

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

January Session of the January Adjourned

Term. 20 20


In the County Commission of said county, on the 23rd day of January 20 20


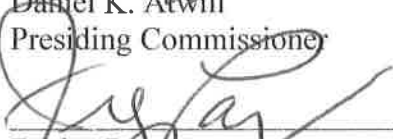
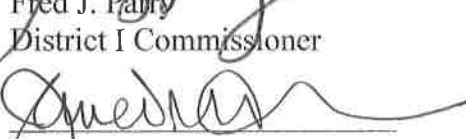
the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the acceptance of the attached Violence Against Women Act (VAWA) Grant for the period of January 1, 2020 through December 31, 2021.

Done this 23rd day of January 2020.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner

Fred J. Parry
District I Commissioner

Janet M. Thompson
District II 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

January 23, 2020

TO: Commissioner Atwill
Commissioner Parry
Commissioner Thompson

FROM: Boone County Prosecuting Attorney's Office

RE: 2020/2021 Violence Against Women Act (VAWA) Grant Acceptance

We are requesting your approval to accept the grant award for our Violence Against Women Act grant through the Department of Public Safety.

We have been receiving grant funds through VAWA since 1998 and we served over 1400 victims of domestic violence in 2019.

Our grant award includes continued funding for part of the salary of two assistant prosecuting attorneys dedicated to domestic violence, funding for the full salary and benefits for a new assistant prosecuting attorney and the salary for a part-time non-benefited investigator. In addition, there is funding for desks for both positions and dues, conference expenses and Westlaw for the assistant prosecuting attorney.

We will need to do some modifications to our office to provide space for the assistant prosecuting attorney, but we must accept the grant funds before we will have an estimate for the construction. Renovations and construction are not allowable expenses under this grant. We have consulted with Doug Coley and he estimates the cost to be around \$13,200.00 to convert the file room into an office. Doug is working on a written estimate from PC&E, our Term & Supply contractor. We used part of our file room in the beginning of 2018 to create an office and budgeted \$12,000.00 at that time. The \$13,200 estimate includes the cost to remove the rolling files that are currently in the file room. Facilities Maintenance was able to do the work in 2018 but they no longer have the staff to do projects like this.

This is a 2-year grant cycle – January 1, 2020 through December 31, 2021. There is a 25% matching requirement. The federal share is \$ 342,524.40 and the local match is \$ 114,800.60. The matching funds for the existing grant-funded assistant prosecutors are provided by the General Fund and we will use the salary of an existing Boone County funded domestic violence assistant prosecutor for the matching funds for the new positions.

Thank you for your consideration of this request.

Missouri Department of Public Safety

Application

108276 - 2020 STOP VAWA Funding Opportunity

108289 - Domestic Violence Enforcement Unit

STOP Violence Against Women Grant (VAWA)

Status: Correcting
Submitted Date: 11/06/2019 8:34 AM

Primary Contact

Name: *	Office Administrator	Bonnie	Adkins
	<small>Title</small>	<small>First Name</small>	<small>Last Name</small>
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
	<small>City</small>	<small>State/Province</small>	<small>Postal Code/Zip</small>
Phone: *	573-886-4112		Ext.
Fax:	573-886-4148		

Organization Information

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

SAM/CCR CAGE Code: 4SWR3 08/04/2020
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.

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

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).

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

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.

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

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

Project Summary

Application Type: Expand/Enhance an Existing Project
Current Subaward Number(s): 2018-VAWA-10
Program Category: Domestic Violence 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 DV prosecutors will interview victims, allow them to express their wishes about the case outcome & attempt to prosecute even the cases in which the victim is unable to participate. The proposed new DV investigator will investigate DV cases by interviewing victims and witnesses and assisting in the development plan for prosecuting domestic violence cases.

Program Income Generated: No

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.

According to the 2019 Fact Book published by (REDI) Regional Economic Development, Inc., the following demographics describe Boone County as of the end of 2017.

Boone County Age Breakdown:

5-9 Years 5.6%
10-14 Years 5.6%
15-19 Years 8.3%
20-24 Years 15.2%
25-39 Years 21.3%
40-44 Years 5.5%
45-49 Years 5.3%
50-54 Years 5.7%
55-59 Years 5.4%
60-64 Years 5.3%
65-84 Years 9.8%
>85 1.2%

Boone County Gender:

Male 84,812
Female 89,777

**Source: American Community Survey, 5-Year Estimates 2017*

County & City Population:

Boone County

2000 135,454
2017 178,271

City of Columbia

2000 87,752
2017 121,717

**Source: U.S. Census Bureau, 2017 Population Estimates*

Boone County Populations:

Columbia 121,717
Ashland 3,707
Centralia 4,027
Hallsville 1,491

**Source: U.S. Census Bureau 2017 Population Estimates*

With the prosperity and growth of our community since the year 2000 there has been a dramatic increase in crime in Boone County, particularly in violent crimes, including domestic violence.

LAW ENFORCEMENT: DOMESTIC VIOLENCE INCIDENTS

	2017	2018	2019
MSHP	1696	1366	Not Available
BCSD	345	253	269

FELONIES AND MISDEMEANORS FILED:

Year	2000	2017	2018	2019 (Estimate)
Misdemeanor	3714	4826	5761	6560
Felony	1102	1670	1836	2050
Total	4816	6496	7597	8610

Our caseload has almost doubled over the past twenty years. Not only have the number of both felony and misdemeanor cases increased, but the severity of felony crimes and domestic violence related offenses has escalated. Specifically, there has been an increase in the number of homicide, assault, robbery, burglary, and gang/gun-related crimes. We currently have twenty-nine (29) pending homicide cases, an all-time record in Boone County. Five (5) of the homicide cases involve a female victim, almost one-third (1/3) of all pending homicide cases.

DOMESTIC VIOLENCE/SEXUAL ASSAULT OFFENSES:

2017	2018	2019 Estimate
1216	1301	1431

Not only homicide cases, but all types of domestic violence offenses against women are on the rise. The Boone County Prosecuting Attorney's Office currently handles more than 4000 victim-related offenses per year and 15-20% of those cases involve domestic violence against women. The number of DV related offenses have increased by 7% from 2017 to 2018 and are projected to increase by 10% from 2018 to 2019. Certainly, these figures indicate the ongoing need for a coordinated response to violence against women in Boone County. These increasing numbers for domestic violence and serious felony crimes clearly illustrate our need for additional personnel to handle domestic violence. Each of our assistant prosecuting attorneys, including our domestic violence prosecuting attorneys handle around four-hundred (400) cases per person. With the record number of homicide cases in Boone County all of our assistant prosecuting attorneys are handling homicide cases, including our domestic violence assistant prosecuting attorneys. Traditionally, only the elected prosecutor and very experienced assistant prosecuting attorneys handled the homicide cases.

Serious felony cases are much more complicated and require more investigative time than many of our other cases. That puts an additional burden not only on the domestic violence assistant prosecutors, but on our investigators as well. Digital evidence has also had a major impact on both our prosecutors and investigators. It takes many hours to look through bodycams, video evidence and listen to jail calls. Our investigators prepare video and audio clips from digital evidence to be used in trial. They also copy digital evidence to be disclosed to the defense. We are projected to file over eight-thousand cases in 2020 which will place an undue burden not only on our assistant prosecuting attorneys, including our domestic violence prosecutors, but also on our investigators. At this time we don't have any of our investigators dedicated to violence against women. We currently have three (3) investigators to handle all of our cases and currently four-thousand (4000) of those

cases are victim related. Adding an investigator to handle domestic violence cases will not only reduce the investigator caseload but will increase our ability to give a timely and specialized response to victims of domestic violence in Boone County. With our current caseload and increasing demands with digital evidence, our domestic violence victims are not getting the attention they would get if we have a dedicated domestic violence investigator. Even if we are successful in obtaining VAWA grant funds for a domestic violence investigator, there will be a need for our other investigators to continue to assist with domestic violence cases. We've added two assistant prosecuting attorneys in the past five years but we have not added any new investigators since 2009. In 2009 we received Recovery Act funds for a domestic violence investigator but those funds expired and we haven't had an investigator dedicated to domestic violence for ten (10) years.

The growing number of domestic violence offenses in Boone County necessitated a shift in our overall caseload assignment. According to the Missouri State Highway Patrol Statistical Analysis Center, there were 1,696 domestic violence incidents responded to in 2017 and 1,366 domestic violence incidents in 2018. In 2019 we divided our domestic violence caseload between three attorneys instead of the two grant-funded attorneys in an effort to better serve victims of domestic violence. Adding a fourth assistant prosecuting attorney to handle domestic violence cases will help reduce the caseload of each DV prosecutor by an average of fifty (50) cases, allowing them additional time to work with each domestic violence victim. It is critical to have sufficient staff to handle this escalating domestic violence and violent crime in Boone County.

