

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

October Session of the October Adjourned

Term. 20 17

County of Boone

In the County Commission of said county, on the

17th

day of October

20 17

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

Now on this day the County Commission of the County of Boone does hereby approve the attached grant application for the FY2018 Fostering Court Improvement JCIP sub-grant – Local Court Enhancements.

Done this 17th day of October, 2017.

ATTEST:

Taylor W. Burks  
Taylor W. Burks  
Clerk of the County Commission

Absent

Daniel K. Atwill  
Presiding Commissioner

Fred J. Parry  
Fred J. Parry  
District I Commissioner

Janet M. Thompson  
Janet M. Thompson  
Acting Presiding Commissioner

## Fostering Court Improvement JCIP Sub-grant: Local Court Enhancements (FY18)

The Fostering Court Improvement sites are measured on pre-determined outcomes including permanency, timeliness, and child safety measures. In addition, the Children's Division Quality Assurance Specialists provide child welfare data to the local project sites. Strategies are then developed to address areas of deficiency which are identified in the outcome measurements. Funding is available **up to \$2000** for each of the project sites to assist them in their ability to implement strategies to improve services and outcomes for children and families. Each site will be required to submit a funding request on this form, along with budgets and justification, for their request in terms of the child welfare goals they hope to achieve and how the funding will support such. Reimbursement would be made in accordance with approved budgets, within OSCA Financial Guidelines, after costs have been incurred.

### Budget Request

1. Please break down your funding request:

Budget Line Item	Approximate Cost	Budget Line Item	Approximate Cost
a. Lunches for FCI/contract attorney meetings	\$1200.00	e.	
b. Trainings	\$400	f.	
c. Supplies for subcommittees	\$400	g.	
d.		h.	

2. Total Budget Request    \$2000.00

3. Specific County to be reimbursed: Boone County

### Justification (attach additional sheets, if necessary)

1. How will this funding enhance your courts ability to meet outcomes for children and families?

As in the past, we plan on utilizing the funding to provide lunches at our quarterly FCI/contract attorney meetings. Having lunch provides an incentive for better participation in the meetings. During those meetings, we are able to work toward goals, and emphasize the importance of FCI to the attorneys. We often are able to get attorneys to participate in sub-groups for goals due to those meetings. We would like to offer a TPR training for our circuit. Children's Division is going to provide the training with attorneys from their legal aspects team. We would like to utilize some of the grant funding to be able to offer lunch. We have a subcommittee for recognizing exemplary team members. We would like to use grant funds to purchase awards for those who are recognized. We also have recently developed subcommittees for Cross-over Youth and for Systems of Care. We would like to utilize grant funds to provide supplies for projects which will arise from those subcommittees.

2. Provide a timeline and description of how the funding will be used.

**(Funding must be spent prior to September 30, 2018 and OSCA must be billed prior to October 12, 2018.)**

Joint FCI/contract attorney meetings will be held in January 2018, April 2018, July 2018, and October 2018. The TPR training will be held at the end of 2017, or beginning of 2018. The subcommittees will be convening soon, and will develop goals and strategies for those committees. Those funds will be used throughout the year.

### For OSCA Internal Use Only

	Yes	No
1. Does this request fall within the scope of the Fostering Court Improvement Program?		
2. Does this request meet the requirements of the DHHS-ACF requirements for uses of these grant funds?		
3. Is it clear that funding will be expended by September 30, 2018 and billed to OSCA before October 12, 2018?		
4. Are there any special terms or conditions attached to this award?		

### Authorization (please both sign and print your name)

Circuit	Signature – Presiding Judge	Date
OSCA	Deputy State Courts Administrator	Date

**Return to:**

**Office of State Courts Administrator, Contracts Section**  
[osca.contracts@courts.mo.gov](mailto:osca.contracts@courts.mo.gov)

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STATE OF MISSOURI }  
County of Boone } ea.

In the County Commission of said county, on the 17th day of October 20 17


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


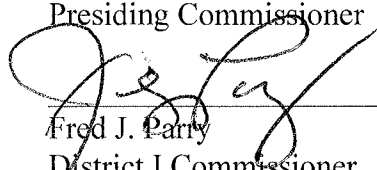

Now on this day the County Commission of the County of Boone does hereby approve the attached agreement to effectuate the Application-Based Funding from the County to the Village of Hartsburg, in the amount of \$10,087.66, as contemplated in County's policies on distributing road sales tax revenue and road property tax revenues. The terms and conditions of Commission Order 249-2011 & 609-2012 are incorporated into this agreement by reference.

It is furthered ordered the Acting Presiding Commission<sup>al</sup> is hereby authorized to sign said Boone County Road & Bridge Improvement/Repair Cooperative Agreement.

Done this 17th day of October, 2017.

ATTEST:

  
Taylor W. Burks  
Clerk of the County Commission

  
Daniel K. Atwill  
Presiding Commissioner  
  
Fred J. Parry  
District I Commissioner  
  
Janet M. Thompson  
Acting Presiding Commissioner

**BOONE COUNTY ROAD & BRIDGE IMPROVEMENT/REPAIR  
COOPERATIVE AGREEMENT  
APPROVED APPLICATION-BASED PROJECT  
APPLICATION ENTITIES<sup>1</sup>**

THIS AGREEMENT, dated this 17<sup>th</sup> day of October, 2017, is made and entered into by and between **Boone County**, a first class non-charter county and political subdivision of the State of Missouri by and through its County Commission, herein "County" and the **Village of Hartsburg**, a municipal corporation, herein "City".

WHEREAS, County has, in Commission Order 249-2011, adopted updated policies regarding the distribution of certain road sales tax and property tax revenues, the terms and conditions of which are incorporated herein by reference; and

WHEREAS, City is an "Application Entity" as described in the aforementioned Commission Order; and

WHEREAS, City has been classified as an application entity that will receive an annual amount as described in Commission Order 609-2012, the terms and conditions of which are incorporated herein by reference; and

WHEREAS, County is willing to enter into a cooperative agreement with the City for the improvement and/or repair of City's road system under certain terms and conditions; and

WHEREAS, the parties are empowered to enter into cooperative agreement(s) for the purposes herein stated pursuant to section 70.220 and section 229.040 RSMo.

NOW, THEREFORE, IN CONSIDERATION of the mutual undertakings and agreements herein contained, the parties agree as follows:

1. **PURPOSE.** The purpose of this Agreement is to effectuate the Application-Based Funding from the County to the City as contemplated in County's policies on distributing road sales tax revenue and road property tax revenues. The terms and conditions of Commission Order 249-2011 & 609-2012 are incorporated into this agreement by reference.
2. **COUNTY AGREEMENTS:**
  - a. County will pay to the City the sum of **Ten Thousand Eighty-Seven Dollars and Sixty-Six Cents (\$10,087.66)** as determined by the formula for **Year 5 of the 6-**

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<sup>1</sup> Application entities are: Harrisburg, Hartsburg, Huntsdale, McBaine, Pierpont, Rocheport and Sturgeon.

**year cycle** as described in the aforementioned Commission Order 609-2012, for use solely in the completion of road improvement and/or repair projects.

### 3. CITY AGREEMENTS.

- a. City agrees to use the funds that it receives from County pursuant to this Agreement solely for improving and maintaining its roads and bridges in accordance with its Boone County Road & Bridge Improvement/Repair Cooperative Agreement General Agreement for funding, certified by Commission Order 464-2011 which is incorporated herein by reference.
- b. City agrees that it shall submit to an audit by the County or its designated auditor upon request for purposes of determining whether the funds received by the City from the County under this agreement have been expended in compliance with this agreement.
- c. City agrees that it shall reimburse the County for any funds paid to it under this agreement which are expended in violation of this agreement or applicable law, rule or regulation, within ninety (90) days of notification of such a finding by County.
- d. City agrees to timely provide any documentation or information reasonably requested by County which relates in any way to this Agreement.
- e. City agrees that it will be liable for, and agrees to be liable for, and shall indemnify, defend and hold the County of Boone harmless from all claims, suits, judgments or damages, including court costs and attorney's fees, arising out of or in the course of the operation of this agreement. Notwithstanding the foregoing, nothing herein is intended to waive either the City's or the County's sovereign immunity as to any third party.
- f. City agrees that, for any work not performed by the City's own employees, City will comply with any and all applicable competitive bidding statutes or ordinances, the state Prevailing Wage law, domestic products purchase laws and such other laws, rules and regulations which are applicable to the City in letting and carrying out contracts for "public works" as that term is defined in applicable statutes, rules, regulations, and ordinances.

4. **PAYMENTS IN EXCESS OF LEGAL OBLIGATIONS.** City represents that the payments from County to City contemplated herein are in excess of any legal obligations imposed on County by virtue of applicable Missouri law, including RSMo §137.556 and the ballot language presented to voters authorizing the current Road & Bridge Sales Tax Levy under RSMo §67.547.
5. **TIMING OF PAYMENTS.** The payments from County to City contemplated herein will occur one time per year, near the beginning of the fourth quarter of the calendar year, and after receipt of the fully executed annual agreement.
6. **REPORTING.** City shall file a written report with County, at least annually, detailing the road and bridge improvement projects funded in whole or in part with the funding received herein, as well as provide a summary of any planned, future projects that are anticipated to be funded with current or future funding from the County. Said reports shall be in sufficient detail so as to allow County to document what specific portions of any City project were funded or are contemplated to be funded with funds received from the County.
7. **ASSIGNMENT.** Neither party may assign or transfer any of its rights or obligations under this Agreement to any other person or entity without the prior, written consent of the other party.
8. **SOLE BENEFIT OF PARTIES.** This Agreement is for the sole benefit of City and County. Nothing in this Agreement is intended to confer any rights or remedies on any third party.
9. **RELATIONSHIP OF PARTIES.** Nothing herein shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent, or of partnership, or of joint venture, between the parties hereto.
10. **TERM.** This Agreement shall be in effect from its execution until January 1 of the following calendar year.
11. **TERMINATION.** Either party may terminate this Agreement upon thirty (30) days written notice directed to the other party.
12. **NONAPPROPRIATION.** The payments from County contemplated herein are conditioned upon there being a sufficient, unencumbered fund balance budgeted for that purpose. The County's obligations hereunder shall not in anyway be construed to be a

debt of the County in contravention of any applicable constitutional or statutory limitation or requirement concerning the creation of indebtedness by the County, nor shall anything contained herein constitute a pledge of the general credit, tax revenues, funds or moneys of the County beyond that which is specifically required by state law. Notwithstanding any provision of this Agreement, the decision whether or not to budget or appropriate funds, or to extend this Agreement for any subsequent fiscal year, is solely within the discretion of the then-current governing body of the County, it being understood that adjustments to an appropriation may be made by the County in accordance with its Economic Development Adjustment policies adopted as part of its policies relating to the distribution of road sales taxes and road property taxes.

13. **GOVERNING LAW AND VENUE.** This Agreement shall be governed by the laws of the State of Missouri, and any action relating to the same shall be brought in the Circuit Court of Boone County, Missouri.
14. **BINDING ON SUCCESSORS.** The covenants, agreements, and obligations herein contained shall extend to, bind, and inure to the benefit of the parties hereto and their respective successors and approved assigns.
15. **COUNTERPARTS.** This Agreement may be executed by the parties in several counterparts, each of which shall be deemed an original instrument.
16. **COMPLETE AGREEMENT.** All negotiations, considerations, representations, and understandings between the parties are incorporated herein, shall supersede any prior agreements, and may be modified or altered only in writing signed by the parties hereto.
17. **AUTHORITY OF SIGNATORIES.** Each of the persons signing this Agreement on behalf of either party represent that he/she has been duly authorized and empowered, by order, ordinance or otherwise, to execute this Agreement and that all necessary action on behalf of said party to effectuate said authorization has been taken and done.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed by their duly-authorized officers on day and year indicated by their signature below.

**BOONE COUNTY**

By:

*Acting*   
Presiding Commissioner

Date: 10-17-17

ATTEST:

County Clerk

APPROVED AS TO FORM:

County Attorney

**Boone County Auditor Certification:**

I hereby certify that a sufficient, unencumbered appropriation balance exists and is available to satisfy the obligation arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

\_\_\_\_\_  
County Auditor Date

**VILLAGE OF HARTSBURG**

By:

Authorized City Representative

Date: 9/27/17

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney



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Term. 20 17

County of Boone

In the County Commission of said county, on the

17th

day of October

20 17

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

Now on this day the County Commission of the County of Boone does hereby approve the attached grant application for the 2018-2019 Stop Violence Against Women Act grant (VAWA) for the period January 1, 2018 through December 31, 2019.

It is furthered ordered the Acting Presiding Commissioner is hereby authorized to sign said 2018-2019 Stop Violence Against Women Act grant award.

Done this 17th day of October, 2017.

ATTEST:

Taylor W. Burks  
Taylor W. Burks  
Clerk of the County Commission

Absent  
Daniel K. Atwill  
Presiding Commissioner  
Fred J. Parry  
Fred J. Parry  
District I Commissioner  
Janet M. Thompson  
Janet M. Thompson  
Acting Presiding Commissioner



**DANIEL K. KNIGHT, Prosecutor**  
Office of the Boone County Prosecuting Attorney  
705 E. Walnut Street – Courthouse  
Columbia, Missouri 65201-4485  
573-886-4100  
FAX: 573-886-4148

October 12, 2017

TO: Commissioner Atwill  
Commissioner Parry  
Commissioner Thompson

FROM: Boone County Prosecuting Attorney's Office

RE: 2018-2019 Stop Violence Against Women Act Grant (VAWA)

We are requesting your approval to apply for Violence Against Women Act grant funds through the Department of Public Safety. We have been receiving funds from VAWA since 1998.

This grant award is for two years, January 1, 2018 through December 31, 2019 and will go toward the salaries of 2 assistant prosecuting attorneys dedicated to serving victims of domestic violence in Boone County. We are also requesting funds for the full salary and benefits for a new domestic violence investigator as well as computer hardware and software for this position.

The federal share is \$375,714.27 and the local match is \$125,254.36. The 25% match is comprised of the benefits for the above referenced assistant prosecuting attorneys paid for by Boone County and part of the indirect costs associated with the 3 positions requested in this grant application.

We respectfully request your approval to apply for this grant.

Thank you.



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## **Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended**

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Under section 40002(b)(2) of the Violence Against Women Act, as amended (42 U.S.C. 13925(b)(2)), grantees and subgrantees with funding from the Office on Violence Against Women (OVW) are required to meet the following terms with regard to nondisclosure of confidential or private information and to document their compliance. By signature on this form, applicants for grants from OVW are acknowledging that they have notice that, if awarded funds, they will be required to comply with this provision, and will mandate that subgrantees, if any, comply with this provision, and will create and maintain documentation of compliance, such as policies and procedures for release of victim information, and will mandate that subgrantees, if any, will do so as well.

### **(A) In general**

In order to ensure the safety of adult, youth, and child victims of domestic violence, dating violence, sexual assault, or stalking, and their families, grantees and subgrantees under this subchapter shall protect the confidentiality and privacy of persons receiving services.

### **(B) Nondisclosure**

Subject to subparagraphs (C) and (D), grantees and subgrantees shall not—

(i) disclose, reveal, or release any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs, regardless of whether the information has been encoded, encrypted, hashed, or otherwise protected; or

(ii) disclose, reveal, or release individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an unemancipated minor, the minor and the parent or guardian or in the case of legal incapacity, a court-appointed guardian) about whom information is sought, whether for this program or any other Federal, State, tribal, or territorial grant program, except that consent for release may not be given by the abuser of the minor, incapacitated person, or the abuser of the other parent of the minor.

If a minor or a person with a legally appointed guardian is permitted by law to receive services without the parent's or guardian's consent, the minor or person with a guardian may release information without additional consent.

**(C) Release**

If release of information described in subparagraph (B) is compelled by statutory or court mandate—

- (i) grantees and subgrantees shall make reasonable attempts to provide notice to victims affected by the disclosure of information; and
- (ii) grantees and subgrantees shall take steps necessary to protect the privacy and safety of the persons affected by the release of the information.

**(D) Information sharing**

(i) Grantees and subgrantees may share—

- (I) nonpersonally identifying data in the aggregate regarding services to their clients and nonpersonally identifying demographic information in order to comply with Federal, State, tribal, or territorial reporting, evaluation, or data collection requirements;
- (II) court-generated information and law enforcement-generated information contained in secure, governmental registries for protection order enforcement purposes; and
- (III) law enforcement-generated and prosecution-generated information necessary for law enforcement and prosecution purposes.

(ii) In no circumstances may—

- (I) an adult, youth, or child victim of domestic violence, dating violence, sexual assault, or stalking be required to provide a consent to release his or her personally identifying information as a condition of eligibility for the services provided by the grantee or subgrantee;
- (II) any personally identifying information be shared in order to comply with Federal, tribal, or State reporting, evaluation, or data collection requirements, whether for this program or any other Federal, tribal, or State grant program.

**(E) Statutorily mandated reports of abuse or neglect**

Nothing in this section prohibits a grantee or subgrantee from reporting suspected abuse or neglect, as those terms are defined and specifically mandated by the State or tribe involved.

**(F) Oversight**

Nothing in this paragraph shall prevent the Attorney General from disclosing grant activities authorized in this Act to the chairman and ranking members of the Committee on the Judiciary of the House of Representatives and the Committee on the Judiciary of the Senate exercising Congressional oversight authority. All disclosures shall protect confidentiality and omit personally identifying information, including location information about individuals.

**(G) Confidentiality assessment and assurances**

Grantees and subgrantees must document their compliance with the confidentiality and privacy provisions required under this section.

As the duly authorized representative of the applicant, I hereby acknowledge that the applicant has received notice of that if awarded funding they will comply with the above statutory requirements. This acknowledgement shall be treated as a material representation of fact upon which the Department of Justice will rely if it determines to award the covered transaction, grant, or cooperative agreement.

JANET M. THOMPSON

ACTING  
Presiding Commissioner

Typed Name of Authorized Representative

Title

(573) 886-4307

Telephone Number

Signature of Authorized Representative

Date Signed

Boone County Prosecuting Attorney

Agency Name



MISSOURI DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE DIRECTOR  
STOP Violence Against Women Act (VAWA)



2016 CERTIFIED ASSURANCES

The Sub-recipient hereby assures and certifies compliance with all the following certified assurances:

**General:**

1. The Sub-recipient assures that it shall comply, and all its Sub-recipients shall comply, with the applicable provisions of the 2016-2017 STOP VAWA Solicitation, the DPS Financial and Administrative Guide, any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Violence Against Women Reauthorization Act of 2013 (42 U.S.C. 13925(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Ex. Order 13279 (equal protection of the laws for faith-based and community organizations); and 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations), and other applicable federal and state laws, orders, circulars, or regulations.

