signed travel vouchers. Hotel/motel and meal receipts must be on file. Maximum amounts cannot exceed the amounts approved in the budget for mileage, meals, and other expenses.
 7. **Equipment:** Expenditures for equipment must be in accordance with the approved budget. All items of equipment must be assigned an inventory number and be readily identifiable as being purchased with Missouri Department of Public Safety/JAIBG funds.
 8. **Supplies/Operating Expenses:** Expenditures for supplies and operating expenses must be in accordance with the approved budget and documentation in the form of paid bills and vouchers must support each expenditure. Care shall be given to assure that all items purchased directly relate to the specific project objectives for which the contract was approved. The title of films, brochures, and other "miscellaneous items," not specifically outlined in the approved budget, must be submitted to the Missouri Department of Public Safety, for approval prior to purchasing same.
 9. **Interest:** The applicant assures that federal funds will not be used to pay interest or any other financial costs.
 10. **Budget Revisions:** Prior approval must be received from the Missouri Department of Public Safety, Office of the Director, for the changes in the budget or project activities as outlines in the approved Program Narrative. These types of changes are listed below:
 - a. The addition or deletion of a specific budget line item in any budget category
 - b. Any change in the funding level of approved budget categories, i.e. any desired movement of dollars between approved budget categories
 - c. A change in the scope of the project or the programmatic activities
 - d. A change in, or temporary absence of, the Project Director and/or Authorized Official
 - e. A change in the project site
 - f. A change in the name of the agency
- If a budget or programmatic revision is required, a written request for a change must be submitted at least 30 days prior to the proposed change and at least 60 days prior to the end of the contract period, on a *Request to Revise the Budget* form. All affected budget pages must be included with the *Request to Revise the Budget* form. The budget change is not in effect until signed by the Director of Public Safety.

11. **Contractual Services:** The applicant assures that the following general requirements will be followed when subcontracting for work or services contained in this proposal:

- a. All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation and length of time over which the services will be provided, which shall not exceed the length of the grant period.
- b. A copy of all written contracts for contractual or consultant services must be forwarded to the Missouri Department of Public Safety, Office of the Director, upon their ratification.
- c. Statements that outline the services rendered and support the period covered must support payments.
- d. Any contract or agreement for service of \$3,000 or more which is not entered into as a result of competitive bidding procedures (or if only one bid is Received), must receive prior approval from the Missouri Department of Public Safety, Office of the Director.
- e. Individual rates cannot exceed \$450.00 per day without prior approval from the U.S. Department of Justice.

12. **Sole Source Procurement:** When only one bid is received or only one vendor is contracted, the purchase is deemed to be a sole source procurement. Sole source procurement on purchases with an individual cost from \$3,000 to \$25,000 requires prior approval by the Department of Public Safety. In addition, sole source procurement for amounts in excess of \$25,000 requires prior U.S. Department of Justice approval.

13. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Missouri Department of Public Safety, Office of the Director shall prescribe, will be provided to assure fiscal control, proper

management, and efficient disbursement of funds received under this contract.

14. The applicant assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Missouri Department of Public Safety, Office of the Director, may require.

15. The applicant assures that, if required to formulate an Equal Employment Opportunity Program (EEO) in accordance with 28 CFR 42.301 et. seq., it will submit a certification to the Missouri Department of Public Safety that it has a current EEO on file, which meets the requirements therein.

16. The applicant assures that, in connection with the furnishing of services under this contract, it will comply and any subcontractors will comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

17. The applicant assures that it will comply, and all its subcontractors will comply, with the nondiscrimination requirements of the Department of Justice Non-Discrimination Regulations 28 CFR Part 42, Subparts C, D, E and G, and the Department of Justice regulations on disability discrimination 28 CFR Parts 35 and Part 39.

18. The applicant assures that, in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights Compliance (OCRC) of the Office of Justice Programs, U.S. Department of Justice.

19. If the applicant provides funding to any law enforcement agency, the applicant assures that the agency is in compliance with sections 590.100 to 590.180, RSMo. Section 590.180, subsection 2 states that "Any law enforcement agency which employs a peace officer who is not certified as required by sections 590.100 to 590.180 shall not be

eligible to receive state or federal funds which would otherwise be paid to it for purposes of training or certifying peace officers, or for other law enforcement, safety or criminal justice purposes.”

20. If the applicant provides funding under this contract to any law enforcement agency, the applicant assures that the law enforcement agency is in compliance with the provisions of Section 43.505, RSMo. relating to uniform crime reporting, and Section 590.650, RSMo. relating to racial profiling.

21. The Missouri Department of Public Safety, Office of the Director reserves the right to terminate any contract entered into as a result of this application at its sole discretion and without penalty or recourse by giving written notice to the contractor of the effective date of termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the contractor under the contract shall, at the option of the Missouri Department of Public Safety, become property of the State of Missouri. The contractor shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.

22. The subgrantee agrees to account for project income generated by the activities of this subgrant, and must report receipts and expenditures of this income on a Form 312, "Report of Project Income. (Note: All project income must be expended during the life of the subgrant.)

23. It is understood and agreed upon that, in the event funds from state and/or federal sources are not appropriated and continued at an aggregate level sufficient to cover the contract costs, or in the event of a change in federal or state laws relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.


24. An award of contract, entered into as a result of this application, shall not bind or purport to bind the Department of Public Safety for any contractual commitment in excess of the original contract period contained in such an award of contract.

Failure to comply with any of the foregoing certified assurance could result in funds being withheld until such time as the contractor takes appropriate action to rectify the incident(s) of non-compliance, or termination of the contract.

The applicant hereby certifies, by signature, acceptance of the terms and conditions specified or incorporated by reference herein, including those stated in the contract application.

 6-26-02

Authorized Official Date

 6/26/02

Project Director Date

AUDIT REQUIREMENTS
Contract Period 2000-2001

As a recipient of funds through the Missouri Department of Public Safety, you ARE required to submit a copy of your agency's audit for the period covered by this contract.

- ⇒ An audit is required for the agency fiscal year, when State financial assistance, (which consists of funds received directly from the State of Missouri, but does not include federal pass-through funds), of \$100,000 or more is expended by the applicant agency.
- ⇒ An audit is required for the agency fiscal year, when Federal financial assistance, (which consists of funds received from the Federal Government or federal funds passed through state agencies), of \$300,000 or more is expended by the applicant agency.
- ⇒ No audit of any type is required when STATE financial assistance of less than \$100,000 or FEDERAL financial assistance of less than \$300,000 is expended. However, the recipient must maintain detailed records on grant activity required for such grants.



