

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

}  
} ea.

September Session of the July Adjourned

Term. 20 21

County of Boone

In the County Commission of said county, on the 2nd day of September 20 21

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

Now on this day, the County Commission of the County of Boone does receive and accept the following subdivision plat and authorize the Presiding Commissioner to sign said plat:

- Bellaridge Subdivision Plat 4. S34-46N-R12W. A-R., P AND M PROPETES LLC, Owner., Anthony Derboven, Surveyor.

Done this 2nd day of September 2021.

ATTEST:

*Brianna L. Lennon*  
 Brianna L. Lennon  
 Clerk of the County Commission

*Daniel K. Atwill*  
 Daniel K. Atwill

Presiding Commissioner

*Justin Aldred*  
 Justin Aldred

District I Commissioner

*Janet M. Thompson*  
 Janet M. Thompson

District II Commissioner

263-2021

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

September Session of the July Adjourned

Term. 20 21

County of Boone

In the County Commission of said county, on the 2nd day of September 20 21

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

Now on this day, the County Commission of the County of Boone does hereby accept the attached recommendation for roadway maintenance within Bellaridge Plat 4.

Done this 2nd day of September 2021.

ATTEST:

*Brianna L. Lennon*  
Brianna L. Lennon  
Clerk of the County Commission

*Daniel K. Atwill*

Daniel K. Atwill  
Presiding Commissioner

*Justin Aldred*

Justin Aldred  
District I Commissioner

*Janet M. Thompson*

Janet M. Thompson  
District II Commissioner



# Boone County Resource Management

ROGER B. WILSON BOONE COUNTY GOVERNMENT CENTER

801 E. WALNUT ROOM 315

COLUMBIA, MISSOURI 65201-7730

PLANNING (573) 886-4330 ★ INSPECTION (573) 886-4339 ★ ENGINEERING (573) 886-4480

FAX (573) 886-4340

**BILL FLOREA, DIRECTOR**

**JEFF MCCANN, CHIEF ENGINEER**

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## MEMO

**DATE:** August 27, 2021  
**TO:** Boone County Commission  
**FROM:** Jeff McCann, P.E., Chief Engineer, Boone County Resource Management  
**RE:** Recommendation for Roadway Maintenance Acceptance  
Bellaridge Plat 4

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Commissioners,

Attached for your consideration for roadway maintenance acceptance is the New Roadway Construction Final Report for the following road within Bellaridge Plat 4, East 1/2 of Section 34, Township 46 North, Range 12 West, Boone County Missouri:

- Nevin Court – 1,133 Feet

This road was constructed by Capital Paving and Construction, LLC for P & M Properties, LLC in accordance with the approved construction plans designed by Simon & Struempff Engineering.

**NEW ROADWAY CONSTRUCTION  
FINAL REPORT**

Final Inspection Date: 8-19-2021 + 8/26/21

Date letter requesting acceptance received: 8-17-2021

Development Name: BELLARIDGE PLAT 4

Roadway Name: NEVIN COURT

Sheet 1 of 1

(If more than one roadway, fill out a separate form for each road.)

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**DESCRIPTION AND CONDITIONS OF THE ROADWAY:**

Roadway Surface: ASPHALT

Roadway Width: 30'

(If Curb & Gutter, measure back of curb to back of curb)

Shoulder Width: N/A

Type of Material: N/A

Length of Roadway: 1,133'

ROW Width: 50'

Cul-de-sac Surface: ASPHALT

Radius: 37'

Sidewalks: Yes  No

Curb & Gutter: None  Rollback  Barrier

Comments: Station 0+00.00 to 11+32.50

*Jeff McCann*

Chief Engineer's Signature

8/27/21

Date

364 -2021

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

September Session of the July Adjourned

Term. 20 21


In the County Commission of said county, on the 2nd day of September 20 21

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

Now on this day, the County Commission of the County of Boone does hereby approve the Boone County 4-H Urban Youth Initiative: Growing and Diversifying Youth Support contract.

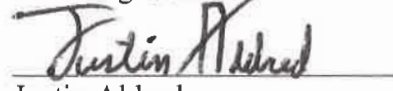
Done this 2nd day of September 2021.

ATTEST:

  
Brianna L. Lennon  
Clerk of the County Commission



Daniel K. Atwill  
Presiding Commissioner



Justin Aldred  
District I Commissioner



Janet M. Thompson  
District II Commissioner





**AGREEMENT FOR PURCHASE OF SERVICES**  
**Strategic Innovation Opportunity**  
***Boone County 4-H Urban Youth Initiative: Growing and Diversifying Youth Support***

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**THIS AGREEMENT** dated the 2nd day of September, 2021 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, on behalf of the Boone County Children's Services Board, herein "**BCCSB**" and **Boone County University Extension** a tax-exempt, not organized for profit organization or governmental entity, hereinafter referred to as **MU Extension – Boone County**.

**WHEREAS**, the BCCSB, under the provisions of 67.1775 and 210.861 of the Revised Statutes of Missouri, has the right to expend monies from the Children's Services Fund (CSF) for the purposes of funding services to children and youth 19 years of age and younger, and their families residing in Boone County; and

**WHEREAS**, MU Extension – Boone County has submitted a complete Strategic Innovation Opportunity Proposal to the BCCSB detailing the services and other supports to be provided; and

**WHEREAS**, the BCCSB has approved the Strategic Innovation Opportunity Proposal 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 MU EXTENSION – BOONE COUNTY**

MU Extension – Boone County is expected to the greatest extent possible to maximize funding from all other sources. MU Extension – Boone County shall periodically, upon request, furnish to the BCCSB information as to its efforts to obtain such other sources of funding. MU Extension – Boone County shall only request reimbursement for services not reimbursable by any other source. MU Extension – Boone County shall not invoice the Children's Services Fund for units of service invoiced to another funding source. MU Extension – Boone County shall provide documentation and assurance to the BCCSB that requests for reimbursement from the CSF is not a duplication of reimbursement from any other source of funding.

1. **BCCSB Funding Policy.** The BCCSB Funding Policy is to be taken as part of this formal contract and is incorporated as if fully set forth herein.

2. **Contract Documents.** MU Extension – Boone County will perform the services and carry out the activities as set forth in this agreement. This agreement shall consist of the application for **Boone County 4-H Urban Youth Initiative: Growing and Diversifying Youth Support**, written clarification correspondence, and the Agreement Form in Apricot. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein for reference.

3. **Purchase.** The BCCSB agrees to purchase from MU Extension – Boone County and MU Extension – Boone County agrees to furnish the **Boone County 4-H Urban Youth Initiative: Growing and Diversifying Youth Support** for children and youth nineteen years of age or less and their families, as described and in compliance with the Strategic Innovation Opportunity Proposal Application and as presented in MU Extension – Boone County’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 **\$64,596.00** unless compensation for specific identified additional services is authorized and approved by BCCSB in writing in advance of rendition of such services for which additional compensation is requested.

4. **Contract Duration.** This agreement shall commence on the date of July 1, 2021 and extend through December 31, 2022 subject to the provisions for termination specified below. MU Extension – Boone County agrees and understands that the BCCSB may require supplemental information to be submitted at the request of BCCSB.

5. **Billing and Payment.** For the Purchase of Service Contract, the unit rate for services is the mutually agreed upon unit rate as provided in the table below.

Service Description	Unit Measurement	Unit Rate	Proposed # of Units	Total Amount Requested
Out of School Programming (After-School)	1 hour/individual	\$3.32	9600	\$31,872.00
Out of School Programming (Camps)	1 hour/individual	\$6.06	5400	\$32,724.00

All billing shall be invoiced to BCCSB monthly by the 20<sup>th</sup> of the month following the month for which services were provided. The BCCSB agrees to pay all monthly statements within thirty days of receipt of a correct and valid invoice/monthly statement. In the event of a billing dispute, the BCCSB reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of MU Extension – Boone County, the BCCSB agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.



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

#### REPORTING, MONITORING, AND MODIFICATION

7. **Reporting.** The BCCSB shall utilize the Strategic Innovation Opportunity Application, written clarification correspondence, and the Agreement Form in Apricot as submitted by MU Extension – Boone County to monitor service delivery and program expenditures. MU Extension – Boone County agrees to submit to the BCCSB a Year End Final Report by January 31, 2022 for the period of July 1, 2021 through December 31, 2021, an Interim Report by July 31, 2022 for the period of January 1, 2022 through June 30, 2022, and a Year End Final Report by January 31, 2023, for the period of January 1, 2022 through December 31, 2022. Variations on this date may be requested by MU Extension – Boone County and, if so stipulated, are noted on this contract document. Payments may be withheld from MU Extension – Boone County if reports designated here are not submitted on time, until such time as the reports are filed and approved. Reporting requirements will include but are not limited to information regarding agencies' outcomes and indicators, client demographic information, and other information and data deemed appropriate by the BCCSB. MU Extension – Boone County agrees to submit its reports through the Apricot by Social Solutions funding management system or another format if requested.

8. **Audits.** MU Extension – Boone County also agrees to make available to the BCCSB a copy of its annual audit upon completion by the auditing agency. The audit must be performed by an independent individual or firm licensed by the Missouri State Board of Accountancy. In addition, the BCCSB requires that the management report of any audit as it relates to BCCSB program activities be made available to BCCSB as part of the required audit. Payment may be withheld from MU Extension – Boone County, 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.

9. **Monitoring.** MU Extension – Boone County agrees to permit the BCCSB, the Director of the Community Services Department and any staff of the Community Services Department, or designee of the BCCSB to monitor, survey and inspect MU Extension – Boone County'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, MU Extension – Boone County hereby agrees that, upon notice of forty-eight (48) hours, it will make available to the BCCSB 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 CSF funds and all other matters set forth in the contract.

10. **Modification or Amendment.** In the event MU Extension – Boone County 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 BCCSB for approval. A board resolution from MU Extension – Boone County may be required with the request. For consideration of a request to modify or amend the contract, requests to the BCCSB must be submitted in writing at least two weeks prior to a regularly scheduled BCCSB meeting.