Pursuant to 28 CFR §66.34, the Office on Violence Against Women reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, in whole or in part (including in the creation of derivative works), for Federal Government purposes: (a) any work that is subject to copyright and was developed under this award, subaward, contract or subcontract pursuant to this award; and (b) any work that is subject to copyright for which ownership was purchased by a recipient, Sub-recipient or a contractor with support under this award. In addition, the recipient (or Sub-recipient, contractor or subcontractor) must obtain advance written approval from the Office On Violence Against Women program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award. It is the responsibility of the recipient (and of each Sub-recipient, contractor or subcontractor as applicable) to ensure that this condition is included in any subaward, contract or subcontract under this award.

2. The Sub-recipient assures that it shall comply, and all its Sub-recipients shall comply, with the applicable provisions of the VAWA Solicitation, the DPS Financial and Administrative Guide, the Travel Guidelines, and other applicable state laws or regulations.
3. **Compliance Training:** As a recipient of federal or state funds, the Sub-recipient is required to attend the Compliance Training hosted by the Missouri Department of Public Safety. The Compliance Training may be hosted in-person or as a webinar to provide post-award information to include, but not limited to, award acceptance, project implementation, reporting requirements, contract changes, civil rights compliance, monitoring responsibilities, record retention, internal controls, and accounting responsibilities

4. **Non-Supplanting**: The Sub-recipient assures that federal or state funds made available under this contract will not be used to supplant state and local funds, but will be used to increase the amount of funds that would, in the absence of these funds, be made available for the activities of this project.
5. **Change in Personnel**: The Sub-recipient agrees to notify, within a timely manner, the Missouri Department of Public Safety if there is a change in or temporary absence of personnel as it affects the 'My Profile' module, 'Contact Information' form, and/or 'Budget' form within WebGrants. The notification shall be sent through the 'Correspondence' component of WebGrants to the appropriate Internal Contact with the *Change of Information* form attached.
6. **Contract Adjustments**: The Sub-recipient understands that any deviation from the approved contract must have prior approval from the Missouri Department of Public Safety. No additional funding shall be awarded to a Sub-recipient but changes from one budget line to another budget line may be possible if the request is allowable and within the scope of the guidelines. Prior approval must be requested as a Contract Adjustment via WebGrants.
7. **Monitoring**: The Sub-recipient agrees to maintain the records necessary to evaluate the effectiveness of the project. In addition, the Sub-recipient assures that all documentation or records relating to this contract shall be made available to monitoring representatives of the Missouri Department of Public Safety, Office of the Director, immediately upon request. The Sub-recipient 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.
8. **Criminal Activity**: The Sub-recipient assures that they will formally report to the Missouri Department of Public Safety within 48 hours of notification that a Department of Public Safety grant-funded individual is arrested for or formally charged with a misdemeanor or felony regardless if the criminal offense is related to the individual's employment. The Department of Public Safety reserves the right to suspend or terminate grant funding pending the adjudication of the criminal offense.

The Sub-recipient shall not make false statements or claims in connection with any Office of Justice Programs or DPS state funded grant. The result of such false statements or claims includes fines, imprisonment, and debarment from participating in state and federal grants or contract, and/or other remedy by law. The Sub-recipient must promptly refer to the Department of Justice, Office of Inspector General and Missouri Department of Public Safety any credible evidence that a principal, employee, agent, Sub-recipient, sub-Sub-recipient, or other person has either:

- 1) Submitted a false claim for grant funds under the False Claims Act or
- 2) Committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds

For Sub-recipients of federal grant funding, potential fraud, waste, abuse, or misconduct must be reported to the DPS and OIG by mail at following address.

Missouri Department of Public Safety  
Office of the Director  
Attention: Crime Victim Services Unit (VAWA)  
P.O. Box 749  
1101 Riverside Drive  
Jefferson City, MO 65102-0749

Office of Inspector General  
Office of Justice Programs and Investigation Division  
950 Pennsylvania Avenue, N.W., Room 4706

Washington D.C. 20530

The Department of Public Safety reserves the right to suspend or terminate grant funding pending the adjudication of the criminal offense.

9. **Lobbying**: The Sub-recipient understands and agrees that it cannot use any federal or state funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government,

Applicants for DPS awards with total costs expected to exceed \$100,000 are required to certify that (1) they have not made, and will not make, such a prohibited payment, (2) they will be responsible for reporting the use of non-appropriated funds for such purposes, and (3) they will include these requirements in consortium agreements and contracts under grants that will exceed \$100,000 and obtain necessary certifications from those consortium participants and Sub-recipients.

The signature of the authorized organizational official on the application serves as the required certification of compliance for the applicant organization. DPS appropriated funds may not be used to pay the salary or expenses of an employee of a grantee, consortium participant, or Sub-recipient or those of an agent related to any activity designed to influence legislation or appropriations pending before Congress or any State legislature.

10. **Fair Labor Standards Act**: All Sub-recipients of federal funds will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act.

11. **Employment of Unauthorized Aliens**: Pursuant to Section 285.530.1 RSMo, the Sub-recipient assures that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri, and shall affirm, by sworn affidavit and provision of documentation, its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Further, the Sub-recipient shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

In accordance with Sections 285.525 to 285.550, RSMo a general Sub-recipient or Sub-recipient of any tier shall not be liable when such Sub-recipient or Sub-recipient contracts with its direct Sub-recipient who violates subsection 1 of Section 285.530, RSMo if the contract binding the Sub-recipient and Sub-recipient affirmatively states that the direct Sub-recipient is not knowingly in violation of subsection 1 of Section 285.530, RSMo and shall not henceforth be in such violation and the Sub-recipient or Sub-recipient receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct Sub-recipient's employees are lawfully present in the United States.

12. **Relationship**: The Sub-recipient agrees that they will represent themselves to be an independent Sub-recipient offering such services to the general public and shall not represent themselves or their employees to be employees of the Missouri Department of Public Safety or the Office of the Director. This provision is not applicable to the Missouri Department of Public Safety or any of its divisions or programs. The Sub-recipient shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc.
13. **Uniform Crime Reporting (UCR)**: If the Sub-recipient is a law enforcement agency, the Sub-recipient assures that its law enforcement agency is in full compliance with Section 43.505 RSMo relating to uniform crime reporting and will remain in full compliance for the duration of the contract period.



14. **Racial Profiling**: If the Sub-recipient is a law enforcement agency, the Sub-recipient assures that its law enforcement agency is in full compliance with Section 590.650 RSMo relating to racial profiling and will remain in full compliance for the duration of the contract period.
15. **Federal Equitable Sharing Funds**: If the Sub-recipient is a law enforcement agency, the Sub-recipient assures that its law enforcement agency is in compliance with Section 513.653 RSMo relating to participation in the federal forfeiture system and the reporting of proceeds received therefrom to the Missouri Department of Public Safety and the Missouri State Auditor.
16. **Custodial Interrogations**: If the Sub-recipient is a law enforcement agency, the Sub-recipient assures that its law enforcement agency is in full compliance with Section 590.700 RSMo relating to custodial interrogations and has adopted a written policy to record custodial interrogations of persons suspected of committing or attempting to commit the felony crimes described in subsection 2 of this section.
17. **DWI Law**: If the Sub-recipient is a law enforcement agency, the Sub-recipient assures that its law enforcement agency is in full compliance with Section 577.005 RSMo relating to the "DWI Law" and has adopted a written policy to forward arrest information for all intoxication-related traffic offenses to the central repository as required by Section 43.503 RSMo. In addition, the Sub-recipient assures that its county prosecuting attorney or municipal prosecutor is in full compliance with Section 577.005 RSMo relating to the "DWI Law" and has adopted a written policy to forward all charge information for intoxication-related traffic offenses to the central repository as required by Section 43.503 RSMo.
18. **Texting While Driving**: Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Missouri Department of Public Safety encourages the Sub-recipient to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
19. **Drug-Free Workplace Act of 1988**: The Sub-recipient assures that it will comply, and all its Sub-recipients will comply, with the Drug-Free Workplace Act of 1988. The Law further requires that all individual Sub-recipients and grant recipients, regardless of dollar amount/value of the contract or grant, comply with the Law.
20. **ACORN**: Sub-recipients understand and agree that it cannot use any federal funds, either directly or indirectly, in support of any contract or sub-award to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

### **Civil Rights:**

1. **Enforcing Civil Rights Laws**: The Sub-recipient acknowledges that all recipients of Federal financial assistance, regardless of the particular source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, the Office for Civil Rights (OCR) investigates sub-recipients that are the subject of discrimination complaints from both individuals and groups.
2. **Discrimination**: The Sub-recipient acknowledges that federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

3. **Limited English Proficiency (LEP):** The Sub-recipient assures that, in accordance with the *Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against national Origin Discrimination Affecting Limited English Persons*, 67 Fed. Reg. 41455 (June 18, 2012) as it pertains to Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, recipients of Federal financial assistance must take reasonable steps to ensure meaningful access to their programs and activities for persons with limited English proficiency (LEP). "Meaningful access" will generally involve some combination of oral interpretation services and written translation of vital documents. For more information, visit <http://www.lep.gov>.

4. **Equal Employment Opportunity Plan (EEOP):** The Sub-recipient agrees to comply with the applicable requirements of 28 C.F.R. pt 42, subpt E., DOJ's Equal Employment Opportunity Program (EEOP) Guidelines. The Sub-recipient will maintain an EEOP if the recipient (1) is a state or local government agency or any business; and (2) has 50 or more employees; and (3) receives a single award of \$25,000 or more. The Sub-recipient this is required to maintain an EEOP must submit an EEOP Utilization Report to DOJ's Office for Civil Rights (OCR), Office of Justice Programs, if it receives a single award of \$500,000 or more. The EEOP Utilization report can be found at: <http://ojp.gov/about/ocr/eeop.htm>.

All Sub Recipients, irrespective of their EEOP obligations, must complete the EEOP Certification Form, in which the recipient declares its satisfaction of its obligations. The Certification Form can be found at: <http://ojp.gov/about/ocr/pdfs/cert.pdf>.

5. **Finding of Discrimination:** The Sub-recipient 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 Sub-recipient will forward a copy of the court judgment to the Missouri Department of Public Safety within 30 days of the court judgment date. The Missouri Department of Public Safety will act as the liaison in all civil rights matters with the Office of Civil Rights, Office of Justice Programs.

6. **Unlawful Employment Practices:** The Sub-recipient assures compliance with Section 213.055 RSMo in regards to non-discrimination in employment practices as it relates to race, color, religion, national origin, sex, ancestry, age, or disability.

7. **Discrimination in Public Accommodations:** The Sub-recipient assures compliance with Section 213.065 RSMo in regards to non-discrimination in public accommodations as it relates to accommodations, advantages, facilities, services, or privileges made available in place of public accommodations.

8. **Faith-based Organizations:** The Sub-recipient agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See [http://www.ojp.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.gov/about/ocr/equal_fbo.htm)."

9. **Discrimination - VAWA Exception:** No Sub-recipient in the United States shall, on the basis of actual or perceived race, color, religion, national origin, sex, gender identity (as defined in

paragraph 249(c)(4) of title 18, United States Code), sexual orientation, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under [VAWA], and any other program or activity funded in whole or in part with funds appropriated for grants, cooperative agreements, and other assistance administered by the Office on Violence Against Women.

- a. If sex segregation or sex-specific programming is necessary to the essential operation of a program, nothing in this paragraph shall prevent any such program or activity from consideration of an individual's sex. In such circumstances, grantees may meet the requirements of this paragraph by providing comparable services to individuals who cannot be provided with the sex-segregated or sex-specific programming.

### **Financial:**

1. **Fund Availability:** The Sub-recipient understands all awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is understood and agreed upon that, in the event funds from state sources are not appropriated and continued at an aggregate level sufficient to cover the contract costs, or in the event of a change in state law relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.
2. **Release of Funds:** No funds will be disbursed under this contract until such time as all required documents are signed by the Authorized Official and Project Director and returned to the Missouri Department of Public Safety, Office of the Director for final review and signature by the Director or his/her designee.
3. **Financial Guide:** The Sub-recipient agrees to comply with the financial and administrative requirements set forth in the current Missouri Department of Public Safety Financial and Administrative Guide.
4. **Allowable Costs:** The Sub-recipient understands that only allowable and approved contract expenditures will be reimbursed under this contract. These monies may not be utilized to pay debts incurred by other activities. The Sub-recipient agrees to obligate funds no later than the last day of the contract period. Any deviation from the approved contract must have prior approval from the Missouri Department of Public Safety. The Sub-recipient shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety.
5. **Financial Reporting Requirements:** The Sub-recipient agrees to complete and submit any financial reports required for this program as outlined in the VAWA Solicitation. Failure to submit reports by the deadline dates may result in delay for reimbursement requests and/or cancellation of the contract.
6. **Project Income:** The Sub-recipient agrees to account for project income generated by the activities of this contract, and shall report receipts and expenditures of this income on the monthly Claim report. The Sub-recipient understands that all project income generated as a result of this contract shall be expended during the life of the contract.
7. **Procurement:** The Sub-recipient assures that all procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner to provide maximum open and free competition. In addition, the Sub-recipient assures that all procurement transactions will meet the minimum standards set forth in the *DPS & CVSU Financial and Administrative Guidelines* and identified here:
  - A. All quotations and the rationale behind the selection of a source of supply shall be retained, attached to the purchase order copy, and placed in the accounting files.

- B. Purchases to a single vendor totaling less than \$3,000 may be purchased with prudence on the open market.
  - C. Purchases estimated to total between \$3,000 but less than \$24,999 to a single vendor, must be competitively bid, but need not be solicited by mail or advertisement.
  - D. Purchases with an estimated total of \$25,000 or over to a single vendor shall be advertised for bids in at least two daily newspapers of general circulation in such places as are most likely to reach prospective bidders at least five days before bids for such purchases are to be opened.
  - E. Where only one bid or positive proposal is received, it is deemed to be sole source procurement.
  - F. Sole source procurement on purchases to a single vendor of \$3,000 and over requires prior approval from the Missouri Department of Public Safety.
8. **Buy American:** The Sub-recipient acknowledges Sections 34.350-34.359 RSMo regarding the Domestic Product Procurement Act (or commonly referred to as the Buy American Act) and the requirement to purchase or lease goods manufactured or produced in the United States, unless exceptions to the Buy American mandate in Section 34.353 RSMo are met.
9. **Buy Missouri:** The Sub-recipient also acknowledges Sections 34.070 and 34.073 RSMo regarding the preference given to all commodities and tangible personal property manufactured, mined, produced, or grown within the state of Missouri and to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals, or which maintain Missouri offices or places of business, when quality is equal or better and delivered price is the same or less, quality of performance promised is equal or better and the price quoted is the same or less, or when competing bids are comparable.
10. **Debarment:** This certification is required by Executive Order 12549, Debarment and Suspensions, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510.

The Sub-recipient certifies that it and its principles:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
  - B. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
  - C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph B of this certification; and
  - D. Have not within a three year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default
11. **Audit:** An audit is required for the agency fiscal year when state financial assistance (which consists of all monies received from State Government or state funds passed through state agencies), of \$250,000 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 directly from the Federal Government or federal funds passed through state agencies), of \$500,000 or more is expended by the applicant agency. If an audit is required, the Sub-recipient assures that such audit will be submitted to the Missouri Department of Public Safety, Office of the Director.

12. **Termination of Award:** 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 Sub-recipient of the effective date of termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the Sub-recipient under the contract shall, at the option of the Missouri Department of Public Safety, become property of the State of Missouri.

In the event that the Missouri Department of Public Safety determines that a Sub-recipient is operating in a manner inconsistent with the provisions of the application or is failing to comply with the applicable state requirements governing these funds, the Missouri Department of Public Safety may permanently or temporarily terminate the contract. In the event a contract is permanently terminated, the Missouri Department of Public Safety may take action as deemed appropriate to recover any portion of the contract funds remaining or an amount equal to the portion of the contract funds wrongfully used.

13. **Enforceability:** If a Sub-recipient fails to comply with all applicable federal and state requirements governing these funds, the State of Missouri may withhold or suspend, in whole or in part, funds awarded under the program, or recover misspent funds following an audit. This provision is in addition to all other remedies provided to the State of Missouri for recovery of misspent funds available under all applicable state and federal laws.
14. **Compensation:** The Sub-recipient understands that funds may not be used to pay cash compensation (salary plus bonuses) to any employee of this grant at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System. The Sub-recipient understands it may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.

#### **Programmatic:**

1. **Services to Victims of Domestic and/or Sexual Violence and their children:** The Sub-recipient, if providing services to victims of domestic and/or sexual violence and their children through this contract, shall comply with the service standards and guidelines set forth by the Missouri Coalition Against Domestic and Sexual Violence Service Standards and Guidelines for Domestic Violence Programs and/or Sexual Violence Programs, as they relate to the provision of services required herein.
2. **Services to All Other Victims of Crime:** The Sub-recipient, if not primarily providing services to victims of domestic and/or sexual violence through this contract, shall comply with the program standards and guidelines set forth by the Missouri Department of Public Safety Crime Victim Services Unit Program Standards and Guidelines, as they relate to the provision of services required herein.
3. **Coordination of activities:** The Sub-recipient shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.
4. **Data Collection:** The Sub-recipient 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. This includes any additional information that may be necessary in follow-up to monitoring and/or audit issues and in response to requests from the Department of Justice, Office of Justice Programs or Office of Violence Against

Women. In addition to information that may be necessary in follow up to monitoring and/or audit issues, and in response to requests from the Missouri Department of Public Safety.