1. Date of last audit: June 2001 2. Date(s) covered by last audit: 1/1/2000-12/31/2000
3. Last audit performed by: KPMG, LLP
Phone number of auditor: 314.444.1400
4. Date of next audit: June 2002 5. Date(s) to be covered by next audit: 1/1/2001-12/31/2001
6. Next audit will be performed by: KPMG, LLP
Phone number of auditor: 314.444.1400
7. Total amount of funds received from ALL entities INCLUDING the Department of Public Safety
Federal Amount: \$ 974,349.00 State Amount: \$ 2,843,096.00

NOTE: State Auditor of Missouri audits all state agencies, third class counties, and all judicial circuits. First, second, and fourth class counties and other local political subdivisions and not-for-profit agencies must make arrangements with a private CPA firm to perform an audit.

Signed: *Alvin Stampe*
(Authorized Official)

Date: 6-26-01

Agency: Boone County

Phone: 573.886.4305

Juvenile Accountability Block Grant Funding – Proposed Programs and Services
Grant Year: October 1, 2002, through September 30, 2003

Arts Program. This type of program at the Boone County Juvenile Justice Center provides opportunities for the participants to experience the self-gratification afforded by the process of creating art projects, which also serves to boost self-esteem. It is more likely that these juveniles will become more accountable, successful members of their communities, as a result. The requested funding would cover the salary of the arts instructor and art supplies. This would be the fourth year of funding for this program, which was implemented in October 1999.

Legal Assistant. For the Boone County Family Court Services Office to be able to effectively and efficiently hold juvenile offenders accountable, the staff attorneys must be given more time to adequately prepare for each case. The legal assistant shares in the responsibilities of the legal staff, which allows the attorneys to concentrate their efforts on expediting the judicial process. This would be the third year of funding for this program, which was implemented in October 2000.

Drug Testing. Drug tests need to be administered to every juvenile admitted to the Boone County Juvenile Justice Center, and to juveniles who return to the Center from passes home, etc. The ability to administer urinalysis drug screenings to these juveniles greatly enhances our ability to identify juveniles who may pose potential safety and security issues (e.g., a juvenile under the influence of methamphetamine) and juveniles who may need immediate medical/psychiatric care, and to formulate the most appropriate intervention plans, provide the best services tailored to individual juveniles, and hold juveniles accountable. This would be the second year of funding for this program, which was implemented in October 2001.

Psychological Services. A Ph.D. candidate, who has a Master's Degree in Educational and Counseling Psychology, would provide counseling and testing services, with special focus on violent offenders and the mental health and substance abuse issues of females in placement, for ten hours per week, at the Juvenile Justice Center. This would be the second year of funding for psycho-educational programming, designed to better meet the mental health needs of youths in residence at the Juvenile Justice Center, which was implemented in October 2001.

Counseling/Testing Services. We are proposing the provision of counseling/testing services, that focus on substance abuse issues, to juveniles under the supervision of the Juvenile Officer who live in the community, and their families. These services would be in addition to other services normally provided.

Substance Abuse Subtle Screening Inventory (SASSI). We are proposing the administration of this testing instrument to every juvenile admitted to the Juvenile Justice Center, and selected juveniles who are referred to the Juvenile Officer, and/or who are under the supervision of the Juvenile Officer. This is a brief but highly accurate instrument that can identify, for example, a substance abuser from one who is substance dependent. It can also help to identify a juvenile whose parent or parents are substance abusers, even if the juvenile is not. This instrument is far more reliable than self-reports, by juveniles, and it is believed that the use of this test, along with regular drug testing, will be a great aid in developing the most effective substance abuse intervention plans for juveniles.

Videoconferencing. We are proposing the purchase of four laptop computers/webcams, two for use at the Boone County Family Court Services Office, one for use at the Boone County Juvenile Justice Center, and one for use by the public defender. These computers and cameras would allow deputy juvenile officers to videoconference with juveniles on their caseloads who are in placement at the Juvenile Justice Center, and the public defender to do likewise. The time that would be saved by using this equipment could then be used to expedite the judicial process. The computers/webcams would allow the deputy juvenile officers to maintain more frequent and personal contact with youths on their caseloads who are at the Juvenile Justice Center. This contact is of crucial import, if juveniles are to leave the Center and cease being dangers to the person and property of others in the community. Likewise, contact between the youths in residence at the Center and their public defender is critical, in order for the youths to better access justice in a timely manner. The public defender in Boone County represents 60% to 75% of the youths in residence at the Center. This arrangement would again allow the youths to maintain more frequent and personal contact with their legal counsel, which will also better serve the needs of justice for the members of our community. An additional, important use of this equipment would be by parents who do not have access to transportation to the Juvenile Justice Center to visit their children. They could use the equipment at the Boone County Family Court Services Office and the Callaway County Family Court Services Office, to visit their children, when they are not able to do so in person.

Project	Federal/State Share	Local Share	Total Program Cost
Arts Instructor	15,841.48	1,760.16	17,601.64
Art Supplies	2,250.00	250.00	2,500.00
Legal Assistant	24,389.59	2,709.95	27,099.54
Drug Testing	3,564.00	396.00	3,960.00
Psychological Services	6,259.54	695.51	6,955.05
Counseling/Testing Services	3,801.11	422.35	4,223.46
SASSI	1,110.60	123.40	1,234.00
Videoconferencing	7,200.00	800.00	8,000.00
Totals	64,416.32	*7,157.37	71,573.69
Total Available JAIBG Funding	64,416.32		
Balance of Funding Remaining	-0-		

***The county share of funding would be budgeted in next year's (2003) budget.**

ink 6.17.02 JAIBG proposals - 2002

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

June Session of the May Adjourned

Term. 2002

County of Boone

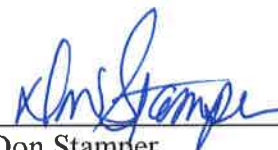
In the County Commission of said county, on the

25th day of June 2002

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the Child Support Enforcement Cooperative Agreement with the State of Missouri Department of Social Services Division of Child Support Enforcement. It is further ordered that the Presiding Commissioner be hereby authorized to sign said agreement.

Done this 25th day of June, 2002.