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 power of the justice system can be especially effective at preventing further criminal behavior when it utilizes a coordinated, specialized, and timely response to domestic violence. Implementation of Boone County's domestic violence docket has further necessitated coordination among service providers. Shortened bond returns (10 days) require more rapid, 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 is projected to receive law enforcement referrals for more than fourteen-hundred (1400) domestic violence offenses in 2019. Traditionally, 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.

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.

Our 2020/2021 VAWA grant request is to continue the funding for two assistant prosecuting attorneys and for an additional assistant prosecuting attorney and investigator dedicated to domestic violence. The current assistant prosecuting attorney positions as well as the requested new positions are critical to providing sufficient resources to serve victims of domestic and sexual violence in Boone County. We have had an increase in serious felony crimes and homicides in Boone County, and having sufficient personnel to handle the growing number of serious crimes is imperative.

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. These cases include: misdemeanor and felony domestic violence, harassment, stalking, violation of orders of protection, burglary, property damage and sexual assault or misconduct. The assistant prosecutors have ten working days to make a filing or charging decision. Domestic violence cases are reviewed within twenty-four hours of receipt from a referring law enforcement agency and contact is made with the victim as soon as possible in all felony and misdemeanor cases. Our new investigator will contact the victim to assess safety/support, solicit input, and discuss expectations. The investigator will attempt to schedule a face-to-face meeting between the victim and DV prosecutor. In misdemeanor cases, a victim specialist with our office will send a letter to the victim informing them of their rights and requesting follow up contact with the DV victim specialist, the DV investigator and one of the DV prosecutors. If time permits, the victim specialist and/or investigator will follow the felony protocol of contacting the victim by phone which seems to increase the likelihood of victim participation.

After a filing decision has been made, the assistant prosecutor, the investigator or a victim specialist will contact the crime victim again 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. A range of punishment option is 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, the DV investigator and one of our victim specialists will 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, the DV investigator and one of our victim specialists will 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 justice 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 who 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 only accessible to paid staff or

authorized volunteers. The Boone County Prosecuting Attorney's office uses 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. Coordination and communication with other service providers is active, ongoing and occurs on a daily basis.

Timely communication between first responders and members of the Boone County Prosecuting Attorney's office DOVE unit is critical in ensuring victims' safety, anticipating victims' needs/expectations, and holding domestic and sexual violence offenders accountable. Members of law enforcement and True North (local advocacy and shelter program) contact the DOVE unit members on a daily basis to coordinate service provision. Weekly DOVE unit investigative meetings are held at the Boone County Prosecutor's Office and include DOVE detectives from the Columbia Police Department and the Boone County Sheriff's Department, our DOVE assistant prosecutors, our victim specialists and the True North Women's Shelter advocate. In the weekly meetings they talk about specific cases, filing decisions, reports, investigations and the need for additional interviews with domestic violence victims. They review service provision protocols for battered women to coordinate services for victims in active criminal investigations and prosecutions. Our DOVE Unit is also part of the Coordinated Community Response Team (CCRT) and includes the Boone County Prosecuting Attorney's Office DV prosecutors and victim specialists, Columbia Police Department DOVE detectives, the Boone County Sheriff's Department DOVE detective, Probation & Parole, batterer's intervention program staff, the public defender, True North Women's Shelter advocate, Associate Circuit Court Judge Shaw, and the 13th Judicial Circuit's Domestic Assault Court Coordinator. The CCRT meetings are held quarterly and they discuss big picture issues and they work together to resolve those issues between all the agencies. They have had speakers from MCADSV, Deaf-LEAD, and other local community service providers.

Members of the DOVE Unit play a vital role in the continued coordination of victims services through training and

ongoing education. Members of the DOVE Unit participate in annual collaborative training for local law enforcement. In addition, DOVE Unit members participate in volunteer training at True North as well as training for the Sexual Assault Nurse Examiner (SANE) programs at local hospitals, law enforcement agencies, psychiatric facilities, True North Women's Shelter, the University of Missouri, and other counseling and social service organizations.

Coordination of Services

Coordination of Services

Outline how your agency will coordinate the activities of this project with other service providers, law enforcement agencies, prosecuting attorney's offices, courts and other agencies in your community. Other services may not necessarily be the same as offered by your project.

Explain how the services to be offered by this project will complement other activities and services already in place in your community. Do not merely state who you coordinate with; provide an explanation of specific activities!

Coordination efforts should be supported by, and tie back to, submitted letters of collaboration and/or MOU's.

Please note that this is a required component to receiving VAWA funds.

The Boone County Prosecuting Attorney's Office hosts a weekly DOVE unit investigative meeting which includes our DV assistant prosecuting attorneys and victim specialists, detectives from the Columbia Police Department and the Boone County Sheriff's Department as well as True North Women's Shelter staff to talk about specific cases and filing decisions. They also discuss the need for additional interviews with victims, reports and investigations. As discussed in the Type of Program, our DOVE unit assistant prosecutors are part of the Coordinated Community Response Team (CCRT) that meets quarterly and includes community service agencies that are involved in domestic violence type crimes in Boone County. CCRT team members include our DV assistant prosecutors and victim specialists, 13th Judicial Associate Circuit Judge Shaw, public defender representatives, True North staff, batterer intervention program staff and the 13th Judicial Circuit Domestic Assault Court Coordinator. The CCRT focuses on big picture issues and they work together to resolve any issues there are between agencies. Trauma-informed service delivery in pending domestic violence cases is discussed at each of the meetings.

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 Domestic Violence Unit Protocols/MOU is attached to this application.

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 including the Boone County Prosecuting Attorney's Office and administrative staff as well as members of the Coordinated Community Response Team. Victim-related 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 are not only reviewed and discussed during the application process, but are reviewed and discussed on a weekly and monthly basis to ensure that the DOVE unit as a whole follows the core assumptions and values of the victim services movement. The Boone County Prosecuting Attorney's Office victim specialists also performed a final review of the application to verify that all the information is accurate and follows the DOVE unit's protocol for service to victims of domestic violence in Boone County. Violence against women poses unique challenges and requires a coordinated specialized response from the justice system.

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 serving more than 2800 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 our Domestic Violence Enforcement Unit (DOVE Unit).

Year DV Victims Served

2017	1216
2018	1301
2019	1193 through 10/27/19
2020	1430 (projected)
2021	1450 (projected 10% increase from 2020-2021)

Goals and Objectives

Type of Service

Objective

Objectives Percentage (%)

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 betterers accountable while continuing to strengthen services to victims of domestic violence, sexual violence and dating violence.

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. The elected prosecutor, the project manager, the assistant prosecuting attorneys handling domestic violence cases, their assigned advocate and the DV investigator will review and evaluate surveys as they are received. The surveys will be reviewed annually as well and feedback will be taken into account throughout the grant cycle.

During the two-year grant cycle, victim services surveys will be mailed to all identified victims of domestic violence 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' data to help evaluate our services to victims of crime in Boone County. A copy of the survey in English and Spanish is attached to this application.

Our objectives will be evaluated as follows:

Objective #1 - 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 information about the criminal justice system process and their individualized case. We consistently experience a very low rate of return on our surveys. In an effort to gain feedback, the DV assistant prosecutors 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 #2 - 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 information about community resources. Victims of domestic violence are very hesitant to fill out and return surveys, resulting in a very low rate of return. The DV assistant prosecutors 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 available community resources.

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 (i.e. type of service provided, including demographic data for all domestic violence victims served by our DV assistant prosecutors and our DV investigator and review them annually. We will also collaborate with our DOVE Unit partners at our quarterly and weekly meetings, reviewing cases and outcomes in an effort to further evaluate and improve our services to victims of domestic violence in Boone County.

Report of Success

Measurable Objectives

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

VAWA Outcomes

During the two-year grant cycle from January 1, 2018 through October 27, 2019 the DV prosecutors served 2494 victims of domestic violence. 100% of those victims have 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%. Surveys were also sent to 100% of the DV victims and fifty-five surveys were returned to our office. Thirty-six victims (65.46%) stated that they received information about the criminal justice process and their individual case from our office, twelve stated they did not receive any information and six did not respond to the question or said it was not applicable. The DV assistant prosecutors, through verbal communication, verified that each victim they worked with received information about the criminal justice process. Getting victims to fill out and return surveys to our office is an on-going challenge. We will continue to strive to meet our goal of 90%.

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

During the two-year grant cycle from January 1, 2018 through October 26, 2019 the DV assistant prosecutors served 2494 victims of domestic violence. Surveys were sent to 100% of the victims and fifty-five surveys were returned to our office. Twenty-four victims (46.64%) stated that they received information on available community resources; twenty-three victims stated that they didn't receive any information, and six victims didn't answer the question or said it was not applicable. The DV assistant prosecutors through verbal communication verified that those victims needing referrals to community resources were provided that information. 90% will continue to be our goal.