5. **Access to Records:** The Sub-recipient authorizes the Missouri Department of Public Safety and/or the Office for Victims of Crime and/or the Office of the Comptroller, and its representatives, access to and the right to examine all records, books, paper or documents related to the VAWA grant.
6. **Confidentiality of Research Information:** The Sub-recipient assures that except as otherwise provided by federal law, they shall not use or reveal any research or statistical information furnished under this program by any person identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VAWA. Such information, and any copy of such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding.
7. **Printed Materials:** All materials and publications (written, visual, or sound) resulting from award activities shall contain the following statements: **“This project was supported by funding made available through the Fund administered by the Missouri Department of Public Safety, Office of the Director.”** The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Missouri Department of Public Safety, Office of the Director or the Department of Justice Programs.
8. **Client-Counselor Confidentiality:** The Sub-recipient assures that they will maintain confidentiality of client-counselor information as required by state and federal law.
9. **Code of Professional Ethics:** The Sub-recipient shall comply with and assures that the program adheres to the Missouri Department of Public Safety Code of Professional Ethics for Victim Service Provider Sub-recipients.
10. **Victims’ Rights Compliance:** The Sub-recipient assures that it will provide the eligible direct victim services, as may be required, set forth in Missouri’s Constitutional Amendment for **Victims’ Rights and Section 595.209, RSMo.** (These eligible direct victim services do not include general witness assistance)
11. **Criminal or Civil Filings:** The Sub-recipient assures that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order or a petition for a protection order, to protect a victim of domestic violence, stalking or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order or witness subpoena, whether issued inside or outside this state.
12. **Forensic Medical Exams:** To the extent funds are not available from other sources, the state, must incur the full out-of-pocket cost of forensic medical exams for victims of sexual assault. No State, territory, Indian tribal government, unit of local government, or another governmental entity shall require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.
13. **Polygraph/Voice Stress Analysis:** No prosecuting or circuit attorney, peace officer, governmental official, or employee of a law enforcement agency shall request or require a victim

of sexual assault under section 566.040 or forcible rape under section 566.030 to submit to any polygraph test or psychological stress evaluator exam as a condition for proceeding with a criminal investigation of such crime.

14. **Court Records:** After August 28, 2007, any information contained in any court record, whether written or published on the Internet, that could be used to identify or locate any victim of sexual assault, domestic assault, stalking, or forcible rape shall be closed and redacted from such record prior to disclosure to the public. Identifying information shall include the name, home or temporary address, telephone number, social security number or physical characteristics.
15. **Consultation with Victim Services:** Prosecution, law enforcement and court based applicants must consult with tribal, territorial, State, or local victim service programs during the course of developing their grant applications in order to ensure that the proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.
16. **Nondisclosure of confidential or Private Information:** Sub-recipients may not disclose personally identifying information about victims served with VAWA funds without a written release unless the disclosure of the information is required by a statute or court order. This applies whether the information is being requested for any VAWA grant program or another Federal agency, state, tribal, or a territorial grant program. This provision also limits disclosures by VAWA Sub-recipients to other federal grantees, including disclosures to statewide or regional databases.
17. **Historic Preservation Act:** Sub-recipients must be in compliance with the National Historic Preservation Act (16 USC 470) stating that you must consult the State Historic Preservation Officer to identify protected properties and agree to avoid or mitigate adverse effects to such properties.
18. **Time Records Requirement:** The applicant assures that, **all** project personnel funded through the VAWA grant (federal or local funds) will maintain timesheets that detail 100% of their time along with the activities/services provided. These timesheets must be provided to DPS upon request.

19. **Claims that are Late:** Sub-recipients assure the Claim for Reimbursement, Detail of Expenditures, and supporting documentation will be submitted by the 5<sup>th</sup> of each month. If specified due date falls on a weekend or holiday, the Claim must be received by the first working day after the weekend or holiday. Claims submitted after deadline will not be processed until the following month. Claims are due each month whether or not the sub-recipient expended any grant or local match funds.

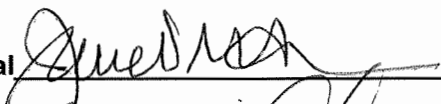
Failure to submit the required forms on time shall be taken as failure to adhere to the terms of the Award of Contract and may result in the delay of reimbursement and/or termination of the contract.


20. **Timely Reporting:** Sub-recipients assure that expenses will be submitted within 60 days from the time the expense was incurred. The Missouri Department of Public Safety reserves the right to deny reimbursement of any expense that falls outside the 60 day requirement.
21. **Claims with Errors:** Sub-recipients assure that accurate claims will be submitted. If a Claim is submitted with errors, the Claim may be negotiated for corrections. If the errors are not corrected after two (2) negotiations, the Claim may be withdrawn and not paid. If a Claim is withdrawn due to errors, a correspondence will be sent to the Executive Director and Board President.
22. **Annual Performance Report:** The Sub-recipient agrees to provide information on the activities supported and an assessment of the effects that the VAWA victim assistance funds have had on services to crime victims for a one year period. That period will either run October 1 through

September 30, July 1 through June 30 or January 1 through December 31. This information will be submitted annually on the DPS "VAWA Annual Performance Report" no later than 15 days following the end date of the reporting period each year.

23. **Match:** State and local units of government are required to provide 25% of the total project cost as match. Match may be provided in the form of cash or in-kind match. All funds designated as match are restricted to the same uses as the STOP VAWA program funds and must be expended within the grant period. Match must be provided on a project-by-project basis. Matching funds are not required for any victim service provider, victim service providers may voluntarily provide match on the STOP VAWA grant.
24. **Renewal:** 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. However, the Department of Public Safety shall have the right, at its sole discretion, to renew any such award of contract on a year-to-year basis. Should the Department of Public Safety exercise its right to renew the contract, the renewal shall be subject to the terms set forth by the Department of Public Safety in the documents developed for such renewal. Failure to comply with such terms set forth by the Department of Public Safety will result in the forfeiture of such a renewal option.

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

Authorized Official  Date 10/17/17

Project Director  Date 10-12-17



# Missouri Department of Public Safety

Application

87685 - 2018-2019 STOP VAWA Funding Opportunity

87764 - 2018-2019 STOP Violence Against Women (VAWA)

STOP Violence Against Women Grant (VAWA)

Status: Editing

Submitted Date:

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## Primary Contact

Name:*	Office Administrator	Bonnie	Adkins
	Title	First Name	Last Name
Job Title:	Office Administrator		
Email:	badkins@boonecountymo.org		
Mailing Address:	Boone County Prosecuting Attorney		
Street Address 1:	705 E. Walnut Street		
Street Address 2:			
*	Columbia	Missouri	65201
	City	State/Province	Postal Code/Zip
Phone:*	573-886-4112		Ext.
Fax:	573-886-4148		

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## Organization Information

Applicant Agency:	Boone County, Prosecutor's Office
Organization Type:	Government
Federal Tax ID#:	436000349
DUNS #:	073755977

**CCR Code:** 4SWR3 11/14/2017  
Valid Until Date

**Organization Website:** www.showmeboone.com

**Mailing Address:** Boone County

**Street Address 1:** 801 E. Walnut Street

**Street Address 2:**

**City\*** Columbia Missouri 65201 0449  
City State/Province Postal Code/Zip + 4

**County:** Boone

**Congressional District:** 09

**Phone:\*** 573-886-4305  
Ext.

**Fax:** 573-886-3311

## Contact Information

### Authorized Official

*The Authorized Official is the individual that has the ability to legally bind the applicant agency in a contract (e.g. Board President, Presiding Commissioner, Mayor, City Administrator, University President, State Department Director).*

*\*The Authorized Official and the Project Director cannot be the same person.\**

**Authorized Official:\*** Presiding Commission Daniel Atwill  
Title First Name Last Name

**Job Title:** Presiding Commission

**Agency:** Boone County

**Mailing Address:** 801 E. Walnut Street

**Street Address 1:**

**Street Address 2:**

**AOCity\*** Columbia Missouri 65201  
City State Zip Code

**Email:** datwill@boonecountymo.org

**Phone:\*** 573-886-4107  
Ext.

**Fax:** 573-886-3311

**Project Director**

The Project Director is the individual that will have direct oversight of the proposed project.

\*The Authorized Official and the Project Director cannot be the same person.\*

\*If the project agency is a local law enforcement agency, the Project Director shall be the chief or sheriff of that agency. Exceptions to this requirement are the St. Louis Metropolitan Police Department and the Kansas City Police Department.\*

<b>Project Director:*</b>	<b>Office Administrator</b>	<b>Bonnie</b>	<b>Adkins</b>
	<small>Title</small>	<small>First Name</small>	<small>Last Name</small>
<b>Job Title:</b>	<b>Office Administrator</b>		
<b>Agency:</b>	<b>Boone County Prosecuting Attorney's Office</b>		
<b>Mailing Address:</b>	<b>705 E. Walnut Street</b>		
<b>Street Address 1:</b>			
<b>Street Address 2:</b>			
<b>PDCity*</b>	<b>Columbia</b>	<b>Missouri</b>	<b>65201</b>
	<small>City</small>	<small>State</small>	<small>Zip Code</small>
<b>Email:</b>	<b>badkins@boonecountymo.org</b>		
<b>Phone:*</b>	<b>573-886-4112</b>		
		<small>Ext.</small>	
<b>Fax:</b>	<b>573-886-4148</b>		

**Fiscal Officer**

The Fiscal Officer is the individual who has responsibility for accounting and audit issues at the applicant agency level (e.g. City Clerk, County Treasurer, Director of Finance, Accountant).

<b>Fiscal Officer:*</b>	<b>Boone County Treasurer</b>	<b>Tom</b>	<b>Darrough</b>
	<small>Title</small>	<small>First Name</small>	<small>Last Name</small>
<b>Job Title:</b>	<b>Boone County Treasurer</b>		
<b>Agency:</b>	<b>Boone County Treasurer's Office</b>		
<b>Mailing Address:</b>	<b>801 E. Walnut Street</b>		
<b>Street Address 1:</b>			
<b>Street Address 2:</b>			
<b>FOCity*</b>	<b>Columbia</b>	<b>Missouri</b>	<b>65201</b>
	<small>City</small>	<small>State</small>	<small>Zip Code</small>
<b>Email:</b>	<b>tdarrough@boonecountymo.org</b>		
<b>Phone:*</b>	<b>573-886-4365</b>		
		<small>Ext.</small>	
<b>Fax</b>	<b>573-886-4369</b>		

**Project Contact Person**

The Project Contact Person should be the individual who is most familiar with the program this grant will fund.

\*This person can be the Project Director if that individual is most familiar with the program.\*

<b>Project Contact Person:*</b>	<b>Office Administrator</b>	<b>Bonnie</b>	<b>Adkins</b>
	<small>Title</small>	<small>First Name</small>	<small>Last Name</small>
<b>Job Title:</b>	Office Administrator		
<b>Agency:</b>	Boone County Prosecuting Attorney's Office		
<b>Mailing Address:</b>	705 E. Walnut Street		
<b>Street Address 1:</b>			
<b>Street Address 2:</b>			
<b>OCCity*</b>	<b>Columbia</b>	<b>Missouri</b>	<b>65201</b>
	<small>City</small>	<small>State</small>	<small>Zip Code</small>
<b>Email:</b>	badkins@boonecountymo.org		
<b>Phone:*</b>	573-886-4112		
		<small>Ext.</small>	
<b>Fax:</b>	573-886-4148		

**Non-Profit Chairperson**

Enter the name and address of the individual serving as the organization's board chairperson. Please provide an address other than the agency address.

\*This section is not applicable to agencies that are not considered a 501 (c) (3) non-profit organization.\*

<b>Non-Profit Chairperson:</b>			
	<small>Title</small>	<small>First Name</small>	<small>Last Name</small>
<b>Job Title:</b>			
<b>Agency:</b>			
<b>Mailing Address:</b>			
<b>Street Address 1:</b>			
<b>Street Address 2:</b>			
<b>NCCity</b>		<b>Missouri</b>	
	<small>City</small>	<small>State</small>	<small>Zip Code</small>
<b>Email:</b>			
<b>Phone:</b>			
		<small>Ext.</small>	
<b>Fax</b>			

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**Project Summary**

Application Type:	Continuation
Current Subaward Number(s):	2014-VAWA-0004-NC
Program Category:	Prosecution, Victim Services
Project Type:	Local
Geographic Area:	Boone County, Missouri
Brief Summary:	The Boone County Prosecuting Attorney's Office has a long history of addressing the needs of domestic violence victims in Boone County and we have been a part of the Domestic Violence Enforcement Unit (DOVE Unit), a continuing collaboration of agencies, since 1998. The mission of the DOVE Unit is to decrease the level of domestic violence by aggressively investigating domestic violence cases, ensuring victim safety, promoting deterrence, and interrupting the cycle of violence. The DOVE Unit continues to be a vital program dedicated to serving victims of domestic violence in Boone County.
Program Income Generated:	No

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## Statement of the Problem

### Statement of the Problem

*This section must address the need for grant funds and the proposed project.*

*Define the problem that you will be attempting to impact with the project for which you are requesting funds. Be specific.*

*Do not include every issue the Applicant Agency addresses, but only the one(s) that will be impacted by the use of the grant funds being requested. (Please note that the problem is NOT a lack of staff, counselors, equipment, etc. This is the result of the problem).*

*Since you are competing with other agencies for limited funds, you should document as extensively and as factually as possible the definition of the problem.*

*This section must justify the proposed services to be outlined in the Methodology section.*

*This section should include relevant facts and local statistics on incidents of crime, the number of victims served during the past year - (two years, three years, etc.), existing resources, demographic and geographic specifications, etc. that document and support the stated problem.*

*Provide crime statistics for all areas served; do not provide global statistics - information must be specific to the service area.*

The County of Boone is located in the center of the state at the crossroads of major East-West and North-South highways. Columbia is the 5th largest city in Missouri. Columbia is the County Seat, and the City of Columbia covers 53.5 square miles. Demographics are of an urban, semi-urban and rural composition with a diverse ethnic population.

Population by race and gender for the **City of Columbia** for 2016 & 2017.

**Gender:**

Male 52,458  
 Female 56,042  
 Total 108,500

**Ethnicity:**

White	85,742	79%
Black/African American	12,217	11%
Asian	5,628	5%
Hispanic or Latino	3,729	3%
Two or More Races	3,327	3%
Some other race	1,155	1%
American Indian	362	Below 1%
Three or more races	262	Below 1%

The following lists the most recent demographics available for the **County of Boone**:

<b>Year</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
County Population	168,535	170,773	172,717
Population Growth	1.62%	1.33%	1.14%
Median Household Income	\$40,395	\$41,028	Unavailable
County Unemployment Rate	4%	4.5%	4.1%

**Ethnicity:**

White Non-Hispanic	85%
African America/Black	9%
Asian/Pacific Islander	3%
Other	3%

**Gender:**

Male 46%  
 Female 54%

With the prosperity and growth of this community in the last decade has come a more volatile crime rate. As illustrated below, there has been a dramatic increase in felony crime in Boone County over the past three years.

**FELONIES & MISDEMEANORS FILED:**

	<b>2014</b>	<b>2015</b>	<b>2016</b>
Misdemeanor	5499	5519	5494
Felony	1102	1437	1589
<b>Total</b>	<b>6601</b>	<b>6956</b>	<b>7083</b>

The number of misdemeanors has remained fairly constant over the past three years but the number and severity of felony crimes has escalated. Specifically, there has been an increase in the number of robbery, burglary, and gang/gun-related crimes.

Certainly, these figures indicate the ongoing need for a coordinated response to violence against women in Boone County. We currently serve around 3000 victims of crime per year and approximately 33% of the cases involve domestic violence victims. Research supports the fact that women are at an increased risk of violence committed by an intimate or known partner and that this violence often escalates over time. The coercive power of the justice system can be especially effective at preventing further criminal behavior when it utilizes a coordinated, specialized, and timely response. Implementation of Boone County's domestic violence docket has further necessitated coordination among service providers. Shortened bond returns (10 days) require more comprehensive follow up with victims to assess safety and solicit input regarding filing decisions.

Prosecutors handling violence against women cases have the challenging task of balancing the safety of victims and community while holding offenders accountable. In many cases, the Assistant Prosecuting Attorneys must proceed with a criminal prosecution without the victim's active participation. Economic dependence, fear, or the desire for reconciliation are some of the complicated dynamics that can impact a victim's willingness or ability to participate in a prosecution. The Boone County Prosecuting Attorney's Office receives law enforcement referrals for over 1000 domestic violence offenses each year. Between 15 and 20% of the victims are either unavailable or unwilling to assist. By utilizing an aggressive, specialized response, our DOVE Unit removes, as much as possible, the weight of a case resting solely on the victim's shoulders.

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## **Type of Program**

Methodology/Type of Program

1. Provide a brief synopsis of the Agency and the type(s) of victim services the agency provides. Outline the services to be funded by **this specific project**. Include who will provide these services, how services are accessed, and who will benefit from the services. Flow charts and chronological outlines are great, but must be supported by additional narrative description.

2. Explain how services are delivered in compliance with **either** the Missouri Coalition Against Domestic and Sexual Violence (MCADSV) Standards **or** the Missouri Department of Public Safety/Crime Victims Services Unit (MoCVSU) Program Standards and Guidelines. **Please do not simply state the agency is in compliance!**

**NOTE:** Agencies that **primarily serve domestic and/or sexual violence victims** will be required to comply with the MCADSV Standards. (These agencies **will not** be required to comply with the MoCVSU Program Standards and Guidelines).

All other agencies (**those NOT primarily serving victims of domestic violence and/or sexual violence**) will be required to comply with the MoCVSU Program Standards and Guidelines. (These agencies **will not** be required to adhere to the MCADSV Standards).

MCADSV Standards and MoCVSU Program Standards and Guidelines can be downloaded as separate documents from the DPS website, or by using the links above.

3. Outline how your agency will coordinate the activities of this project with other service providers, such as law enforcement, prosecuting attorneys, courts, and other agencies within your community. **Coordination efforts should be supported by and tie back to submitted letters of collaboration and/or MOUs.**



Our 2018/2019 STOP funds request is to continue the funding for two assistant prosecuting attorneys and a victim specialist dedicated to domestic violence cases. These staff members are critical to providing services to victims of domestic violence in Boone County. This application also includes a request for funds to hire a domestic violence investigator.....