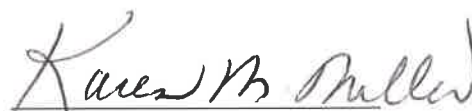


Don Stamper
Presiding Commissioner

ATTEST:



Wendy S. Noren
Clerk of the County Commission



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

LEVEL B**CHILD SUPPORT ENFORCEMENT COOPERATIVE AGREEMENT**

State of Missouri

Department of Social Services

Division of Child Support Enforcement

This **AGREEMENT** is entered into between the State of Missouri, Department of Social Services, Division of Child Support Enforcement, hereinafter referred to as **STATE**, and the political subdivision identified below, including the Prosecuting Attorney thereof and the Circuit Clerk thereof, hereinafter referred to as **COUNTY**.

BOONE COUNTY

WHEREAS, the **STATE**, through the Division of Child Support Enforcement of the Department of Social Services, has been delegated the responsibility for the development and administration of a statewide program to establish and enforce child support obligations; and

WHEREAS, the **COUNTY** possesses resources useful in the establishment, enforcement, and collection of child support obligations;

NOW, in consideration of the mutual undertakings and agreements hereinafter set forth, the **STATE** and **COUNTY** agree as follows:

SPECIAL TERMS AND CONDITIONS

A. The COUNTY shall:

1. Appropriate to the Office of Prosecuting Attorney a sum of money sufficient for investigation and litigation of cases referred to that office by the STATE. Failure to appropriate resources sufficient to allow the Prosecuting Attorney to comply with the performance standards established by 13 CSR 30-2.010 shall be deemed a breach of this AGREEMENT and cause for its termination.

a. For purposes of this AGREEMENT, COUNTY is designated as a Level B county. This is defined as a county in which the prosecuting attorney has sole responsibility for a specific portion of the IV-D program in that county and also performs specific legal functions on referrals sent to him/her by the division.

2. Furnish office space and other administrative requirements mandated by Section 454.405, RSMo, provided that prior approval is obtained from the STATE for any office space that must be leased from the private sector. All space obtained from a private source shall be acquired in conformance with Sections 105.454, 50.660, RSMo, and 13 CSR 30-3.010 (5)(A).

3. Hire for the purpose of fulfilling the responsibilities of Section 454.405, RSMo, and this AGREEMENT, additional staff, such as assistant prosecuting attorneys, clerical, investigative, or administrative, after first obtaining prior written approval from the STATE, through the state IV-D agency, for additions of positions employed by the COUNTY and, notify the STATE of all changes of

staff carrying out the responsibilities defined in this **AGREEMENT** and for which federal financial participation is available.

a. For purposes of this **AGREEMENT**, "additional staff" is defined to mean any staff to be hired and paid by the **COUNTY** over and above the number of staff approved and funded by the **COUNTY**'s budget on the effective date of this **AGREEMENT** as stated in paragraph (J)(2) of this **AGREEMENT**.

4. Inform the **STATE**, in writing, 90 days prior to terminating a county-administered support enforcement program.

5. In accordance with the provisions of Section 32.057 and Chapter 143, of the Revised Statutes of Missouri and Regulations promulgated by the Department of Revenue (DOR), the **COUNTY** shall agree and understand that any data being provided by the DOR is confidential. The **COUNTY** must not make such data available to any other person or company in its entirety or in part whatsoever.

6. Maintain, as required by the **STATE**, all fiscal and other records necessary for reporting and accountability under the federal regulations and action transmittals, including but not limited to 45 CFR 302.15 and OCSE-AT-77-3, all provisions of 13 CSR 30-2.020; 13 CSR 30-3.010; 13 CSR 30-3.020 and, in addition thereto, records which reflect the direct and indirect costs expended in the performance of this **AGREEMENT**. These records will be available to the **STATE**, State Auditor, Department of Social Services' Auditors, and/or federal officials for inspection and audit.

7. Submit monthly billings to the **STATE** for all actual allowable direct and indirect expenditures incurred under this **AGREEMENT**. Allowable expenditures are those eligible for

federal financial participation under 45 CFR Part 304 and those eligible under state regulations. Claims will be documented and submitted in compliance with state regulations and shall be signed by a **COUNTY** official who is a signatory to this **AGREEMENT**.

8. If indirect costs are to be claimed, present to the **STATE** for its review and approval, a cost allocation plan prepared in accordance with applicable state and federal regulations and federal action transmittals pertaining thereto. The **STATE** will review the plan for compliance with federal directives and state regulations, advise the **COUNTY** regarding any area of possible non-compliance, and make reimbursement on the basis of an approved plan. Upon approval, the **STATE** will reimburse the **COUNTY** at the approved rate for the applicable period. Reimbursement in either case will be subject to adjustment upon state or federal audit.

9. Obtain written approval from the **STATE** prior to incurring out-of-state travel expenses. Prior approval for reimbursement is also required for any in-state training not provided by the state, the federal child support agency or other child support organizations. If the subject matter is determined to be sufficiently program related, the director of DCSE may approve reimbursement at the current FFP rate. Reimbursement for any travel expense shall be subject to the limitations set by the **STATE** for its own employees.

10. Obtain written approval for participation from the **STATE** prior to purchasing, for use in carrying out this **AGREEMENT**, tangible personal property with an acquisition cost of \$500 or more per unit as specified in 13 CSR 30-3.010(50(D)).

11. Ensure that none of the amounts certified for use pursuant to this **AGREEMENT** are federal funds, with the exception of federal revenue-sharing funds, which are matchable.

12. Ensure that should any claimed expenditures for federal financial participation subsequently be disallowed by the **STATE** or by Department of Health and Human Services (DHHS), the **COUNTY** shall reimburse the **STATE** in the amount of any disallowance through set-off to current reimbursement claims or incentives under this **AGREEMENT** or any subsequent **AGREEMENT**, or through other payment plan. The repayment period shall not exceed twelve (12) months from the date of notification of the disallowance by the **STATE** unless prior written approval to extend the repayment period is granted by the **STATE**.

13. Establish and implement procedures to ensure that every individual who, as a regular part of his or her employment, receives, disburses, handles, or has access to or control over funds collected pursuant to the **AGREEMENT** is covered by a bond in an amount sufficient to indemnify the **STATE** against loss resulting from employee dishonesty.

14. Establish and implement procedures, consistent with generally accepted accounting principles, to ensure that individuals responsible for handling cash receipts of support payments do not participate in accounting or operating functions that would permit them to conceal in the accounting records the misuse of support payment receipts.

15. Comply with the federal Single Audit Act of 1996 (A-133) by determining, on an annual basis, whether the **COUNTY** is mandated by the Act to fund an independent audit. If it is determined that the **COUNTY** is so mandated, a copy of such audit must be submitted to the **STATE**, specifically to the County Reimbursement Unit, Division of Child Support Enforcement, Department of Social Services, P. O. Box 2320, Jefferson City, MO 65102-2320, within 30 days of completion.

