

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the August Adjourned Term. 20 03

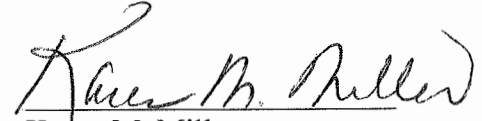
In the County Commission of said county, on the 2nd day of September 20 03
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the request by James and Donna McManama to rezone from A-2 (Agriculture) to A-R (Agriculture Residential) of 1.53 acres, more or less, located at 10901 Highway 22, Centralia.

Done this 2nd day of September, 2003.



Keith Schnarre
Presiding Commissioner

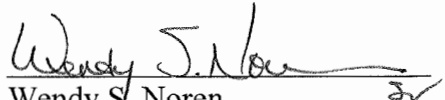


Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

ATTEST:



Wendy S. Noren
Clerk of the County Commission

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the August Adjourned Term. 20 03

In the County Commission of said county, on the 2nd day of September 20 03

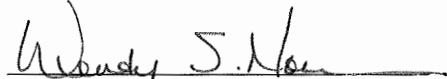
the following, among other proceedings, were had, viz:


Now on this day the County Commission of the County of Boone does hereby approve the request by Robert Kinkead on behalf of Fabick Companies to revise an approved *Review Plan* for M-LP zoning on 22.3 acres, located at 7841 E ABC Lane, Columbia, with the following condition:

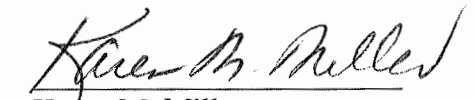
- All the signs shown on the Plan be moved to be outside the required set back area.

Done this 2nd day of September, 2003.

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission


 Keith Schnarre
 Presiding Commissioner


 Karen M. Miller
 District I Commissioner


 Skip Elkin
 District II Commissioner

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

September Session of the May Adjourned Term. 20 03

In the County Commission of said county, on the

2nd day of September 20 03

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

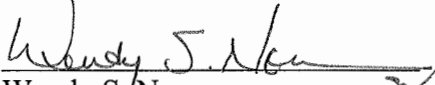
Now on this day the County Commission of the County of Boone does hereby receive and accept the following plats:

- Voeller
- Maxwell Acres
- Crutchfield Subdivision

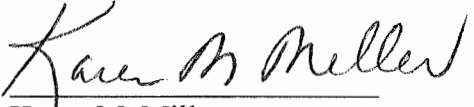
It is further ordered that the Presiding Commissioner be hereby authorized to sign said plats.

Done this 2nd day of September, 2003.

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission


 Keith Schnarre
 Presiding Commissioner


 Karen M. Miller
 District I Commissioner


 Skip Elkin
 District II Commissioner

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

September Session of the August Adjourned Term. 20 03

In the County Commission of said county, on the 2nd day of September 20 03
 the following, among other proceedings, were had, viz:

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

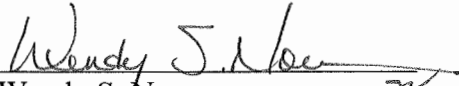
DEPARTMENT ACCOUNT AND TITLE	AMOUNT INCREASE
1243-03411: Judicial Grants and Contracts – Federal Reimbursement	\$11,207.00
1243-10100: Judicial Grants and Contracts – Salary and Wages	\$9,523.00
1243-10200: Judicial Grants and Contracts – FICA	\$728.00
1243-10325: Judicial Grants and Contracts – Disability Insurance	\$26.00

Said budget amendment is to establish a budget for the Juvenile Accountability Incentive Block Grant for 2003-2004 Grant Year for 2003 portion.

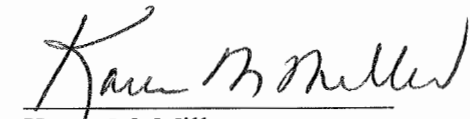
The County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the Missouri Department of Public Safety Award of Contract and Special Conditions for Contract Number 2002-JAIBG-LG-04.

Done this 2nd day of September, 2003.