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
Heather Richenberger (2020)	Assistant Prosecuting Attorney	Retained	FT	\$2,500.00	26.0	75.0	\$48,750.00	25.0	\$12,187.50	\$36,562.50
Heather Richenberger (2021)	Assistant Prosecuting Attorney	Retained	FT	\$2,575.00	26.0	75.0	\$50,212.50	25.0	\$12,553.13	\$37,659.38
Kristin Mengwaser (2020)	Assistant Prosecuting Attorney	Retained	FT	\$2,572.00	26.0	75.0	\$50,154.00	25.0	\$12,538.50	\$37,615.50
Kristin Mengwaser (2021)	Assistant Prosecuting Attorney	Retained	FT	\$2,650.00	26.0	75.0	\$51,675.00	25.0	\$12,918.75	\$38,756.25
Nicholas Komoroski - Match (2020)	Assistant Prosecuting Attorney II	Retained	FT	\$2,720.00	26.0	45.0	\$31,824.00	100.0	\$31,824.00	\$0.00

Nicholas Komoroski - Match (2021)	Assistant Prosecuting Attorney II	Retained	FT	\$2,801.60	26.0	45.0	\$32,778.72	100.0	\$32,778.72	\$0.00
To Be Hired (2020)	DV Investigator	Created	PT	\$1,094.40	14.0	100.0	\$15,321.60	0	\$0.00	\$15,321.60
To Be Hired (2020)	Assistant Prosecuting Attorney II	Created	FT	\$2,393.60	14.0	100.0	\$33,510.40	0	\$0.00	\$33,510.40
To Be Hired (2021)	DV Investigator	Created	PT	\$1,127.23	26.0	100.0	\$29,307.98	0	\$0.00	\$29,307.98
To Be Hired (2021)	Assistant Prosecuting Attorney II	Created	FT	\$2,465.41	26.0	100.0	\$64,100.66	0	\$0.00	\$64,100.66
							\$407,634.86		\$114,800.60	\$292,834.27

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 continued funding for two domestic violence assistant prosecuting attorneys, Heather Richenberger and Kristin Mengwasser as well as an additional assistant prosecuting attorney and part time investigator dedicated to working with victims of domestic violence in Boone County.

Assistant prosecuting attorney Heather Richenberger's 2020 salary will be \$65,000. A 3% merit increase is factored in for 2020 and again in 2021 when her estimated salary will be \$66,950. Heather received her Juris Doctorate in 2001 from the University of Missouri School of Law - Columbia. She has been an assistant prosecuting attorney with our office since January 2020. Prior to working at the Boone County Prosecuting Attorney's Office, she was a judicial law clerk to the Honorable Matt J. Whitworth for the United States District Court for the Western District of Missouri.

Assistant prosecuting attorney Kristin Mengwasser's 2020 salary will be \$66,872.00. A 3% merit increase was factored in for 2020 and again in 2021 when her estimated salary will be \$68,878.16. Kristin received her Juris Doctorate in May 2009. She has been an assistant prosecuting attorney in our office since October 2018. Prior to working in our office Kristin was an assistant prosecuting attorney with the Cole County Prosecutor's Office for four years.

Nicholas Komoroski's salary will be used as the matching funds for this grant request. His estimated 2020 salary will be \$70,720, and his estimated 2021 salary will be \$72,841.60. A 3% merit increase was factored in for 2020 and 2021. Nick works 80% of his time on domestic violence, and Boone County pays his full salary and benefits. Nick received his Juris Doctorate from the University of Missouri School of Law - Columbia in 2003. Prior to working at the Boone County Prosecuting Attorney's Office, he was an Assistant Attorney General - Litigation Division for the Missouri Attorney General's Office.

We are requesting funds for a new domestic violence assistant prosecuting attorney and new domestic violence investigator dedicated to working on domestic violence cases. As of this date there are twenty-nine (29) pending homicide cases, an all-time record in Boone County and five (5) of those homicide cases involve a female victim. We currently have fifteen (15) assistant prosecuting attorneys and each prosecutor is handling two (2) homicide cases. Each prosecuting attorney has an average of four-hundred (400) cases including their homicide cases. Having an additional DV assistant prosecuting attorney and DV investigator will allow us to give victims of domestic violence more individual attention by further dividing up the caseload.

The new DV assistant prosecuting attorney will represent the State of Missouri in criminal prosecution of domestic violence cases in Boone County. They will conduct factual and legal analysis of domestic violence reports submitted by law enforcement to determine what charges should be filed based on the facts and the law. From here, the DV assistant prosecuting attorney will prepare domestic violence cases for trial and other hearings and present evidence in a court of law. They will also be responsible for writing briefs in domestic violence appeals and trial briefs and will manage a domestic violence caseload consisting of pending criminal actions with objectives to ensure that resolution is obtained and secured. With the increasing level of domestic violence in Boone County, we changed our caseload by dividing up the domestic violence cases between the two (2) grant-funded assistant prosecutors and a third (3rd) Boone County funded domestic violence assistant prosecuting attorney that we are using for match in this grant application. We now have three (3) assistant prosecuting

attorneys dedicated to domestic violence cases and we are projected to handle more than fourteen-hundred (1400) domestic violence offenses in 2019. Having an additional prosecutor will allow us to reduce the caseload of the DV prosecutors by over fifty (50) cases each.

Currently, our office has three investigators whose time is divided between all current fifteen (15) prosecuting attorney's. With the addition of a new DV investigator we will be able to have an investigator who is able to dedicate all of his or her time to domestic violence cases. The new DV investigator will assist in the development plan for prosecuting violence against women cases. He or she will interview witnesses and victims in preparation for court testimony and will prepare reports based on those interviews. The new DV investigator will be responsible for retrieving evidence from various Boone County law enforcement agencies for trials and hearings and will be responsible for maintaining security of those items. We have added prosecuting attorneys over the past five years, but we have not added any investigators since 2009. With the escalation of the number of serious felony and domestic violence related cases, the burden on our investigators and prosecuting attorneys is becoming overwhelming.

Personnel Benefits

Category	Item	Salary/Premium	Percentage/# of Periods	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
CERF	CERF Retirement - Asst Pros Atty (2020&2021)	\$97,611.06	0.02	100.0	\$1,952.22	0	\$0.00	\$1,952.22
Dental Insurance	Dental Insurance- DV Asst Prosecuting Attorney (2020)	\$35.00	7.0	100.0	\$245.00	0	\$0.00	\$245.00
Dental Insurance	Dental Insurance- DV Asst Prosecuting Attorney (2021)	\$36.75	12.0	100.0	\$441.00	0	\$0.00	\$441.00

Disability Insurance	Disability Insurance DV Asst Prosecuting Attorney (2020&2021)	\$97,611.06	0.02	100.0	\$1,952.22	0	\$0.00	\$1,952.22
FICA/Medicare	FICA/Medicare-Asst Pros Attorney (2020 and 2021)	\$97,611.06	0.0765	100.0	\$7,467.25	0	\$0.00	\$7,467.25
FICA/Medicare	FICA/Medicare-Investigator (2020 and 2021)	\$44,629.58	0.0765	100.0	\$3,414.16	0	\$0.00	\$3,414.16
Life Insurance	Life Insurance - DV Asst Prosecuting Attorney (2020)	\$6.00	7.0	100.0	\$42.00	0	\$0.00	\$42.00
Life Insurance	Life Insurance - DV Asst Prosecuting Attorney (2021)	\$6.30	12.0	100.0	\$75.60	0	\$0.00	\$75.60
Medical Insurance	Medical Insurance-Asst Prosecuting Attorney (2020)	\$476.00	7.0	100.0	\$3,332.00	0	\$0.00	\$3,332.00
Medical Insurance	Medical Insurance-Asst Prosecuting Attorney (2021)	\$500.00	12.0	100.0	\$6,000.00	0	\$0.00	\$6,000.00

	401A Match-DV Asst Prosecutin g Attorney (2020 & 2021)	\$25.00	40.0	100.0	\$1,000.00	0	\$0.00	\$1,000.00
Pension/R etirement								
	Workers Comp-DV Asst Prosecutin g Attorney (2020 and 2021)	\$97,611.06	0.0022	100.0	\$214.74	0	\$0.00	\$214.74
Workers Comp								
					\$26,136.19		\$0.00	\$26,136.19

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 a new DV assistant prosecuting. The benefits include FICA/Medicare, medical insurance, dental insurance, life insurance, long-term disability, 401A contribution, workers comp and CERF (County Employees Retirement Fund) pension plan.

Boone County contributes 2% of the 6% salary contribution requirement for employees choosing to be a part of the CERF pension plan. We are requesting reimbursement for that percentage for the DV assistant prosecuting attorney for seven months in 2020 and twelve months in 2021.

FICA and Medicare are federally-mandated costs for employers and therefore are included in this application. FICA is .0765% of salary. We are requesting funding for FICA/Medicare benefits for the new DV assistant prosecuting attorney and the new DV investigator. We are requesting FICA/Medicare reimbursement for both positions for seven months in 2020 and twelve months in 2021.

Workers Comp is also a required cost for employers and is .0022% of the salary for the new DV assistant prosecuting attorney. We are requesting reimbursement for that percentage for the DV assistant prosecuting attorney for seven months in 2020 and twelve months in 2021.