16. Use the MACSS exclusively in performing and maintaining automated IV-D case file and related IV-D information. The **COUNTY** understands that, prior approval notwithstanding, any costs

incurred through the use or purchase of services, equipment or automated system equipment is not eligible for federal financial participation if, in the sole opinion of the **STATE**, such equipment duplicates services provided by the MACSS. The **STATE** will retain ownership of any equipment purchased by the **STATE** for use with the MACSS.

17. **COUNTY** certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The **COUNTY** further agrees that it will not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department of Labor. By signing this **AGREEMENT**, **COUNTY** certifies the language in Paragraph K of this document.

B. The **COUNTY**, through the OFFICE OF THE PROSECUTING ATTORNEY shall:

1. Upon referral from the **STATE**, enforce all county judicial and administrative support orders owed to the state or any other state or local agency under an assignment of support rights, using an expedited administrative process whenever possible.

2. Upon referral from the **STATE**, establish support orders administratively if possible; and if not possible, obtain a court order for support using appropriate civil proceeding. This shall include the establishment of paternity pursuant to Sections 454.485, RSMo. Support amounts shall be established in conformance with 13 CSR 30-5.010. The office of the prosecuting attorney shall have authority to forgive or reduce the state debt to the same extent as **STATE** personnel.

3. Represent the **STATE'S** interest in assigned support obligations in probate division of the Circuit Court, when necessary.

4. Take all appropriate action pursuant to Sections 454.420 and 454.435, RSMo, on each case referred by the **STATE**, within the times specified in 13 CSR 30-2.010. In the event that federal law or regulations require the **STATE** to meet stricter time requirements than those specified in 13 CSR 30-2.010 for any case action or outcome, this agreement shall require the Prosecuting Attorney to also meet the stricter federal requirements for the same case action or outcome upon notification of the change(s) in federal requirements by the **STATE**. Use MACSS equipment to accept referrals from the **STATE** and use said equipment to the extent necessary for the **STATE** to be able to determine whether or not the Prosecuting Attorney has complied with requirements of 13 CSR 30-2.010 solely by auditing MACSS case records. Failure to comply with the terms of this paragraph could result in the **COUNTY** being found in significant or substantial non-compliance and sanctions imposed pursuant to 13 CSR 30-2.010(6)(A)(3).

5. Notify the **STATE**, or the referring jurisdiction of action taken on a case in conformance with 13 CSR 30-2.010(2)(C).

6. Cooperate in establishing and enforcing support obligations at the request of the IV-D agency of any other state as follows:

a. Forward all new incoming interstate cases to the Interstate Collections Unit, District VI;

b. Upon the request of the Division of Child Support Enforcement, transfer all pending interstate cases to the Interstate Collections Unit;

c. Upon receipt of a referral from the Interstate Collections Unit, litigate or prosecute any action necessary to secure support for an out-of-state IV-D agency or non-TANF applicant, including, but not limited to, civil contempt proceedings, actions to establish paternity, and actions to establish Circuit Clerk trusteeships.

7. Return to the **STATE**, through the state office which made the referral, any case which, in the opinion of the Prosecuting Attorney, was referred in error or in which there exists a potential or actual conflict of interest between the Prosecuting Attorney and any party in the case as defined by the Missouri Canons of Ethics and Disciplinary Rules, Missouri Rules of Court. The Prosecuting Attorney shall not transfer such case to any other Prosecuting Attorney.

8. Have access to all necessary information, which the **STATE** can provide. This information shall be subject to all relevant federal and state laws and regulations providing for safeguarding of information. The information received in the execution of the child support enforcement program shall be used only for the purposes enumerated in 45 CFR 303.21 and Section 454.440.9 RSMo.

9. Upon referral from the **STATE**, provide representation at administrative process hearings for any administrative action that was initiated by the Prosecutor's office, as required by the administrative hearing office.

10. Maintain individual case records pursuant to federal regulations and federal action transmittals pertaining thereto. The regulations in this regard include 45 CFR Section 303.2. Such records shall be available to state or federal personnel for the purpose of conducting audits and reviews.

11. Upon receipt of referrals to the Prosecutor's office, assume responsibility to establish orders and to enforce existing administrative or judicial orders.

12. Have the right to process non-TANF application forms for client "walk-ins". The **COUNTY** may initiate enforcement proceedings for such cases in which the **STATE** is opening the case. Completed non-TANF applications will be forwarded to the **STATE** office for processing. The **STATE** will not attempt administrative enforcement on such cases if the **COUNTY** requests immediate referral of the cases when the application is forwarded. The **COUNTY** may request referrals of any case whenever it identifies enforcement possibilities, which can be initiated by the **COUNTY**, and the **STATE** shall not initiate enforcement actions on such cases prior to referring the case to the **COUNTY**. If the **STATE** has already initiated enforcement action upon receipt of the referral request, the **STATE** may decline the request and continue processing the case.

13. Serve as the **STATE** "contract" attorney for the County. In this capacity, the **COUNTY** will handle all motions to modify, motions to quash, non-administrative wage assignments, executions, lien requests, registrations of foreign judgments, or other proceedings filed in the County Circuit Court. Any case requiring such action shall be referred to the **COUNTY** by the **STATE**. At the request of the **STATE**, initiate and pursue actions to modify existing court or administrative orders and/or represent the **STATE** in actions brought by or on behalf of obligated parties to modify existing orders.

14. Be authorized by the **STATE** to execute administrative process documents for cases referred to the **COUNTY**, and for non-TANF "walk-in" cases.

15. On all referral cases, promptly initiate enforcement after the **COUNTY** receives from the **STATE**, wage information or evidence of other resources owned by a delinquent parent. The **STATE**

maintains the right to recall any referral in which the **COUNTY** has failed to initiate enforcement within sixty (60) days of the discovery of such information or evidence.

16. Prepare cases for litigation or prosecution. Such preparation, where necessary, may include, but is not limited to:

- a. conducting any detailed questioning of a custodial parent necessary in paternity cases;
- b. arranging for genetic testing, including transportation;
- c. arranging for transportation, meals, and lodging of witnesses.

17. Establish and enforce medical support obligations as required by Section 454.600 et. seq., RSMo.

18. Attend necessary and required training when the **COUNTY** is found to be out of compliance with program performance standards, and when, in the sole opinion of the **STATE**, such training should be a component of the **COUNTY's** corrective action plan.