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission


 Keith Schnarre
 Presiding Commissioner


 Karen M. Miller
 District I Commissioner


 Skip Elkin
 District II Commissioner

BOONE COUNTY, MISSOURI

REQUEST FOR BUDGET AMENDMENT

2nd 9/2
RECEIVED
AUG 05 2003

8/5/03

DATE

FOR AUDITORS USE

421-2003

Department												Account Title	Decrease	Increase
1	2	4	3	0	3	4	1	1				Judicial Grants & Contracts: Federal Grant Reimb.		11207.00
1	2	4	3	1	0	1	0	0				Judicial Grants & Contracts: Salary and Wages		9523.00
1	2	4	3	1	0	2	0	0				Judicial Grants & Contracts: FICA		728.00
1	2	4	3	1	0	3	2	5				Judicial Grants and Contracts: Disability Insurance		26.00

Explanation: **Juvenile Accountability Incentive Block Grant – Establish budget for Juvenile Accountability Incentive Block Grant for 2003-2004 Grant Year for 2003 Portion for the Grant.**

Health, Life and Dental Insurance benefits were budgeted for the whole year January 1, 2003. Therefore, these expenses do not need to be re-budgeted.

Revenue was only budgeted through September 30, 2003. Therefore, all reimbursement for October 1, 2003 through December 31, 2003 need to be included in this budget amendment.

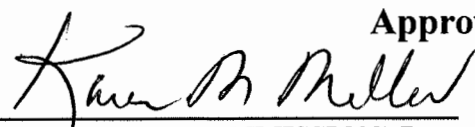
2003/2004 JAIBG

Grant Contribution only.

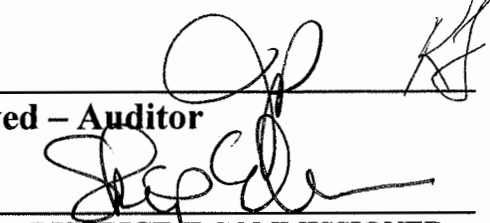


Originating Office

PRESIDING COMMISSIONER



DISTRICT I COMMISSIONER



DISTRICT II COMMISSIONER

Approved – Auditor

2003-2004 JAIBG GRANT BUDGET FOR 2003 BUDGET

Line Item Number	Line Item Name	Grant Contribution
Legal Assistant		
1243-10100	Salaries	\$5,574.40
1243-10200	FICA	\$426.44
1243-10325	Disability Ins.	\$25.65
Sub-Total		\$6,026.49
Art Instructor		
1243-10100	Salaries	\$3,948.28
1243-10200	FICA	\$302.04
Sub-Total		\$4,250.32
Total		\$10,276.81

Based on 416 hours X \$13.40/hr.

Based on 236 hours X \$16.73/hr

as 7/21/03

Juvenile Accountability Incentive Block Grant (JAIBG)
 Calculations for 2003 budget amendment (10/1/03 to 12/31/03)
 Prepared by Auditor's Office 8/12/2003

	Account	Account Title	Revenue Budget	Expenditure Budget
Legal Assistant	1243-10100	Salaries and Wages	5,574.40	5,574.40
Position #616	1243-10200	FICA	426.44	426.44
(416 hrs x \$13.40/hr)	1243-10300	Health Insurance	852.50	0.00 *
	1243-10325	Disability Ins.	25.64	25.64
	1243-10350	Life Insurance	8.25	0.00 *
	1243-10375	Dental Insurance	68.75	0.00 *
	Sub-Total		<u>6,955.98</u>	<u>6,026.48</u>
Art Instructor	1243-10100	Salaries	3,948.28	3,948.28
Position #602	1243-10200	FICA	302.04	302.04
(236 hrs x \$16.73/hr)	Sub-Total		<u>4,250.32</u>	<u>4,250.32</u>
	Total		<u><u>11,206.31</u></u>	<u><u>10,276.81</u></u>

* Full year's expenditure budget for these items was included in original 2003 budget and therefore does not need to be budgeted again.

8/12/20.

FY 2003
 Budget Amendments/Revisions
 Judicial Grants & Contracts (1243)