When probable cause is established that a domestic violence crime has occurred, local law enforcement agencies forward criminal cases to the Boone County Prosecuting Attorney's office for review. Cases are assigned to a designated DV prosecutor and victim specialist. These cases include: misdemeanor and felony domestic violence, harassment, stalking, violation of orders of protection, burglary, property damage and sexual assault or misconduct. In consultation with the victim and the DV victim specialist, the assistant prosecutors have 10 working days to make a filing or charging decision. Domestic violence cases are reviewed within 24 hours of receipt from a referring law enforcement agency. In felony cases, contact is made with the victim as soon as possible. The DV victim specialist will contact the victim to assess safety/support, solicit input, and discuss expectations. The DV victim specialist will also attempt to schedule a face-to-face meeting between the victim and DV prosecutor. In misdemeanor cases, a letter will be sent to the victim informing them of their rights and requesting follow up contact with the DV victim specialist. If time permits, the DV victim specialist will attempt to follow the felony protocol as phone contact seems to increase the likelihood of victim participation.

Once a filing decision has been made, the assistant Prosecutors and/or our DV victim specialist again contact the crime victim to discuss needs and expectations. With victim input and legal analysis, the assistant prosecutors recommend bonds and punishment that take into consideration the nature of the crime and the danger to the victim and community. Range of punishment options are considered, utilizing victim impact information, the elements of the charging offense and the offender's criminal history. The assistant prosecutors manage the criminal case to ensure a successful resolution. This involves trial preparation or plea agreements with the defense. The assistant prosecutors and the DV victim specialist work with the victim to mandate punishment that may include a batterer's intervention program, alcohol or drug rehabilitation or other mental health services. Throughout this process of investigation and prosecution, the assistant prosecutors and the DV victim specialist work hand in hand to anticipate victim's needs, provide for their safety and security while minimizing any harm to the victim that may come from participating in the criminal process.

The Boone County Prosecuting Attorney's Office offers services in compliance with MoCVSU Services Standards and Guidelines. Regarding organizational administration, the Boone County Personnel Policy Manual contains policies that comply with employment law and prohibit discrimination. Confidential personnel files for paid staff and volunteers include criminal background checks, written job descriptions, completed job applications, resumes, references and a signed confidentiality statement/volunteer agreement. The Administrative Manual for the Prosecuting Attorney's office contains information about the daily operations of the office, safety/security procedures, and the provision of services by the Domestic Violence Enforcement Unit. The Administrative Manual contains written procedures on how our office will respond to non-English speaking persons as well as victims that are vision, hearing and speaking impaired. Confidentiality guidelines outlined by MoCVSU are adhered to by staff and volunteers working with the Domestic Violence Enforcement Unit. All volunteers sign a confidentiality agreement. Documentation of service provision is maintained in a secure area

Prosecutor by Karpel case management software which maintains a confidential data collection and record-keeping system that allows only authorized victim services staff members to access victim information. This case management system allows for tracking progress toward program goals and objectives.

Regarding guidelines for training, all project staff members are expected to be familiar with and adhere to MoCVSU training curricula that address the historical context of domestic and sexual violence, the dynamics of abusive relationships, safety planning, and trauma-informed/coordinated response to victims. At a minimum, volunteers receive forty hours of observational training in the prosecutor's office and an additional twelve hours of domestic violence and sexual violence training is provided by True North Women's Shelter. Training is required for all personnel who provide direct services (i.e. crisis intervention, case management and court advocacy) to victims of domestic violence and their children. This includes a minimum of six hours of ongoing professional development/continuing education during the calendar year. The assistant prosecuting attorneys and the DV victim specialist attend specialized domestic violence training through the Missouri Association of Prosecuting Attorneys each year to keep current on domestic violence issues and are encouraged to attend MCADSV trainings whenever possible.

Service standards and guidelines for direct service provision are consistent with MoCVSU recommendations. Crisis intervention services are offered only by trained staff or volunteers and involve interactions designed to stabilize the victim's emotions, clarify issues and expectations and provide ongoing support and assistance. A critical aspect of case management and court advocacy service provision is to minimize further harm while helping the victim plan for her future. Members of the Domestic Violence Enforcement Unit must be familiar with community resources and maintain relationships with ancillary service providers in order to provide comprehensive case management services. Collaboration is a cornerstone of the DOVE Unit's service provision.

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## **Consultation with Victim Services**

**Prosecution, Law Enforcement and Court based applicants Only:**

Consultation with Victim Services Narrative

*Prosecution, Law Enforcement and Court based applicants are required to consult with state or local victim service programs during the course of developing their grant applications in order to ensure that the proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.*

*Please explain in detail the process undertaken to meet this requirement.*

This grant application was written in consultation with members of the DOVE Unit and administrative staff. Proposed services and activities between the Boone County Prosecutor's Office, Boone County Sheriff's Department, True North, the Columbia Police Department, Probation & Parole and our local batterer's intervention/counseling program reflect the core assumptions and values of the victim services movement. Violence against women poses unique challenges and requires a specialized response from the justice system. Trauma-informed service delivery must be utilized. This project is part of a larger collaborative, multidisciplinary effort that continues to strengthen partnerships with community allies, hold offenders accountable, and empower women who experience violence and other forms of coercion. A copy of our signed Memorandum of Agreement is attached to this application.

## Number of Victims to Be Served

### Number of Victims to Be Served

*Indicate the anticipated number of victims to be served by this VAWA funded project.*

*Do not include the total number of victims served by your agency, but the number that will be served specifically by this particular project.*

*For victims of domestic and/or sexual violence break out the number of women to be served, men to be served, and children to be served separately.*

*These numbers should match what is listed on the VAWA Data Report.*

*Give statistics from previous years to support your estimate.*

The Boone County Prosecuting Attorney's Office anticipates receiving approximately 2500 domestic violence offense referrals with this project and serving around 2000 domestic violence victims during the two year grant cycle. As mentioned previously in this application, approximately 15-20% of victims who initially participate in a criminal investigation do not participate in the court process. All identified victims of domestic violence, regardless of their ability or willingness to assist in the prosecution of the offender, will have access to services provided by the DV Specialist.

Year	DV Offenses	DV Victims Served
2014	1135	791
2015	1257	875
2016	1251	1 022

## Goals and Objectives

Organization Type	Objective	Objectives Percentage (%)
Prosecutors	Increase individualized contact (in person, mail, email or phone communication) between the prosecutors office and survivors by _____%	90

Prosecutors	_____ % of survivors will report having received information about the criminal justice process and their individualized case	90
Prosecutors	_____ % of survivors will report having received information on available community resources	90

## Evaluation Procedure

### Evaluation Procedure

*The evaluation component of the application should tie to the goals and objectives. Describe the process to be used to determine the effectiveness of your program and the effect of your program on the victims served, such as pre- and post-testing, surveys, client-satisfaction evaluations, etc (it is helpful to attach blank samples of these tools, if available). Explain how data is assessed and used to improve services to victims. This must also include a description of the data to be collected, as outlined in the Program Description, to prepare any progress reports and/or final reports required by the Violence Against Women Act.*

Our goal is to hold batterers accountable while continuing to strengthen services to victims of domestic violence, sexual violence, dating violence and stalking.

Evaluating progress toward program goals/objectives will be accomplished by tracking the feedback gathered from our victim services survey, soliciting verbal feedback from victims and by gathering data collected from our case management system.

Victim services surveys will be mailed to all identified victims of crime at the disposition of the case. In our closing letter to victims, instructions outlining how to access this evaluation tool on our website will also be provided. Our survey is available in Spanish and can be translated directly on our website. Surveys will also be handed directly to the victim and emailed to the victim midway through their case in an effort to increase the number of surveys returned to our office.

Project data from the surveys and our case management system will be compared to previous years to help evaluate our services to victims of crime in Boone County. A copy of the survey in English and in Spanish is attached to this application.

Our objectives will be evaluated as follows:

**Objective #1 - Increase individualized contact (in person, mail, email or phone communication) between the prosecutor's office and survivors.** Our victim services survey is one of the data sources for evaluation of this objective. All identified victims will be sent a survey at the close of their case. The survey currently contains two questions that inquire about how they were contacted by the DV victim specialist and the DV assistant prosecutors -- individually, in person, by mail, on the phone or by email. If we are granted funds to add the DV investigator we will add the investigator to the survey for evaluation purposes. The desired result will be individual contact by the prosecutor, the victim specialist or the investigator with more than one type of contact. Historically, the return rate of our surveys has been very low despite providing self-addressed stamped envelopes. To gain additional feedback the prosecutors, the victim specialist and the investigator will elicit verbal feedback from the victims when they have in-person and phone communication. An affirmative response will be the desired result.

- 90% of the survivors will indicate that they were contacted by the prosecutor, the victim specialist or the investigator with more than one type of contact.

**Objective #2 - Survivors will report having received information about the criminal justice process and their individualized case.** Our victim services survey is one of the data sources for evaluation of this objective. The survey contains a question that inquires if the prosecutor's office provided them with information about the criminal justice system process and their individualized case. Again, due to the low rate of return on our surveys, the DV assistant prosecutors, the DV victim specialist and the DV investigator will elicit verbal feedback from the victims when they have in-person and phone communication to gain additional information. An affirmative response will be the desired result.

- 90% of the survivors will indicate that they received information about the criminal justice process and their individualized case.

**Objective #3 - Survivors will report having received information on available community resources.**

Our victim services survey is one of the data sources for evaluation of this objective. The survey contains a question that inquires if the prosecutor’s office provided them with information about community resources. Again, due to the low rate of return, the DV assistant prosecutors, the DV victim specialist and DV investigator will elicit verbal feedback from the victims when they have in-person and phone communication to gain additional information. An affirmative response will be the desired result.

•90% of the survivors will indicate that they received information about the criminal justice process and their individualized case.

Evaluation of progress toward goals/objectives is also accomplished by gathering data entered in our case management system. We will collect and maintain service statistics (ie. type of service provided), including demographic data for all domestic violence victims served by our DV assistant prosecutors, our DV victim specialist and our DV investigator and review them annually. We will also collaborate with our DOVE Unit partners at our monthly meetings -- reviewing cases and outcomes in an effort to further evaluate and improve our services to victims of domestic violence in Boone County.

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**Report of Success**

Goal

Measurable Objectives

VAWA Outcomes

Maintain individualized contact (in person, mail, email or phone communication) between the prosecutor's office and survivors. (100%)

Maintain individualized contact (in person, mail, email or phone communication?) between the prosecutor's office and survivors. (100%)

Individualized contact between the prosecuting attorneys office and survivors was maintained during the grant cycle. During the 2 year grant cycle from January 1, 2016 through September 15, 2017 we have served 1474 victims of domestic violence. 100% of the victims received in person, mail, email or phone communication from either the advocate or assistant prosecuting attorney assigned to the case. When compared with the previous grant cycle, individualized contact with victims was maintained at 100%.

90% of survivors will report having received information about the criminal justice process and their individualized case.

90% of survivors will report having received information about the criminal justice process and their individualized case.

During the 2 year grant cycle from January 1, 2016 through September 15, 2017 the DV victim specialist & DV prosecutors served 1474 victims of domestic violence. Surveys were sent to 100% of the DV victims and 27 surveys were returned to our office. 15 victims stated that they received information about the criminal justice process & their individual case from our office, 4 said they did not receive any information and 8 didn't respond to the question at all. 55.56% of the victims who responded to this question said they understood their role. The DV victim specialist and DV assistant prosecutors, through verbal communication, verified that each victim they worked with understood their role in the criminal justice process. We continually have difficulty getting victims to return surveys to our office. In an effort to improve our survey response, this year we set up a special mailbox called VICTIMSFIRST. This email allows the DV victim specialist to send an email from the VICTIMSFIRST mailbox providing a direct link to our website to fill out the survey. With the advancements in digital technology, most victims have an email address they can access through their computer or cell phone. Unfortunately so far this new approach has not increased our number of completed surveys.



90% of survivors will report having received information on available community resources.

90% of survivors will report having received information on available community resources.

During the 2 year grant cycle from January 1, 2016 through September 15, 2017 the DV victim specialist and the DV assistant prosecuting attorneys served 1474 victims of domestic violence. Surveys were sent to 100% of the victims and 27 surveys were returned to our office and 11 victims stated that they received information on community resources, 5 victims stated that they did not receive any information, and 11 victims didn't answer the question at all. 40.74% of the victims who responded to this question stated that they received information about community resources. The DV victim specialist through verbal communication verified that those victims needing referrals to community resources were provided with that information.

## Personnel

Name	Title	Position	Employment Status	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total Cost	Local Match %	Local Match Share	Federal/State Share
Jessica Caldera (2018)	Assistant Prosecuting Attorney	Retained	FT	\$2,697.60	26.0	84.0	\$58,915.58	0	\$0.00	<b>\$58,915.58</b>
Jessica Caldera (2019)	Assistant Prosecuting Attorney	Retained	FT	\$2,832.80	26.0	84.0	\$61,868.35	0	\$0.00	<b>\$61,868.35</b>
Susan Borens (2018)	Assistant Prosecuting Attorney	Retained	FT	\$2,492.80	26.0	84.0	\$54,442.75	0	\$0.00	<b>\$54,442.75</b>

Susan Borelli (2019)	Assistant Prosecuting Attorney	Retained	FT	\$2,617.16	26.0	84.0	\$57,158.77	0	\$0.00	<b>\$57,158.77</b>
To Be Hired (2018)	Investigator	Created	FT	\$1,809.60	26.0	100.0	\$47,049.60	0	\$0.00	<b>\$47,049.60</b>
To Be Hired (2019)	Investigator	Created	FT	\$1,900.80	26.0	100.0	\$49,420.80	0	\$0.00	<b>\$49,420.80</b>
							<b>\$328,855.85</b>		<b>\$0.00</b>	<b>\$328,855.85</b>

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## Personnel Justification

### Personnel Justification

*If personnel is included in the budget, provide justification for each position.*

*If the position is new (created), provide a description of the job responsibilities the individual will be expected to perform. If the position exists (retained), provide a description of the job responsibilities and the experience and/or any certification the individual possesses.*

*If using Match in this section please identify who will be providing these funds and describe the source of the funds.*

*If a salary increase is included, address the type/reason for such increase, the percentage of increase, and the effective date of the increase.*

*If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.*

**Supplanting DOES apply to non-profit agencies as well as government agencies.**

**The Boone County Prosecuting Attorney's office is requesting a continuation of funding for two domestic violence assistant prosecuting attorneys, Jessica Caldera and Susan Boresi, and funding for a new domestic violence investigator.**

**Jessica Caldera's current salary is \$66,788.80. Jessica will work 84% of her time on domestic violence cases. We are factoring in an estimated 5% salary increase for 2018 & 2019. Jessica received her Juris Doctorate in May 2011 from Indiana University Maurer School of Law. She received her Bachelor of Journalism in Strategic Communications and a Minor in Business from the University of Missouri - Columbia. She was an assistant attorney general with the Missouri Attorney General's office from 2011 through July 2013 when she was hired by the Boone County Prosecutor's office as an assistant prosecutor. She began working with the DOVE Unit in May 2016.**

**Susan Boresi's current salary is \$61,713.60. Sue will work 84% of her time on domestic violence cases. We are factoring in an estimated 5% increase for 2018 and 2019. Sue began working for the Boone County Prosecuting Attorney's office in September 2017. Sue received her Juris Doctorate from the St. Louis University School of Law in 1983 and her Bachelor of Arts in Political Science from the University of Missouri - Columbia in 1979. She worked as an assistant attorney general in the Missouri Attorney General's office from 1993 to April 2017 when she retired. She was the Chief Counsel for the Division of Public Safety from 2012 - April 2017 and Deputy Chief Counsel for the Division of Public Safety from 2011-2012.**

**The salary for our new DV investigator for 2018 will be \$47,049.60 and we are factoring in an estimated 5% increase for 2019.**

**We are requesting increased funding for salaries based only on an estimated 5% merit increase for the two assistant prosecuting attorneys and a 5% increase for the DV investigator for 2019.**

**The overall 25% match for this grant is comprised of 84% of the benefits for the two assistant prosecuting attorneys paid for by Boone County and 91.1% of the indirect costs to Boone County for these three positions (84% of the salary of the two APAs and 100% of the salary of the new Investigator). Boone County has an indirect cost rate of 26.89%. Our indirect cost rate proposal was prepared by Kurt K. Sames, Director of MAXIMUS Consulting. A copy of our indirect cost rate proposal and Mr. Sames contact information is attached to this application.**

**The responsibilities of the domestic violence assistant prosecutors in the Boone County Prosecuting Attorney's office include: conducting factual and legal analysis of domestic violence reports submitted by law enforcement; determining whether charges should be filed based on the facts and the law; representing the State of Missouri in criminal prosecution of domestic violence cases including arraignments, motions, plea agreements, probation violation proceedings, depositions and jury trials; preparing domestic violence cases for trial by identification of witnesses, internal investigation, conferring with domestic violence victims, and establishing trial strategy designed to secure a verdict of guilty.**

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Possess a Juris Doctorate (J.D.) and a minimum of three years of law practice experience; or the equivalent combination of education and experience.**

**Possess a valid license from the Missouri Bar Association to practice Law in the State of Missouri.**

**Excellent oral and written communication skills.**

**Ability to read, analyze, and interpret the most complex documents.**

Ability to respond effectively to the most sensitive inquiries or complaints.

The responsibilities of the domestic violence investigator in the Boone County Prosecuting Attorney's office include: reviewing and investigating domestic violence cases submitted by law enforcement; assisting in the development plan for prosecuting domestic violence cases; interviewing witnesses and victims to assist them with preparation for court testimony; interviewing defense witnesses; retrieving evidence from various Boone County law enforcement agencies for trial and maintaining security and custody of those items; assisting with jury selection; participating in trials; preparing reports on witness and victim interviews; analyzing information gathered by investigation and preparing reports of findings and recommendations in domestic violence cases.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

High school diploma or GED, and a minimum of three years law enforcement and investigations experience, or equivalent combination of education and experience.

Clear criminal record

Excellent oral and written communication skills.

Possess a valid driver's license.

Ability to read, analyze and interpret complex documents.

Ability to respond effectively to the most sensitive inquiries or complaints.

Thorough knowledge of the judicial process.

Thorough knowledge of the issues of domestic violence.

Thorough knowledge of the issues of sexual violence.

Knowledge of local area referral services.

Ability to work independently as well as part of a team to meet the goals of the Domestic Violence Enforcement Unit.