#### OTHER TERMS OF THIS CONTRACT

11. **Violation of Client Rights.** Any alleged case of a violation of a client's rights in a program funded through the Children's Services Fund shall be investigated in accordance with MU Extension – Boone County's policies and procedures and in accordance with any local/state/federal regulations. MU Extension – Boone County agrees to notify the BCCSB 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 BCCSB of any substantiated allegations. MU Extension – Boone County must comply with Missouri law regarding confidentiality of client records.

12. **Discrimination.** MU Extension – Boone County 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.

13. **CSF to be used for Services Provided.** MU Extension – Boone County agrees that the CSF funds shall be used exclusively for the services provided to children and youth 19 years of age or less and their families and for administrative costs directly related to MU Extension – Boone County's provision of such services.

14. **Accreditation/Licensure/Certifications.** MU Extension – Boone County 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.

15. **Conflict of Interest.** MU Extension – Boone County agrees that any conflicts of interest between its Board and/or employees and MU Extension – Boone County shall be appropriately identified and managed.

16. **Subcontracts.** MU Extension – Boone County may enter into subcontracts for components of the contracted service as MU Extension – Boone County deems necessary within the terms of the contract. All such subcontracts require the written approval of the BCCSB or their designated representative. In performing all services under the resulting contract agreement, MU Extension – Boone County 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.

17. **Employment of Unauthorized Aliens Prohibited.** MU Extension – Boone County agrees to comply with Missouri State Statute section 285.530. MU Extension – Boone County also agrees that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. MU Extension – Boone County shall require each subcontractor to affirmatively state in its Agreement with the MU Extension – Boone County 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.

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

19. **Board Ownership.** If MU Extension – Boone County ceases to be funded by the BCCSB or ceases to provide programs and services for Boone County children, youth, and their families, pursuant to this contract, all capital equipment, materials, and buildings purchased with CSF funds shall be returned to Boone County unless so otherwise approved by a majority vote of the BCCSB. In addition, if MU Extension – Boone County no longer uses capital equipment, materials, or buildings purchased with CSF funds for its original intent, MU Extension – Boone County will need BCCSB approval to re-direct the use of such.

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

21. **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 BCCSB upon 15 days’ advance written notice for any of the following reasons or under any of the following circumstances:

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

b. BCCSB may terminate this agreement if key personnel providing services are changed such that in the opinion of the BCCSB 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 BCCSB, or

c. BCCSB may terminate this agreement should MU Extension – Boone County 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, MU Extension – Boone County shall make every effort to reduce or cancel outstanding commitments and shall incur no additional expenses. BCCSB shall reimburse the MU Extension – Boone County 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.

**22. Insurance Requirements.** MU Extension – Boone County 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:** MU Extension – Boone County 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, MU Extension – Boone County 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 MU Extension – Boone County.

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:** MU Extension – Boone County 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. MU Extension – Boone County 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.

Except where there is self-funded coverage, MU Extension – Boone County 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 MU Extension – Boone County 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 MU Extension – Boone County.

c. **Professional Liability Insurance:** MU Extension – Boone County is required to carry Professional Liability Insurance with a limit of no less than \$1,000,000.00.

d. **Commercial Automobile Liability:** MU Extension – Boone County 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 MU Extension – Boone County's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.

23. **Indemnification.** To the extent permitted under Missouri law, MU Extension – Boone County agrees to hold harmless, defend and indemnify the BCCSB, 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 **MU Extension – Boone County** (meaning anyone, including but not limited to consultants having a contract with MU Extension – Boone County or subcontractor for part of the services), or anyone directly or indirectly employed by MU Extension – Boone County, or of anyone for whose acts MU Extension – Boone County 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.

24. **Publicity by the Organization.** MU Extension – Boone County shall notify the BCCSB of contact with the media regarding CSF funded programs or profiles of participants in CSF funded programs. MU Extension – Boone County will acknowledge the BCCSB as a funding source whenever publicizing CSF funded programs. MU Extension – Boone County will collaborate with the BCCSB to inform the community about the ways its tax dollars are being

invested in services and supports. MU Extension – Boone County agrees to acknowledge the Children’s Services Fund as a funding source on written and electronic publications including brochures, annual reports, and newsletters.

25. **Independence.** This contract does not create a partnership, joint venture, or any other form of joint relationship between the BCCSB and MU Extension – Boone County. The BCCSB does not recognize any of the MU Extension – Boone County’s employees, agents, or volunteers as those of the BCCSB.

26. **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.

27. **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.

28. **Record Retention Clause.** MU Extension – Boone County 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.

29. **Notice.** Any written notice or communication to the BCCSB shall be mailed or delivered to:

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

Any written notice or communication to MU Extension – Boone County shall be mailed or delivered to:

**Boone County University Extension**

Jill Edward  
1012 N Highway UU  
Columbia, Missouri 65203

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

**Boone County University Extension**

By:   
DEB48BDC5A164443...  
Signature

**Boone County, Missouri**

By: Boone County Commission  
  
Daniel R. Atwill, Presiding Commissioner

By: Boone County Children's Services Board

By: Jill Edwards/Boone County Extension Council  
Printed Name/ Title

DocuSigned by:  
*Les Wagner*  
Les Wagner, Board Chair

APPROVED AS TO FORM:

DocuSigned by:  
*Jill Edwards*  
7D71DEAEB9D74DD...  
County Counselor

ATTEST:  
DocuSigned by:  
*Brianna L Lennon*  
D267E242BFB948C...  
Brianna 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.)

DocuSigned by:  
*June Beckley*  
Signature

8/30/2021

Date

*71100*  
~~(2161/71106/\$64,596.00)~~  
Appropriation Account

An Affirmative Action/Equal Opportunity Employer

**STRATEGIC INNOVATION OPPORTUNITY**  
**CONCEPT PAPER COVER SHEET**

**Applicant Information**

Organization Name: Boone County Extension Council

Federal EIN Number: 43-6014020

Organization Type (choose one):  tax-exempt/not-for-profit  governmental

Address: 1012 North Highway UU

City, State, Zip Code: Columbia MO, 65203

Name of Executive Director of Organization: John Sam Williamson, Council Chair  
Letitia Johnson, County Engagement Specialist

Telephone: (573) 445-9792 Email Address: JohnsonLK@missouri.edu

Website: extension.missouri.edu/Boone (also on Facebook)

**Project Information**

Project Title: 4-H Urban Youth Initiative: Expanding and Diversifying 4-H in Boone County

Amount Requested: \$62,769.00 Total Project Cost: \$        

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

Briefly describe how these funds will be used:

Expand the local 4-H program to include afterschool programs, day camps, and other  
activities designed to reach urban and underserved children and youth.

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

Yes  No

If yes, please indicate the following:

Name of Fiscal Agent Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of Project Director (if different from Executive Director): \_\_\_\_\_

Project Director Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_



BOONE COUNTY EXTENSION COUNCIL  
CONCEPT PAPER FOR CSF STRATEGIC INNOVATION OPPORTUNITIES FUND

**“BOONE COUNTY 4-H URBAN YOUTH INITIATIVE:  
GROWING AND DIVERSIFYING YOUTH SUPPORT”**

VERSION 2: OCTOBER 1, 2020

**SUMMARY**

The following proposal is to increase the healthy lifestyles and leadership skills of underserved Boone County children and youth by expanding the local 4-H program to include afterschool programs and day camps (both in-person and online, depending on current virus precaution guidelines). The emphasis will be on breaking out of the persistent image of 4-H being for rural families, reaching out to more urban youth. We also seek to achieve greater diversity in 4-H program participants in terms of race, ethnicity, ability, and other forms of diversity.

***Overall Targets***

For 2020, there are 437 youth (ages 5-18) enrolled in Boone County 4-H. Our goal is to increase enrollment by at least 20% for 2021, and at least another 20% for 2022. Within the City of Columbia, there are currently 67 youth enrolled. Our goal is to increase urban enrollment by 50%.

Our program demographics should reflect the demographics of Boone County. Census estimates from 2019 indicate that almost 20% of the Boone County population identifies racially as other than “white alone.” Currently, the Boone County 4-H enrollment is just short of 7% non-white members. Our goals is to increase racial diversity by at least 4% a year.

**BACKGROUND**

The 4-H youth development program of MU Extension uses research-based information to create, implement, and evaluate our youth development programs. However, our capacity to deliver programs can be stymied by the lack of local resources. Such is the case in Boone County.

Created over 100 years ago, 4-H is America's largest youth development program, the first to be defined through research, most operating through the nation's land-grant universities. A longitudinal study by Tufts University discovered that the structured out-of-school learning, leadership experiences, and adult mentoring that young people receive through 4-H plays a vital role in helping them achieve success. The focus is on three important areas:

- Positive and sustained relationships between youth and adults
- Activities that build important life skills
- Opportunities for youth to use these skills as participants and leaders in valued community

4-H programs are grounded in the belief that kids learn best by doing. Youth complete hands-on projects in areas like health, civic engagement, science, technology, agriculture, and engineering (for example, the popular robotics program) in a positive environment where they receive guidance from adult

Compared to their peers, research shows that youth involved in 4-H excel in several areas. They are...

- Nearly 4x more likely to make contributions to their communities
- Twice as likely to be civically active
- Nearly twice as likely to participate in science programs outside of school
- Nearly twice as likely to make healthier choices

mentors are encouraged to take on leadership roles. Regardless of the project area, all 4-H programs include mentoring and career readiness as core elements.

### **PROJECT PURPOSE**

This proposal seeks to address two significant challenges with the Boone County 4-H program

- An underserved urban youth population
- A lack of diversity among 4-H participants, particularly with regards to race, ethnicity, and whether the family lives in an urban or rural setting.

A common stereotype about 4-H is the belief that it is a rural program for "farm kids." While that reflects the programs roots and is still an important part of the program today, 4-H has evolved over the decades to meet the needs of today's youth – the adults and community leaders of the future. However,

there are activities that would reach more urban youth that we do not currently have the capacity to do – such as after-school programs and day camps.

As of 2019, there are approximately 36,800 youth between the ages of 5-18 living in Boone County. Of those, over 22,000 live in the City of Columbia, roughly 40%. And yet, enrollment in the local 4-H program continues to be largely rural; currently there are only 112 youth enrolled from the City of Columbia. More concerning, 91% of all Boone County enrolled youth identify as White/Caucasian. Clearly, local 4-H enrollment figures do not reflect the diversity of Boone County, or the intended reach of the program. Funding our proposal will increase the support and leadership development of youth in Boone County, especially those from urban, diverse, and underserved audiences.