19. Cooperate with the **STATE** in meeting federal compliance with the MACSS in conjunction with pre-authorized **STATE** projects leading to system implementation and training. Such cooperation will be through a plan mutually agreed upon by the **STATE** and the **COUNTY**.

20. Report to the **STATE** on a quarterly basis the number of felony charges filed and the number of misdemeanor charges filed under Section 568.040, RSMo, as well as the number of felony and misdemeanor convictions obtained. The **COUNTY** will submit the report in a format and manner specified by the **STATE**.

21. Refer non-custodial parents, who are unable to meet their support obligations due to unemployment or underemployment, to the Parents Fair Share program operated by the **STATE**.

22. The Office of the Prosecuting Attorney shall have authority to forgive or reduce Unreimbursed Assistance paid by the **STATE** prior to the entry of an order for child support to the same extent as **STATE** personnel. The Office of the Prosecuting Attorney shall not have the authority to forgive or reduce any arrearages, which have been assigned to the **STATE**.

C. The **COUNTY**, through the Office of the **CIRCUIT COURT** CLERK/ADMINISTRATOR shall:

1. To the extent required by Chapters 452 and 454, use MACSS on all child support and/or spousal support cases. The Circuit Clerk/Administrator shall enter such information as is required for the state case registry.

2. Provide the Bureau of Vital Records of the Missouri Department of Health, or state of birth, with certified copies of all orders establishing paternity with accompanying instructions to enter the name of the father in the birth records pursuant to Section 454.485 RSMo.

3. Comply with 45 CFR Section 304.50 in such a manner that the **STATE** meets its state plan requirements.

D. The **STATE** shall:

1. Through its district or sub-district office; continue to be responsible for:

a. Case File Maintenance - **STATE** personnel shall receive and process referrals from the Missouri Division of Family Service and shall receive and process applications for non-

TANF child support services from the general public. For cases, which have not been referred to the **COUNTY**, this processing shall include both the initial establishment of a case record and continuing record maintenance. Record maintenance shall include, but not be limited to, such activities as establishing the case folder, incorporating IV-A changes in the record, maintaining case narratives in current status for audit purposes, securing essential records such as necessary court documents. For all TANF and non-TANF cases, which have been referred to the **COUNTY**, **STATE** personnel will continue to provide basic case maintenance. "Basic case maintenance" is defined as case openings, data entry, incorporating IV-A changes in records, and case closings.

b. Electronic File Maintenance - **STATE** personnel shall provide all data entry functions associated with the state Model II data system. This shall include the entry of the **COUNTY** cases onto the electronic file plus electronic file maintenance associated with case changes.

c. Initial Case Activities - **STATE** personnel shall send initial letters to non-custodial parent instructing them in the proper procedure for payment of child support, and shall generate all Notifications of Trusteeship to appropriate circuit clerks.

d. IRS and State Intercept Certification - **STATE** personnel shall conduct the state and federal income tax refund intercept programs which include the functions of verifying child support arrearages and deleting or adding names of non-custodial parents for certification.

e. State Intercept Hearing - the **STATE** shall provide representatives at all state income tax refund intercept hearings as required by the administrative hearing officer.

2. Refer to the Prosecuting Attorney immediately upon opening a case file, any obligations owed to the **STATE** pursuant to an assignment of support rights, provided the case is an appropriate case for enforcement and collection activities in the **COUNTY**. Appropriate cases for enforcement or collection activities in the **COUNTY** shall include: All cases wherein a court order was issued in the **COUNTY** and the facts of the case make administrative enforcement unavailable, or, if no Missouri order exists, venue resides in the **COUNTY** and the facts of the case make administrative establishment unavailable.

3. Refer to the Prosecuting Attorney TANF and non-TANF cases wherein the applicant is entitled to receive child support as a result of a court order issued in the **COUNTY**, or if no Missouri court order exists, all cases in which venue resides in the **COUNTY**. If the facts of the case make administrative establishment or enforcement appropriate, the **STATE** may initiate administrative process proceeding in lieu of referral to the **COUNTY**, except that where the **STATE** does not initiate such administrative proceedings within thirty (30) days of opening the case, the **STATE** shall refer the case to the **COUNTY**. The **STATE** will have prime responsibility for the administrative establishment and enforcement of all the **COUNTY** cases, which have not been referred to the prosecutor's office. If, upon the identification of a case for establishment or enforcement, the **STATE** is unable to initiate action on the case within thirty (30) days, the case will be referred to the prosecutor's office. As used in this paragraph, "initiate action" means prepare a Notice and Finding of Financial Responsibility and attempt service of same on the responsible parent or parents.

4. Refer to the Circuit Clerk and Prosecuting Attorney, through the Interstate Collections Unit, interstate actions reviewed from other jurisdictions where the facts of the case make

administrative establishment or enforcement inappropriate within the time frames established by 45 CFR 303.7.

5. Provide the **COUNTY** with a report on a monthly basis, to assist the Prosecutor in monitoring those cases that have been referred. The **STATE** will attempt no enforcement on those cases except in regard to the Unemployment Compensation Benefit (UCB), state and federal Tax Refund Intercept programs.

6. Provide state and federal parent locator services to the **COUNTY**, pursuant to Section 454.440, RSMo. The **STATE** Parent Locator Service shall accept location requests directly from the County Prosecuting Attorney's office, and provide location information to the County on a timely basis.

7. Provide all necessary and requested information, which the **STATE** can legally provide.

8. Provide monthly reports to the County Prosecuting Attorney's office including the following information:

a. A list of all the County TANF and non-TANF cases opened during the previous month.

b. A list of all the County cases opened by the Interstate Collections Unit during the previous month.

9. Reimburse the **COUNTY** pursuant to federal and state law and regulations, specifically 45 CFR 304.21, and 13 CSR 30-3.010, from funds received from the federal government and appropriated by the General Assembly at the current applicable rate for the actual allowable direct and indirect expenditures incurred in providing the services specified in the **AGREEMENT** and submitted to the **STATE** in compliance with instructions issued by the **STATE**. Such reimbursement to the

COUNTY for IV-D personnel costs including fringe benefits shall not exceed the hourly rate (or computed equivalent) paid by the **COUNTY** for non-IV-D public work (legal, clerical, administrative, or investigative) of equal responsibility. These reimbursements will in all cases be subject to adjustment at audit.