Index #	Date Recd	Account	Account Name	\$Increase	\$Decrease	Reason/Justification	Comments
1	4/4/2003	91301	Computer Hardware		5,107	Revise budget per JAIBG grant	
		71100	Outside Services	3,900			
		71101	Professional Services	1,270			
2	5/5/2003	3411	Federal Grant Reimbursement	70,359		Establish revenue & expenditure budget for Mental Health Court grant	
		37220	Travel	1,790			
		37230	Meals & Lodging - Training	4,844			
		37235	Meals & Lodging - Other	600			
		37240	Registration/Tuition	125			
		59200	Local Mileage	1,000			
		71100	Outside Services	62,000			
3	6/27/2003	10100	Salaries & Wages	7,358		Intensive Intervention grant 7/1/03 to 12/31/03	
		10200	FICA	563			
		3451	State Grant Reimbursement	7,921			
4	6/27/2003	10100	Salaries & Wages	27,248		Probation Services grant 7/1/03 to 12/31/03	
		10200	FICA	2,085			
		10325	Disability Insurance	125			
		3451	State Grant Reimbursement	29,458			
5	7/16/2003	1243-03411	Federal Grant Reimbursement		7,970	2002/2003 JAIBG - revise budget	
		1243-10100	Salaries & Wages		1,615		
		1243-10200	FICA		124		
		1243-71100	Outside Services		800		
		1243-71101	Professional Services		5,431		
		4020-03411	JJC Capital Projects-Fed Grant Reimb	7,970			
4020-71231	JJC Capital Projects-Owner Costs	7,970					
6	7/31/2003	10100	Salaries & Wages	13,624		State Services to Victims grant - 7/1/03 to 12/31/03	
		10200	FICA	1,042			
		10325	Disability Insurance	63			
		3451	State Grant Reimbursement	14,729			
7	8/6/2003	3411	Federal Grant Reimbursement	11,207		2003/2004 JAIBG	
		10100	Salaries & Wages	9,523			
		10200	FICA	728			
		10325	Disability Insurance	26			

RECEIVED
AUG 07 2003

BOONE COUNTY JUVENILE JUSTICE CENTER
Memorandum

4450

MEMO TO: John Patton
FROM: Kirk Kippley
DATE: August 4, 2003
IN RE: Department of Public Safety Juvenile Accountability Incentive Block Grant for October 1, 2003 – September 30, 2004

Attached are two copies of the Award of Contract and Award Continuation Sheet Special Conditions for the Department of Public Safety Juvenile Accountability Incentive Block Grant for October 1, 2003 – September 30, 2004. Both contracts and special conditions must be signed by Commissioner Schnarre.

This is a continuation of the existing grant. The County is required to make a 10% match. This match will be budgeted in the 2004 Judicial Grants Budget.

After you have reviewed the contracts and special conditions please send them to Karen Fredrick in the Auditor's Office. She will have the Budget Amendment for the County Commission.

If you have any questions, please call Ann Schnell or myself.

Thank you.

KK:as 8/4/03

Kirk/Karen: please make sure all the continuation sheets are attached. Thanks JP.



MISSOURI DEPARTMENT OF PUBLIC SAFETY
 OFFICE OF THE DIRECTOR
 AWARD OF CONTRACT

P.O. Box 749
 Jefferson City, Missouri 65102
 Phone: 573/751-4905

Contractor Name Boone, County of		
Project Title Accountability Enhancement Programs and Services		
Contract Period FROM: 10/1/03 TO: 9/30/04	State/Federal Funds Awarded \$54,687.46	Contract Number 2002-JAIBG-LG-04

Award is hereby made in the amount and for the period shown above to the above-mentioned Contractor. This award is subject to compliance with the general conditions governing grants and contracts, as well as, the attached Special Conditions. This award is also subject to compliance with all current applicable federal and state laws, regulations and guidelines.

This award is subject to Special Conditions (attached).

The undersigned hereby certify acceptance of the above-described contract on the terms and conditions specified or incorporated by reference above and herein, including those stated in the contract application.



Keith Schmaue 09/02/03
 Authorized Official Date

Kirk Kippley 9/4/03
 Project Director Date

This contract shall be in effect for the duration of the contract period stated herein, and funds shall become available on the award date with the signed return of this form to the Missouri Department of Public Safety and the signature of the director of the Department of Public Safety.