### **PROJECT DESCRIPTION**

We will add programs of interest to urban children and youth, most notably after school contacts and day camps. This will be accomplished through hiring a full-time 4-H youth educator to work with our existing 4-H team, together they will work to expand and diversify the 4-H program. We will also be developing marketing and outreach plans, including engaging with local youth organizations.

For the new position, standard MU Extension protocols and policies will be followed. A full job description and scope of work will be developed and provided to the CSF board on request. The position will be supervised by Christal Huber, 4-H Youth Development Specialist for Boone County.

### **TIMELINE AND PLAN**

*Goal 1. Increase the participation of urban youth in 4-H*

- Strategy 1.1: Visit with the leadership and interested personnel of all urban elementary and middle schools to educate them about the 4-H program and assess the opportunities for building relationships and partnering on after-school programs.
  - Baseline: Minimal connections between 4-H program leadership and schools; currently our primary contact with schools is through 4-H volunteers.

- Strategy 1.2: Add after-school programs to the current programming.

Baseline: Currently we are not providing any after-school programs.

- Targets: Over the next year, we will begin providing 4-H after school contacts through Adventure Club. These programs will supplement existing programming in schools and will complement their existing structure. Delivery may be a combination of in person or online offerings dependent on the COVID protocols of that organization.

- Strategy 1.3: Provide summer day camps in a manner consistent with Covid-19 precautions.

- Baseline: In 2020, we provided a day camp for 26 Boone County youth aged 8-13 (of whom 3% were not 4-H members), with 7 4-H camp counselors aged 14-18; 33 youth in total. The event was held outdoors with all participants wearing masks and maintaining social distancing. (Photos are attached.)

- Targets: In 2021, we will hold at least two day camps open to all age-eligible Boone County youth, with the intent of increasing 4-H enrollment.

*Goal 2. Increase the diversity in 4-H enrollment and in event participation.*

- Strategy 2.1: Visit with the leadership of key nonprofit youth organizations to educate them about 4-H and assess opportunities for partnerships.

- Baseline: Local children and youth organizations have indicated an interest in working with the 4-H program but we have lacked the capacity to pursue these relationships.
- Targets: Over the next year, we will develop an ongoing collaboration with at least one youth organization in Boone County. Relationships will be fostered with additional youth organizations, growing the base of youth supports in Boone County. These programs will supplement existing programming in youth organizations and will complement their existing structure. Delivery may be a combination of in person or online offerings dependent on the COVID protocols of that organization.

*Goal 3. Raise the visibility of 4-H in Boone County as a viable choice for any and all children and youth.*

- Strategy 3.1: Recruit MU interns from the Trulaske “Professional Edge” program to lead the effort of creating feasible, sustainable marketing and communications plans.
  - Baseline: No such plans exist.
  - Targets: Over the next year, at least one Professional Edge team of students will be secured to work with local 4-H leadership and the Boone County Extension Council on writing and implementing a marketing and public relation plan. Marketing campaigns will be inclusive, but with an emphasis on attracting a more diverse range of participants in 4-H and all Extension programs in Boone County.

### EVALUATION

Monitoring the impact of 4-H programming on new participants will be critical to assessing the short and long-term impacts of this project. The National 4-H Common Measures instruments are provided to assess youths’ 4-H experiences and evaluate the effect of 4-H programming. We will use self-reported surveys for youth and volunteers from the National 4-H Common Measures, administered annually.

Additional tools are being secured or developed to assess other aspects of this project, such as the cultural competency of adult volunteers.

### ONE YEAR (12-MONTH) BUDGET

Service	Positive Youth Development
<b>Unit of Measure</b>	1 hour
Extension 4-H Instructor, 1.0 FTE <ul style="list-style-type: none"> <li>• Responsible for primary activities</li> <li>• Position to be created and hired</li> </ul>	\$35,901
Partial support, Youth Program Assistant <ul style="list-style-type: none"> <li>• 45% support for current position</li> <li>• Will work with the Instructor on full 4-H activities, such as camps</li> </ul>	\$16,920
Partial support, office manager <ul style="list-style-type: none"> <li>• 10% support for 4-H program</li> </ul>	\$3,448
Laptop computer for Instructor	\$2,000
Program supplies	\$2,000
Mileage reimbursement	\$2,500
<b>Total Program Expenses</b>	<b>\$62,769.00</b>
<b>People Served</b>	<b>200</b>
<b>Unit of Service</b>	<b>\$62,769 / 3162 = \$19.85/hr</b>

***In-kind support***

The Boone County Extension Council will be the fiscal agent for this project. They will contract with MU Extension (an MOU) for the new position. They will provide office space and related (printer access, utilities, office furniture), office supplies, and related standard needs of any employee.

University of Missouri Extension provides secure internet access, supervision by the 4-H Youth Development Specialist serving Boone County, and related forms of support. Training and professional development will be provided to the new position relative to effectively implementing this initiative.

**From:** Johnson, Letitia (Tish)  
**To:** Joanne Nelson; Kristin Cummins  
**Cc:** Huber, Christal  
**Subject:** Revised concept paper  
**Date:** Friday, October 16, 2020 2:53:36 PM  
**Attachments:** Concept paper Boone Co Extension.docx  
Cover sheet Boone Co Ext.pdf

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Hello Joanne and Kristin—

Attached is the revised concept paper and cover sheet, our proposal to the CSF Strategic Opportunities Fund. We appreciate the opportunity to revise our first application in light of the Covid-19 pandemic. There have been a lot of changes in recent months (understatement?), so we took a critical eye to the entire proposal.

I'm also happy to report that Christel Huber, who was our interim 4-H Youth Development Specialist at the start of this process, now has the position permanently. Christel will be the program lead on this project, I will oversee the fiscal side and aid in building partnerships.

Thank you for your support of children and youth in Boone County, this fund is a great asset to the community.

Questions and feedback welcomed.

Letitia K. Johnson  
County Engagement Specialist in Community Economic Development  
University of Missouri Extension – Boone County  
[JohnsonLK@missouri.edu](mailto:JohnsonLK@missouri.edu)  
(573) 445-9792

### Written Clarifications #1

University of Missouri – Boone County Extension Council

4-H Urban Youth Initiative: Expanding and Diversifying 4-H in Boone County

The Boone County Children's Services Board (BCCSB) committee has reviewed the proposal resubmitted for funding and has the following questions. Please provide a response in the field below the respective question and provide any requested attachments.

1. The BCCSB requested more information on how the program will be offered during the COVID-19 pandemic with the resubmission of the proposal. The BCCSB noted the revised proposal did not provide clear information and details on how the program and stated goals will be achieved. The schools are not allowing professionals from other organizations from entering the school buildings to limit additional exposure. This barrier will still impact the ability to conduct the program virtually and/or recruit students.

*Action Required:* Provide clear information on plans to conduct the program and meet goals during the COVID-19 pandemic.

In our programming we work to go where the youth are at, we will do this through a variety of means. First, we will attempt to partner with other organizations that are currently doing programming and reach youth where they are at. 4-H is very complementary to any youth program not just those in a school setting. We have had success this year so far in working with Southern Boone County YMCA for in person programming and Missouri Foster Care and Adoption Association in Cole County. We hope to continuously develop and acquire more partnerships. Second, we will also increase our programming at the Family Impact Center which focusing on serving low to moderate income families in Columbia. These are Extension programs, but we have not had the staff to incorporate 4-H into the youth programming. We hope to maintain project salsa and camp CAPOW with these funds. The third component would be the development of online and "take home" events. We have had success with various online events and "activities in a bag."

2. The BCCSB likes the concept of reaching more urban, diverse youth to participate in 4-H and benefit from the program. The proposal mentioned partnering with Adventure Club programming first. While Adventure Club would be a good resource, the BCCSB would like to see key partners with other after school programs that see more diversity in the children enrolled in their programs.

*Action Required:* Describe specific programs that you plan to partner with and efforts that will made to reach more diverse children.

This position will primarily be working at the Family Impact Center which already has a captive audience of low to moderate income families. We are in the process of making the youth programs already in existence 4-H programs. Other partners we have begun to develop relationships with are Southern Boone County YMCA, Boys and Girls Club, Central Latino, Coyote Hill and Central Missouri Foster Care and Adoption Association.



3. The BCCSB anticipates that the Boone County Extension Council is not the only 4-H program looking to diversify participants, including the necessity of providing virtual and social distance programming.

*Action Required:* Provide examples of other 4-H programs that have a goal and/or met the goal of diversifying program participants. Include information on how they have adjusted the program to be provided during the COVID-19 pandemic.

All 4-H programs have the goal of reaching as many youths as possible. One of the most successful models is reaching youth where they are at in schools and afterschool programs. This past year in Cole County we started a 4-H program in the Jefferson City Academic Center, their alternative middle school. We also began a 4-H club with Central Missouri Foster Care and Adoption Association. These are currently be held in person with masks and social distancing. One of our most successful and diverse 4-H programs is our Youth Futures program which works with youth to expose them to college. The pinnacle event for this program is the Youth Futures Conference. This program is currently being held completely virtually with indivual, family, and social events all being held online. Historically we have offered this program at Douglas HS and would like to revitalize it.

4. The proposal did not describe any program fees or dues required by participants.

*Action Required:* Provide information on program fees/dues to participate in 4-H.

Program fees vary depending on the program. Membership dues are \$30 for Boone County 4-H members and include insurance coverage. At times partnership programs do not require dues if the partner has their own insurance coverage. Occasionally equipment and supply fees are needs and we look to outside donors or funds within the organization.

If there are fees/dues required, provide information on how financial barriers will be removed for low-income families.

If dues are required, we have several resources in Boone County that we can utilize. The Missouri 4-H Foundation and the Boone County 4-H Foundation have historically both been generous supporters of the new and innovative programing.

5. The proposal mentioned funding would support 1.5 FTEs but is unclear on the job responsibilities for the positions.

*Action Required:* Provide more information on the job responsibilities for each position.