10. Reimburse the **COUNTY** for indirect costs based upon its cost allocation plan, as established under this **AGREEMENT**. A plan may be used on a provisional basis for a succeeding year. The **STATE** shall reimburse the **COUNTY** based upon the provision plan. A plan used provisionally shall be reconciled to actual cost no later than six (6) months from the close of the county fiscal year. These reimbursements will, in all cases, be subject to adjustment at audit.

11. Distribute incentive payments to the **COUNTY** pursuant to federal and state law and regulations, specifically Sections 454.405, RSMo, 45 CFR 303.52, 45 CFR 304.12, and 13 CSR 30-9.010. Incentives earned based on non-TANF collections shall not exceed 115 percent of the total amount earned as incentives on TANF collections. At any time after October 1, 1999 the **County** may terminate this agreement upon sixty days written notice.

12. Authorize a representative in the prosecuting attorney's office to execute administrative process documents on behalf of the Director of the Division of Child Support Enforcement.

13. Maintain support payment records and disburse support payments received from the **COUNTY** pursuant to state and federal law and regulation.

14. Upon request of the client, as reported by the **COUNTY**, close a non-TANF case.

15. Upon filing with the Secretary of State any proposed regulation that has an effect on a county or city that is a signatory to this **AGREEMENT**, notify each county or city so affected.

16. Provide MACSS and program training for county prosecuting attorney child support staff.

GENERAL TERMS AND CONDITIONS

E. Nondiscrimination in Employment and Services:

The **COUNTY** agrees to comply with the 1964 Civil Rights Act, as amended; the Omnibus Reconciliation Act of 1981; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; and the Americans with Disabilities Act of 1990 and all other applicable federal and state laws which prohibit discrimination in the delivery of services on the basis of race, color, national origin, age, sex, handicap or disability or religious beliefs. The **COUNTY** also agrees to comply with Public Law 100-690, the Omnibus Drug Initiative Act of 1988.

F. Duration and Modification of AGREEMENT:

1. This **AGREEMENT** shall be in effect from **July 1, 2002, through June 30, 2003**. References to federal and state statutes and regulations incorporate such statutes and regulations herein, subject to amendment after the effective date of this **AGREEMENT**. This **AGREEMENT** may be modified at any time in writing by the mutual consent of the parties. The **STATE** may terminate this agreement at any time in accordance with the provisions of Section 454.405, RSMo.

2. The parties to this **AGREEMENT** understand and agree that the Federal and State laws and regulations cited in this **AGREEMENT** are subject to change as a result of the enactment of Public Law 104-193. Further, the parties agree that any changes in Missouri law required by P.L. 104-193 will be binding on the parties.

G. Funding Limitation:

The funding available for use in this program is limited to monies received from DHHS for operation of the Missouri State Plan for Child Support Enforcement under Title IV-D of the Social Security Act and is also limited by appropriation of the Missouri General Assembly. It is clearly understood by the parties to the **AGREEMENT**, therefore, that this **AGREEMENT** shall automatically terminate without penalty if funds for the Child Support Enforcement Program are not appropriated by the Missouri General Assembly or the program is not funded by DHHS.

H. Prosecutorial Discretion:

No provision of this **AGREEMENT** shall be construed to alter the statutory, constitutional, or common law powers and duties of the Prosecuting Attorney, including, but not limited to, the power to use his/her discretion in determining the course of action to be taken in a case.

I. Treatment of Assets:

Title to any equipment furnished by the **STATE** pursuant to this **AGREEMENT** shall remain in the **STATE**. Title to any equipment purchased by the **COUNTY** pursuant to this **AGREEMENT** shall vest in the **COUNTY**, subject to applicable federal regulations pertaining to usage and disposition.

J. Budget Estimates:

1. Total **COUNTY** expenditures during the period covered by this **AGREEMENT** are estimated at: \$ 350,000. This estimate is made to comply with 45 CFR 303.107 (d). It is

understood by the parties that this estimate shall neither authorize nor limit any particular expenditure or level of expenditures. The **COUNTY** shall also comply with 13 CSR 30-9.010(4).

K. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion From Lower Tier Covered Transactions:

1. **COUNTY** understands this certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' Responsibilities, and acknowledges receipt of the Instructions for Certification sent with this document and understands said instructions are to be read before certifying the statements in K.2. and 3. below.

2. **COUNTY** certifies, by signing and submitting this **AGREEMENT**, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

3. Where **COUNTY** is unable to certify to any of the statements listed in K.2. above, it shall attach an explanation to this **AGREEMENT**.

IN WITNESS WHEREOF, THE COUNTY AND THE STATE EXECUTE THIS AGREEMENT:

For the County of Boone

[Signature]
Presiding Commissioner

7-25-02
Date

For the Division of Child Support Enforcement:

[Signature]
Director

7-2-02
Date

[Signature]
Prosecuting Attorney

6-12-02
Date

[Signature]
Clerk of the Circuit Court

June 12, 2002
Date

APPROVED AS TO LEGAL FORM
[Signature]
DATE: 6/19/02

CERTIFICATION:
I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance of such appropriation sufficient to pay the costs arising from this contract.
[Signature] 6/19/02
Auditor Date
#1263 all accounts
#1221 selected accts.

file



BOB HOLDEN
GOVERNOR

MISSOURI
DEPARTMENT OF SOCIAL SERVICES
DIVISION OF CHILD SUPPORT ENFORCEMENT

P.O. BOX 2320
JEFFERSON CITY
65102-2320

Telephone: 573-751-4301, FAX: 573-751-8450

July 2, 2002

RECEIVED

JUL 05 2002

Boone County Commission

RELAY MISSOURI
for hearing and speech impaired

TEXT TELEPHONE
1-800-735-2966

VOICE
1-800-735-2466

Mr. Don Stamper
Presiding Commissioner
Boone County
801 E. Walnut Street
Columbia, MO 65201

Dear Mr. Stamper:

Enclosed is a copy of the fully executed Cooperative Agreement for child support services for the State Fiscal Year 2003. This Agreement is in effect July 1, 2002, through June 30, 2003. **This is the only copy being provided to your county; therefore, if other officials within your county require a copy, please share a copy with them.**

This Agreement enables the county to claim reimbursement for allowable child support related activities and to receive incentive payments. Allowable costs incurred as of the first day of the calendar quarter in which this Agreement is in effect and subsequently hereafter are eligible for reimbursement. Please be aware of the time frames for submitting claims as set forth in 13 CSR 30-3.010 (5)(H).

Thank you for your assistance and cooperation. If you have any questions, please contact me at 573-751-8351.