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**Personnel Benefits**

Category	Item	Salary/Pre mium	Percentag e/# of Periods	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/St ate Share
Dental Insurance	Dental Insurance (2018) Investigat or To Be Hired	\$35.00	12.0	100.0	\$420.00	0	\$0.00	\$420.00

Dental Insurance	Dental Insurance (2019) Investigator or To Be Hired	\$36.75	12.0	100.0	\$441.00	0	\$0.00	\$441.00
Dental Insurance	Dental Insurance (2018) Jessica Caldera	\$35.00	12.0	84.0	\$352.80	100.0	\$352.80	\$0.00
Dental Insurance	Dental Insurance (2019) Jessica Caldera	\$36.75	12.0	84.0	\$370.44	100.0	\$370.44	\$0.00
Dental Insurance	Dental Insurance (2018) Susan Boresi	\$35.00	12.0	84.0	\$352.80	100.0	\$352.80	\$0.00
Dental Insurance	Dental Insurance (2019) Susan Boresi	\$36.75	12.0	84.0	\$370.44	100.0	\$370.44	\$0.00
FICA/Medicare	FICA/Medicare (2018) Investigator or To Be Hired	\$138.44	26.0	100.0	\$3,599.44	0	\$0.00	\$3,599.44
FICA/Medicare	FICA/Medicare (2019) Investigator or To Be Hired	\$145.42	26.0	100.0	\$3,780.92	0	\$0.00	\$3,780.92
FICA/Medicare	FICA/Medicare (2018) Jessica Caldera	\$206.37	26.0	84.0	\$4,507.12	100.0	\$4,507.12	\$0.00
FICA/Medicare	FICA/Medicare (2019) Jessica Caldera	\$216.71	26.0	84.0	\$4,732.95	100.0	\$4,732.95	\$0.00

FICA/Medi care	FICA/Medi care (2018) Susan Boresi	\$190.70	26.0	84.0	\$4,164.89	100.0	\$4,164.89	\$0.00
FICA/Medi care	FICA/Medi care (2019) Susan Boresi	\$200.22	26.0	84.0	\$4,372.80	100.0	\$4,372.80	\$0.00
Life Insurance	Life Insurance (2018) Investigat or To Be Hired	\$4.00	12.0	100.0	\$48.00	0	\$0.00	\$48.00
Life Insurance	Life Insurance (2019) Investigat or To Be Hired	\$4.20	12.0	100.0	\$50.40	0	\$0.00	\$50.40
Life Insurance	Life Insurance (2018) Jessica Caldera	\$4.00	12.0	84.0	\$40.32	100.0	\$40.32	\$0.00
Life Insurance	Life Insurance (2019) Jessica Caldera	\$4.20	12.0	84.0	\$42.34	100.0	\$42.34	\$0.00
Life Insurance	Life Insurance (2018) Susan Boresi	\$4.00	12.0	84.0	\$40.32	100.0	\$40.32	\$0.00
Life Insurance	Life Insurance (2018) Susan Boresi	\$4.20	12.0	84.0	\$42.34	100.0	\$42.34	\$0.00
Long-Term Disability	Long-Term Disability (2018) Investigat or To Be Hired	\$7.79	26.0	100.0	\$202.54	0	\$0.00	\$202.54

Long-Term Disability	Long Term Disability (2019) Investigat or To Be Hired	\$8.18	26.0	100.0	\$212.68	0	\$0.00	\$212.68
Long-Term Disability	Long Term Disability (2018) Jessica Caldera	\$11.60	26.0	84.0	\$253.34	100.0	\$253.34	\$0.00
Long-Term Disability	Long Term Disability (2019) Jessica Caldera	\$12.19	26.0	84.0	\$266.23	100.0	\$266.23	\$0.00
Long-Term Disability	Long Term Disability (2018) Susan Boresi	\$10.72	26.0	84.0	\$234.12	100.0	\$234.12	\$0.00
Long-Term Disability	Long Term Disability (2019) Susan Boresi	\$11.26	26.0	84.0	\$245.92	100.0	\$245.92	\$0.00
Medical Insurance	Medical Insurance HDHP (2018) Investigat or To Be Hired	\$440.00	12.0	100.0	\$5,280.00	0	\$0.00	\$5,280.00
Medical Insurance	Medical Insurance HDHP (2019) Investigat or To Be Hired	\$462.00	12.0	100.0	\$5,544.00	0	\$0.00	\$5,544.00
Medical Insurance	Medical Insurance - HSA Contributi on (2018) Jessica Caldera	\$100.00	12.0	84.0	\$1,008.00	100.0	\$1,008.00	\$0.00

Medical Insurance	Medical Insurance - HSA Contribution (2019) Jessica Caldera	\$100.00	12.0	84.0	\$1,008.00	100.0	\$1,008.00	\$0.00
Medical Insurance	Medical Insurance HDHP (2018) Jessica Caldera	\$440.00	12.0	84.0	\$4,435.20	100.0	\$4,435.20	\$0.00
Medical Insurance	Medical Insurance HDHP (2019) Jessica Caldera	\$462.00	12.0	84.0	\$4,656.96	100.0	\$4,656.96	\$0.00
Medical Insurance	Medical Insurance PPO (2018) Susan Boresi	\$515.00	12.0	84.0	\$5,191.20	100.0	\$5,191.20	\$0.00
Medical Insurance	Medical Insurance PPO (2019) Susan Boresi	\$540.75	12.0	84.0	\$5,450.76	100.0	\$5,450.76	\$0.00
Medical Insurance	Dependent Healthcare HDHP Self & Family (2018) Investigat or To Be Hired	\$384.22	12.0	100.0	\$4,610.64	0	\$0.00	\$4,610.64
Medical Insurance	Dependent Healthcare HDHP Self & Family (2019) Investigat or To Be Hired	\$403.44	12.0	100.0	\$4,841.28	0	\$0.00	\$4,841.28



Medical Insurance	Medical Insurance - HSA Contribution (2018) Investigator or TBH	\$100.00	12.0	100.0	\$1,200.00	0	\$0.00	\$1,200.00
Medical Insurance	Medical Insurance -HSA Contribution (2019) Investigator or TBH	\$100.00	12.0	100.0	\$1,200.00	0	\$0.00	\$1,200.00
Pension/Retirement	Nationwide Retirement (2018) Investigator or To Be Hired	\$25.00	26.0	100.0	\$650.00	0	\$0.00	\$650.00
Pension/Retirement	Nationwide Retirement (2019) Investigator or To Be Hired	\$25.00	26.0	100.0	\$650.00	0	\$0.00	\$650.00
Pension/Retirement	Nationwide Retirement (2018) Jessica Caldera	\$25.00	26.0	84.0	\$546.00	100.0	\$546.00	\$0.00
Pension/Retirement	Nationwide Retirement (2019) Jessica Caldera	\$25.00	26.0	84.0	\$546.00	100.0	\$546.00	\$0.00
Pension/Retirement	Nationwide Retirement (2018) Susan Boresi	\$25.00	26.0	84.0	\$546.00	100.0	\$546.00	\$0.00

Pension/Retirement	Nationwide Retirement (2019) Susan Boresi	\$25.00	26.0	84.0	\$546.00	100.0	\$546.00	\$0.00
Workers Comp	Workers Comp (2018) Investigator To Be Hired	\$2.90	26.0	100.0	\$75.40	0	\$0.00	\$75.40
Workers Comp	Workers Comp (2019) Investigator To Be Hired	\$3.04	26.0	100.0	\$79.04	0	\$0.00	\$79.04
Workers Comp	Workers Comp (2018) Jessica Caldera	\$4.32	26.0	84.0	\$94.35	100.0	\$94.35	\$0.00
Workers Comp	Workers Comp (2019) Jessica Caldera	\$4.53	26.0	84.0	\$98.94	100.0	\$98.94	\$0.00
Workers Comp	Workers Comp (2018) Susan Boresi	\$3.99	26.0	84.0	\$87.14	100.0	\$87.14	\$0.00
Workers Comp	Workers Comp (2019) Susan Boresi	\$4.19	26.0	84.0	\$91.51	100.0	\$91.51	\$0.00
					\$77,580.57		\$44,695.23	\$32,885.34

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## Personnel Benefits Justification

Benefits Justification

*If personnel benefits are included in the budget, provide justification for each fringe benefit.*

*If using Match in this section please identify who will be providing these funds and describe the source of the funds.*

*If your agency anticipates a premium or rate change during the contract period, indicate the effective date of change and the reasoning for such change.*

*If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.*

*Supplanting DOES apply to non-profit agencies as well as government agencies.*

**We are requesting funding for 100% of the benefits for our domestic violence investigator to be hired. The benefits include FICA/Medicare, medical insurance, dependent medical coverage, dental insurance, life insurance, long-term disability, 401A contribution, and workers comp.**

**FICA and Medicare are federally-mandated costs for employers, and therefore are included in this application. FICA is .0765% of each salary.**

**Workers Comp is also a required cost for employers and is .0016% of each salary.**

**Providing medical insurance and dental insurance promotes healthy employees. Boone County offers several different medical plan choices. We have a High Deductible Health Plan (HDHP) which is \$440/month per employee and Boone County contributes \$100.00 per month to the HDHP for a total of \$540/month. We also offer a Preferred Provider Health Plan (PPO) which is \$515.00 where the employee pays part of their monthly premium and does not receive a monthly employer contribution. Jessica Caldera is enrolled in the HDHP and Susan Boresi is enrolled in the PPO. Dental insurance is \$35/month. We are factoring in a 5% increase in all benefits for 2018 & 2019. Medical insurance cost for the HDHP for 2018 will be \$440/month + \$100.00/month employer contribution for a total of \$540/month and for 2019 it will be \$462/month + \$100.00 employer contribution for a total of \$562/month. Medical insurance cost for the PPO for 2018 is \$515.00/month and \$540.75/month for 2019 with no employer contribution.**

**Life insurance, long-term disability and retirement as well as the health-related insurances are necessary tools to assist in retaining Boone County employees.**

**Life insurance for 2018 will be \$4.00/month and \$4.20/month for 2019.**

**Long-term disability is .0043 of each salary.**

**Boone County offers a 401A matching plan. The matching amount is \$25.00 per pay period. There are 26 pay periods in 2018 and 26 pay periods in 2019.**

**The benefits included in this application are offered to all full-time Boone County employees.**

---

**PRN/Overtime**

Name	Title	PRN/Overtime Pay	Hours on Project	Total Cost	Local Match %	Local Match Share	Federal/State Share
				\$0.00		\$0.00	\$0.00

### PRN/Overtime Justification

PRN/Overtime Justification

*If PRN/Overtime is included in the budget, provide justification for the expense. Describe why PRN/Overtime funding is necessary and how it will aid in the success of the project.*

*If using Match in this section please identify who will be providing these funds and describe the source of the funds.*

*If an PRN/Overtime pay rate increase is included, address the individuals eligibility for such increase, the percentage of increase, and the effective date of the increase.*

*If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.*

*Supplanting DOES apply to non-profit agencies as well as government agencies.*

### PRN/Overtime Benefits

Category	Item	PRN/Overtime Premium	Percentage/# of Periods	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
					\$0.00		\$0.00	\$0.00

### PRN/Overtime Benefits Justification

PRN/Overtime Benefits Justification

*If PRN/Overtime benefits are included in the budget, provide justification for each fringe benefit.*

*If using Match in this section please identify who will be providing these funds and describe the source of the funds.*

*If your agency anticipates a premium or rate change during the contract period, indicate the effective date of change and the reasoning for such change.*

*If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.*

*Supplanting DOES apply to non-profit agencies as well as government agencies.*

### Volunteer Match (\$18.00/hour)

Description of Service	Number of Volunteers	Total Hours	Local Match Share
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\$0.00

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## Volunteer Match Justification

### Volunteer Match Justification

If volunteer match is included in your application explain the number of volunteers that will be used, the activities that they will be conducting and when they will be conducting these activities (day, evening, weekends).

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## Travel/Training

Item	Category	Unit Cost	Duration	Number	Total Cost	Local Match %	Local Match Share	Federal/State Share
					\$0.00		\$0.00	\$0.00

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## Travel/Training Justification

### Travel/Training Justification

If travel/training is included in the budget, provide justification for each expense and why such is necessary to the success of the proposed project.

For training, identify the name of training or conference, the location, and date(s) of the training. If either the name, location, or date(s) is unknown, clearly identify such.

Describe the anticipated benefit and/or a synopsis of the training and who will be attending such event.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

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## Equipment

Item	Description	Unit Cost	Quantity	Source of Bid	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
Desk Chair for Investigator or TBH	Desk Chair	\$514.46	1.0	Inside the Lines - Columbia, MO	100.0	\$514.46	0	\$0.00	\$514.46

Dual Monitors for Investigator or TBH	Dual Monitors for Investigator or TBH	\$200.00	2.0	Hewlett Packard (Boone County I.T. Department provided this quote)	100.0	\$400.00	0	\$0.00	\$400.00
PC for Investigator or TBH	Personal Computer for Investigator or TBJ	\$820.00	1.0	Hewlett Packard (Boone County I.T. Department provided this quote)	100.0	\$820.00	0	\$0.00	\$820.00
Printer for Investigator or TBH	Printer	\$800.00	1.0	Kyocera (Boone County I.T. provided this quote)	100.0	\$800.00	0	\$0.00	\$800.00
						\$2,534.46		\$0.00	\$2,534.46

## Equipment Justification

### Equipment Justification

*If equipment is included in the budget, provide justification for each item.*

*Address why the item is needed, whether it is a replacement or an addition, who will use it, and how it will be used.*

*If using Match in this section please identify who will be providing these funds and describe the source of the funds.*

*If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.*

*Supplanting DOES apply to non-profit agencies as well as government agencies.*

We are requesting a new computer, dual monitors and a printer for our new domestic violence investigator. This is a new position, and will require the same basic tools as the other investigators in order to perform their job. The cost estimates for all of these items were provided by our Boone County I.T. Department. We are also requesting funds for a new desk chair for the new investigator. The cost estimate for the chair was provided by Inside the Lines, the company that Boone County currently has under bid for furniture. We have an open cubicle that has a desk and phone that the new investigator can use.

### Supplies/Operations

Item	Basis for Cost Estimate	Unit Cost	Quantity	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
Active Directory Annual Maintenance Investigator To Be Hired	Annual	\$6.41	1.0	100.0	\$6.41	0	\$0.00	\$6.41
Active Directory Network Seat Investigator To Be Hired	One-Time	\$40.00	1.0	100.0	\$40.00	0	\$0.00	\$40.00
Adobe Acrobat Software License (2018) Investigator To Be Hired	Annual	\$153.00	1.0	100.0	\$153.00	0	\$0.00	\$153.00
Adobe Acrobat Software License (2019) Investigator To Be Hired	Annual	\$153.00	1.0	100.0	\$153.00	0	\$0.00	\$153.00

Karpel License Fee - Investigator or To Be Hired	One-Time	\$1,850.00	1.0	100.0	\$1,850.00	0	\$0.00	\$1,850.00
Karpel Yearly Maintenance Fee (2018)	Annual	\$450.00	1.0	100.0	\$450.00	0	\$0.00	\$450.00
Karpel Yearly Maintenance Fee (2019)	Annual	\$450.00	1.0	100.0	\$450.00	0	\$0.00	\$450.00
Microsoft Office & Email - Software License (2018) Investigator or To Be Hired	Annual	\$205.00	1.0	100.0	\$205.00	0	\$0.00	\$205.00
Microsoft Office & Email - Software License (2019) Investigator or To Be Hired	Annual	\$206.00	1.0	100.0	\$206.00	0	\$0.00	\$206.00
Symantec Antivirus Software Annual Fee Investigator or To Be Hired	Annual	\$0.00	16.0	100.0	\$0.00	0	\$0.00	\$0.00



Symantec Antivirus Software License	One-Time	\$55.00	1.0	100.0	\$55.00	0	\$0.00	\$55.00
Investigat or To Be Hired								
					\$3,568.41		\$0.00	\$3,568.41

## Supplies/Operations Justification

Supplies/Operations Justification

*If supplies/operations are included in the budget, provide justification for each expense.*

*Address why the item is necessary for the proposed project, who will use it, and how it will be used.*

*If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.*

*If using Match in this section please identify who will be providing these funds and describe the source of the funds.*

*If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.*

*Supplanting DOES apply to non-profit agencies as well as government agencies.*

**The new investigator will need software licenses for Prosecutor by Karpel (PBK) case management system, Active Directory, Microsoft Office and Email, Symantec antivirus and Adobe Acrobat to use our computer system. All Boone County Prosecutor's office staff members use Prosecutor by Karpel case management system, and the investigator will need to use PBK to enter notes regarding the cases he/she will work on. There is a one time license fee for Karpel and a yearly maintenance fee. All Boone County employees are required to have Active Directory. Active Directory has a one time license fee and an annual maintenance cost. All Boone County employees are required to use our email and Microsoft Office products as well as have antivirus software on their computers to protect our electronic data. Symantec Microsoft Office has an annual fee. Antivirus has a one time license fee and an annual maintenance cost. Adobe Acrobat will be used to view, create, print and manage PDFs with other investigators and prosecutors. Adobe Acrobat has a one time license fee and a annual maintenance cost. With E-Filing and paperless files, many of our documents are PDFs, and the investigator must be able to work with these documents.**

## Contractual

Item	Basis for Cost Estimate	Unit Cost	Quantity	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/St ate Share
					\$0.00		\$0.00	\$0.00

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## Contractual Justification

### Contractual Justification

*If contractual or consultant services are included in the budget, provide justification for each expense.*

*Address why each item is necessary for the proposed project and who will benefit from the services.*

*If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.*

*If using Match in this section please identify who will be providing these funds and describe the source of the funds.*

*If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.*

*Supplanting DOES apply to non-profit agencies as well as government agencies.*

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## Indirect Costs

Item	Project Costs	Indirect Type	Indirect Rate	Total Indirect Costs	Local Match %	Local Match Share	Federal/State Share:
Indirect Costs	\$328,855.85	Cost Allocation Plan	26.89	\$88,429.34	91.1	\$80,559.13	\$7,870.21
				\$88,429.34		\$80,559.13	\$7,870.21

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## Indirect Cost Justification

Boone County has an indirect cost rate of 26.89%. Our indirect cost rate proposal was prepared by Kurt K Sames, Director of MAXIUMS Consulting. A copy of our indirect cost rate proposal and Mr. Sames contact information is attached to this application. Our indirect costs are calculated by taking 26.89% of the salaries of our two assistant prosecuting attorneys (84%) and the salary of our new investigator to be hired (100%) for total salaries of \$328,855.85. We will use 91.1 % of indirect costs as part of our overall 25% match for this grant application.