Educator: The Educator will be responsible for building partnerships, program development, and delivery including in person and virtual programs. This individual will be working primarily with audiences that are served by the Family Impact Center.  
Youth Program Associate: The YPA will be the primary contact for all 4-H club management and will assist in program delivery.  
Office Manager: Provide administrative support to 4-H programs such as making copies, registering youth, customer service and other duties.

6. The proposed budget does not list benefits for related program personnel or clear information on other funding sources.

*Action Required:* Attach a revised budget that clearly lists benefits and additional funding support for the program. Provide a budget narrative in the field below.

The 4-H Instructor will be paid \$35,027 annually, with 100% of their time devoted to innovative programming. They will be responsible for growing the 4-H program by establishing partnerships and delivering programs. The YPA will maintain existing programming and will contribute to innovative programming by delivering programs. They will be paid \$27,580.80 annually with 25% of their time devoted to the program. Both positions will be University of Missouri Employees with 36.93% benefit rates. The office manager will assist with registration, supply procurement and preparation. They will be paid \$31,096.00 annually with 9% of their time devoted to this program. The office manager will be employed by University of Missouri Extension in Boone county. A laptop will need to be purchased for the 4-H instructor at \$2000 and \$2000 will be needed annually for program supplies. All employees will be paid mileage at \$0.43/mile. Approximately 1500 miles will be traveled annually for \$645/year.

7. The goal benchmarks seem low for the primary goal of increasing diversity of program participants. For example, increasing diversity by 4% per year seems extremely low.

*Action Required:* Provide information on the goals were set and/or adjust the goals that align with the primary request for funding, which is to increase diversity of program participants.

According to All Things Missouri 27.7% of youth ages 5-17 in Boone County identify as a race other than white. During our 2019-2020 programming year 9% of our program identified as a race other than white. Our goal of 4% each year was meant to be compounding, therefore in 2021 we would reach 13% non-white youth, 2022 we would reach 17%, etc. until we reach a population percentage that is a more accurate representation of the county population.

8. If funded, the BCCSB requires programs to follow a purchase of service model instead of paying for direct staff time. There is concern on invoicing for out of school programming given the barriers with COVID-19.

*Action Required:* Provide information on how you plan to the program to be financially stable following the purchase of service model with the uncertainty of providing services virtually and meeting necessary attendance.

Once we get some momentum, we would not foresee this as being an issue. Currently we are doing in person programming every Wednesday and have been very successful with day camp programming. With the addition of more staff we would anticipate our online offering would increase as well. I would anticipate that we would be able to offer programming four days a week with additional support.

	<b>Hourly wage</b>	<b>Annual Salary</b>	<b>Benefits</b>	<b>Total cost</b>	<b>BCSF proposal</b>
<b>Instructor</b>		\$ 35,027.00	\$ 12,935.47	\$ 47,962.47	\$ 47,962.47
<b>YPA</b>	\$ 13.26	\$ 27,580.80	\$ 10,185.59	\$ 37,766.39	\$ 9,000.00
<b>Office Manager</b>	\$14.95	\$ 31,096.00	\$ 2,736.45	\$ 33,832.45	\$ 3,000.00
<b>Laptop</b>				\$ 2,000.00	\$ 2,000.00
<b>Program Supplies</b>				\$ 2,000.00	\$ 2,000.00
<b>Mileage</b>				\$ 645.00	\$ 645.00
				\$124,206.31	\$ 64,607.47

MU Contribution	Boone Extension Council Contribution	FTE towards program	
		100%	40 hours week
\$ 18,883.19	\$ 9,883.19	24%	aprox 8-10 hours a week
	\$ 30,832.45	9%	aprox 3-4 hours a week

**From:** [Huber, Christal](#)  
**To:** [Kristin Cummins](#)  
**Subject:** RE: Questions  
**Date:** Wednesday, June 16, 2021 12:29:04 PM  
**Attachments:** [image002.png](#)  
[Performance Measure Change Chart - MU 4h Updated 6.4.21.docx](#)  
[Day camp evaluation.pdf](#)  
[2021 Missouri 4-H Evaluation paper.pdf](#)

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Kristin,

Attached are the performance measure change chart, and evaluations with ages (the 5-7 year old one has the ages indicated already).

I've updated the budget and I we typically just do post evaluations.

Let me know if you need anything else.

Christal Huber

**From:** Kristin Cummins <KCummins@boonecountymo.org>  
**Sent:** Monday, June 7, 2021 9:20 AM  
**To:** Huber, Christal <hubercd@missouri.edu>  
**Subject:** RE: Questions

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Hi Christal,

I know you said you are pretty busy this week but we were able to develop a draft of the performance measures for what we would like to see. I have the same questions regarding the performance measures from the previous email. Please review the attached table and provide the percentages for the indicators. Let me know if you have any questions.

Thanks,

**Kristin Cummins**

*She/her/hers*

Program Manager

Boone County Community Services Department

605 E. Walnut, Ste. A

Columbia, MO 65201

Phone: 573-886-4298

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**Boone County  
Children's Services Fund**

**From:** Kristin Cummins

**Sent:** Friday, June 04, 2021 3:04 PM

**To:** Huber, Christal <[hubercd@missouri.edu](mailto:hubercd@missouri.edu)>

**Subject:** RE: Questions

Hi Christal,

Thanks for making updates to the Agreement Form. I have the remaining items that need to be addressed:

- Program Budget
  - The expenses need to be updated to align with the program revenues. We like to see that both totals match.
- Performance Measures
  - Would you be able to add the age ranges to the survey tools?
  - Also, do you complete the surveys as a pre/post or only at the end of the program?

I probably won't be able to get the performance measures done today as I have a few other tight deadlines to finish up. Based on your response, I can draft the performance measures up and send them to you next week.

### **Kristin Cummins**

*She/her/hers*

Program Manager

Boone County Community Services Department

605 E. Walnut, Ste. A

Columbia, MO 65201

Phone: 573-886-4298

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**Boone County  
Children's Services Fund**

**From:** Huber, Christal <[hubercd@missouri.edu](mailto:hubercd@missouri.edu)>

**Sent:** Thursday, May 27, 2021 1:41 PM

**To:** Kristin Cummins <[KCummins@boonecountymmo.org](mailto:KCummins@boonecountymmo.org)>

**Subject:** RE: Questions

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Kristin,

I have the sections below that I highlighted in green entered into apricot. If you need a comparison in excel to the original budget let me know. Also if you have feedback on any of my questions in red below I can change those in the application as well if I need to.

Christal Huber

**From:** Huber, Christal  
**Sent:** Friday, May 21, 2021 3:37 PM  
**To:** Kristin Cummins <[KCummins@boonecountymo.org](mailto:KCummins@boonecountymo.org)>  
**Subject:** RE: Questions

Thanks Kristin! I've got a few follow up questions and comments in red below. I'll work on getting those updated.

Christal Huber

**From:** Kristin Cummins <[KCummins@boonecountymo.org](mailto:KCummins@boonecountymo.org)>  
**Sent:** Friday, May 21, 2021 2:35 PM  
**To:** Huber, Christal <[hubercd@missouri.edu](mailto:hubercd@missouri.edu)>  
**Subject:** RE: Questions

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Hi Christal,

Thanks for making updates to the Agreement Form and sending the surveys. I have a couple follow-up items regarding to the Agreement Form:

- **Program Budget**
  - The budget only shows funding from the Children's Services Fund. A budget sent during the initial review indicated that MU and Boone Extension Council would also contribute to the program. Please update the budget to include these funds and the expenses they are covering in the narrative fields of the budget. I attached the initial budget spreadsheet that was sent. I'll get this added I think I was confused when I did it. It did change a little bit though if that is alright there are still three people I just moved it around a little.

With funding at MU right now I won't be able to hire an educator since it is retroactive and our office admin just quit and I'm not sure when we'll rehire just yet. The YPA is currently paid for by 50% MU and 50% Boone Extension with a majority of the funds coming from the county commission. They would like to shuffle some of those funds for this position though the BCCSF instead of budget that is allocated to Extension. Instead I added myself (4-H Specialist) with budget cuts I got brought from 1.0 FTE to 0.9 FTE, with more time dedicated to this program due to no educator position I budgeted in 0.1 FTE of my salary to help cover the gap. I also added in a Student Worker to help deliver programming, that will be employed my MU but paid by Boone county Extension funds. They have money to pay for the position upfront but ideally the BCCSF money would back fill that after the programming occurs. Student Worker positions are easier to get approved on campus right now and I'll need an extra hand to deliver programming. If you have any questions on that let me know and I'll try to communicate that as best as I can in the narrative.

- Consumer Demographics
  - The number of individuals to be served seems high. Could you provide some information on the number of individuals listed? I did a projection, based off of what we intend to do, now that I think about it I don't think I account for duplicates. Do you want our current numbers or a projection of where we anticipate we will be at by the end of 2022?
  - **The total for each demographic section should match (n=2475).** The age demographic total is off by 10 individuals. Please update the numbers in this field. I'll fix that.
- **Service 1 – Description**
  - We require programs that utilize the service "Out of School Programming" to list two or more services from the Taxonomy of Services that are provided through the programming. Please identify at least two services that relate to the content offered through curriculum.
  - Please add more information on the curriculum and content covered in the after school programming in the Service Description. Totally forgot about the Taxonomy, I'll add those items.
- Service 1 – Outputs
  - I entered the amount that would be received from CSF based on the unit rate and number of units entered in the outputs section. Please review. That looks fine.
  - Is CSF covering all the units of service to be provided? What other funding was used prior to cover programming? The way I figured it the CSF funds will be used to cover the majority of it. For afterschool it depends on the program for supplies I will often charge the school a certain amount per kid if it's a yearlong program, and sometimes they cover supplies. See my note above about salaries.
- Service 1 – Performance Measures
  - I'm going to work with our Data and Performance Analyst toward the end of next week to propose changes to the performance measures based on the evaluation tools you sent. I'll be in touch. Thanks!
- **Service 2 – Description**
  - We require programs that utilize the service "Out of School Programming" to list two or more services from the Taxonomy of Services that are provided through the



programming. Please identify at least two services that relate to the content offered through curriculum. I forgot those here too I'll add them

- Please add more information on the curriculum and content covered in the summer camp in the Service Description. Will do
- Service 2 – Outputs
  - I entered the amount that would be received from CSF based on the unit rate and number of units entered in the outputs section. Please review.
  - Are the individuals that attend the summer camps always the same kids that participate in the after school programming? Not necessarily, for right now we plan to run our own summer camps and camps during the school year at the FIC. There could be repeats but it's not necessarily targeting the same kids.
  - Is CSF covering all the units of service to be provided? What other funding was used prior to cover programming? The way I figured it the CSF funds will be used to cover the majority of it. In the past we have charged for day camps, in this scenario they are free. I can refigure that for \$5.00 registration fee. That seems to work well in our Urban regions to make camps affordable, but still encourage registration. The ones we are doing in July we are charging \$25 for to help cover costs.
- Service 2 – Performance Measures
  - I'm going to work with our Data and Performance Analyst toward the end of next week to propose changes to the performance measures based on the evaluation tools you sent. I'll be in touch.