Sincerely,

Margaret F. Blankenship
Manager
County Reimbursements

MFB/dss
Enclosure

c: Prosecuting Attorney
Circuit Clerk
File

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

County of Boone

} ea.

June Session of the May Adjourned

Term. 2002

In the County Commission of said county, on the

25th day of June 2002


the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the Certificate of Indirect Costs – A Cost Allocation Plan with Maximus.

Done this 25th day of June, 2002.


Don Stamper
Presiding Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost rate plan submitted herewith and to the best of my knowledge and belief.

(1) All costs included in this plan dated _____ to establish cost allocations or billings for the period from January 1, 2003 to December 31, 2003, are allowable in accordance with the requirements of the Federal awards(s) to which they apply and OMB Circular A-87, "Cost Principles for State and Local Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Government Unit: Boone County

Signature: Don Stamper

Name of Official: Don Stamper

Title: Presiding Commissioner

Date of Execution: 6-25-02

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

June Session of the May Adjourned

Term. 20 02

County of Boone

In the County Commission of said county, on the

25th

day of

June

2002

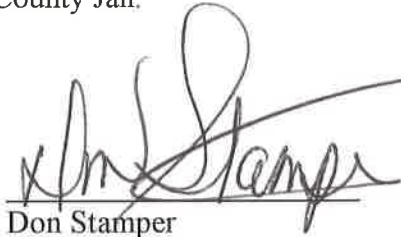
the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the following budget revision:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT DECREASE	AMOUNT INCREASE
1251-92400: Sheriff – Replacement Auto (Truck)	\$4,385.00	
1255-92300: Corrections – Replacement Machinery and Equipment		\$4,385.00

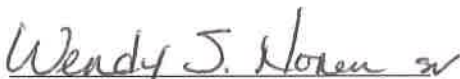
Said budget revision is to replace a washing machine at the Boone County Jail.

Done this 25th day of June, 2002.



Don Stamper
Presiding Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

RECEIVED JUN 20 2002

Ret to
Fac. main

61802

PURCHASE REQUISITION

BOONE COUNTY, MISSOURI

DATE

Keewee Equipment Co

RUSA

VENDOR NO.

VENDOR NAME

PHONE #

ADDRESS

CITY

STATE ZIP

BID DOCUMENTATION

This field MUST be completed to demonstrate compliance with statutory bidding requirements. Refer to RSMo 50.660, 50.753-50.790, and the Purchasing Manual—Section 3.

COPY

- Bid /RFP (enter # below)
- Sole Source (enter # below)
- Emergency Procurement (enter # below)
- Written Quotes (3) attached (<\$750 to \$4,449)
- <\$750 No Bids Required (enter bid # below if you are purchasing from a bid, even if this purchase is <\$750)
- Professional Services (see Purchasing Policy Section 3-103)

- Transaction Not Subject To Bidding For The Following Reason
- Utility
 - Travel
 - Dues
 - Refund
 - Cooperative Agreement
 - Other (Explain):
 - Training
 - Pub/Subscriptions
 - Required Gov Payment
 - Agency Fund Distribution

(Enter Applicable Bid / Sole Source / Emergency Number)

Ship To Department #

Bill To Department #

Department	Account	Item Description	Qty	Unit Price	Amount
255	92300	Speed Queen SC40mN2	1	3795.00	3795.00
		Washer extractor w/ 4 program push button control			
		Freight	1	194.00	194.00
		Installation	1	395.00	395.00
		TOTAL			4284.00

I certify that the goods, services or charges specified above are necessary for the use of this department, are solely for the benefit of the county, and have been procured in accordance with statutory bidding requirements.

Requesting Official

Auditor Approval

KEEWES EQUIPMENT CO INC
SPEED QUEEN LAUNDRY EQUIPMENT

PRICE QUOTE

3014 S 44th St.
 Kansas City, MO 66106
 913-384-5200

Date June 14, 2002
 Ship Date
 Terms
 Sales Rep Richard Gaar

TO: Boone County Facility Maintenance
 KEN MOORE
 573-886-4401
 fax 573 886-4402

COPY

Here is our quotation on the goods named, subject to the conditions noted:

Conditions: The prices and terms on this quotation are not subject to verbal changes or other agreements unless approved in writing by the home office of the Seller. All quotations and agreements are contingent upon strikes, accidents, fires, availability of materials and all other causes beyond our control. Prices are based on costs and conditions existing on date of quotation and are subject to change by the Seller before final acceptance.

Typographical and stenographic errors are subject to correction. Purchaser agrees to accept either overage or shortage not in excess of ten percent to be charged for pro-rata. Purchaser assumes liability for patent and copyright infringement when goods are made to Purchaser's specifications. When quotation specifies materials to be furnished by the purchaser, ample allowance must be made for reasonable spoilage and material must be of suitable quality to facilitate efficient production.

Conditions not specifically stated herein shall be governed by established trade customs. Terms inconsistent with those stated herein which might appear on Purchaser's formal order will not be binding on the seller.

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	SPEED QUEEN SC40MN2 WASHER EXTRACTOR WITH FOUR PROGRAM PUSH BUTTON CONTROL 240/60/3 PHASE		
	FOB FACTORY		\$ 3795.00
	IF 6 INCH STEEL MOUNTING BASE IS NEEDED, ADD:		\$ 240.00
	FREIGHT TO COLUMBIA		\$ 191.00
	INSTALLATION, WHICH CONSISTS OF SETTING IN PLACE, LEVELING, BOLTING AND GROUTING WITH FINAL HOOK -UPS BY OTHERS		\$ 395.00