Charles R. Jackson
 Director, Department of Public Safety

9-10-03
 Award Date

421-2003

MISSOURI DEPARTMENT OF PUBLIC SAFETY

AWARD CONTINUATION SHEET

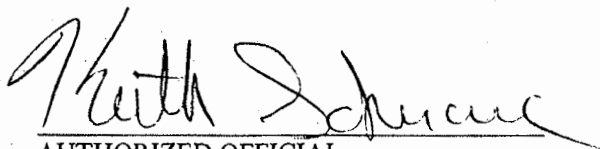
Page 2 of 4

Contract Number: 2002-JAIBG-LG-04	Award Date: October 1, 2003
Project Title: Accountability Enhancement Programs and Services	

SPECIAL CONDITIONS

1. The applicant assures compliance with the assurances stated on page 4 of this Award of Contract.
2. The applicant assures compliance with the financial and administrative requirements set forth in the effective edition of the Office of Justice Programs (OJP) Financial Guide.
3. The applicant assures compliance with the certified assurances and financial guidelines as set forth in the FY2002 JAIBG application packet.
4. The applicant assures that only actual costs for budget line items will be submitted on the Monthly Expenditure Reports (this requirement includes meals, if applicable).
5. The applicant assures that, if the local government is a recipient of funds waived by one or more eligible units of local government, expenditure of these funds must be used in such a manner to benefit all contributing and participating units of local government.
6. The applicant assures submission of Monthly Program Reports by the 10th day of each month. **Failure to submit the required reports on time shall be taken as failure to adhere to the Acceptance of the Contract, and may result in suspension and/or termination of the grant. (Please refer to page 3 of this Award of Contract titled "Policies and Procedures")**
7. The applicant assures submission of Monthly Expenditure Reports by the 10th day of each month, regardless of whether reimbursement is being requested. A separate Expenditure Report must be used for each month; you may not combine months on one form. **Failure to submit the required reports on time shall be taken as failure to adhere to the Acceptance of the Contract, and may result in suspension and/or termination of the grant. (Please refer to page 3 of this Award of Contract titled "Policies and Procedures")**

ACCEPTANCE OF SPECIAL CONDITIONS:


AUTHORIZED OFFICIAL

09/02/03
DATE

POLICIES AND PROCEDURES
CONTRACT PERIOD 10/1/03-9/30/04

The Monthly Report of Expenditures and the Monthly Program Report must be sent every month to the Missouri Department of Public Safety by the 10th of each month summarizing the activity and expenditures of the previous month. If the 10th falls on a weekend or holiday, the reports must be received the next business day. The reports may be faxed; although a hard copy of the Monthly Report of Expenditure must later be forwarded and received at the Missouri Department of Public Safety, Office of the Director.

If there is some unforeseen problem with getting these reports to us on time; prior to the 10th you need to contact *Lisa Hueste, Laura Malzner, or Sandy Rempe* at the Missouri Department of Public Safety to receive special permission to be late with the report or reports. At that time a mutually acceptable date for the reports to be received will be established.

The first time during the grant year that one or the other of these reports is late (without calling before the 10th to make other arrangements) the project director and authorized official will receive a letter outlining future action which may be taken should subsequent reports be late.

Should either of the reports ever be late again during the grant contract period (without the sub-grantee calling to receive special permission to be late), the project director and authorized official will be required to attend a meeting at the Missouri Department of Public Safety to discuss how this grant management problem can be rectified.

Should either of the reports ever be late an additional time during the grant contract period (without calling before the 10th to receive permission to be late) we will suspend the contract and begin an internal review of the project to determine if the contract should be terminated?

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 3C Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.



COPY



SECTION 1 - INSTRUCTIONS

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

SECTION 2 - GRANT PROGRAMS

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

SECTION 3 - APPLICANT AGENCY

AGENCY: Boone County
FAX: 573.886.4311
PHONE: 573.886.4305

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

SECTION 4 - APPLICANT AUTHORIZED OFFICIAL

NAME: Keith Schnarre
FAX: 573.886.4311
PHONE: 573.886.4305

TITLE: Presiding Commissioner

AGENCY: Boone County
ADDRESS: 801 E. Walnut
CITY: Columbia, MO 65201
STATE: MO ZIP: 65201

SECTION 5 - PROJECT DIRECTOR

NAME: Kirk Kippley
FAX: 573.886.4450
PHONE: 573.886.4450

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

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

SECTION 6 - APPLICANT FISCAL OFFICER

NAME: Kay Murray
FAX: 573.886.4369
PHONE: 573.886.4365

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

SECTION 7 - NON-PROFIT BOARD CHAIRPERSON

NAME: _____
FAX: _____
PHONE: _____

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

SECTION 8 - PROJECT TITLE

Accountability Enhancement Programs and Services

SECTION 9 - TYPE OF APPLICATION

- New
- Revised
- Renewal
- Continuation

SECTION 10 - CURRENT CONTRACT NUMBER(S)