Providing medical insurance and dental insurance promotes healthy employees. Boone County offers several different medical plan choices. The estimate is based on the PPO medical insurance choice and a 5% cost of living increase is factored in for 2021. Medical insurance for 2020 will be \$5,712.00 per year. Factoring in the 5% increase for 2021, the cost will be \$6000.00. We are requesting reimbursement for medical insurance for the DV assistant prosecuting attorney for seven months in 2020 and twelve months in 2021.

Dental insurance for 2020 will be \$420.00 per year. Factoring in a 5% increase for 2021 the cost will be \$441.00. We are requesting reimbursement for dental insurance for the DV assistant prosecuting attorney for seven months in 2020 and twelve months in 2021.

Life insurance for 2020 will be \$72.00 per year. Factoring in a 5% increase for 2021 the cost will be \$76.00. Life insurance, long-term disability and retirement, as well as the health-related insurances are necessary tools to assist in retaining employees. We are requesting reimbursement for Life Insurance for the DV assistant prosecuting attorney for seven months in 2020 and twelve months in 2021.

Long-term disability is .0036% of the total salary.

Boone County offers a 401A matching plan. The matching amount is \$25.00 per pay period and there are 14 pay periods for 2020 and 26 for 2021 for the new DV assistant prosecuting attorney position.

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
			\$0.00

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).

Travel/Training

Item	Category	Unit Cost	Duration	Number	Total Cost	Local Match %	Local Match Share	Federal/State Share
MO Office of Prosecution Services Conference (2021)	Registration Fee	\$250.00	2.0	1.0	\$500.00	0	\$0.00	\$500.00
MO Office of Prosecution Services Conference (2021)	Meals	\$100.75	2.0	1.0	\$201.50	0	\$0.00	\$201.50
MO Office of Prosecution Services Conference (2021)	Lodging	\$206.00	2.0	1.0	\$412.00	0	\$0.00	\$412.00
					\$1,113.50		\$0.00	\$1,113.50

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.

We are requesting funding to send our new DV assistant prosecuting attorney to the MO Office of Prosecution Services conference. This conference is held twice a year. We are requesting funds for the DV assistant prosecuting attorney to attend both conferences in 2021. The request includes the cost of the registration, lodging and meals. This conference is attended by our elected prosecutor and all of assistant prosecutor's. It is a requirement that all prosecutor's maintain a certain number of CLE's (Continuing Legal Education hours) for their bar license and the MO Office of Prosecution Services Conference provides the required CLE's.

Equipment

Item	Description	Unit Cost	Quantity	Source of Bid	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
		\$0.00	0		0	\$0.00	0	\$0.00	\$0.00
		\$0.00	0		0	\$0.00	0	\$0.00	\$0.00
		\$0.00	0		0	\$0.00	0	\$0.00	\$0.00
Desk	Desk for DV Assistant Prosecuting Attorney and DV Investigator	\$3,200.00	2.0	Inside the Lines	100.0	\$6,400.00	0	\$0.00	\$6,400.00
Personal Computer	PC for DV Assistant Prosecuting Attorney and Investigator	\$1,000.00	2.0	Boone County I.T. Department	100.0	\$2,000.00	0	\$0.00	\$2,000.00
Printer	Color Printer for DV Investigator	\$1,200.00	1.0	Boone County I.T. Department	100.0	\$1,200.00	0	\$0.00	\$1,200.00
Scanner	Scanner for DV Investigator	\$1,200.00	1.0	Boone County I.T. Department	100.0	\$1,200.00	0	\$0.00	\$1,200.00

\$10,800.0
0

\$0.00 \$10,800.0
0

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 computer for our new DV assistant prosecuting attorney and investigator. We are also requesting a color printer, and a scanner for the investigator. Both positions require the basic tools that the other assistant prosecuting attorneys and investigators have in order to perform their jobs. Currently our assistant prosecuting attorneys do not have printers and scanners, but all of our investigators do. The investigators scan, edit, and print photos and other evidence that is required for investigation and trial and they need the appropriate hardware to complete these tasks. The cost estimates for computer equipment are provided by our Boone County I.T. Department.

We are requesting a desk for the new DV assistant prosecuting attorney and the new DV investigator. It will be necessary to convert one of our interview rooms into an office for the new DV assistant prosecuting attorney because there is no more office space available in the Boone County Prosecuting Attorney's Office. With our space shortage, the new DV investigator will sit in one of our intern cubicles. The cost estimate for the desks is provided by Inside the Lines, and a copy of the estimate is attached to this application.

Supplies/Operations

Item	Basis for Cost Estimate	Unit Cost	Quantity	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
Adobe Premiere Pro Editing Software License for Investigator	One-Time	\$370.00	1.0	100.0	\$370.00	0	\$0.00	\$370.00

Adobe Pro - Software License for DV Assistant Prosecutin g Attorney	One-Time	\$170.00	1.0	100.0	\$170.00	0	\$0.00	\$170.00
Dual Monitors for DV Assistant Prosecutin g Attorney and Investigat or	One-Time	\$400.00	4.0	100.0	\$1,600.00	0	\$0.00	\$1,600.00
Karpel - Yearly Technolog y Fee	Annual	\$65.00	4.0	100.0	\$260.00	0	\$0.00	\$260.00
Karpel License - DV Assistant Prosecutin g Attorney & Investigat or	One-Time	\$1,850.00	2.0	100.0	\$3,700.00	0	\$0.00	\$3,700.00
Karpel Yearly Maintenan ce Fee - DV Assistant Prosecutin g Attorney & Investigat or	Annual	\$450.00	4.0	100.0	\$1,800.00	0	\$0.00	\$1,800.00
Microsoft User CAL	One-Time	\$65.00	2.0	100.0	\$130.00	0	\$0.00	\$130.00

**MO
Associatio
n of
Prosecutin
g**

**Attorney's
Fee's
(2021) for
new DV
APA &
Investigat
or**

Annual	\$106.12	2.0	100.0	\$212.24	0	\$0.00	\$212.24
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**National
District
Attorney's
Associatio
n Fee's
(2021) for
new DV
Assistant
Prosecuto
r**

Annual	\$95.00	1.0	100.0	\$95.00	0	\$0.00	\$95.00
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**Office 365
Annual
Software
License -
DV APA &
Investigat
or**

Annual	\$215.00	4.0	100.0	\$860.00	0	\$0.00	\$860.00
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**Symantec
Antivirus
Maintenan
ce Fee -DV
Assistant
Prosecutin
g Attorney
&
Investigat
or**

Annual	\$21.00	4.0	100.0	\$84.00	0	\$0.00	\$84.00
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Symantec Antivirus Software License - DV								
Assistant Prosecuting Attorney & Investigator	One-Time	\$60.00	2.0	100.0	\$120.00	0	\$0.00	\$120.00
Westlaw Subscription for new DV Assistant Prosecutor (2020)								
Assistant Prosecutor (2020)	Monthly	\$105.60	7.0	100.0	\$739.20	0	\$0.00	\$739.20
Westlaw Subscription for new DV Assistant Prosecutor (2021)								
Assistant Prosecutor (2021)	Monthly	\$125.00	12.0	100.0	\$1,500.00	0	\$0.00	\$1,500.00
					\$11,640.44		\$0.00	\$11,640.44

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 DV assistant prosecuting attorney and investigator will need specific software licenses in order to perform their jobs. The cost for Adobe Premier Pro will be \$370.00 and the DV investigator will use it to view, edit, create, print and manage PDFs. The cost for Adobe Acrobat Pro will be \$170.00 and will be used by the DV assistant prosecuting attorney to view, create, print and redact sensitive victim information from documents that will be disclosed to the defense and filed with the Court. We are now paperless and E-File all our documents with the Court, and using Adobe Acrobat Pro is far more efficient when redacting information than redacting by hand. All Boone County staff members use Prosecutor by Karpel PBK case management system, Microsoft CAL, Office 365 and, Symantec Antivirus software to protect our electronic data. Each PBK license fee one-time cost will be \$1,850.00. PBK also requires a yearly maintenance fee and a yearly technology fee. The yearly cost for PBK maintenance will be \$450.00 per person per year for 2020 and 2021 and the yearly PBK technology fee will be \$65.00 per person per year for 2020 and 2021. The yearly cost for Office 365 will be \$215.00 and Microsoft User CAL will be \$65.00 per person per year for 2020 and 2021. Symantec Antivirus Software license one time fee will be \$60.00 per person and there is a \$21.00 maintenance fee per person per year for 2020 and 2021.

The new DV assistant prosecuting attorney will require access to Westlaw to perform necessary legal research, etc. The fee for 2020 is \$105.60 per month. We are requesting funding for 7 months for year 2020. We estimated in a price increase of 20% for 2021 giving a monthly fee of \$125.00 per month for 12 months.

The new DV assistant prosecuting attorney will be required to pay yearly dues for the MO Association of Prosecuting Attorney's and National District Association of Attorney's. We are requesting funds to cover these yearly dues for the new DV assistant prosecuting attorney. The new DV investigator is also required to pay yearly dues for the MO Association of Prosecuting Attorney's and we are requesting funds for those dues.