Feel free to reach out if you have any questions. Thanks!

## Kristin Cummins

*She/her/hers*

Program Manager

Boone County Community Services Department

605 E. Walnut, Ste. A

Columbia, MO 65201

Phone: 573-886-4298

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**Boone County  
Children's Services Fund**

**From:** Huber, Christal <[hubercd@missouri.edu](mailto:hubercd@missouri.edu)>

**Sent:** Thursday, May 20, 2021 5:04 PM

**To:** Kristin Cummins <[KCummins@boonecountymo.org](mailto:KCummins@boonecountymo.org)>

**Subject:** RE: Questions

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I got it done today! I've also attached our evaluations.

- Missouri 4-H Clover Kid: Afterschool ages 5-7
- Missouri 4-H Evaluation: Afterschool ages 8-18
- Day Camp: for all day camps, this is just the overview

Let me know if I need to add anything or make any changes.

Christal Huber

**From:** Kristin Cummins <[KCummins@boonecountymo.org](mailto:KCummins@boonecountymo.org)>

**Sent:** Thursday, May 20, 2021 11:20 AM

**To:** Huber, Christal <[hubercd@missouri.edu](mailto:hubercd@missouri.edu)>

**Subject:** RE: Questions

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Hi Christal,

I was just checking in to see how the Agreement Form on Apricot is coming along. I pulled it up this morning and noticed there have not been any saved changes to the form since it was created. Please reach out if you have any questions and need assistance with Apricot.

Thanks,

## Kristin Cummins

*She/her/hers*

Program Manager

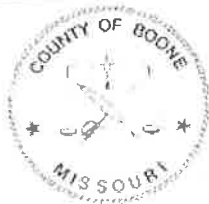
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**Boone County  
Children's Services Fund**

**From:** Huber, Christal <[hubercd@missouri.edu](mailto:hubercd@missouri.edu)>

**Sent:** Thursday, May 13, 2021 12:43 PM

**To:** Kristin Cummins <[KCummins@boonecountymo.org](mailto:KCummins@boonecountymo.org)>

**Subject:** RE: Questions

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Thank you!

Christal Huber

**From:** Kristin Cummins <[KCummins@boonecountymo.org](mailto:KCummins@boonecountymo.org)>

**Sent:** Thursday, May 13, 2021 12:36 PM

**To:** Huber, Christal <[hubercd@missouri.edu](mailto:hubercd@missouri.edu)>

**Subject:** Re: Questions

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Your number of individuals would already be factored into the number of units. For example if you serve 8 people for 10 hours each, the total units would be 80. So I think example a is correct.

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**From:** Huber, Christal <[hubercd@missouri.edu](mailto:hubercd@missouri.edu)>

**Sent:** Thursday, May 13, 2021 12:07:38 PM

**To:** Kristin Cummins <[KCummins@boonecountymo.org](mailto:KCummins@boonecountymo.org)>

**Subject:** RE: Questions

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One more question Kristin, and I might just be overthinking this.

On the Unit of service rate is the formula in the example a or b below correct? In the example taxonomy example I was thinking that the example indicated example a. but if it's one hour/1 person for a unit b. would make more sense.

a. Unit of Service Rate = Total Program Expenses/Total Hours of Service

b. Unit of Service Rate = Total Program Expenses/(Total Hours of Service\*Total # of Individuals)

Christal Huber

**From:** Kristin Cummins <[KCummins@boonecountymo.org](mailto:KCummins@boonecountymo.org)>

**Sent:** Thursday, May 6, 2021 2:35 PM

**To:** Huber, Christal <[hubercd@missouri.edu](mailto:hubercd@missouri.edu)>

**Subject:** RE: Questions

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Hi Christal,

Here is information from the Children's Services Fund policy regarding indirect expenses: "Indirect Expenses: For programs and services funded by the Children's Services Fund, indirect expenses must be limited to a maximum of 15% of salary expense only (salary expense does not include benefits). Indirect expenses include general organizational expenses such as management time, finance, human resources or other support services effort, liability insurance, facility rent/lease, postage, telephone, utilities, etc."

The unit rate range for Out of School Programming is \$3.30-\$10.93 with a unit measure of 1 hour/individual.

### **Kristin Cummins**

*She/her/hers*

Program Manager

Boone County Community Services Department

605 E. Walnut, Ste. A

Columbia, MO 65201

Phone: 573-886-4298

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**Boone County  
Children's Services Fund**

**From:** Huber, Christal <[hubercd@missouri.edu](mailto:hubercd@missouri.edu)>

**Sent:** Wednesday, May 05, 2021 5:10 PM

**To:** Kristin Cummins <[KCummins@boonecountymo.org](mailto:KCummins@boonecountymo.org)>

**Subject:** Questions

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SHARE information with unfamiliar senders.

Kristin,

A few questions on Unit of Service Rate and budget

- Can benefits be included staff expenses on the unit of service?
- On total # of anticipated units is that direct contact hours with youth only or can it include preparation hours?
- Since this funding is for six months do you want me to do our budget for a year or six months?  
This would also apply to our total # of units on the Unit of Service Rate.

**Christal Huber**

County Engagement Specialist in 4-H Youth Development

Howard & Boone Counties

University of Missouri Extension

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## Agreement Form - V4 (Year 2)

### University of Missouri Extension - Boone County

Quick View Information

#### Quick View Information

**This form is auto-populated with information from the Proposal Cover Sheet, Program Overview (V3) and Program Services (V3) proposal forms.**

**Organization Name**

University of Missouri Extension - Boone County

**Program Name**

Boone County 4-H Urban Youth Initiative: Growing and Diversifying Youth Support

**Date Completed**

03/05/2021

**Funder**

Boone County

**Funding Type**

Children's Services Fund - POS 2019

**Funding Cycle**

RFP #34-18JUL19

**County-Children's Services - Service Type**

Prevention programs which promote healthy lifestyles among children and youth and strengthen families

**Record Lock**

0

#### Agreement Information Form Instructions

**The purpose of this form is to capture key information about the contracted program and program service(s). In developing your responses, please adhere to the following guidelines:**

**Information should be based on the contract/agreement period.**

**Generally, information should be provided for the entire program, not just the portion contracted by the City of Columbia, Boone County, or the Heart of Missouri United Way.**

**\* Indicates Required Field**

#### Program Budget Instructions

*Instructions:* **As needed and/or required, update the information in the Agreement (A) Column.**

#### Program Budget

## PROGRAM REVENUE

AGREEMENT  
BUDGET (A)

## 1. DIRECT SUPPORT

<b>A. Heart of Missouri United Way</b>	<b>(A) 1A.</b> \$0.00
<b>B. Other United Ways</b>	<b>(A) 1B.</b> \$0.00
<b>C. Capital Campaigns</b>	<b>(A) 1C.</b> \$0.00
<b>D. Grants (non-governmental)</b>	<b>(A) 1D.</b> \$0.00
<b>E. Fund Raising &amp; Other Direct Support</b>	<b>(A) 1E.</b> \$0.00

## 2. GOVERNMENT CONTRACTS/SUPPORT

<b>A. Boone County - Children's Services Funding</b> Funds from Boone County Children Services Funds will used towards new programing initiatives in Boone County 4-H	<b>(A) 2A.</b> \$64,596.00
<b>B. Boone County - Community Health Funding</b>	<b>(A) 2B.</b> \$0.00
<b>C. Boone County - Other Funding</b>	<b>(A) 2C.</b> \$0.00
<b>D. Funding from Other Counties</b>	<b>(A) 2D.</b> \$0.00
<b>E. City of Columbia - Social Service Funding</b>	<b>(A) 2E.</b> \$0.00
<b>F. City of Columbia - CDGB/Home Funding</b>	<b>(A) 2F.</b> \$0.00
<b>G. City of Columbia - CHDO Funding</b>	<b>(A) 2G.</b> \$0.00
<b>H. City of Columbia - Other Funding</b>	<b>(A) 2H.</b> \$0.00
<b>I. Funding from Other Cities</b>	<b>(A) 2I.</b> \$0.00
<b>J. Federal (Medicaid, Title III, etc.)</b>	<b>(A) 2J.</b> \$0.00
<b>K. State (Purchase of Services, Grants, etc.)</b>	<b>(A) 2K.</b> \$0.00
<b>L. Other (Schools, Courts, etc.)</b> University of Missouri includes 100% of 4-H specialist salary and benefits at 0.9 FTE \$62,840.84, 50% of Youth Program Associate salary and benefits at 1.0 FTE for \$18,883.19	<b>(A) 2L.</b> \$84,999.28
<b>3. Program Service Fees</b>	<b>(A) 3.</b> \$0.00
<b>4. Investment Income (realized &amp; unrealized)</b>	<b>(A) 4.</b> \$0.00
<b>5. Other Revenue Items</b> Boone County Extension Council (money that is allocated from Boone County Commision Funds): 50% of Youth Program Associate salary and benefits, \$5,363.26 is the remaining portion of the 50% not covered by BCCSF	<b>(A) 5.</b> \$5,363.26
<b>TOTAL PROGRAM REVENUE</b>	<b>(A) Total Revenue</b> 154958.54

PROGRAM EXPENSES

**1. Personnel**

Personnel included are a 4-H specialist who is 0.11 FTE towards the program at \$26.43/hr & a 4-H Youth Program Associate at 0.3 FTE towards the program at \$13.26/hr both have a benefit rate of 36.63%. A 4-H student worker will be 0.40 towards the program at \$10.30/hr and 7.659% benefit rate.