2001-JAIBG-LG-03

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

43-6000-349

SECTION 12 - PROGRAM CATEGORY

Areas 4 and 7

SECTION 13 - CONTRACT PERIOD

BEGINNING DATE: 10/01/2003 ENDING DATE: 9/30/2004

SECTION 14 - TYPE OF PROJECT

- Statewide
- Regional
- Local

SECTION 15 - PROGRAM INCOME

Will Program Income be generated? Yes No

SECTION 16 - BUDGET

	Total Cost
PERSONNEL	46,275.03
VOLUNTEER MATCH	
TRAVEL	
EQUIPMENT	7,808.00
SUPPLIES/OPERATIONS	6,680.81
CONTRACTUAL	
RENOVATION/CONSTRUCTION	
TOTAL PROJECT COSTS	\$60,763.84
FEDERAL/STATE SHARE	%90 \$54,687.46
LOCAL MATCH SHARE	%10 \$6,076.38

SECTION 17 - AUTHORIZED OFFICIAL'S SIGNATURE

Keith Schnarre 7-17-03
Signature Date

PERSONNEL

PROJECT TITLE: Accountability Enhancement Programs and Services

APPLICANT AGENCY: Boone County

INSTRUCTIONS

1. Include all personnel to be employed on the proposed project.
2. Under **Title or Position**, list each proposed position.
3. Under **Name of the Individual**, list the name of the person who will fill each proposed position (if known).
4. Show **Monthly Salary** for each individual and show the **Percent Of Time** to be devoted to this grant funded project.
5. The **Total Costs** should be calculated as follows:
(Salary/Month) x (% of Time on Grant) x (Months to be employed).
6. Under the **Fringe Benefits** section, identify the particular benefits such as social security, workers' compensation, insurance, etc.
7. Under the column entitled **Basis for Cost Estimate**, enter the formula for computing the cost for each fringe benefit.
8. Enter the total in the **Total Cost** column.

TITLE OR POSITION	NAME OF INDIVIDUAL	SALARY PER MONTH	% OF TIME ON GRANT	MONTHS TO BE EMPLOYED	TOTAL COST
Legal Assistant	Dawn Ford (Program Purpose Area #4)	1,857.60	100%	12	22,291.20
Art Instructor	Cathy Wickell (Program Purpose Area #7)	1,387.57	100%	12	16,650.80
<p>Note: Each salary includes an annual increase compared to the previous grant year, as state employees will receive a \$600.00 annual increase. The increases are prorated.</p>					
SUBTOTAL					\$ 38,942.00

FRINGE BENEFITS	BASIS FOR COST ESTIMATE	
F.I.C.A. & Medicare (0765)	Legal Assistant: Salary X .0765 = \$1,705.28 Art Instructor: Salary X .0765 = \$1,273.79	1,705.28 1,273.79
PENSION/RETIREMENT		
LIFE INSURANCE	Legal Assistant: \$2.75/mo. X 3 mos. plus \$2.84 mo. X 9 mos. = \$33.81	33.81
MEDICAL INSURANCE	Legal Assistant: \$284.17/mo. X 3 mos. plus \$333.34/mo X 9 mos. = \$3,852.57	3,852.57
UNEMPLOYMENT COMPENSATION		
WORKERS' COMPENSATION LIAB.		
OTHER (PLEASE IDENTIFY)	Legal Assistant: Disability Insurance—Salary X .0046 = \$102.54 Legal Assistant: Dental Insurance--\$22.92/mo. X 3 mos. plus \$32.92/mo. X 9 mos. = \$365.04	102.54 365.04
SUBTOTAL		\$ 7,337.03

State/Federal Share	\$ 41,647.53 (90%)	TOTAL PERSONNEL COST	\$ 46,275.03
Local Match Share	\$ 4,627.50 (10%)		

PROJECT TITLE :

EQUIPMENT

APPLICANT AGENCY: Boone County

INSTRUCTIONS

- | | |
|--|---|
| <p>1. Equipment is defined as tangible personal property having a useful life of more than one year.</p> <p>2. Under the Item column, describe each type of equipment in terms of size, capability, etc.</p> | <p>3. Under the Basis for Cost Estimate, list the number of units of each type of equipment and provide a unit cost.</p> <p>4. Under the Total Cost column, record the cost to be calculated as follows: (number of units) x (unit cost).</p> |
|--|---|