4384.00

* SALES TAX AND INSTALLTION NOT INCLUDED

Quote valid for 30 days

Accepted by _____

2002 CLASS 9

Dept-Account	Description	Original Budget Amount	Budget Revision Date	Budget Revision Amount	Revised Budget	Encumbrance Date	Encumbrance Amount	Payment Date	Payment Amount	Unused Budget
Sheriff										
1251-91300	camera - mobile video - (1) (Sobriety Checkpoint Grant)	5,000			5,000	5-13-02	3,795			1,205
1251-91300	handgun - (1) (for additional deputy)	400			400			6-7-02	392	8
1251-91300	shotgun - (1) (for additional deputy)	450			450			4-24-02	395	55
1251-91300	radio - mobile - (1) (for additional deputy)	2,200			2,200			2-21-02	2,198	2
1251-91300	radio - portable - (1) (for additional deputy)	750			750					750
1251-91300	camera - mobile video - (1) (for additional deputy)	4,800			4,800					1,005
1251-91300	radar unit - (1) (HMV Operaton Slowdown Grant) (added 3-22-02)		3-22-02	800	800	5-13-02	3,795	5-10-01	1,595	(795)
1251-91300	(Per Sheriff's Dept, any cost > \$800 budget will come from savings in this account.)			(561)	(561)					(561)
Total	Budget Revision moving funds to 1251-92300 and 1251-60250	13,600	6-11-02	239	13,839		7,590		4,580	1,669
1251-91400	vehicle - (1) (for additional deputy)	22,800			22,800			3-21-02	20,228	2,572
Total		22,800		0	22,800		0		20,228	2,572
1251-92300	amount needed in case of unplanned equipment failure	3,000			3,000					3,000
1251-92300	voice mail upgrade (added 4-30-02) Will be charged to fund 253 with JE after budget established.									(2,547)
1251-92300	Budget Revision moving funds from 1251-91300		6-11-02	456	456			6-6-02	2,547	456
1251-92300	base station radio for information center (added 6-11-02)	3,000			3,456		0		2,547	909
Total		3,000		456	3,456		0		2,547	909
1251-92400	vehicle - (5)	114,000			114,000	6-24-02	99,395			14,605
1251-92400	Budget Revision moving funds to 1255-92300		6-24-02	(4,385)	(4,385)					(4,385)
Total		114,000		(4,385)	109,615		99,395		0	10,220
Total Sheriff		153,400		(3,690)	149,710		106,985		27,355	15,370
Corrections										
1255-92300	amount needed in case of unplanned equipment failure	3,000			3,000					3,000
1255-92300	radio - portable - (15)	11,250			11,250					11,250
1255-92300	voice mail upgrade (added 4-30-02) Will be charged to fund 253 with JE after budget established.									(4,079)
1255-92300	Budget Revision moving funds from 1251-92400		6-24-02	4,385	4,385	6-24-02	4,384	6-6-02	4,079	4,385
1255-92300	washing machine (added 6-24-02)	14,250			18,635		4,384		4,079	(4,384)
Total		14,250		4,385	18,635		4,384		4,079	10,172
Total Corrections		14,250		4,385	18,635		4,384		4,079	10,172

6/24/02

FY 2002
Budget Amendments/Revisions
Sheriff (1251)

Index #	Date Recd	Account	Account Name	\$Increase	\$Decrease	Reason/Justification	Comments
1	3/22/02	3411 91300	Federal Grant Reimbursement Machinery & Equipment	800 800		Establish revenue & expenditure budget for purchase of radar unit and reimbursement from HMV grant.	Cost of radar unit = approx. \$1600. Per Sheriff's Dept, any actual cost greater than \$800 budget will be covered by savings in acct 91300.
2	6/10/02	91300 92300 60250	Machinery & Equipment Replacement Machinery & Equip Equipment Installation Charges	456 105	561	Replace base station radio for information center.	Current radio is not functioning properly and can no longer be repaired.
3	6/20/02	1251-92400 1255-92300	Replacement Auto/Trucks Replacement Machinery & Equip	4,385	4,385	Replace washing machine.	Corrections inmate washing machine is broken and needs to be replaced.

6/24/02

FY 2002
Budget Amendments/Revisions
Corrections (1255)

<u>Index #</u>	<u>Date Recd</u>	<u>Account</u>	<u>Account Name</u>	<u>\$Increase</u>	<u>\$Decrease</u>	<u>Reason/Justification</u>	<u>Comments</u>
1	3/5/02	70050	software maintenance contract		15,900	transfer duplicate budget to emergency	Consolidate H T E software maintenance in the IT budget. The IT budget is sufficient; therefore, the excess is being transferred to emergency.
2	6/20/02	1251-92400 1255-92300	Replacement Auto/Trucks Replacement Machinery & Equip	4,385		Replace washing machine.	Corrections inmate washing machine is broken and needs to be replaced.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

County of Boone

June Session of the May Adjourned

Term. 2002

In the County Commission of said county, on the

25th day of June 2002

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby authorize the use of the Courthouse Grounds on August 29, 2002 from 10:00 a.m. to 4:00 p.m. for the Service Animal Day – For People with Disabilities for the Services for Independent Living. It is further ordered that the Presiding Commissioner be hereby authorized to sign said application.

Done this 25th day of June, 2002.

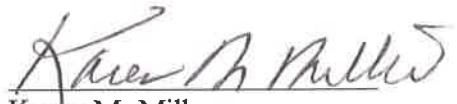


Don Stamper
Presiding Commissioner

ATTEST:



Wendy S. Noren
Clerk of the County Commission



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

Don Stampet, Presiding Commissioner
Karen M. Miller, District I Commissioner
Skip Elkin, District II Commissioner



Boone County Government Center
801 East Walnut Room 245
Columbia, MO 65201-7732
573-886-4305 • FAX 573-886-4311

Commission agenda **Boone County Commission** 279-2007

**APPLICATION FOR PERMIT FOR ORGANIZATIONAL USE OF
BOONE COUNTY COURTHOUSE GROUNDS**

The undersigned organization hereby applies for a permit to use the Boone County Courthouse grounds as follows:

Description of Use: Service Animal Day - for people w/ disabilities

Date(s) of Use: 8/29/02

Time of Use: From: 10 a.m/p.m thru 4 a.m/p.m

*They will have animals on the grounds.
Ten service dogs at max who will lay at owners side + 2-3 miniature horses who are trained for children w/ disabilities*

The undersigned organization agrees to abide by the following terms and conditions in the event this application is approved:

1. To notify the Columbia Police Department and Boone County Sheriff's Department grounds of time and place of use and abide by all applicable laws and ordinances in using Courthouse
2. To remove all trash or other debris which may be deposited on the courthouse grounds by participants in the organizational use.
3. To repair or replace or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of courthouse grounds.
4. To conduct its use of courthouse grounds in such a manner as to not unreasonably interfere with normal courthouse functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use on the courthouse grounds as specified in this application.

Name of Organization: Services for Independent Living

Organization Representative/Title: Amy Van Lue / Independent Living Specialist

Phone Number: 874-1646

Date of Application: 6/19/02

PERMIT FOR ORGANIZATIONAL USE OF COURTHOUSE GROUNDS

The County of Boone hereby grants the above application for permit in accordance with the terms and conditions above written. The above permit is subject to termination for any reason by duly entered order of the Boone County Commission.

ATTEST:

BOONE COUNTY, MISSOURI

Wendy J. Noren
Clerk

Don Stampet
Commissioner

DATE: 6/25/2002