**(A) 1.**  
\$133,121.54

**2. Non-Personnel**

\$12,875 will be used on supplies directly related to the program, \$6,000 will be used on food for day camps, \$400 will be used on facility rental for day camps, and \$2574 will be used on mileage.

**(A) 2.**  
\$21,849.00

TOTAL PROGRAM EXPENSES

**(A) Total Expenses**  
154970.54

Yearly Amount Request from Children's Services Fund

AGREEMENT REQUEST (A)

Year 1 Total Request

**(A) Year 1 Total Request**  
\$0.00

Year 2 Total Request

**(A) Year 2 Total Request**  
\$64,596.00

Residence

RESIDENCE

AGREEMENT RESIDENCE (A)

City of Columbia

**(A) City of Columbia**  
2000

Boone County (includes City of Columbia residents)

**(A) Boone County (includes City of Columbia residents)**  
2475

Cooper County

**(A) Cooper County**  
0

Howard County

**(A) Howard County**  
0

Other Counties

**(A) Other Counties**  
0

RESIDENCE TOTAL

**(A) Residence Total:**  
2475

Race

RACE

AGREEMENT RACE (A)

White (alone)

**(A) White (alone)**



	2190
Black or African American (alone)	<b>(A) Black or African American (alone)</b> 150
Multiple Races	<b>(A) Multiple Races</b> 47
Asian (alone)	<b>(A) Asian (alone)</b> 75
Native American Indian or Alaskan Native (alone)	<b>(A) Native American Indian or Alaskan Native (alone)</b> 4
Native Hawaiian or other Pacific Islander (alone)	<b>(A) Native Hawaiian or other Pacific Islander (alone)</b> 4
Some Other Race	<b>(A) Some Other Race</b> 5
<b>RACE TOTAL</b>	<b>(A) Race Total</b> 2475

Ethnicity

ETHNICITY

AGREEMENT ETHNICITY (A)

Hispanic or Latino (of all race)	<b>(A) Hispanic or Latino (of all race)</b> 45
Not Hispanic or Latino	<b>(A) Not Hispanic or Latino</b> 2430
<b>ETHNICITY TOTAL</b>	<b>(A) Ethnicity Total</b> 2475

Gender

GENDER

AGREEMENT GENDER (A)

Female	<b>(A) Female</b> 1236
Male	<b>(A) Male</b> 1239
Other Gender	<b>(A) Other Gender</b> 0
<b>GENDER TOTAL</b>	<b>(A) Gender Total</b> 2475

Income

INCOME

## AGREEMENT INCOME (A)

At or below 200% of FPL (Federal Poverty Level)

**(A) At or below 200% of FPL**

0

Over 200% of FPL

**(A) Over 200% of FPL**

0

**INCOME TOTAL****(A) Income Total**

0

Age (County-Children's Services Fund RFP)

AGE

## AGREEMENT AGE (A)

Infant/Toddler (birth - 2 years)

**(A) Infant/Toddler (birth - 2 years)**

0

Preschool (3 years - 5 years)

**(A) Preschool (3 years - 5 years)**

0

School Age (6 years - 11 years)

**(A) School Age (6 years - 11 years)**

1237

Middle School (12 years - 14 years)

**(A) Middle School (12 years - 14 years)**

938

High School (15 years - 19 years)

**(A) High School (15 years - 19 years)**

300

Parent/Guardian (19 years and younger)

**(A) Parent/Guardian (19 years and younger)**

0

Parent/Guardian (age 20 and over)

**(A) Parent/Guardian (age 20 and over)**

0

Adult (age 20 and over - not a parent/guardian)

**(A) Adult (age 20 and over - not a parent/guardian)**

0

**AGE TOTAL (CSF)****(A) Age Total (CSF)**

2475

Consumer Demographics Narrative (optional)

**Provide any additional information on consumer demographics; e.g. out of county participants, adults over 20 receiving services.**

Individuals Trained

Individuals to be Trained

**(A) Individuals to be Trained**

0

**Description of Individuals to be Trained:**

Development/Start Up Service Funding

AGREEMENT DEVELOPMENTAL/START UP FUNDING (A)

<b>Amount Requested</b>	<b>(A) Amount Requested</b> \$0.00
<b>Description of Funds</b>	<b>(A) Description of Funds</b>

Program Service #1 - Description

**(A) Service #1**  
 Service #1 Name Out of School Programming ((After-school) Positive Youth Development, Academic Enrichment)

**Is this service contracted by this funding source (#1)?** **Provide a detailed description on the delivery of the proposed service (#1).**  
 Yes Out of school programing will be offered through 4-H clubs in collaboration with a variety of partners. Programs will occur in school or afterschool in a variety of topics. Sessions will typically be an average of one hour in length and will be offered as a series of 5 to 10 sessions. Topics will be centered on 4-H projects focusing on the experiential learning model and utilizing 4-H curriculum. 4-H projects fall into three program areas including STEM and Agriculture, Healthy Living, and Civic Engagement. A complete list of projects can be found at: <https://extension.missouri.edu/programs/missouri-4-h/4-h-projects-opportunities/4-h-projects>. We will work with partners to determine the needs for their programs based on the curriculum we have. Programs committed this summer include SOBOCO YMCA with Kids in the Kitchen and Healthy Living. City of Refuge will be participating in our Youth Futures program which includes college readiness and career exploration.

**Select all funding sources that apply (#1):**  
 Additional Funding Sources #1 Boone County Children's Services Fund

Program Service #1 - Outputs

Program Service #1 - Outputs:	#1 Agreement (A)
Unit Measure #1	<b>(A) Unit Measure #1</b> 1 hour/individual
Unit Rate #1	<b>(A) Unit Rate #1</b> \$3.32
Total # of Units Provided #1	<b>(A) Units #1</b> 9600
Total # of Unduplicated Individuals Served #1	<b>(A) Unduplicated Individuals #1</b> 2475

*Instructions:*

**Agreement amount with City of Columbia, Boone County, or Heart of Missouri United Way for Service #1.**

Funding Amount #1

**(A) Agreement Amount #1**

\$31,872.00

Funded # of Units #1

**(A) Agreement Units #1**

9600

**Program Service #1 - Performance Measures (Agreement)**

(A) Program Service 1 Outcomes:

(A) Program Service 1 Indicators:

(A) Program Service 1 Method of Measurements:

**(A) Outcome 1-1**

Develop positive values, social competencies, or identities.

**(A) Indicator 1-1**

- 1.) 75% of youth improve social-emotional competence
- 2.) 75% of youth improve leadership skills.

**(A) Method of Measurement 1-1**

Missouri 4-H program Evaluation (Common Measures) (post-test)

**(A) Additional Outcome 1-2**

Improve participation from minority or marginalized population in after school programs 12% increase in participation for black/African American youth

**(A) Additional Indicator 1-2**

- 1.) 12% increase in participation for black/African American youth
- 1.) 12% increase in participation of youth from families under 200% of federal poverty guidelines

**(A) Additional Method 1-2**

Demographic information from common measures evaluation.

12% increase in participation of youth from families under 200% of federal poverty guidelines Demographic information from common measures evaluatio

**(A) Additional Outcome 1-3**

**(A) Additional Indicator 1-3**

**(A) Additional Method 1-3**

**(A) Additional Outcome 1-4**

**(A) Additional Indicator 1-4**

**(A) Additional Method 1-4**

**(A) Additional Outcome 1-5**

**(A) Additional Indicator 1-5**

**(A) Additional Method 1-5**

**Program Service #2 - Description**

Service #2 Name

**(A) Service #2**

Out of School Programming ((Camps) Positive Youth Development, Academic Enrichment)

**Is this service contracted by this funding source (#2)?**

Yes

**Provide a detailed description on the delivery of the proposed service (#2).**

Day camps will be held throughout the summer and on days Columbia Public School is not in session. Camps will utilize experiential learning to explore a variety of topics. Camps will be held at the Family Impact Center and at other locations throughout Boone County. Summer camps in 2021 will include a Natural Resources Camp, STEM Camp and Exploring 4-H camp. Curriculum in 4-H project areas and guest speakers will be used to develop curriculum. We have also been collaborating with researchers at MU's campus through the connector to provide outreach events. These will be incorporated into our day camps for the 21-22 school year.

Additional Funding Sources #2

**Select all funding sources that apply (#2):**

Boone County Children's Services Fund

**Program Service #2 - Outputs**

Program Service 2 Outputs:

#2 Agreement (A)

Unit Measure #2

**(A) Unit Measure #2**

1 hour/individual

Unit Rate #2

**(A) Unit Rate #2**

\$6.06

Total # of Units #2

**(A) Units #2**

5400

Total # of Unduplicated Individuals Served #2

**(A) Unduplicated Individuals #2**

600

*Instructions:*

**Agreement amount with City of Columbia, Boone County, or Heart of Missouri United Way for Service #2:**

Funding Amount #2

**(A) Agreement Amount #2**

\$32,724.00

Funded # of Units #2

**(A) Agreement Units #2**

5400

**Program Service #2 - Performance Measures (Agreement)**

(A) Program Service 2 Outcomes:

(A) Program Service 2 Indicators:

(A) Program Service 2 Method of Measurement

**(A) Outcome 2-1**

Develop positive values, social competencies, or identities.