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## Total Budget

Total Federal/State Share:	\$375,714.27
Federal/State Share Percentage:	75.0%
Total Local Match Share:	\$125,254.36
Local Match Share Percentage:	25.0%

Total Project Cost: **\$500,968.63**

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## VAWA Data Form

Budget Total: **\$375,714.27**

*Please only select one category for your proposed project; the percentage should equal 100% for this category.  
The requested STOP Program funds will be used for:*

Law Enforcement:*	0%	\$0.00
Prosecution:*	100.0%	\$375,714.27
Victim Services Project:*	0%	\$0.00
Court:*	0%	\$0.00
Discretionary:*	0%	\$0.00
Culturally Specific:*	0%	\$0.00
Other:*	0%	\$0.00

Project Focus: **Domestic Violence Services**

*Indicate the anticipated number of victims to be served by this STOP funded project*

Total Victims of Crime: **2000**

Hotline Calls: **0**

*Indicate the anticipated number of women, children, and men to be served by this STOP funded project and the anticipated number of bednights.*

Women: **2000**

Children: **0**

Men: **0**

Bed-Nights: **0**

*If a training/technical assistance project, show the anticipated number of people and/or communities to be trained:*

People: **0**

Communities: **0**

---

## Type of victimization

Budget Total 1	<b>\$375,714.27</b>	
Sexual assault*	<b>0%</b>	<b>\$0.00</b>
Domestic violence/dating violence*	<b>100.0%</b>	<b>\$375,714.27</b>
Stalking*	<b>0%</b>	<b>\$0.00</b>
Total	<b>100.0%</b> (must equal 100%)	<b>\$375,714.27</b> (must equal budget total 1)

## Audit Requirements

Date last audit was completed:	<b>RubinBrown LLP St Louis, Missouri</b>
Date(s) covered by last audit:	<b>01/01/2015-12/31/2015</b>
Last audit performed by:	<b>RubinBrown LLP St Louis, Missouri</b>
Phone number of auditor:	<b>314-290-3300</b>
Date of next audit:	<b>01/01/2017</b>
Date(s) to be covered by next audit:	<b>01/01/2016-12/31/2016</b>
Next audit will be performed by:	<b>RubinBrown LLP St Louis, Missouri</b>

*Total amount of financial assistance received from all entities, including the Missouri Department of Public Safety, during the date(s) covered by your agency's last audit, as indicated above.*

*The Federal Amount refers to funds received directly from the Federal Government or federal funds passed through state agencies in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.*

*The State Amount refers to funds received directly from the State of Missouri, not including federal pass-thru funds, in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.*

Federal Amount:	<b>\$874,593.00</b>
State Amount:	<b>\$2,834,076.00</b>

## 2018 Required Attachments

Attachment	Description	File Name	File Size	Type
A detailed copy of your agency's organizational chart (REQUIRED)	Organizational Chart VAWA 2017-2019	Organizational Chart VAWA 2017-2019.pdf	79.0 MB	pdf
Agency's Policies & Procedures relating to Internal Controls (REQUIRED)	Boone County Purchasing Policy Manual	BooneCountyPurchasingPolicyManual.pdf	79.0 MB	pdf
Job descriptions and last Pay Stub for personnel involved in this proposed project (REQUIRED)	VAWA 2018-2019 Pay Stubs & Job Descriptions	VAWA 2018-2019 Pay Stubs & Job Descriptions.pdf	79.0 MB	pdf
Your agency's profit/loss statement from the past two (2) years for your agency as a whole (if applicable)			79.0 MB	
Your Agency's Current Budget (REQUIRED)	Budget 2017	Budget 2017.pdf	79.0 MB	pdf
Your Agency's Previous Budget (REQUIRED)	Budget 2015 & 2016	Budget 2015&2016.pdf	79.0 MB	pdf
Board of Directors listing (if applicable)			79.0 MB	
Documentation of Nonprofit Status (if applicable)			79.0 MB	
Letters of Collaboration/MOU's (REQUIRED)	DOVE MOU 2017-2020	DOVE MOU-2017-2020.pdf	79.0 MB	pdf
Copy of Contractual Agreement (if applicable)			79.0 MB	
Indirect Cost Rate documentation (if applicable)			79.0 MB	

<p>Agency's most recent financial audit, or financial statement (if audit is unavailable)(REQUIRE D)</p> <p>Acknowledgement of Confidentiality and Privacy Provisions (REQUIRED)</p>	<p>Boone County Missouri 2016 Comprehensive Annual Financial Report</p>	<p>Boone County Missouri 2016 CAFR - Final.pdf</p>	<p>79.0 MB</p>	<p>pdf</p>
			<p>79.0 MB</p>	

## Other Attachments

File Name	Description	File Size
VAWA Pros Atty 2016 Indirect Rate Proposal-Excl CSEU.pdf	VAWA - Indirect Cost Rate Proposal - Boone County Prosecuting Attorney	92 KB
Victim Survey 2017 English Version.pdf	Victim Services Survey - English Version 2017	918 KB
Victim Survey 2017 Spanish Version.pdf	Victim Services Survey - Spanish Version 2017	1010 KB

## Risk Assessment

1. Does your agency have prior experience with the same or a similar grant program? **Yes**
2. Are there any findings in the most recent audit that pertain to this or a similar grant program? **No**
2. a. If there are findings in the most recent audit please describe findings.  
*100 Character Limit*
3. Does the agency receive any direct Federal awards? **Yes**
4. Does the agency have new personnel that will be working on this subaward? **No**
- 4.a. If yes, who are the new staff and what are their positions?
5. Does the agency have new fiscal or time accounting systems? **No**
- 5.a. If yes, what system has changed?

Risk Assessment Completed By: **Bonnie Adkins - Office Administrator**

*Enter Name and Title*

Date Risk Assessment Completed: **10/12/2017**

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## STOP Certification

*I certify that the agency has complied with the requirements of the Violence Against Women and Department of Justice Reauthorization Act of 2005 during the course of developing this application for grant funds by consulting with victim service programs to ensure that the proposed services and activities are designed to promote the safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.*

Consultation with Victim Services **Yes**

*Your typed name as the applicant authorized official, in lieu of signature, represents your legal binding acceptance that the agency has consulted with a community victim service agency before submitting this application.*

Title: **Presiding Commissioner**

Authorized Official Name: **Daniel Atwill**

Agency Type **Prosecution**

Date: **10/12/2017**

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## Application Certified Assurances

*To the best of my knowledge and belief, all data in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant attests to and/or will comply with the following Certified Assurances if the assistance is awarded:*

### 2016-2017 STOP VAWA Certified Assurances

*I am aware that failure to comply with any of the Certified Assurances and/or Confidential Funds Certifications, if applicable, could result in funds being withheld until such time that I, the recipient, take appropriate action to rectify the incident(s) of non-compliance.*

I have read and agree to the terms and conditions of the grant. **Yes**

*Your typed name as the applicant authorized official, in lieu of signature, represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application.*

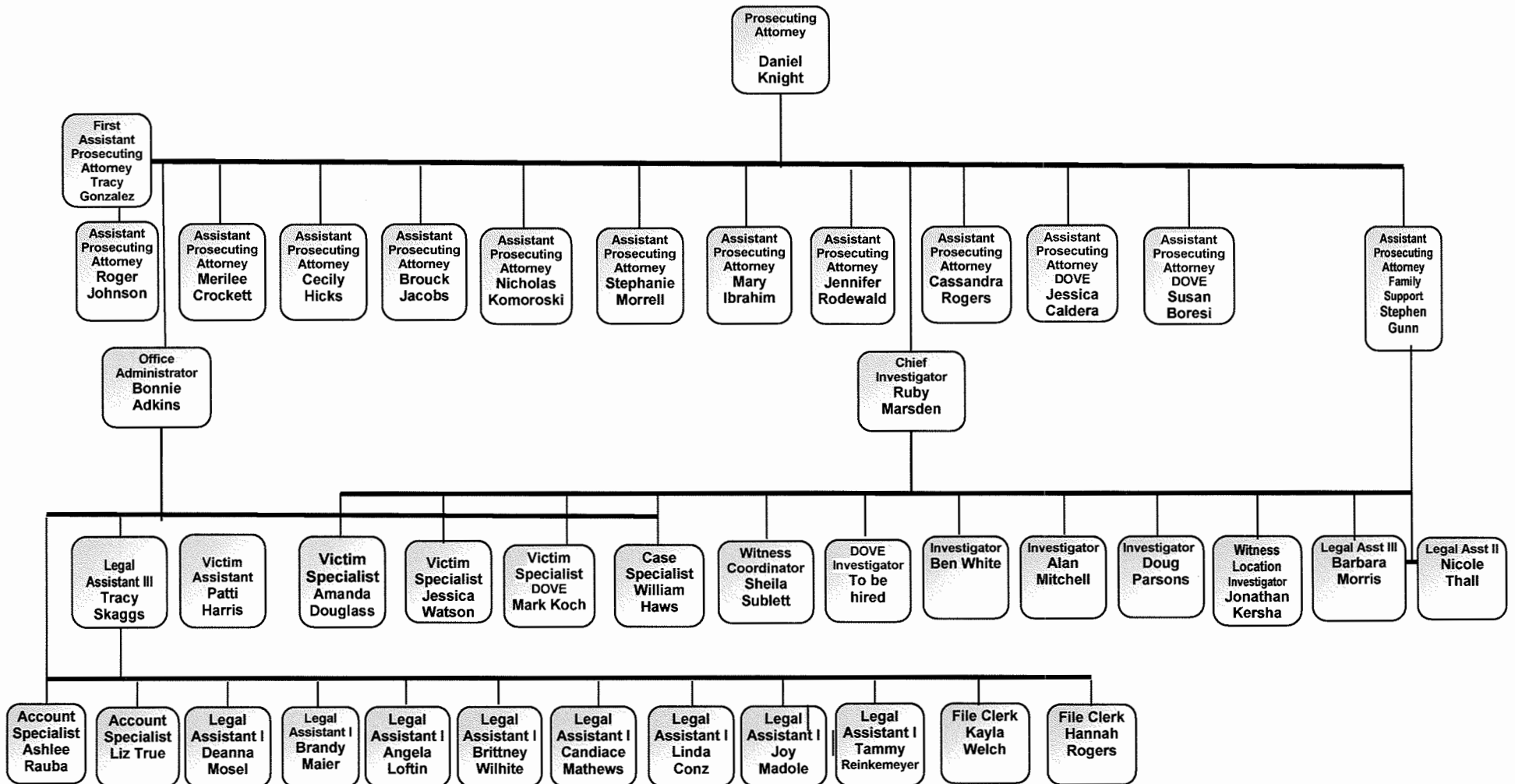
Title: **Daniel Atwill**

Authorized Official Name: **Presiding Commissioer**

Date: **10/12/2017**

## Boone County Prosecuting Attorney Organizational Chart

The Boone County Prosecuting Attorney is responsible for the prosecution of criminal violations that occur within this jurisdiction and for Family Support Enforcement. The office is comprised of 41 staff members. Staff includes the elected Prosecutor, 13 Assistant Prosecuting Attorneys, 5 Investigators, a Victim Response Team, a Bad Check and Delinquent Tax Unit as well as support staff.






The **Boone County Prosecuting Attorney's Office** agrees to participate in the L.E.A.D. Institute's Deaf Victim Accessibility Program (D-VAP):

1. The collaboration service area includes our area.
2. We agree to collaborate with L.E.A.D. pursuant to the role outlined in this Memorandum of Understanding (MOU).
3. We agree to receive training and technical assistance through Sorenson Video Relay Services to enhance direct services to D/deaf and hard of hearing victims of crime.
4. Equipment, if needed, and technology will be provided at no cost to the agency; however, we will assign a staff member to receive training and be the identified point of contact.
5. We, the undersigned, have read and agree with this MOU.

By *Daniel K. Knight*  
**Daniel K. Knight**  
**Prosecuting Attorney**  
**Boone County Prosecuting Attorney's Office**

Date 6-2-17

  
Dr. Stephanie Logan  
Executive Director  
The L.E.A.D. Institute  
6/2/17

# Memorandum of Agreement

*Domestic Violence is perhaps the largest violence issue our society deals with. It permeates our families, our schools, our workplaces and every facet of our social and criminal justice systems.*

Each year, more than 1,000 women – almost three per day – die because of domestic violence at the hands of a husband, boyfriend, or other “intimate.” The project known as the DOmestic Violence Enforcement Unit (DOVE) is a continued collaborative effort of the Boone County Sheriff’s Department, the Columbia Police Department, the Boone County Prosecutor’s Office, and True North of Columbia. The Domestic Violence Enforcement Unit’s (DOVE) mission is to investigate selected domestic violence cases, promote deterrence, assist victims, interrupt the cycle of violence and its continuation from one generation to the next, and aid local and regional efforts to respond to domestic violence. This project is currently funded through the STOP Violence Against Women Grant Program.

## SAFETY AND DIGNITY

*The first desire for the victims of domestic violence and sexual assault is that they are made safe and treated with dignity.*

All victims of domestic and sexual violence deserve to be treated with dignity and respect. True North of Columbia provides emergency shelter for victims of domestic violence in Columbia, Missouri and the surrounding mid-Missouri area. Highly trained professional and volunteer staff members are available twenty four hours a day, seven days a week to address the issues of domestic violence. Emergency shelter, counseling, advocacy, and referral service to other agencies are some of what is provided by True North. Additionally, True North has a twenty four hour hotline with an advocate system for both court and non-court related issues. In addition, as a member of the DOVE Unit,

True North provides a victim advocate who serves as an active member, coordinating on-going service delivery for victims working with/through the legal and judicial systems. In addition, True North provides advocates who can be on-site during the immediate aftermath of a domestic violence incident, freeing law enforcement officials to focus on building a case while ensuring the victim receives immediate crisis intervention and aftercare. These advocates, too, are a part of the DOVE Unit. This close, cooperative relationship allows for immediate response to selected calls of domestic violence. This collaborative effort provides twenty four hour assistance in obtaining Orders of Protection and all services provided (directly or indirectly) are done so to ensure the safety and dignified treatment of domestic violence survivors.

## BALANCING THE SYSTEM

*The civil court system should accommodate and support the domestic violence victim in a non-intimidating atmosphere.*

Often the victims who are most at risk are the same persons who are most intimidated by the civil court system designed to afford them protection.

With the help of this project the DOVE Unit members strive to offset some of the disadvantages victims of domestic violence often suffer as a consequence of having been in a violent relationship. The Domestic Violence Enforcement Unit helps victims find assistance to follow through with and obtain full orders of protection that include an entire range of relief. This is a critical part of any comprehensive effort to accomplish long-term solutions to these problems.

## RESPONSE AND INVESTIGATION

*The initial response to domestic violence and the ensuing investigation so often affect or determine the final outcome.*

In many, if not most instances, the initial point of contact for domestic violence is law enforcement. It is crucial that this response be more than cursory. The attitudes and actions of the first responding law enforcement officers often shape the relationship that the victim has with the legal and criminal justice system. That first responding officer's investigation and follow-up investigation largely determines the ability of the judicial and criminal justice system to respond to the needs of the victim. Four law enforcement officers staff the Domestic Violence Enforcement Unit. The Boone County Sheriff's Department provides one deputy to the program, and the Columbia Police Department provides two officers to the program. The Domestic Violence Enforcement Unit investigators review all reported domestic violence cases in Boone County. The program members immediately respond on cases where it is evident their services would be able to assist the investigation and provide vital services to the domestic violence victim. The Domestic Violence Enforcement Unit investigators also assist in training and educating other law enforcement officers in the Boone County, Missouri, area concerning domestic violence cases and/or other cases involving violence against women (such as sexual assault, rape, etc.) These investigators are also available to offer technical assistance relating to domestic violence cases to other departments in the central Missouri geographical area.

## PROSECUTION AND COURTS

*The effective handling of domestic violence cases in the judicial system is a key element. Abusers must be held accountable for past conduct and intervention must occur to alter future conduct.*

The Boone County Prosecutor's Office has three assistant prosecuting attorneys assigned to the Domestic Violence Enforcement Unit. Having three attorneys dedicated to domestic violence prosecution enables us to increase victim contact and expedite the disposition of these cases in the Boone County judicial system. Once abusers are identified it is crucial that they be dealt with effectively and efficiently. The Domestic Violence Enforcement Unit prosecution component provides direction on handling

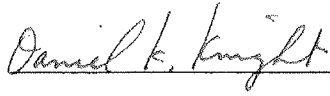
offenders and ensures that cases are managed in a consistent and appropriate fashion. With the implementation of the Domestic Violence docket in Boone County in September 2008, domestic violence cases have been given the utmost priority. This includes a quicker return date on bonds (10 days), expedited settings for preliminary hearings, and consolidation of the cases on four distinct dockets with one judge and a set group of prosecutors and public defenders. The expedited court process improves the level of service to victims of domestic violence and ensures that offenders begin serving a jail sentence or treatment in a timely fashion. The addition of a domestic assault court coordinator (DACC) has been vital to the court's ability to concentrate on cases involving domestic violence. This person serves as the court's liaison to prosecutors, defense counsel, and law enforcement, and aids in the efficient adjudication of domestic violence cases. The DACC is especially critical to the implementation and monitoring of the court's batterers' intervention program, MEND.

## **DOMESTIC VIOLENCE ENFORCEMENT UNIT GOAL**

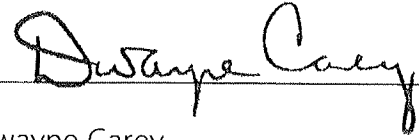
*Establishment of arrest, summoning, prosecution, and court appearance policies which provide for initial appearance in court on charges for actions resulting in domestic violence targeting women within nine working days of the offense.*

Through the STOP Violence Against Women Grant funding, DOVE partnerships have strengthened the law enforcement and criminal justice system's response to domestic violence targeting women, and have increased the utilization of services available to women who are victims of domestic violence and have enabled us to develop and implement collaborative community-based systemic programs to address domestic violence targeting women.

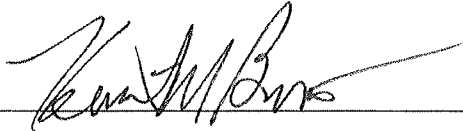
Agencies, and we the undersigned individuals, herein express our support of this Memorandum of Agreement and the protocols as written for the Domestic Violence Enforcement Unit.