ITEM	BASIS FOR COST ESTIMATE	TOTAL COST
Program 4, Area #7		
Shelving Units	Chrome, epoxy-coated and green epoxy-coated wire shelving, with 5-truss design, 4 shelves per unit.	
	24" X 108" X 84", for detention storage and classroom, 2 @ 576.00	1,152.00
	24" X 120" X 84", for detention storage, 3 @ 688.00	2,064.00
	24" X 96" X 84", for detention storage, 2 @ 600.00	1,200.00
	24" X 144" X 84", for detention storage, 1 @ 900.00	900.00
	24" X 36" X 84", for classroom area, 1 @ 328.00	328.00
	24" X 168" X 84", for classroom area, 1 @ 920.00	920.00
	24" X 60" X 84", for locker room area, 1 @ 412.00	412.00
	SHIPPING & HANDLING	504.00
Program 5, Area #7		
Printers	Color printers, deskjet, includes printer cables, 2 @ 100.00, 2 black ink cartridges @ \$30.00, 2 color ink cartridges @ \$34.00. The cost includes shipping and handling.	328.00
State/Federal Share	\$ 7,027.20 (90%)	
Local Match Share	\$ 780.80 (10%)	
TOTAL EQUIPMENT COST		\$ 7,808.00

SUPPLIES/OPERATIONS

PROJECT TITLE: Accountability Enhancement Programs & Services

APPLICANT AGENCY: Boone County

INSTRUCTIONS

- | | |
|---|--|
| <p>1. Under the Item column, list by type of supply or operational expense (i.e., office supplies, training materials, telephone, postage, etc.). Be as specific as possible.</p> <p>2. Under the Basis for Cost Estimate column, list the cost per unit and the number of units requested.</p> | <p>3. Under Total Cost column, record the cost to be calculated as follows: (number of units) x (unit cost).</p> <p>4. Tuition and registration fees for eligible training must be listed on this page.</p> <p>5. Please refer to the Certified Assurances pertaining to supplies and operating expenses for further information.</p> |
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ITEM	BASIS FOR COST ESTIMATE	TOTAL COST
SUPPLIES, Pg. 1 Program 2, Area #7	Suncatcher Group Pack, 8 kits, 4 @ 20.95	83.80
	Suncatcher Class Pack, 24-piece, 1 @ 34.05	34.05
	Suncatcher Group Pack, 4-piece, 8 @ 6.25	50.00
	Plaid Gallery Glass Liquid Leading, Set of 3 (8 oz. liquid leading, 4 oz. gold, 4 oz. silver), 1 @ 11.20	11.20
	Stain-a-Frame Fun Forms, set of 18, 2 @ 13.60	27.20
	Book, "Victorian Stained Glass Pattern Book," 1 @ 9.95	9.95
	Book, "Wildflowers Stained Glass Coloring Book," 1 @ 6.45	6.45
	Book, "Stained Glass Pattern Book," @ 9.95	9.95
	Canvas Boards, 8" X 10", 12 @ .65	7.80
	Canvas Boards, 9" X 12", 12 @ .68	8.16
	Canvas Boards, 11" X 14", 12 @ .85	10.20
	Student Colored Poster Board, 100 sheet assortment, 22" X 28", 1 set @ 60.10	60.10
	Suction Cups w/Hooks 1 1/8", pkg. of 4, 10 @ 1.59	15.90
	3/4", pkg. of 6, 10 @ 1.59	15.90
	Nylon Jewelry Cord, 1/16" diameter, 25-yard spool Black, 1 @ 2.69	2.69
Gold, 1 @ 2.69	2.69	
White, 1 @ 2.69	2.69	
Subtotal, Pg. 1: 358.73		
State/Federal Share	\$	
Local Match Share	\$	
TOTAL SUPPLIES/ OPERATIONS COST		\$

SUPPLIES/OPERATIONS

PROJECT TITLE: Accountability Enhancement Programs & Services

APPLICANT AGENCY: Boone County

INSTRUCTIONS

1. Under the **Item** column, list by type of supply or operational expense (i.e., office supplies, training materials, telephone, postage, etc.). Be as specific as possible.
2. Under the **Basis for Cost Estimate** column, list the cost per unit and the number of units requested.
3. Under **Total Cost** column, record the cost to be calculated as follows: (number of units) x (unit cost).
4. Tuition and registration fees for eligible training must be listed on this page.
5. Please refer to the Certified Assurances pertaining to supplies and operating expenses for further information.