We are requesting dual monitors for our new DV assistant prosecuting attorney and new DV investigator. We are also requesting editing software for the investigator. Both positions require the basic tools that the other assistant prosecuting attorneys and investigators have in order to perform their jobs. Currently our assistant prosecuting attorneys do not have printers and scanners, but all of our investigators do. The investigators scan, edit, and print photos and other evidence that is required for investigation and trial and they need the appropriate software and hardware to complete these tasks. The cost estimates for computer equipment are provided by our Boone County I.T. Department.

Contractual

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

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.

Indirect Costs

Item	Project Indirect Costs Type	Indirect Rate	Total Indirect Costs	Local Match %	Local Match Share	Federal/State Share:
			\$0.00		\$0.00	\$0.00

Indirect Cost Justification

Total Budget

Total Federal/State Share:	\$342,524.40
Federal/State Share Percentage:	74.9%
Total Local Match Share:	\$114,800.60
Local Match Share Percentage:	25.1%
Total Project Cost:	\$457,325.00

VAWA Data Form

Budget Total: \$342,524.40

*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
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Prosecution:*	100.0%	\$342,524.40
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, Sexual Assault Services

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

Total Victims of Crime: 2880

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: 2880

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	\$342,524.40	
Sexual assault*	10.0%	\$34,252.44
Domestic violence/dating violence*	90.0%	\$308,271.96
Stalking*	0%	\$0.00
Total	100.0%	\$342,524.40
	(must equal 100%)	(must equal budget total 1)

Audit Requirements

Date last audit was completed: August 6, 2019
Date(s) covered by last audit: 01/01/2018-12/31/2018
Last audit performed by: RubinBrown LLP St. Louis, Missouri
Phone number of auditor: 314-290-3300
Date of next audit: 2020
Date(s) to be covered by next audit: 01/01/2019-12/31/2019
Next audit will be performed by: RubinBrown LLP St. Louis, Missouri

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: \$2,424,456.00

State Amount: \$2,593,791.00

Required Attachments

Attachment	Description	File Name	File Size	Type
A detailed copy of your agency's organizational chart (REQUIRED)	Organizational Chart VAWA 2020-2021	Organizational Chart VAWA 2020-2021.pdf	100.5 MB	pdf
Agency's Policies & Procedures relating to Internal Controls (REQUIRED)	Boone County Purchasing Policy Manual	Boone County Purchasing Policy Manual.pdf	100.5 MB	pdf
Job descriptions and last Pay Stub for personnel involved in this proposed project (REQUIRED)	VAWA Job Descriptions & Pay Stubs 2020-2021	VAWA Job Descriptions & Pay Stubs 2020-2021.pdf	100.5 MB	pdf
Your agency's profit/loss statement from the past two (2) years for your agency as a whole (if applicable)			100.5 MB	
Your Agency's Current Budget (REQUIRED)	Budget 2019	Budget 2019.pdf	100.5 MB	pdf
Your Agency's Previous Budget (REQUIRED)	Budget 2017 & 2018	Budget 2017 & 2018.pdf	100.5 MB	pdf
Board of Directors listing (if applicable)			100.5 MB	
Documentation of Nonprofit Status (if applicable)			100.5 MB	
Letters of Collaboration/MOU's (REQUIRED)	DOVE - Procedure & Protocols/Collaboration	DOVE Procedural Protocols - 2019 signed.pdf	100.5 MB	pdf
Copy of Contractual Agreement (if applicable)			100.5 MB	
Indirect Cost Rate documentation (if applicable)			100.5 MB	

<p>Agency's most recent financial audit, or financial statement (if audit is unavailable)(REQUIRED)</p>	<p>2018 Single Audit - Boone County, Missouri</p>	<p>2018 Single Audit Report - Boone County, Missouri.pdf</p>	<p>100.5 MB</p>	<p>pdf</p>
<p>Acknowledgement of Confidentiality and Privacy Provisions (REQUIRED)</p>	<p>Acknowledgement of Confidentiality & Privacy</p>	<p>Acknowledgement of Confidentiality and Privacy Provisions.pdf</p>	<p>100.5 MB</p>	<p>pdf</p>

Other Attachments

File Name	Description	File Size
Inside the Lines Estimate BC Prosecutor KI 700 Series L-Desk and Chairs - Grant Fund Request.pdf	Inside the Lines - Furniture Proposal for New DV Assistant Prosecutor & DV Investigator	68 KB
Victim Services Survey 2019 - English Version.pdf	Victim Services Survey 2019 - English Version	541 KB
Victim Services Survey 2019 - Spanish Version.pdf	Victim Services Survey 2019 - Spanish Version	420 KB

Self Evaluation Risk Assessment

Section 1: General Information

1. Is the applicant agency on the Federal Excluded Parties List? System for Award Management (SAM)IF APPLICANT IS ON THE LIST THEY ARE NOT ELIGIBLE FOR FUNDING. **No**
2. Is the applicant agency on the State Excluded Parties List? MO Vendors Suspension/Debarment List IF APPLICANT IF APPLICANT IS ON THE LIST THEY ARE NOT ELIGIBLE FOR FUNDING. **No**
3. Does the applicant agency have new personnel that will be working on this project? (New personnel is defined as working with this award type less than 12 months.) **Yes**

3(a) If answered yes on Q3, please indicate who the new personnel are and their position(s):

We are asking for an additional Asst Pros Atty and an investigator. These positions are to-be-hired.

4. Does the applicant agency have new fiscal or time accounting systems that will be used on this award?
(New systems are defined as a system that is less than 12 months old.)

Yes

4(a) If answered yes on Q4, please indicate the system name, date of change, and system purpose:

County has contracted for new HR/Finance software and expects to implement in 2021.

5. If the applicant agency is a previous subrecipient, have there been issues expending all grant funds during the subaward period (30% or more grant funds remaining at the end of the contract)?

No

5(a) If answered yes on Q5, please explain issues expending grant funds:

Other Direct Awards

6. Does the applicant agency receive other direct Federal/State awards? (Direct awards are those applied for and received directly; there is no intermediary/pass-through agency, such as DPS.)

No

6(a) If answered yes to Q6, please list direct Federal/State award(s) received:

Receive direct payments from various Federal Agency for Payments in Lieu of Taxes (PILT).

7. Has the applicant agency received any Federal/State monitoring on a direct award in the last fiscal year?

No

7(a) If answered yes to Q7, please list which direct Federal/State awards were monitored:

7(b) Were there any noncompliance findings during the Federal/State monitoring in the last fiscal year?

No

7(c) If answered yes to Q7(b), please discuss these findings:

Section 2: Audit

8. Did the applicant agency meet/exceed the \$750,000 threshold for Federal funds or \$375,000 threshold for State funds, requiring completion of an audit?

Yes

8(a) If answered yes on Q8, was a single audit completed?

Yes

9. Does the applicant agency have a completed audit that is less than 3 years old?

Yes

9(a) If answered yes on Q9, please list when the last audit was completed:

2019

10. Were there any findings, weaknesses, or deficiencies in the most recently completed agency audit?

No

10(a) If answered yes on Q10, please describe findings:

Agency Risk Assessment

Risk Assessment Completed By:

Daniel Atwill - Presiding Commissioner

Enter Name and Title

Date Risk Assessment Completed:

11/05/2019

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: **11/05/2019**

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:

2020-2021 VAWA Certified Assurances

I am aware that failure to comply with any of the Certified Assurances 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**

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

January Session of the January Adjourned

Term. 20 20

County of Boone

} ea.

In the County Commission of said county, on the

23rd

day of

January

20 20


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


Now on this day, the County Commission of the County of Boone does hereby approve the purchase of one (1) SaltDogg 2.5 Cu Yd Poly Spreader, as well as the disposal of one (1) 2011 Snow-Ex SP-8500 Material Spreader, fixed asset tag 18675, by the Boone County Road & Bridge Department.

It is further ordered the Presiding Commissioner is hereby authorized to sign the attached Request for Disposal Form.

Done this 23rd day of January 2020.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner


Fred J. Parry
District I Commissioner


Janet M. Thompson
District II Commissioner

Boone County Road & Bridge

Gregory P. Edington
Director
Maintenance Operations Division



5551 S Tom Bass Rd
Columbia, Missouri 65201-9711
(573) 449-8515 ext (226)
FAX (573) 875-1602
EMAIL: gedington@boonecountymo.org

Date: January 21, 2020
To: Commissioners
From: Greg Edington *GE*
Subject: Spreader replacement

During a January snow/ice event one of our small spreaders ceased to function. After careful inspection from our mechanics, the repair expenses would total approximately \$3,460. Some of the parts would not be available for 6-8 weeks. Considering the need for a working spreader and the excessive cost of repair, we recommend replacing the spreader. A new one, including shipping would be \$4999 and could arrive within a week of ordering.

If acceptable, we would like to dispose of the old spreader fixed asset tag # 18675 (see attached disposal form) and purchase a new spreader with cost savings in account 2040-92300. No budget revisions are anticipated from the purchase.