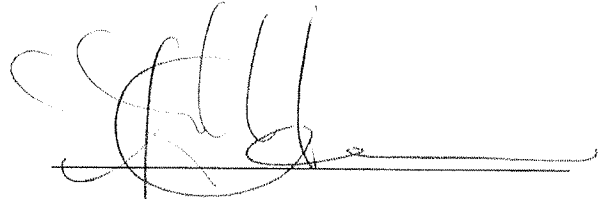
Daniel K. Knight  
Boone County Prosecuting Attorney



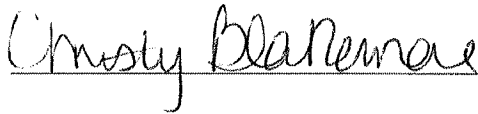
Dwayne Carey  
Sheriff, Boone County



Ken Burton  
Chief of Police, Columbia



Elizabeth Herrera  
Executive Director  
True North of Columbia, Inc.



Christy Blakemore  
Circuit Clerk, Boone County

Date: May, 2017

---

**JOB DESCRIPTION**  
**BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE**

Jessica Caldera/Susan Boresi

**ASSISTANT PROSECUTING ATTORNEY – DOMESTIC VIOLENCE**

**STATUS: FULL-TIME**

**RESPONSIBILITIES:**

The responsibilities of a Domestic Violence Prosecutor in the Boone County Prosecuting Attorney's Office include, but are not limited to the following:

- Conduct factual and legal analysis of domestic violence reports submitted by law enforcement.
- Determine whether or what charges should be filed based on the facts and the law.
- Represent the State of Missouri in criminal prosecution of domestic violence cases including arraignments, motions, plea agreements, probation violation proceedings, depositions and jury trials.
- Prepare domestic violence cases for trial by identification of witnesses, internal investigation, confer with domestic violence victims, and establish trial strategy designed to secure a verdict of guilty.
- Manage a domestic violence caseload consisting of pending criminal actions with objectives to ensure that resolution is obtained and secured.
- Write briefs in misdemeanor domestic violence appeals and trial briefs.
- Recommend to the court as to bonds and punishments.
- Assess the action to be taken regarding criminal proceedings, taking into consideration the history of the defendants, the strength of the cases, and the protection of the community and victims.
- Gather and analyze evidence in domestic violence cases.
- Interview witnesses to ascertain facts of domestic violence cases.
- Review pertinent decision, polices, regulations and other legal matters pertaining to domestic violence cases.
- Maintain proficiency in Missouri and Federal Statutory case law.
- Present evidence on behalf of the State to grand jury for indictment.
- Engage in jury selection in domestic violence cases.
- Represent Boone County and the State in court of law and present evidence before Judge, judiciary and jury in domestic violence cases.
- Respond to law enforcement agencies' inquiries regarding search warrants and arrest decision, review, approve or disapprove.
- *Any other duties as designated by the Prosecuting Attorney.*

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Possess a Juris Doctorate (J.D.) and a minimum of three years of law practice experience; or the equivalent combination of education and experience.

Possess a valid license from the Missouri Bar Association to practice Law in the State of Missouri.

Excellent oral and written communication skills

Ability to read, analyze, and interpret the most complex documents.

Ability to respond effectively to the most sensitive inquiries or complaints.

Ability to write speeches and briefs using progressive or innovative techniques and style.

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

Thorough knowledge of the judicial process.

Ability to work independently as well as part of a team to meet the needs of domestic violence victims.



**JOB DESCRIPTION**  
**BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE**

Mark Koch

**DOMESTIC VIOLENCE VICTIM SPECIALIST**

**STATUS: FULL-TIME**

**RESPONSIBILITIES:**

The responsibilities of the Domestic Violence Victim Specialist in the Boone County Prosecuting Attorney's Office include, but are not limited to the following:

- Contact and assist victims of domestic and sexual violence with problems related to the crime.
- Provide crisis counseling to victims of domestic and sexual violence.
- Assess needs of domestic and sexual violence victims, provide support and recommend and locate community resources for services.
- Network with social service agencies for additional resource referral contacts for victims domestic and sexual violence.
- Maintain a high degree of cooperation and communication with community agencies and individuals who work with domestic and sexual violence services.
- Review all new domestic and sexual violence cases to identify victims.
- Interview and provide emotional support for victims of domestic and sexual violence .
- Consult and collaborate with attorneys, investigators and other staff members regarding care, problems and solutions for victims of domestic and sexual violence.
- Orient victims to the judicial process.
- Provide information to domestic and sexual violence victims with regard to all court appearances and case status.
- Orient domestic and sexual violence victims to courtroom practices, procedures and personnel.
- Assist domestic and sexual violence victims with all forms and applications for Crime Victim's Compensation Fund.
- Escort domestic and sexual violence victims to court.
- Advise domestic and sexual violence victims of their right to appear personally or by counsel at the final sentencing.
- Advise domestic and sexual violence victims of final disposition of their case.
- Provide information of post-conviction activity by Board of Probation & Parole.
- Provide domestic and sexual violence victims with program evaluation forms and respond to internal and state evaluations.
- Document services provided to domestic and sexual violence victims of crime.
- *Any other duties as designated by the Chief Investigator or Prosecuting Attorney.*

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Masters degree in social work, counseling or psychology

Minimum of 2 years experience in related field or a combination of education and experience.

Excellent oral and written communication skills

Educated in cultural awareness and possess the ability to communicate and be non-biased to others who may have a different ethnic, socio-economic background, race or religion.

Thorough knowledge of the judicial process

Thorough knowledge of the issues of domestic violence

Thorough knowledge of the issues of sexual violence

Thorough knowledge of local area referral services

Ability to work independently as well as part of a team to meet the needs of domestic and sexual violence victims

**JOB DESCRIPTION**  
**BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE**

To Be Hired

**INVESTIGATOR – VIOLENCE AGAINST WOMEN RECOVERY ACT PROJECT**  
**STATUS: FULL-TIME**

**RESPONSIBILITIES:**

The responsibilities of Violence Against Women Investigator in the Boone County Prosecuting Attorney's Office include, but are not limited to the following:

- Review and investigate violence against women cases submitted by law enforcement.
- Assist in the development plan for prosecuting violence against women cases.
- Interview witnesses and victims to assist them preparation for court testimony in violence against women cases.
- Interview defense witnesses to assist in preparation of the prosecutor's response in violence against women cases.
- Retrieve evidence from various Boone County law enforcement agencies for trial and maintain security and custody of those items in violence against women cases.
- Assist with jury selection in violence against women cases
- Participate in trials in violence against women cases.
- Prepare reports on witness and victim interviews in violence against women cases.
- Analyze information gathered by investigation and prepare reports of findings and recommendations in violence against women cases.
- Handle and operate a firearm.
- Operate a motor vehicle.
  
- *Any other duties as designated by the Prosecuting Attorney.*

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

High school diploma or GED, and a minimum of three years law enforcement and investigations experience; or equivalent combination of education and experience.

Clear criminal record (excluding minor traffic violations).

Possess a valid driver's license.

Excellent oral and written communication skills.

Ability to read, analyze and interpret complex documents.

Ability to respond effectively to the most sensitive inquires or complaints.

Thorough knowledge of the judicial process.

Ability to work independently as well as part of a team to meet the goals of the Violence Against Women Recovery Act Project.



**Daniel K. Knight**  
**Boone County Prosecuting Attorney**

Boone County Prosecuting Attorney  
705 E. Walnut St  
Columbia, MO 65201-4485

Office (573) 886-4100

## Victim Services Survey

We need your help in evaluating our services to victims of crime in Boone County. Please take a few minutes to answer the following questions about your contact with our office. All responses will be kept confidential. We appreciate your assistance as we try to improve the quality of our services to victims of crime in our community.

### Advocate

1.

Enter the name of the advocate you worked with:

2.

The advocate helped me understand my role in the criminal justice process.

Yes  No

3.

The advocate worked with me via: (Please select all that apply)

- letter
- phone conversation
- personal contact
- email

4.

The advocate helped me understand my rights as a victim.

Yes  No

5.

The advocate assisted me with a safety plan.

Yes  No  N/A

6.

(Answer only if applicable.) I chose not to receive advocate services because:

Limit of 500 characters: 500

## Prosecutor

1.

Enter the name of the prosecutor assigned to your case:

2.

The prosecutor helped me understand my role in the criminal justice process.

Yes  No

3.

The prosecutor worked with me via: (Please select all that apply)

- letter  
 phone conversation  
 personal contact  
 email

## Additional Information

1.

The prosecutor's office provided me with information about available community resources.  
(Please include verbal information provided over the phone or in person.)

Yes  No

2.

The prosecutor's office provided me with information about the criminal justice system process  
and my individual case. (Please include verbal information provided over the phone or in person.)

Yes  No

Please add comments or suggestions to help us improve our services to victims of crime. Your  
feedback is very important!

Limit of 500 characters: 500

Age:

Race:

Choose ▼

Gender:

Male  Female

Case Number (Optional):

Submit

Any questions? Feel free to contact us:

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[www.ShowMeBoone.com](http://www.ShowMeBoone.com) Boone County, Missouri. 801 East Walnut Columbia, MO 65201 USA



**Daniel K. Knight**  
**Abogado del Condado de Boone**

Abogado del Condado de Boone  
705 E. Walnut St  
Columbia, MO 65201-4485

Oficina (573) 886-4100

## Encuesta sobre servicios a las víctimas

Necesitamos su ayuda para evaluar nuestros servicios a las víctimas de delitos en el Condado de Boone. Por favor tome unos minutos para contestar las siguientes preguntas sobre su contacto con nuestra oficina. Todas las respuestas serán confidenciales. Agradecemos su ayuda mientras tratamos de mejorar la calidad de nuestros servicios a las víctimas de delitos en nuestra comunidad.

### Abogado

1.

Escriba el nombre del abogado con el que trabajó:

2.

El abogado me ayudó a entender mi papel en el proceso de justicia penal.

Sí  No

3.

El abogado trabajó conmigo a través de: (Por favor, seleccione todas las que apliquen)

- carta  
 conversación telefónica  
 Contacto personal  
 correo electrónico

4.

El abogado me ayudó a comprender mis derechos como víctima.

Sí  No

5.

El abogado me ayudó con un plan de seguridad.

Sí  No  N / A

6.

(Responda solo si es aplicable.) Elegí no recibir servicios de abogada porque:

Límite de 500 caracteres: 500

//

**Fiscal**

1.

Escriba el nombre del fiscal asignado a su caso:

2.

El fiscal me ayudó a comprender mi papel en el proceso de justicia penal.

 Sí  No

3.

El fiscal trabajó conmigo a través de: (Por favor, seleccione todas las que apliquen)

- carta  
 conversación telefónica  
 Contacto personal  
 correo electrónico

**Información Adicional**

1.

La fiscalía me proporcionó información sobre los recursos comunitarios disponibles. (Por favor incluya información verbal proporcionada por teléfono o en persona.)

 Sí  No

2.

La fiscalía me proporcionó información sobre el proceso del sistema de justicia penal y mi caso individual. (Por favor incluya información verbal proporcionada por teléfono o en persona.)

 Sí  No

Por favor, agregue comentarios o sugerencias para ayudarnos a mejorar nuestros servicios a las víctimas de delitos. ¡Su opinión es muy importante!

Límite de 500 caracteres: 500

Años:

Carrera:

Género:

 Masculino  Hembra



Número de caso (opcional):

Submit

¿Alguna pregunta? Siéntete libre de contactarnos:

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**Suscríbete a la lista de correo electrónico de Boone County News.**

[www.ShowMeBoone.com](http://www.ShowMeBoone.com) Condado de Boone, Missouri. 801 East Walnut Columbia, MO 65201 Estados Unidos



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**An Indirect Cost Rate Proposal  
Boone County, Missouri  
Prosecuting Attorney - Excluding  
CSEU**

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Based on actual expenditures for  
Fiscal Year ending December 31, 2016

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**Indirect Cost Rate Proposal  
Boone County, Missouri**

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FY 2016  
Indirect Cost Rate Proposal  
Prosecuting Attorney – Excluding CSEU

Based on actual expenditures for  
Fiscal Year ending December 31, 2016

<b>BOONE COUNTY, MISSOURI</b>								<b>Schedule 1</b>
<b>INDIRECT COST RATE PROPOSAL</b>								
<b>PROSECUTING ATTORNEY - EXCLUDING CHILD SUPPORT ENFORCEMENT UNIT</b>								
<b>ACTUAL COSTS FOR YEAR ENDING DECEMBER 31, 2016</b>								
<b>I. Indirect Costs</b>								
			<b>Department</b>					
	<b>Central Services</b>	<b>Cost Allocation Plan Reference</b>	<b>1261</b>	<b>1262</b>	<b>2610</b>	<b>2903</b>	<b>Total</b>	
	Building Depreciation	Schedule 1.5	\$73,314	\$0	\$0	\$0	\$73,314	
	Building Utilities	Schedule 2.5	50,584				50,584	
	Miscellaneous Expenses	Schedule 4.5	4,751	1,352	266	767	7,136	
	Insurance	Schedule 5.5	27,584	766	157	756	29,263	
	Human Resources	Schedule 6.5	22,840	4,210	859	4,156	32,065	
	Purchasing	Schedule 7.5	3,273	155	30	154	3,612	
	Facility Maintenance	Schedule 8.5	110,002				110,002	
	County Clerk	Schedule 9.5	3,117	569	115	562	4,363	
	Information Technology	Schedule 10.5	129,007				129,007	
	Mail Services	Schedule 12.5	584		1,987		2,571	
	County Commission	Schedule 13.5	42,361	8,024	1,626	7,661	59,672	
	County Auditor	Schedule 14.5	11,264	5,447	2,043	2,499	21,253	
	County Counselor	Schedule 15.5	15,594				15,594	
	<b>Total Indirect</b>		<b>\$494,275</b>	<b>\$20,523</b>	<b>\$7,083</b>	<b>\$16,555</b>	<b>\$538,436</b>	
<b>II. Total Direct Costs</b>								
	From Payroll File						\$2,002,585	
<b>III. Indirect Cost Rate (Proposed)</b>								
			<b>\$538,436</b>					
			<b>\$2,002,585</b>				<b>26.89%</b>	

BOONE COUNTY, MISSOURI								Schedule 2
INDIRECT COST RATE PROPOSAL								
CALCULATION OF THE DIRECT COST BASE - DIRECT SALARIES								
PROSECUTING ATTORNEY - EXCLUDING CHILD SUPPORT ENFORCEMENT UNIT								
		Salaries Department 1261			\$1,459,876			
		Salaries Department 1262			223,470			
		Salaries Department 2610			56,472			
		Salaries Department 2903			262,766			
		Total			\$2,002,585			

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

October Session of the October Adjourned

Term. 20 17

County of Boone

17th day of October 20 17

In the County Commission of said county, on the

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

Now on this day the County Commission of the County of Boone does hereby approve the acceptance of the attached VOCA (Victims of Crime Act) grant for the period of October 1, 2017 to September 30, 2019.

It is further ordered the Acting Presiding Commissioner<sup>OK</sup> is hereby authorized to sign the attached VOCA grant award.

Done this 17th day of October, 2017.

ATTEST:

Taylor W. Burks  
Taylor W. Burks  
Clerk of the County Commission

Absent

Daniel K. Atwill  
Presiding Commissioner

Fred J. Parry  
Fred J. Parry  
District I Commissioner

Janet M. Thompson  
Janet M. Thompson  
Acting Presiding Commissioner



**DANIEL K. KNIGHT, Prosecutor**

Office of the Boone County Prosecuting Attorney  
705 E. Walnut Street – Courthouse  
Columbia, Missouri 65201-4485  
573-886-4100  
FAX: 573-886-4148

October 12, 2017

TO: Commissioner Atwill  
Commissioner Parry  
Commissioner Thompson

FROM: Boone County Prosecuting Attorney's Office

RE: VOCA Contract #ER130180007

We are requesting your approval to accept the award of contract for our Victims of Crime Act Grant for our Victim Response Team through the Department of Social Services. We have been receiving funds from VOCA since 1993.

This grant award is for two years, October 1, 2017 through September 30, 2019 and will cover the salary for one part-time, non-benefited case specialist, the salary for two victim specialists, full benefits for one victim specialist, as well as travel expenses for 3 victim specialists and 3 assistant prosecuting attorneys to attend local and national conferences.

The federal award is \$312,306.35 and the local match is \$78,076.59. The 20% match is provided by the existing salary of one of our victim specialists paid for by Boone County.

We respectfully request your approval to accept this contract.

Thank you.