ITEM	BASIS FOR COST ESTIMATE	TOTAL COST
SUPPLIES, Pg. 2 Program 2, Area #7	Honeycomb Beeswax Candlemaking, 8" X 16", box of 6 sheets with wicks: white, natural, cranberry, forest green, blueberry, sunflower, purple, fuschia, red, 9 @ 15.29	137.61
	Spray Adhesive, 11 oz., 4 @ 3.09	12.36
	Scratch and Sparkle Soft-Scratch Glitterboard, 8 1/2" X 11", 30 sheets per set	
	Holographic, 2 sets @ 19.14	38.28
	Multicolor holographic, 2 sets @ 18.69	37.38
	Papier Mache Frames Class Pack, 24 assorted, set 2 sets @ 26.75	53.50
	Papier Mache Boxes Class Pack, 24 assorted, set 2 sets @ 24.70	49.40
	Felt, Animal Print, Pkg. of 6, 8 1/2" X 11", 8 @ 5.75	46.00
	Felt, Safari Assortment, Pkg. of 24, 9" X 12", 2 @ 10.95	21.90
	Scratch-Art Wood Drawing Stylus, Pkg. of 25, 1 @ 2.25	2.25
	Scratch-a-Print	
	Set of 10, 3"X 4", 2 @ 5.79	11.58
	Set of 10, 6 3/4" X 5", 2 @ 7.39	14.78
	Key Ring, Pkg. of 8, silver, 5 @ 1.09	5.45
	Scratch-Lite "Stained Glass" Sheets, 30-pack, 8" X 9 3/4", 2 @ 21.79	43.58
Scratch-Brite Scratchboard, 50-pack, 8 1/2" X 11"		
Silver, 1 pkg. @ 24.85	24.85	
Gold, 1 pkg. @ 24.85	24.85	
		Subtotal, Pg. 2: 523.77
State/Federal Share	\$	
Local Match Share	\$	TOTAL SUPPLIES/ OPERATIONS COST \$

SUPPLIES/OPERATIONS

PROJECT TITLE: Accountability Enhancement Programs & Services

APPLICANT AGENCY: Boone County

INSTRUCTIONS

- | | |
|---|--|
| <p>1. Under the Item column, list by type of supply or operational expense (i.e., office supplies, training materials, telephone, postage, etc.). Be as specific as possible.</p> <p>2. Under the Basis for Cost Estimate column, list the cost per unit and the number of units requested.</p> | <p>3. Under Total Cost column, record the cost to be calculated as follows: (number of units) x (unit cost).</p> <p>4. Tuition and registration fees for eligible training must be listed on this page.</p> <p>5. Please refer to the Certified Assurances pertaining to supplies and operating expenses for further information.</p> |
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ITEM	BASIS FOR COST ESTIMATE	TOTAL COST	
SUPPLIES, Pg. 3 Program 2, Area #7	Clasps, Large Lobster Claw, Pkg. of 12 Silver, 2 @ 3.99 Gold, 2 @ 3.99	7.98 7.98	
	Clasps, Toggle, 9mm, Pkg. of 10 Silver, 3 @ 3.09 Gold, 3 @ 3.09	9.27 9.27	
	Cord, Poly Nylon Bead, .6mm diameter, 6.5' per spool Black, 2 @ 1.19 White, 2 @ 1.19 Grey, 2 @ 1.19 Beige, 2 @ 1.19	2.38 2.38 2.38 2.38	
	Tempera Paint, ready-to-use, 16 oz. bottles, set of 12 colors: black, blue, brown, green, magenta, orange, peach, red, turquoise, violet, white, yellow, 1 set @ 32.99	32.99	
	Tempera Paint, ready-to-use, 16 oz. bottle, white, 1 @ 2.49	2.49	
	Multicolor Scratch-Art, 30 sheets, 8 1/2" X 11", @2 14.65	29.30	
	Scratch-Art, 3D-O's, 400 pack, 2 packs @ 6.65	13.30	
	Metallic Paint Markers Silver, Medium, 6 @ 2.75 Gold, Medium, 6 @ 2.75 Silver, Fine, 6 @ 2.75 Gold, Fine, 6 @ 2.75	16.50 16.50 16.50 16.50	
	Twin-Tip Permanent Marker, Set of 5: black, red, blue, green, purple, in plastic pouch, 2 @ 6.80 Set of 5: aqua, berry, lime, orange, turquoise, 2 @ 6.79	13.60 13.58	
	Drawing Pencil Set, #10, 2 @ 6.95	13.90	
	Subtotal, Pg. 3: 229.18		
	State/Federal Share	\$	TOTAL SUPPLIES/ OPERATIONS COST
	Local Match Share	\$	
			\$