Thank you for your consideration.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

January Session of the January Adjourned

Term. 20 20

In the County Commission of said county, on the 23rd day of January 20 20


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 for Purchase of Services between Boone County and the City of Columbia for the Boone County Food Policy Council Strategic Opportunity Contract.

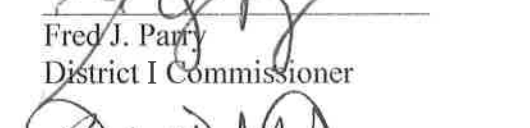
Terms of the agreement are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Agreement.

Done this 23rd day of January 2020.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner

Fred J. Parry
District I Commissioner

Janet M. Thompson
District II Commissioner



AGREEMENT FOR PURCHASE OF SERVICES
Strategic Opportunity Contract
Boone County Food Policy Council

THIS AGREEMENT dated the 23 day of January, 20~~19~~²⁰ is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, hereinafter called "County" and **City of Columbia** a tax-exempt, not organized for profit organization or governmental entity, hereinafter referred to as **City of Columbia**.

WHEREAS, as part of an amendment to the lease agreement dated December 27, 2006, between Boone County Hospital and Barnes Jewish Christian, the County of Boone receives \$500,000 annually for the purposes of addressing community health needs, as determined by the Boone County Commission.

WHEREAS, the County desires to support the greatest possible level of independence and self-sufficiency of Boone County residents by promoting their physical, mental, and social well-being to cultivate a safe and healthy community.

WHEREAS, City of Columbia has submitted a complete Strategic Opportunity application to the County detailing the services and other supports to be provided along with the expected cost to City of Columbia thereof; and

WHEREAS, the County has approved the Strategic Opportunity application in whole or in part as hereinafter set forth.

IN CONSIDERATION of the parties' performance of the respective obligations contained herein, the parties agree as follows:

FUNDING ALLOCATION FOR SERVICES RENDERED BY CITY OF COLUMBIA

City of Columbia is expected to the greatest extent possible to maximize funding from all other sources. City of Columbia shall periodically, upon request, furnish to the County information as to its efforts to obtain such other sources of funding. City of Columbia shall only request reimbursement for services not reimbursable by any other source. City of Columbia shall not invoice the County for units of service invoiced to another funding source. City of Columbia shall provide documentation and assurance to the County that requests for

reimbursement from the Community Health Fund (CHF) is not a duplication of reimbursement from any other source of funding.

1. **Contract Documents.** This agreement shall consist of the Strategic Opportunity application for the **Boone County Food Policy Council** referenced in the City of Columbia's application. This document shall constitute the contract documents, which are attached hereto and incorporated herein for reference. In the event of conflict between any of the foregoing documents, the terms, conditions, provisions, and requirements contained in this Agreement shall prevail and control over City of Columbia's Proposal, Request for Clarification, and responses to Requests for Clarification.

2. **Purchase.** The County agrees to purchase from City of Columbia and City of Columbia agrees to furnish the **Boone County Food Policy Council** for Boone County residents, as described and in compliance with the Strategic Opportunity Proposal Application and as presented in City of Columbia's response. Services/deliverables shall be provided as outlined in the attached proposal response(s). The total allowable compensation under this agreement shall not exceed **\$30,000.00** unless compensation for specific identified additional services is authorized and approved by the County in writing in advance of rendition of such services for which additional compensation is requested. The following additional terms and conditions shall apply:

a. City of Columbia shall develop a Food Policy Plan that aligns with the Boone County Food Policy Council's mission "to advocate for Boone County's local food system and promote equitable food policies that positively impact the nutritional, economic, social, environmental, and human health of Boone County."

b. City of Columbia shall strategically engage residents and stakeholders from rural Boone County communities, in addition to those who reside in the City of Columbia.

c. City of Columbia shall develop and promote educational materials to educate stakeholders and community members. Educational materials shall feature the Food Policy Plan and how food policy impacts health.

d. City of Columbia shall communicate and share the Food Policy Plan with Boone County Community Services Department and County elected officials.

3. **Contract Duration.** This agreement shall commence on the date of contract execution and extend through December 31, 2020 subject to the provisions for termination specified below. City of Columbia agrees and understands that the County may require supplemental information to be submitted at the request of the County.

4. **Billing and Payment.** For the Boone County Food Policy Council contract, payments will be made in three (3) installments, 33% of the contracted amount, within 30 days of the execution of the contract, 33% of the contracted amount within 30 days of the completion and approval of the 2020 mid-year report, and 34% of the contracted amount within 30 days of the completion and approval of the 2020 year-end report. An accounting of prior funding received

from the CHF shall be required before receiving subsequent contractual installment payments. Installment payments may be adjusted based on the accounting of funds provided to the County. An invoice shall be submitted to the County prior to each installment payment. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the City of Columbia, the County agrees to pay interest rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

5. **Availability of Funds.** Payments under this contract are dependent upon the availability of funds or as otherwise determined by the County. This contract can be terminated if funding becomes unavailable in whole or in part for cause shown, and the County shall have no obligation to continue payment.

REPORTING, MONITORING, AND MODIFICATION

6. **Reporting.** The County shall utilize the Strategic Opportunity application and Requests for Clarification, and responses to Request for Clarification as submitted by City of Columbia to monitor service delivery and program expenditures. City of Columbia agrees to submit reports to the County including data regarding the Boone County Food Policy Council. City of Columbia agrees to submit to the County an Interim Report by July 31, 2020 for the period beginning with the date of contract execution to June 30, 2020 and a Year End Final Report by January 31, 2021 for the period of January 1, 2020 to December 31, 2020. Reports shall include, at a minimum, the following: Program implementation progress, efforts to engage rural Boone County residents and stakeholders, a draft or final copy of the Food Policy Plan and educational materials, and any other data deemed appropriate by the County. City of Columbia agrees to submit its report in a format determined by the County. Payments may be withheld from City of Columbia if reports designated here are not submitted on time, until such time as the reports are filed and approved.

7. **Audits.** City of Columbia also agrees to make available to the County a copy of its annual audit within four months after the close of City of Columbia's fiscal year. The audit must be performed by an independent individual or firm licensed by the Missouri State Board of Accountancy. The audit is to include a complete accounting for funds covered by this agreement in accordance with generally accepted accounting principles. In addition, the County requires that the management report of any audit as it relates to the County program activities be made available to the County as part of the required audit. Payment may be withheld from City of Columbia, if reports designated here are not made available upon request. Audits shall be uploaded to the Organization Profile in the Apricot System and continually kept up to date.

8. **Monitoring.** City of Columbia agrees to permit the County, the Director of the Community Services Department and any staff of the Community Services Department, or designee of the County to monitor, survey and inspect City of Columbia's services, activities, programs, and client records, to determine compliance and performance with this contract, except as prohibited by laws protecting client confidentiality. In addition, City of Columbia

hereby agrees that, upon notice of forty-eight (48) hours, it will make available to the County or its designee(s) all records, facilities, and personnel, for auditing, inspection, and interviewing, to determine the status of service, activities and programs covered hereunder, expenditure of CHF funds and all other matters set forth in the contract.

9. **Modification or Amendment.** In the event City of Columbia requests to make any change, modification, or an amendment to funded services, one-time items, activities, and/or programs covered by this contract, a request of the proposed modification or amendment must be submitted in writing to the Director of Community Services to share with the County for approval. A board resolution from City of Columbia may be required with the request. For consideration of a request to modify or amend the contract, requests should be submitted to the Director of the Community Services Department for consideration.

OTHER TERMS OF THIS CONTRACT

10. **Violation of Client Rights.** Any alleged case of a violation of a client's rights in a program funded through the Community Health Fund shall be investigated in accordance with City of Columbia's policies and procedures and in accordance with any local/state/federal regulations. City of Columbia agrees to notify the County through the Director of Community Services of any such incidents that have been reported to the appropriate governmental body and must also authorize the governmental body to notify the County of any substantiated allegations. City of Columbia must comply with Missouri law regarding confidentiality of client records.

11. **Discrimination.** City of Columbia will refrain from discrimination on the basis of race, color, religion, sex, national origin, ancestry, disability, age, sexual orientation, genetic information, and familial status and comply will applicable provisions of federal and state laws, county or municipal statutes or ordinances, which prohibit discrimination in employment and the delivery of services.

12. **CHF to be used for Services Provided.** City of Columbia agrees that the CHF funds shall be used exclusively for the services provided to address community health needs and for administrative costs directly related to City of Columbia's provision of such services.

13. **Accreditation/Licensure/Certifications.** City of Columbia must comply with all state/federal certification and licensing requirements and all applicable federal, state, and local laws and must remain in "good standing" with the applicable oversight entity.

14. **Conflict of Interest.** City of Columbia agrees that no member of its Board of Directors or its employees now has, or will in the future, have any conflict of interest between himself/herself and City of Columbia, and this shall include any transaction in which City of Columbia is a party, including the subject matter of this contract. Missouri law, as this term is used herein, shall define "Conflict of Interest".