**FUNDING AWARD**

<b><u>SECTION:</u></b>	<b><u>FEDERAL AMOUNT:</u></b>	
<b><u>PERSONNEL:</u></b>	\$264,477.46	
<b><u>BENEFITS:</u></b>	\$27,716.48	
<b><u>PRN:</u></b>		
<b><u>TRAVEL/TRAINING</u></b>	\$20,112.41	
<b><u>SUPPLIES/OPERATIONS:</u></b>		
<b><u>EQUIPMENT:</u></b>		
<b><u>CONTRACTUAL:</u></b>		
<b><u>INDIRECT COSTS:</u></b>		
<b><u>TOTALS AND FUNDING PERIODS:</u></b>	<b>October 1, 2017 - June 30, 2018</b>	<b>\$92,443.00</b>
	<b>July 1, 2018 - June 30, 2019</b>	<b>\$159,276.00</b>
	<b>July 1, 2019 - September 30, 2019</b>	<b>\$60,587.35</b>
	<b>TOTAL FEDERAL AWARD</b>	<b>\$312,306.35</b>
	<b>REQUIRED MATCH AMOUNT</b>	<b>\$78,076.59</b>

*The maximum billable amount shall not exceed the totals and funding periods specified above.*



# Contract For Services



Missouri Department of Social Services  
Division of Finance & Administrative Services  
Procurement Unit  
P.O. Box 1643  
Jefferson City, MO 65102

**Contract #: ER130180007**

**Title: Victims of Crime Act (VOCA)**

**Contract Period:**

October 1, 2017 through September 30, 2019

*The Department of Social Services desires to contract for the services described herein. All terms, conditions, and prices contained herein shall govern the performance of this contract.*

### Contractor Information:

Contractor Name: **Boone County, Prosecutor's Office**  
Mailing Address: **801 E. Walnut Street**  
City, State Zip: **Columbia MO 65201**

Contact Person Name: **Bonnie Adkins**

Contact Person E-Mail Address: **badkins@boonecountymo.org**



*The undersigned hereby agrees to provide the services and/or items, at the prices stated, pursuant to the requirements of this document and further agrees that when this document is countersigned by an authorized official of the Missouri Department of Social Services, a binding contract shall exist between the contractor and the Department of Social Services.*

*The authorized signer of this document certifies that the contractor (named below) and each of its principals (as defined by 45 CFR 76) are not suspended or debarred by the federal government.*

**In witness thereof, the parties below hereby execute this agreement.**

Authorized Signature for the Contractor:

*JANET THOMPSON* <sup>ACTING</sup> - Presiding Commissioner

Name and Title:

10/12/17

Date

Authorized Signature for the  
Department of Social Services

Date

## SUBGRANT AWARD REPORT (SAR)

1)	<b>Subgrant Organization Name:</b>	Boone County Prosecuting Attorney
	<b>Subgrant Organization Address:</b>	705 E. Walnut Street
	<b>Subgrant Organization City:</b>	Columbia
	<b>Subgrant Organization State:</b>	MO
	<b>Subgrant Organization Zip:</b>	65201
2)	<b>Point of Contact Name</b>	Bonnie Adkins
	<b>Point of Contact E-Mail Address</b>	badkins@boonecountymmo.org
	<b>Point of Contact Phone Number</b>	573-886-4112
3)	<b>Check the box that best describes the type of government, agency, or organization (A, B, and C) identified in question 1.</b>	
	<b>A.) Government Agencies Only: Which designation <u>best</u> describes this government agency (select one response)?</b>	
	<input type="checkbox"/>	Courts
	<input type="checkbox"/>	Juvenile justice
	<input type="checkbox"/>	Law enforcement
	<input checked="" type="checkbox"/>	Prosecutor
	<input type="checkbox"/>	Other government agency (describe below)

<b>B.) Nonprofit Organizations Only: Which designation <u>best</u> describes this government agency (select one response)?</b>	
<input type="checkbox"/>	Child abuse service organization (e.g., child advocacy center)
<input type="checkbox"/>	Coalition (e.g. state domestic violence or sexual assault coalition)
<input type="checkbox"/>	Domestic and family violence organization
<input type="checkbox"/>	Faith-based organization
<input type="checkbox"/>	Organization provides domestic and family violence and sexual assault services
<input type="checkbox"/>	Organization by and/or for underserved victims of crime (e.g., drunk driving, homicide, elder abuse)
<input type="checkbox"/>	Sexual assault services organization (e.g., rape crisis center)
<input type="checkbox"/>	Multiservice agency
<input type="checkbox"/>	Other type of nonprofit organization serving victims of crime (describe below)

<b>C.) Campus Organizations Only:</b> Which designation <u>best</u> describes this campus organization (please select one response)?	
<input type="checkbox"/>	Campus-based victim services
<input type="checkbox"/>	Law enforcement
<input type="checkbox"/>	Physical or mental health service program
<input type="checkbox"/>	Other (describe below)

4) **Crime Victim Assistance (2016-2017 VOCA) Funds Awarded**

<b>Grant #:</b>	ER130180007
<b>Grant Amount:</b>	\$312,306.35
<b>Project start date:</b>	October 1, 2017
<b>Project end date:</b>	September 30, 2019

5) **Purpose of the VOCA Subaward (check all that apply)**

<input type="checkbox"/>	A.) Continue a VOCA-funded victim project funded in a previous year
<input checked="" type="checkbox"/>	B.) Expand or enhance an existing project not funded by VOCA in a previous year
<input type="checkbox"/>	C.) Start a new victim services project
<input type="checkbox"/>	D.) Start a new <b>Native American</b> victim services project
<input type="checkbox"/>	E.) Expand or enhance an existing <b>Native American</b> project

6) **Subgrant Agency Service Areas**

Instructions: List counties that cover the service area for this organization. The counties listed should match the counties listed in the organization's most recent VOCA application.

Counties	
----------	--

7) **Match Waiver**

Instructions: Check box to indicate a match waiver was submitted.

<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
--------------------------	------------	--------------------------	-----------

8) **Use of VOCA and VOCA Match Funds**

Instructions: For this subaward, check the category of service and subcategory that best identified the types of services or activities that will be provided by the VOCA-funded project, as described below. Note: Report only those program activities that will be implemented with VOCA funds. Do not report services offered by another agency. The selections in this section should match the information in the organization's most recent VOCA application. Check all that apply.

<b>A.) Information &amp; Referral</b>	
√	Information about the criminal justice process
√	Information about victim rights, how to obtain notifications, etc.
√	Referral to other victim service programs
√	Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address-confidentiality programs, etc.)

<b>B.) Personal Advocacy/Accompaniment</b>	
	Victim advocacy/accompaniment to emergency medical care
	Victim advocacy/accompaniment to medical forensic exam
√	Law enforcement interview advocacy/accompaniment
√	Individual advocacy (e.g., assistance in applying for public benefits, return of personal property or effects)
	Performance of medical forensic exam or interview, or medical evidence collection
	Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)
	Intervention with employer, creditor, landlord, or academic institution
	Child and/or dependent care assistance (includes coordination of services)
	Transportation assistance (includes coordination of services)
√	Interpreter Services

<b>C.) Emotional Support of Safety Services</b>	
√	Crisis intervention (in-person, includes safety planning, etc.)
	Hotline/crisis line counseling
	On-scene crisis response (e.g., community crisis response)
	Individual counseling
	Support groups (facilitate or peer)
	Other therapy (traditional, cultural, or alternative healing; art, writing, or play therapy; etc.)
	Emergency financial assistance (includes emergency loans and petty cash, payment for items such as food and/or clothing, changing windows and/or locks, taxis, prophylactic and nonprophylactic meds, durable medical equipment, etc.)

<b>D.) Shelter/Housing Services</b>	
	Emergency shelter or safe house
	Transitional housing
	Relocation assistance (includes assistance with obtaining housing)

<b>E.) Criminal/Civil Justice System Assistance</b>	
√	Notification of criminal justice events (case status, arrest, court proceedings, case disposition, release, etc.)
√	Victim impact statement assistance
√	Assistance with restitution (includes assistance in requesting and when collection efforts are not successful)
	Civil legal assistance in obtaining protection or restraining order
	Civil legal assistance with family law issues (e.g., custody, visitation, or support)
	Other emergency justice-related assistance
	Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)
√	Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and with victim/witness)
√	Law enforcement interview advocacy/accompaniment
√	Criminal advocacy/accompaniment
	Other legal advice and/or counsel

9.)

<b>Annual Funding Amounts</b>		
Annual funding amounts allocated to all victimization programs and/or services for the current fiscal year. Identify by source the amount of funds allocated to the victimization programs/services budget of the subgrantee agency. <b>Other Federal</b> includes all federal funding except the subaward amount reported in Question 4.		
<b>Information Requested</b>	<b>Response</b>	<b>Explanation</b>
Subaward Amount	\$312,306.35	<i>From Question 4</i>
State/territory		<i>Identify by source the amount of funds allocated to the victimization programs/services budget of the subgrantee agency.</i>
Local	\$360,562	
Other Federal	\$250,016.93 (VAWA) 2 year grant	<i>Includes all federal funding except the subaward amount reported in Question 4</i>

10.)

Paid Staff and Volunteers			
Information Requested	Response	Explanation	
Indicate the fiscal year of the subgrantee organization	January - December	<i>Oct - Sept</i> <i>July - June</i> <i>Other, please define</i>	
Total budget for all victimization programs/services for this subgrantee	\$672,868.35	<i>The amount reported is for the current fiscal year. Include the subaward amount reported in question 4.</i>	
Annual funding amounts allocated to all victimization programs and/or services for the current fiscal year	\$312,306.35 (2 Year Grant)	<i>VOCA Subaward Amount</i>	<i>Identify by source the amount of funds allocated to the victimization programs/services budget of the subgrantee agency.</i>  <i>Other Federal includes all federal funding except the subaward amount reported in Question 4.</i>
		<i>State/Territory</i>	
	\$360,562	<i>Local</i>	
	\$250,016.93 (VAWA) (2 Year Grant)	<i>Other Federal</i>	
		<i>Other Non-Federal</i>	
Total number of paid staff for all subgrantee victimization programs and/or services	2 FTE 1 PTE 3 FTE (VAWA Funded)	<i>Total number of paid full-time equivalent staff (FTE) for the current fiscal year</i>	
Number of FTE staff funded through this VOCA award (plus match) for subgrantee's victimization programs and/or services	3 FTE 1 PTE	<i>Total number of the VOCA funded staff by FTE for the current fiscal year</i>	
Number of volunteer hours supporting the work of this VOCA award (plus match) for subgrantee's victimization programs and/or services	3770	<i>Total count of hours to be worked by all volunteers supporting the work of this VOCA subaward plus match</i>	

**Exhibit # 1 (continued)**

(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)

**BOX C – Affidavit on File - Current Business Entity Status**

I certify that Boone County Prosecuting Attorney (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (contract) listing the contractor’s name and the contract signature page completed and signed by the contractor and the Department of Homeland Security – Verification Division
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of **Missouri State Agency** or **Public University\*** to Which Previous E-Verify Documentation Submitted:

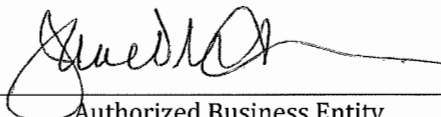
\_\_\_\_\_

\*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.

Date of Previous E-Verify Documentation Submission: \_\_\_\_\_

Previous **Bid/Contract Number** for Which Previous E-Verify Documentation Submitted: \_\_\_\_\_  
(if known)

*JANET THOMPSON* - <sup>ACTING</sup> **Presiding Commissioner**



Authorized Business Entity Representative’s Name  
(Please Print)

Authorized Business Entity  
Representative’s Signature

**173533**

**datwill@boonecountymo.org**

E-Verify contract Company ID Number

E-Mail Address

**Boone County Prosecuting Attorney**

**October 12, 2017**

Business Entity Name

Date

**FOR STATE USE ONLY**

Documentation Verification Completed By:

\_\_\_\_\_  
Buyer Date

## Exhibit #2 - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

### (BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, 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.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**Boone County Prosecuting Attorney**

Company Name

JANET THOMPSON

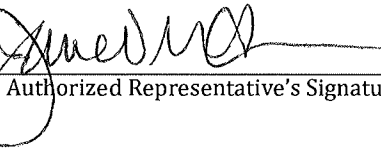
Authorized Representative's Printed Name

# 073755977

DUNS

ACTING  
Presiding Commissioner of Boone County

Authorized Representative's Title



Authorized Representative's Signature

October 12, 2017

Date

### Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall 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 DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.



### Exhibit #3: Federal Funding Accountability and Transparency Act (FFATA) Data Form

\*See instructions for additional information

Legal Business Name of Entity		<b>County of Boone, Missouri (Boone County Prosecuting Attorney)</b>			
Doing Business As (if different)					
Street Address		<b>801 East Walnut Street, Room 236</b>			
City	<b>Columbia</b>	State	<b>MO</b>	Zip Code + 4*	<b>65201</b>
DUNS Number*		<b>073755977</b>			
Parent Organization's DUNS Number*		<b>Same</b>			
Principal Place of Performance*		<b>705 East Walnut Street Columbia, MO Boone County Prosecuting Attorney - Boone County Courthouse</b>			
Contact Person's Name / Title		<b>Bonnie Adkins - Office Administrator</b>			
Contact Person Phone Number		<b>573-886-4112</b>			
Contact Person E-Mail		<b>badkins@boonecountymo.org</b>			

**Executive Compensation Information\***

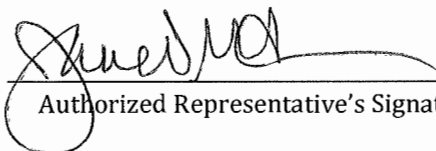
\*Complete this section if required. See instructions for additional information before completing.

Name	Amount
1. List the organization's top five most highly compensated executives for the preceding contractor fiscal year.	
2.	
3.	
4.	
5.	

**Certification:**

I attest the facts stated above are true and correct.

I understand the information provided will be reported by the Department of Social Services to the FFATA Subaward Reporting System (FSRS) and the information will be accessible to the public.

  
 \_\_\_\_\_  
 Authorized Representative's Signature

**JANET THOMPSON**  
 \_\_\_\_\_  
 Printed Name

**Presiding Commissioner** \_\_\_\_\_ **October 12, 2017**  
 Title Date

## **Instructions for Completing the FFATA Data Form**

### **Zip Code + 4**

This is the four digit zip code extension available at <http://zip4.usps.com/zip4/welcome.jsp>

### **DUNS Number**

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

DUNS Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants. See <http://fedgov.dnb.com/webform>

### **Parent Organization's DUNS Number**

Complete if applicable. This is typically used by large organizations with multiple facilities in several locations. The parent organization's number is number assigned to the headquarters for the operation.

### **Principal Place of Performance**

Complete if the primary place of performance is different than the address listed above.

### **Executive Compensation Information**

*Review the following questions to determine whether you are required to report executive compensation information.*

1. In your preceding completed fiscal year, did your business or organization receive:
  - a. 80 percent or more of its annual gross revenues from federal procurement contracts (and subcontracts), and federal financial assistance subject to the Transparency Act, as defined in 2 CFR 170.320; and
  - b. \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts), and federal financial assistance subject to the Transparency Act?

Yes       No

*Note: If the answer to either Question 1a or 1b is "No", your organization's compensation information is not required. Do not complete the Executive Compensation Information section of the FFATA Data Form.*

**Note: If the answer to both 1a and 1b is "Yes", proceed to Question 2.**

2. Does the public have access to the information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 [15 U.S.C. 78M(a), 78o(d)] or section 6104 of the Internal Revenue Code of 1986? (*To determine if the public has access to the compensation information, see the U.S. Securities and Exchange Commission's total compensation filings at <http://www.sec.gov/answers/excomp.htm>*)

Yes       No

*Note: If the answer to Question # 2 is "Yes", your organization's executive compensation information is not required.*

**Note: If the answer to Question #2 is "No", you are required to complete the Executive Compensation Information section of the FFATA Data Form.**

### **Definitions**

"Executive" means officers, managing partners, or any other employees in management positions.

"Total compensation" means the cash and non-cash dollar value earned by the executives during the preceding fiscal year and includes items such as salary, bonuses, stock awards, incentive plans, pension plans, deferred compensation, etc.

Additional information about reporting compensation is available at:

[https://www.frs.gov/documents/OMB Guidance on FFATA Subaward and Executive Compensation Reporting 08272010.pdf](https://www.frs.gov/documents/OMB%20Guidance%20on%20FFATA%20Subaward%20and%20Executive%20Compensation%20Reporting%2008272010.pdf)

TAXATION DIVISION  
P O BOX 3666  
JEFFERSON CITY MO 65105-3666



*Missouri*  
DEPARTMENT OF REVENUE

Telephone: (573) 751-9268  
Fax: (573) 522-1265  
E-mail: [taxclearance@dor.mo.gov](mailto:taxclearance@dor.mo.gov)

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COUNTY OF BOONE  
% BONNIE ADKINS  
705 E WALNUT STREET  
COLUMBIA MO 65201-4890

October 11, 2017

RE: MISSOURI TAX ID NUMBER: 12464848  
FEDERAL IDENTIFICATION NUMBER: 436000349

Dear SIR OR MADAM:

Thank you for contacting the Department of Revenue. This is in response to your request for a Vendor No Tax Due in accordance with House Bill 600, Section 34.040.7 RSMo.

Enclosed please find the requested Vendor No Tax Due.

If you require additional information, please feel free to contact us at the above address or telephone number.

TAXATION DIVISION

TF:DU3393

Enclosure

CBN045  
201728400300033

TAXATION DIVISION  
P O BOX 3666  
JEFFERSON CITY MO 65105-3666



*Missouri*  
DEPARTMENT OF REVENUE

Telephone: (573) 751-9268  
Fax: (573) 522-1265  
E-mail: taxclearance@dor.mo.gov

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## VENDOR NO TAX DUE

COUNTY OF BOONE  
801 E WALNUT STREET ROOM 236  
COLUMBIA MO 65201

DATE ISSUED: OCTOBER 11, 2017

MISSOURI TAX ID NUMBER: 12464848  
FEDERAL IDENTIFICATION NUMBER: 436000349

The Missouri Department of Revenue certifies that based on the information provided the above listed taxpayer/vendor and its disclosed affiliates do not sell taxable tangible personal property or provide taxable services in the State of Missouri. As a result, the above vendor and its disclosed affiliates are in compliance with Section 34.040.7, RSMo.

This statement does not limit the authority of the Director of Revenue to assess and/or collect liabilities under appeal or that become known to the Department as a result of audit or determination of successor liability.

This certificate will remain valid until such time as the business activity changes. Please note that any change in or deviation from the operation of this business as originally described will render this letter inapplicable.

DIRECTOR OF REVENUE OR DELEGATE  
STATE OF MISSOURI

BY:

A handwritten signature in black ink that reads "Esta Zaring".

Esta Zaring  
Administrator, Business Tax

TF:DU3393

CBN045  
201728400300033

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

October Session of the October Adjourned

Term. 20 17

County of Boone

In the County Commission of said county, on the

17th

day of

October

20

17

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

Now on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Tuesday, October 17, 2017, at 3:00 p.m. The meeting will be held in the Conference Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by RSMo 610.021(2), to discuss the leasing, purchase, or sale of real estate by a public government body where public knowledge of the transaction might adversely affect the legal consideration therefore.

Done this 17th day of October, 2017.

ATTEST:

Taylor W. Burks  
Taylor W. Burks  
Clerk of the County Commission

Absent

Daniel K. Atwill  
Presiding Commissioner

Fred J. Parry  
Fred J. Parry  
District I Commissioner

Janet M. Thompson  
Janet M. Thompson  
Acting Presiding Commissioner

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

October Session of the October Adjourned

Term. 20 17

County of Boone

In the County Commission of said county, on the

17th

day of

October

20 17

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

Now on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Tuesday, October 24, 2017, at 2:00 p.m. The meeting will be held in the Conference Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by RSMo 610.021(1), to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

Done this 17th day of October, 2017.

ATTEST:

Taylor W. Burks  
Taylor W. Burks  
Clerk of the County Commission

Absent

Daniel K. Atwill  
Presiding Commissioner

Fred J. Parry  
Fred J. Parry  
District I Commissioner

Janet M. Thompson  
Janet M. Thompson  
Acting Presiding Commissioner