**(A) Indicator 2-1**

- 1.) 75% of youth improve or maintain their teamwork skills
- 2.) 75% of youth demonstrate they have gained a new skill tied to curriculum during day camps

**(A) Method of Measurement 2-1**

Missouri 4-H program Evaluation (Common Measures) (post-test)

**(A) Additional Outcome 2-2**

Improve participation from minority or marginalized population in after school programs

**(A) Additional Indicator 2-2**

- 1.) 12% increase in participation for black/African American youth
- 1.) 12% increase in participation of youth from families under 200% of federal poverty guidelines

**(A) Additional Method 2-2**

Demographic Information in 4-H common measures evaluation

**(A.) Additional Outcome 2-3**

**(A) Additional Indicator 2-3**

**(A) Additional Method 2-3**

**(A) Additional Outcome 2-4**

**(A) Additional Indicator 2-4**

**(A) Additional Method 2-4**

**(A) Additional Outcome 2-5**

**(A) Additional Indicator 2-5**

**(A) Additional Method 2-5**

**Program Service #3 - Description**

Service #3 Name

**(A) Service #3**

**Is this service contracted by this funding source (#3)?**

**Provide a detailed description on the delivery of the proposed service (#3).**

Additional Funding Sources #3

**Select all funding sources that apply (#3):**

### Program Service #4 - Description

Service #4 Name

**(A) Service #4**

**Is this service contracted by this funding source (#4)?**

**Provide a detailed description on the delivery of the proposed service (#4).**

Additional Funding Sources #4

**Select all funding sources that apply (#4):**

### Program Service #5 - Description

Service Name #5

**(A) Service #5**

**Is this service contracted by this funding source (#5)?**

**Provide a detailed description on the delivery of the proposed service (#5).**

Additional Funding Sources #5

**Select all funding sources that apply (#5):**

### Total Funding Amount - Services 1-10

**Total Funding Request for Services 1-10**

64596

### Links for Agreement Form (V3)

### Linked 'Interim Report -V3.2' Records

**Link Instructions**

**Missouri 4-H Program Evaluation 2021** Ages (8-18)

Participation is voluntary. If you don't want to answer a question you can skip it. Thank you!

What county do you participate in 4-H?	How old are you?			
<b>As you answer the questions, please keep your 4-H experiences in mind:</b>	<b>Yes</b>	<b>Usually</b>	<b>Not really</b>	<b>No</b>
Do you like to learn new things?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you afraid to try something you might get wrong?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you try to learn from your mistakes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you willing to work hard on something difficult?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Before making a decision, do you stop to think about your choices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you think about how your choices affect others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you set goals for yourself?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you keep trying until you reach your goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you treat others the way you want to be treated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you follow the rules even if no one is watching?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you help others reach their goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it hard for you to be a leader?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you show respect for others' ideas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you comfortable working in groups?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you think about other people's feelings before you say something?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you look for ways to involve all members of a group?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a hard time speaking up in a group?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you get along with others who are different from you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When someone makes you upset, can you still work with them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you like to learn about people who are different from you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you willing to try something you might get wrong?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you comfortable being a leader?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it easy for you to speak up in a group?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



### Missouri 4-H Program Evaluation 2021

Participation is voluntary. If you don't want to answer a question you can skip it. Thank you!

**Please choose up to 5 important skills you have developed because of your time in 4-H.**

- |   |   |
|---|---|
| <input type="checkbox"/> Preparing for a Career                     | <input type="checkbox"/> Leadership                           |
| <input type="checkbox"/> Public Speaking/Presentation Skills        | <input type="checkbox"/> Critical Thinking                    |
| <input type="checkbox"/> Written Communication Skills               | <input type="checkbox"/> Respect for Others and Property      |
| <input type="checkbox"/> Building Relationships/ Meeting New People | <input type="checkbox"/> Resiliency (Ability to bounce back)  |
| <input type="checkbox"/> Working with Caring Adults                 | <input type="checkbox"/> Sportsmanship/Handle Competition     |
| <input type="checkbox"/> Working as a Family                        | <input type="checkbox"/> Desire to Be Involved                |
| <input type="checkbox"/> Making/Evaluating an Item                  | <input type="checkbox"/> Managing Challenges                  |
| <input type="checkbox"/> Handling Conflict                          | <input type="checkbox"/> Responsibility/Following Rules       |
| <input type="checkbox"/> Appreciate Others' Differences             | <input type="checkbox"/> Organizational Skills/Record Keeping |
| <input type="checkbox"/> Self Confidence/Respect for Self           | <input type="checkbox"/> Ability to Run a Meeting             |
| <input type="checkbox"/> Willing to Try New Things                  | <input type="checkbox"/> Time Management                      |
| <input type="checkbox"/> Project Skills                             | <input type="checkbox"/> Following Through                    |

**What do you enjoy in 4-H? (please select up to 3)**

- |   |   |
|---|---|
| <input type="checkbox"/> Attending Club Meetings                    | <input type="checkbox"/> Attending State Events (ex. Teen Conference, Congress)       |
| <input type="checkbox"/> Participating in Projects                  | <input type="checkbox"/> Going to Camp  |
| <input type="checkbox"/> Participating in Contests                  | <input type="checkbox"/> Exhibiting at Fairs  |
| <input type="checkbox"/> Participating in Fundraisers               | <input type="checkbox"/> Leadership Opportunities (ex. State Council, Junior Council) |
| <input type="checkbox"/> Attending Regional Events (ex. Energizers) | <input type="checkbox"/> Community Service  |

**What would you like to do more of in 4-H? (please select up to 3)**

- |   |   |
|---|---|
| <input type="checkbox"/> Attending Club Meetings                    | <input type="checkbox"/> Attending State Events (ex. Teen Conference, Congress)       |
| <input type="checkbox"/> Participating in Projects                  | <input type="checkbox"/> Going to Camp  |
| <input type="checkbox"/> Participating in Contests                  | <input type="checkbox"/> Exhibiting at Fairs  |
| <input type="checkbox"/> Participating in Fundraisers               | <input type="checkbox"/> Leadership Opportunities (ex. State Council, Junior Council) |
| <input type="checkbox"/> Attending Regional Events (ex. Energizers) | <input type="checkbox"/> Community Service  |



### Missouri 4-H Program Evaluation 2021

Participation is voluntary. If you don't want to answer a question you can skip it. Thank you!

#### What are you looking forward to in 4-H? (please select up to 3)

- |   |   |
|---|---|
| <input type="checkbox"/> Attending Club Meetings                    | <input type="checkbox"/> Attending State Events (ex. Teen Conference, Congress)       |
| <input type="checkbox"/> Participating in Projects                  | <input type="checkbox"/> Going to Camp  |
| <input type="checkbox"/> Participating in Contests                  | <input type="checkbox"/> Exhibiting at Fairs  |
| <input type="checkbox"/> Participating in Fundraisers               | <input type="checkbox"/> Leadership Opportunities (ex. State Council, Junior Council) |
| <input type="checkbox"/> Attending Regional Events (ex. Energizers) | <input type="checkbox"/> Community Service  |

#### When you participated in 4-H meetings, projects, and or events do you feel like they were well planned?

- Yes, I knew what was planned and what I was supposed to be doing.
- Most of the time I knew what was planned and what I was supposed to be doing.
- Sometimes I felt a little lost or unsure what I was doing.
- No, things are not well planned, and I do not know what I am doing.

#### Do you feel like you have a voice in choosing projects or activities in 4-H?

- Yes, I always felt like I had a voice in choosing projects or activities.
- Most of the time I felt I had a voice in choosing projects or activities.
- Sometimes I felt I had a voice in choosing projects or activities.
- No, I did not feel I had a voice in choosing projects or activities.

#### Do you think you will participate in 4-H next year?

- Yes    Maybe    No

#### What do you like most about 4-H?

#### If you could change one thing about 4-H, what would it be?

#### Why are you involved in 4-H?

## Missouri 4-H Program Evaluation 2021

Participation is voluntary. If you don't want to answer a question you can skip it. Thank you!

<b>What has been the most important thing you have learned by being involved in 4-H?</b>	
<b>How might you be different if you had never been involved 4-H?</b>	
<b>How do you participate in 4-H? Pick all that apply to you.</b>	
<input type="checkbox"/> Community Club meeting <input type="checkbox"/> 4-H Afterschool Club <input type="checkbox"/> In-School Club <input type="checkbox"/> Special Interest Club (SPIN) <input type="checkbox"/> 4-H LIFE <input type="checkbox"/> Youth Futures	
<b>What grade are you in?</b>	<b>What best describes your gender?</b>
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Nonbinary <input type="checkbox"/> Gender no listed <input type="checkbox"/> Prefer not to respond	
<b>Which of the following best describes your race?</b>	
<input type="checkbox"/> Black or African-American <input type="checkbox"/> Native American (American Indian or Alaskan Native) <input type="checkbox"/> White or Caucasian <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> Balance (other combinations) <input type="checkbox"/> Prefer not to state	
<b>Are you Hispanic of Latino ethnicity</b>	
<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Non-Hispanic/Non-Latino <input type="checkbox"/> Prefer not to state	
<b>How many years have you been in 4-H?</b>	
<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 years <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years <input type="checkbox"/> 4 years <input type="checkbox"/> 5 or more years	
<b>Only answer the following questions if you are 16 years old or older:</b>	
<b>4-H has given me the skills that will be helpful after high school.</b>	
<input type="checkbox"/> Strongly agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly disagree	
<b>I know what I want to do after high School.</b>	
<input type="checkbox"/> Strongly agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly disagree	
<i>If answered strongly agree or agree to this question, please answer the next two questions.</i>	
<b>When I leave high school I plan to:</b>	
<input type="checkbox"/> Start in a career <input type="checkbox"/> Do an Apprenticeship <input type="checkbox"/> Enter a Community College/ 2-year college <input type="checkbox"/> Enter Military Service <input type="checkbox"/> Start a business <input type="checkbox"/> Enter a trade school/tech school <input type="checkbox"/> Enter a University/ 4-year college <input type="checkbox"/> Other	
<b>4-H helped me decide what I will do after high school.</b>	
<input type="checkbox"/> Strongly agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly disagree	



Extension

University of Missouri



## Break down of Survey Questions based on the goals of day camps

Adapted from

An Evaluation of the Effectiveness of Life Skill Development in Missouri's 4-H Youth Resident Summer Camps. A Survey of 4-H Campers and their Parents.