15. **Subcontracts.** City of Columbia may enter into subcontracts for components of the contracted service as City of Columbia deems necessary within the terms of the contract. All such subcontracts require the written approval of the County or their designated representative. In performing all services under the resulting contract agreement, City of Columbia shall comply with all local, state, and federal laws. Any subcontractor shall be subject to the audit/monitoring requirements stated herein and all other conditions and requirements of this contract agreement.

16. **Employment of Unauthorized Aliens Prohibited.** City of Columbia agrees to comply with Missouri State Statute section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. City of Columbia shall require each subcontractor to affirmatively state in its Agreement with the City of Columbia that the subcontractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. Provider shall also require each subcontractor to provide City of Columbia a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

17. **Litigation.** City of Columbia agrees that there is no litigation, claim, consent order, settlement agreement, investigation, challenge, or other proceeding pending or threatened against City of Columbia or any individual acting on the City of Columbia's behalf, including subcontractors, which seek to enjoin or prohibit City of Columbia from entering into this contract agreement of performing its obligations under this agreement.

18. **County Ownership.** If City of Columbia ceases to be funded by the County or ceases to provide programs and services to address community health needs, pursuant to this contract, all capital equipment, materials, and buildings purchased with CHF funds shall be returned to Boone County unless so otherwise approved by a majority vote of the City of Columbia. In addition, if City of Columbia no longer uses capital equipment, materials, or buildings purchased with CHF funds for its original intent, City of Columbia will need County approval to re-direct the use of such.

19. **Failure to Perform/Default.** In the event City of Columbia, at anytime, fails or refuses to perform according to the terms of this contract, as determined by the County, such failure or refusal shall constitute a default hereunder, and the County will be relieved of any further obligation to make payments to City of Columbia as set out herein. This contract will be terminated at the option of the County.

20. **Termination.** This Contract may be terminated, with or without cause, by either party upon thirty (30) days written notice to the other party. In addition, this agreement may be terminated by the County upon 15 days' advance written notice for any of the following reasons or under any of the following circumstances:

a. The County may terminate this agreement due to material breach of any term or condition of this agreement, or

b. The County may terminate this agreement if key personnel providing services are changed such that in the opinion of the County delivery of services are or will be delayed or impaired, or if services are otherwise not in conformity with proposal specification, or if services are deficient in quality in the sole judgment of the County, or

c. The County may terminate this agreement should City of Columbia fail substantially to perform in accordance with its terms through no fault of the party initiating the termination, or

d. If appropriations are not made available and budgeted for any calendar year to fund this agreement.

Upon receipt of notice of termination, City of Columbia shall make every effort to reduce or cancel outstanding commitments and shall incur no additional expenses. The County shall reimburse City of Columbia for outstanding expenses incurred up to the date of termination, including uncancellable obligations and reasonable termination costs, but in no event, will such costs exceed the total funds presently allocated to this Contract.

21. **Insurance Requirements.** City of Columbia shall not commence work under this contract until they have obtained all insurance required in this section and such insurance has been approved by the County. All policies shall be in amounts, form, and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide.

a. **Worker's Compensation and Employers' Liability Insurance:** City of Columbia shall take out and maintain during the life of this contract, Worker's Compensation and Employers' Liability Insurance for all their employees employed at the site of work, and in case any work is sublet, City of Columbia shall require the subcontractor similarly to provide Worker's Compensation Insurance and Employers' Liability Insurance for all of the latter's employees unless such employees are covered by the protection afforded by City of Columbia.

Worker's Compensation and Employers' Liability Insurance coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit.

b. **Comprehensive General Liability Insurance:** City of Columbia shall take out and maintain during the life of this contract, such Comprehensive General Liability insurance as shall protect them from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 per limit for any one occurrence covering both bodily injury and property damage, including accidental death. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included. City of Columbia shall furnish the County with Certificate(s) of Insurance

which name the County of Boone – Missouri as additional insured in an amount as required in this contract and requiring a thirty (30) day mandatory written cancellation notice. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the project.

City of Columbia shall provide the County with proof of Comprehensive General Liability and Property Damage Insurance with the County as additional insured, which shall protect the County against any and all claims which might arise as a result of the operations of City of Columbia in fulfilling the terms of this contract during the life of the Contract. The minimum limit of such insurance will be \$1,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply. Coverage wording shall include hold harmless agreement as written below, subrogation waiver and protection against third party suits to further protect Boone County from liability belonging to City of Columbia.

c. Professional Liability Insurance: City of Columbia is required to carry Professional Liability Insurance with a limit of no less than \$1,000,000.00 and naming Boone County as additional insured.

d. Commercial Automobile Liability: City of Columbia shall maintain during the life of this contract, Commercial Automobile Liability Insurance in the amount of not less than \$1,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the City of Columbia's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.

22. Indemnification. To the extent permitted under Missouri law, City of Columbia agrees to hold harmless, defend and indemnify the County, its directors, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of **City of Columbia** (meaning anyone, including but not limited to consultants having a contract with City of Columbia or subcontractor for part of the services), or anyone directly or indirectly employed by City of Columbia, or of anyone for whose acts City of Columbia may be liable in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its negligence.

23. Publicity by City of Columbia. City of Columbia shall notify the County of contact with the media regarding CHF funded programs or profiles of participants in CHF funded programs. City of Columbia will acknowledge the County as a funding source whenever publicizing CHF funded programs. City of Columbia will collaborate with the County to inform the community about the ways its tax dollars are being invested in services and supports. City of Columbia agrees to acknowledge the Community Health Fund as a funding source on written and electronic publications including brochures, annual reports, and newsletters.

24. **Independence.** This contract does not create a partnership, joint venture, or any other form of joint relationship between the County and City of Columbia. The County does not recognize any of the City of Columbia's employees, agents, or volunteers as those of the County.

25. **Binding Effect.** This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

26. **Entire Agreement.** This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and other proposal or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

27. **Record Retention Clause.** City of Columbia shall keep and maintain all records relating to this contract agreement sufficient to verify the delivery of services in accordance with the terms of this agreement for a period of three (3) years following expiration of this agreement and any applicable renewal.

28. **Notice.** Any written notice or communication to the County shall be mailed or delivered to:

Boone County Community Services
605 E. Walnut, Ste. A
Columbia, MO 65201

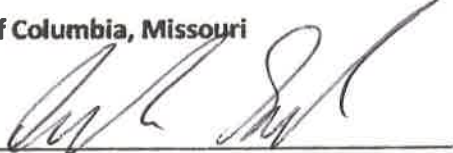
Any written notice or communication to City of Columbia shall be mailed or delivered to:

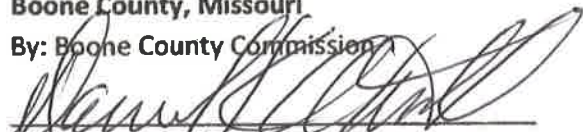
City of Columbia
Attn: Stephanie Browning
1005 W. Worley St.
Columbia, MO 65203

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

City of Columbia, Missouri

Boone County, Missouri

By: 
Signature

By: 
Daniel K. Atwill, Presiding Commissioner

By: De'Carlon Secwood, Acting City Manager
Printed Name/Title
1-7-2020

APPROVED AS TO FORM:

ATTEST:

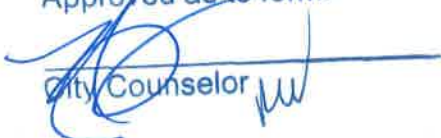

County Counselor


Brianna L. Lennon, County Clerk

AUDITOR CERTIFICATION: In accordance with RSMo. §50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) 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.)

Jane Richford by sj 01/10/2020 (2130/71100/\$30,000.00)
Signature Date Appropriation Account

An Affirmative Action/Equal Opportunity Employer

Approved as to form:

City Counselor

STRATEGIC INNOVATION OPPORTUNITY

CONCEPT PAPER COVER SHEET

Applicant Information

Organization Name: Columbia/Boone County Public Health and Human Services

Federal EIN Number: 43-6000810

Organization Type (choose one): governmental

Address: PO Box 6015

City, State, Zip Code: Columbia, MO 65205

Name of Executive Director of Organization: Stephanie Browning

Telephone: 573-874-7343 Email Address: Stephanie.Browning@como.gov

Website: www.como.gov/health

Project Information

Project Title: Boone County Food Policy Council

Amount Requested: \$30,000

Total Project Cost: \$ 33,688.75

Are funds requested all or part of a required match for a grant? No

Briefly describe how these funds will be used: The vast majority of the funding will be used for staff time to hire a Food Policy Council coordinator. PHHS will provide some staff time in-kind.

The remaining funds will be used for meeting materials and community engagement events.

Is there any other organization other than the applicant acting as a fiscal agent for this project?

No

Project Name and Description

Columbia/Boone County Public Health and Human Services (PHHS) seeks support from the Boone County Community Health Fund to develop the newly-formed Boone County Food Policy Council by creating a Food Policy Plan and educational resources. The plan will identify and promote food policy priorities based on best-practice and community data and increase access to healthy food. The plan will also provide clear direction for the Council, identifying its purpose and priority areas. Educational resources will be developed to educate decision makers and the public about the plan and how food policy impacts health. The development of the plan and educational resources will be led by the Food Policy Coordinator.

The Boone County Food Policy Council is a new community coalition with a mission “to advocate for Boone County’s local food system and promote equitable food policies that positively impact the nutritional, economic, social, environmental, and human health of Boone County.” The council aims to use an innovative policy-approach to improve access to healthy food throughout Boone County. While many organizations in Boone County address the food and nutritional needs of the community, none of them work with all sectors of the food system to identify areas for policy change.

Community Need

Columbia/Boone County Public Health and Human Services (PHHS) conducted a Community Health Assessment (CHA) in 2018. Data from the CHA show that Boone County has an estimated population of 174,589 with nearly 19% of the population below the poverty level. Furthermore, 17% of the Boone County residents report food insecurity, meaning they lack adequate access to food (County Health Rankings and Roadmaps, 2018). Among children eighteen (18) years of age and under, 18.4% are food insecure. Food insecurity in children can

be a predictor of chronic illness, low birth weight, lower school performance and developmental problems (Missouri Hunger Atlas, 2016).

In 2019, PHHS partnered with community organizations to create a Community Health Improvement Plan (CHIP). The CHIP used data from the CHA to identify Basic Needs, including access to healthy food, as a strategic priority. One of the objectives of this plan is to increase access to healthy foods by adding or improving local policies that increase access to healthy food.

Additionally, a Community Food Assessment was completed by the Columbia Center for Urban Agriculture (CCUA) in 2018. The assessment focused on availability, access and utilization of healthy food in Columbia. From that assessment, several problem areas were identified. Respondents stated they wanted new ways to make healthy food accessible and available. They also showed an interest in local products and increased transportation options. The assessment also included an inventory of food sources in Columbia, and identified several food deserts and food swamps.

Target Population

Based on data collected in the Community Food Assessment, our target population will be those of low socio-economic status and minorities in Boone County. Low income families are more likely to live in food deserts and swamps, which hinders access to healthy food. Low income and minority families are also less likely to have affordable access to health care, and they are more likely to suffer from chronic diseases. Improved access to healthy food can act as a first defense against the development of diseases such as diabetes and heart disease.

Outcomes

Outcome: Decision makers are educated on best-practice food policy language, adoption, and implementation.

Boone County Food Policy Council will create a Food Policy Plan that includes best-practice food policies that are evidence-based and appropriate for the Boone County and its municipalities. The Policy Plan will be used to guide the work of the council and to educate decision makers, including elected officials. According to the CDC (2010), food policy councils are able to provide a comprehensive analysis of the local food system. They are also able to work with all aspects of the food system to identify areas that fail to protect and promote health and provide solutions. This, when shared with decision makers, helps create a healthy food environment.

Outcome: The community is informed on how policies impact their food and their health.

The Boone County Food Policy Council will create educational materials to increase the community's understanding of health and food policy. A database of online and print resources will be developed and tailored to meet the needs of all members of the community. Communication efforts will focus on community involvement through interactive activities and events. The coordinator will create these resources by collaborating with other food-related organizations in Boone County. Distribution efforts will focus on the target population. Over the course of the year, funding will also be used to host community engagement events in the community. Finally, the coordinator will build community-recognition by creating a social media presence and a website.

Timeline

The Boone County Food Policy Council will use funding to support establishment efforts for one year. The coordinator will conduct research during the first 3 months, identifying model

policies, best-practices, and food policy strategies. The coordinator will then facilitate council planning meetings to create the Food Policy Plan. The plan will then be crafted and finalized within eight months of receiving funds. Following the development of the plan the coordinator will develop educational resources that will be used by Food Policy Council members to educate decision makers and the public.

Applicant Organization Description

The Columbia/Boone County Department of Public Health and Human Services (PHHS) provides a wide variety of public health and human services for residents of and visitors to Boone County Missouri. Public Health services are intended to prevent epidemics and the spread of disease, protect against environmental hazards, promote healthy behaviors, and prevent injury and illness. These services include, but are not limited to: Missouri vital records, nutrition education, restaurant inspections, immunizations, immigration and refugee services, and the investigation of animal complaints. The department also provides and purchases human services to assure the quality and availability of human services in the community. Direct social services provided by PHHS include: home visitation, pregnancy counseling, prenatal case management, medication assistance, and utility assistance. In addition, PHHS monitors the health and well-being of the population and assists in the development of policies and plans which support our department's vision of optimal health, safety and well-being for all. The operations of PHHS are housed in a facility that is jointly owned by the City of Columbia and Boone County.

Relation to PHHS's Mission and Vision

The mission of PHHS is to promote and protect the health, safety, and well-being of the community through leadership, partnership, and service. This mission aligns with the work of the Food Policy Council, which is a partnership that will improve the health of the community by

creating and supporting food policies that increase access to healthy food. The Food Policy Council's work will also move PHHS closer to its vision of optimal health, safety, and well-being for all.

Community Support and Collaborations

The newly formed Food Policy Council is currently made up of about 25 members from various organizations including CCUA, Columbia Public Schools, Columbia Farmers Market, The Food Bank for Central and Northeast Missouri, Missouri Department of Health and Senior Services, Missouri Extension, Office of Sustainability, Defense Against Diabetes, grocers, general community members, and others. Additional partners will be recruited to include more food producers and processors.

Sustainability Plan

Funding will cover costs of forming the Food Policy Plan and the educational resources. Outside funding is needed for these projects because they will take a considerable amount of staff time. Once the plan and educational resources are developed, PHHS and its partners will be able to continue the efforts of the Food Policy Council with existing resources.

Budget

The Council seeks \$30,000 to hire a part-time staff member to lead the development of the Food Policy Plan, and the development of educational resources for decision-makers and the community. The council receives a small amount of in-kind support from CCUA and the PHHS in the form of staff time, meeting materials, and event materials.

References

CDC. (2010, June 3). Food Policy Councils. Retrieved November 4, 2019, from

<https://www.cdc.gov/healthyplaces/healthtopics/healthyfood/foodpolicy.htm>.

County Health Rankings and Roadmaps, 2018. (n.d.). Retrieved 2018, from

<http://www.countyhealthrankings.org/app/missouri/2018/rankings/boone/county/outcomes/overall/snapshot>

(n.d.). Missouri Hunger Atlas, 2016. Columbia: University of Missouri.

**Columbia/Boone County Department of Health and Human Services
Strategic Opportunity Fund
Requests for Clarification**

1. The proposal states, "The council aims to use an innovative policy-approach to improve access to healthy food throughout Boone County." Please provide more information on how Boone County communities, other than Columbia, will be served. Describe how PHHS will get buy-in from smaller Boone County communities.

The Boone County Food Policy Council aims to serve all of Boone County. To engage residents in more rural areas of Boone County the council plans to hold community engagement events in multiple county communities. It also plans to recruit members from all over Boone County and members from organizations who serve all of Boone County. The Council will reach out to decision makers throughout Boone County to provide education on best practice food policy. Finally, the Council will promote policy change in local areas; in smaller communities this may include school policies, organizational policies, or community policies.

2. The amount requested and total project cost seems really low for a part-time position, community engagement events, develop a plan and educational materials, social media presence and creating a website. Provide clarification on how the funding request will support all these efforts.

The requested amount includes a part-time position without benefits and a small amount of money for printing educational materials. The social media presence and the website will be created by the part time person. We did not request funding for the community engagement events. An additional \$7,000 would allow us to provide locally sourced food at community engagement events and create paid advertisements to promote our social media pages and website.

3. There is concern on PHHS hiring a Food Policy staff member that is part-time and meeting necessary job skills/knowledge. Additionally, this funding source for the position is only available, as of now, until the end of 2020. Finding someone may be challenging and could delay the proposed timeline of the project. Provide more information on the recruiting efforts and if this position will be eliminated once the plan and educational resources are developed.

We already have a person identified who has expressed interest. Ashton Day has a Masters in Art in Strategic Communication and Masters in Public Health. She has an interest in food policy as well as health communication. She has experience with group facilitation, community engagement, social media marketing, and website development. She can start January 1, 2020 and will continue through 2020. The position will be eliminated after 2020. If the council sees a need to have the position continue, the council would seek funding from a variety of sources.

4. The proposal states, "Once the plan and educational resources are developed, PHHS and its partners will be able to continue the efforts of the Food Policy Council with existing resources." Provide more information on how efforts will be continued.

In 2020, the council will be creating the plan and educational resources. This will be labor intensive, requiring a part time staff person. The hope is that after the plan and educational resources are created in 2020, the workload will decrease and the coordination of the food policy council can be absorbed by existing PHHS staff. If the council sees a need to have the position continue, the council would seek funding from a variety of sources.

**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.

John Glascock, Interim City Manager
Name and Title of Authorized Representative

John Glascock
Signature

November 25, 2019
Date