Garton, M, Miltner, M. & Pruett, B. (2007). Does 4-H Camp Influence Life Skill and Leadership Development? *Journal of Extension*, 45(4). <https://www.joe.org/joe/2007august/a4.php>

<b><i>To provide all campers with the opportunity to develop life skills</i></b>
<b><i>Learning to Learn</i></b>
Because of camp, I'm better at following directions
Because of camp, I feel better able to learn and share what I know
<b><i>Teamwork</i></b>
Camp helped me develop skills I can use to work out my differences with others I developed new skills I can use to work out my differences with others
Camp has made it easier for me to talk to others when in a small group
At camp I learned that my way is not always the only way to be successful
<b><i>Self Responsibility</i></b>
I am becoming more responsible for my actions
Because of camp, I'm better at taking care of myself
At camp I learned to complete jobs I was responsible for
Because of camp, I'm better at making decisions for myself
<b><i>Social Skills</i></b>
I made new friends at camp I am becoming better at meeting new people
Because of camp I can talk to other people more easily.
<b><i>To provide all campers with opportunities to have fun in a variety of constructive and creative ways</i></b>
I had fun at camp
There was plenty of activities to do at camp
<b><i>For all campers to learn new skills in areas not available at home</i></b>
I learned something new at camp, that I plan to learn more about
I learned something at camp that I would not have learned at home
<b><i>For each camper to experience being part of a group</i></b>
Participating in day camp made me feel like I was part of something
I'm glad I participated in day camp
At camp I felt free to express my own opinion
I felt accepted by other campers

# Day Camp Survey

Ages 8-18

County: \_\_\_\_\_

Because of camp, I'm better at following directions	1	2	3	4	5
Because of camp, I feel better able to learn and share what I know	1	2	3	4	5
Camp has made it easier for me to talk to others when in a small group	1	2	3	4	5
At camp I learned that my way is not always the only way to be successful	1	2	3	4	5
Because of camp, I'm better at taking care of myself	1	2	3	4	5
At camp I learned to complete jobs I was responsible for	1	2	3	4	5
Because of camp I can talk to other people more easily.	1	2	3	4	5
I had fun at camp	1	2	3	4	5
There was plenty of actives to do at camp	1	2	3	4	5
Participating in day camp made me feel like I was part of something	1	2	3	4	5
I'm glad I participated in day camp	1	2	3	4	5
At camp I felt free to express my own opinion	1	2	3	4	5
I learned something new at camp	1	2	3	4	5
I learned something new at camp that I plan to learn more about	1	2	3	4	5
Because of camp, I'm better at making decisions for myself	1	2	3	4	5
I am becoming better at meeting new people	1	2	3	4	5
I developed new skills to work out my differences with others	1	2	3	4	5

For next summer	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
I would like to attend a day camp again	1	2	3	4	5
I would like to attend an overnight camp	1	2	3	4	5

Please tell us one thing you learned NEW this year at Camp.

Anything else we should know about camp?

Performance Measure Change Chart		
Organization Name: University of Missouri Extension - Boone County		
Program Name: Boone County 4-H Urban Youth Initiative: Growing and Diversifying Youth Support		
Service #1 – Taxonomy of Service Name: Out of School Programming ((After-school) Positive Youth Development, Academic Enrichment)		
Performance Measures		
Outcome:	Indicator:	Method of Measurement:
Develop positive values, social competencies, or identities.	75% of youth improve social-emotional competence  75% of youth improve leadership skills.	Missouri 4-H program Evaluation (Common Measures)
Improve participation from minority or marginalized population in after school programs	12% increase in participation for black/African American youth  12% increase in participation of youth from families under 200% of federal poverty guidelines	Demographic information from common measures evaluation.
Please indicate if there are any changes needed in the proposed performance measures:		

Performance Measure Change Chart		
Organization Name: University of Missouri Extension - Boone County		
Program Name: Boone County 4-H Urban Youth Initiative: Growing and Diversifying Youth Support		
Service #2 – Taxonomy of Service Name: Out of School Programming ((Camps) Positive Youth Development, Academic Enrichment)		
Performance Measures		
Outcome:	Indicator:	Method of Measurement:
Develop positive values, social competencies, or identities.	75% of youth improve or maintain their teamwork skills  75% of youth demonstrate they have gained a new skill tied to curriculum during day camps	Missouri 4-H program Evaluation (Common Measures)
Improve participation from minority or marginalized population in after school programs	12% increase in participation for black/African American youth  12% increase in participation of youth from families under 200% of federal poverty guidelines	Demographic Information in 4-H common measures evaluation
Please indicate if there are any changes needed in the proposed performance measures:		

**ATTACHMENT A**

**2021 AGENCY ASSURANCE SHEET**

**(Please complete and return with Proposal Response)**

I, the undersigned, certify that the statements in this request for funding proposal application are true and complete to the best of my knowledge, and accept, as to any funds awarded, the obligation to comply with the Boone County Children's Services Board (BCCSB) and any of the Boone County Children's Services Fund's conditions specified in the funding award and contract.

I, the undersigned, certify that in addition to the conditions mentioned above, will maintain accepted accounting procedures to provide for accurate and timely recording of receipt of funds, expenditures, and of unexpended balances. I, the undersigned, further certify I have and will make available, upon request, the following documentation for accuracy and validity:

- Certificate of Corporate Good Standing
- Agency Policy of Non-Discrimination
- Agency Policy for Screening of Staff and Volunteers for Child Abuse and Neglect
- Agency Statement of Confidentiality

LETITIA JOHNSON  
 Printed Name - Agency Executive Director/President/CEO

7-26-21  
 Date

[Signature]  
 Signature - Agency Executive Director/President/CEO

7-26-21  
 Date

Jill Edwards  
 Printed Name - Agency Board Chair

7-26-21  
 Date

[Signature]  
 Signature - Agency Board Chair

7-26-21  
 Date

Signed in my presence 07/26/2021  
Jerrilyn Carey



JERRILYN CAREY  
 My Commission Expires  
 April 7, 2022  
 Boone County  
 Commission #14438362

ATTACHMENT B

(Please complete and return with Proposal Response)

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.

*Jill Edwards, Chair*

Name and Title of Authorized Representative

Jill Edwards

Signature

7-26-21

Date

*Signed in my presence 07/26/2021  
Jerrilyn Carey*



JERRILYN CAREY  
My Commission Expires  
April 7, 2022  
Boone County  
Commission #14436362



ATTACHMENT C

WORK AUTHORIZATION CERTIFICATION  
PURSUANT TO 285.530 RSMo  
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)

County of Boone )  
 ) ss  
State of Missouri )

My name is Jill Edwards I am an authorized agent of Boone County Extension (Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached hereto.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

Jill Edwards 7-30-21  
Affiant Date  
Jill Edwards  
Printed Name

Subscribed and sworn to before me this 30th day of July, 2021



JERRILYN CAREY  
My Commission Expires  
April 7, 2022  
Boone County  
Commission #14436362

Jerrilyn Carey  
Notary Public

Attach to this form the *E-Verify Memorandum of Understanding* that you completed when enrolling.



Company ID Number: 1721835

**THE E-VERIFY  
MEMORANDUM OF UNDERSTANDING  
FOR EMPLOYERS**

**ARTICLE I  
PURPOSE AND AUTHORITY**

The parties to this agreement are the Department of Homeland Security (DHS) and Boone County University Extension (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

**ARTICLE II  
RESPONSIBILITIES**

**A. RESPONSIBILITIES OF THE EMPLOYER**

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
  - a. Notice of E-Verify Participation
  - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.



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4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.
  5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.
    - a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.
  6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:
    - a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.
    - b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.
- Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.
7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.
  8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.
    - a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly



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employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status



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(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon



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reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

## **B. RESPONSIBILITIES OF FEDERAL CONTRACTORS**

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.



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- b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.
- c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.
- d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.
- e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:
- i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
  - ii. The employee's work authorization has not expired, and
  - iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).
- f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:
- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
  - ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
  - iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with



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Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

### **C. RESPONSIBILITIES OF SSA**

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

### **D. RESPONSIBILITIES OF DHS**

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

a. Automated verification checks on alien employees by electronic means, and





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- b. Photo verification checks (when available) on employees.
2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

### ARTICLE III

#### REFERRAL OF INDIVIDUALS TO SSA AND DHS

##### A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify



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case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.
4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.
6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

## **B. REFERRAL TO DHS**

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.
2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.
4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the



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employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:

- a. Scanning and uploading the document, or
- b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).

7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.

8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

#### **ARTICLE IV SERVICE PROVISIONS**

##### **A. NO SERVICE FEES**

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

#### **ARTICLE V MODIFICATION AND TERMINATION**

##### **A. MODIFICATION**

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.

2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.



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## **B. TERMINATION**

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.
2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.
3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.
4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

## **ARTICLE VI PARTIES**

- A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.
- B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.
- C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.
- D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.
- E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to,



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Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

**To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.**



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Approved by:

<b>Employer</b> Boone County University Extension	
Name (Please Type or Print) Christal Huber	Title
Signature Electronically Signed	Date 07/30/2021
<b>Department of Homeland Security – Verification Division</b>	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 07/30/2021



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<b>Information Required for the E-Verify Program</b>	
<b>Information relating to your Company:</b>	
Company Name	Boone County University Extension
Company Facility Address	1012 N Highway UU Columbia, MO 65203
Company Alternate Address	
County or Parish	BOONE
Employer Identification Number	436014020
North American Industry Classification Systems Code	611
Parent Company	
Number of Employees	1 to 4
Number of Sites Verified for	1 site(s)



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**Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:**

MO

1



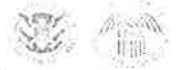


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**Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:**

Name            Letitia Johnson  
Phone Number   5734459792  
Fax  
Email            iohnsonlk@missouri.edu

Name            Christal Huber  
Phone Number   5734459792  
Fax  
Email            hubercd@missouri.edu



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This list represents the first 20 Program Administrators listed for this company.

July 14, 2021



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

RE: Boone County 4-H providing services for the Boone  
County Children Services Fund

Dates: 7/6/2021-12/31/2022

To Whom It May Concern:

The Curators of the University of Missouri Auto/General Liability program is self-insured. The self-insured program is used to provide coverage for exposures and claims arising from the negligence of the University, its officers, agents and employees. The general liability program has a plan limit of \$1,000,000 per occurrence and \$3,000,000 annual aggregate. Reserves for the program are determined annually through actuarial study. The program is "occurrence" based, versus "claims-made".

The Curators of the University of Missouri is an approved Missouri self-insurer for Workers' Compensation coverage. All employees, including some student employees, part-time employees and some volunteers are covered by Workers' Compensation. A specific fund is maintained, based on actuarial determination, to cover obligations arising from the Workers' Compensation Exposure.

Should you require additional information, please advise.  
Sincerely,

*Ed Knollmeyer*

Ed Knollmeyer  
Director, Risk & Insurance Management

EK:pb