SUPPLIES/OPERATIONS

PROJECT TITLE: Accountability Enhancement Programs & Services

APPLICANT AGENCY: Boone County

INSTRUCTIONS

- | | |
|---|---|
| <p>1. Under the Item column, list by type of supply or operational expense (i.e., office supplies, training materials, telephone, postage, etc.). Be as specific as possible.</p> <p>2. Under the Basis for Cost Estimate column, list the cost per unit and the number of units requested.</p> | <p>3. Under Total Cost column, record the cost to be calculated as follows: (number of units) x (unit cost).</p> <p>4. Tuition and registration fees for eligible training must be listed on this page.</p> <p>5. Please refer to the Certified Assurances pertaining to supplies and operating expenses for further information.</p> |
|---|---|

ITEM	BASIS FOR COST ESTIMATE	TOTAL COST
SUPPLIES, Pg. 4 Program 2, Area #7	Gray Paper Stumps, 5" long, double-ended, set of 12: 3 each, 1/8", 5/16", 3/8", 7/16") 2 @ 5.09	10.18
	Tortillions, single-ended, Pkg. of 12, medium, 3 1/4" long X 1/4" diameter, 1 @ 1.09	1.09
	Old World Bead Assortment, Acrylic, 1 lb., 1 @ 12.30	12.30
	Bamboo Oriental Decorative Brushes, Set of 9, 1 @ 13.29	13.29
	Marbling Concentrate, 4 @ 11.90	47.60
	Embossing Powder, gold, 1 @ 14.60	14.60
	Cork Grab Bag, 2 @ 13.20	26.40
	Sponges, Assorted, Bag, 1 @ 7.71	7.71
	Clay, cone 5/6, buff, 750 lbs. @ .30 per lb.	225.50
	Ceramic Glaze, white, 10 lbs. @ 3.00 per lb.	30.00
	COST OF ART SUPPLIES INCLUDES S/H	Subtotal, Pg. 4: 388.67 (Total Art Supplies 1,500.35)
DRUG TESTING Program 3, Area #7	American Bio Medica, 5-Panel Test (THC, Cocaine, Amphetamines, Opiated300, PCP) with specimen with specimen container and temperature strip, 803 @ 3.95	3,171.85
	COST OF DRUG TESTS INCLUDES S/H	(Total Drug Testing: 3,171.85)
		Subtotal, Pg. 4 \$3,560.52
State/Federal Share	\$	TOTAL SUPPLIES/ OPERATIONS COST
Local Match Share	\$	

SUPPLIES/OPERATIONS

PROJECT TITLE: Accountability Enhancement Programs and Services

APPLICANT AGENCY: Boone County

INSTRUCTIONS

- Under the **Item** column, list by type of supply or operational expense (i.e., office supplies, training materials, telephone, postage, etc.). Be as specific as possible.
- Under the **Basis for Cost Estimate** column, list the cost per unit and the number of units requested.
- Under **Total Cost** column, record the cost to be calculate. follows: (number of units) x (unit cost).
- Tuition and registration fees for eligible training must be listed on this page.
- Please refer to the Certified Assurances pertaining to supplies and operating expenses for further information.

ITEM	BASIS FOR COST ESTIMATE	TOTAL COST		
SUPPLIES, Pg. 5 Program 4, Area #7 Blankets, wool	62" X 80", 48 @ \$11.65	559.20		
Pillows	4 per case, 20" X 26", 3 cases @ \$19.57	58.71		
Shoes	Size 8, 3 @ \$3.57; Size 9, 3 @ \$3.57; Size 10, 3 @ \$3.57; Size 11, 3 @ \$3.57; Size 12, 3 @ \$3.57	53.55		
Shower Shoes	Size Small, 3 @ \$2.85; Size Medium, 3 @ \$2.85; Size Large, 3 @ \$2.85; Size XL, 3 @ \$2.85; Size 2XL, 3 @ \$2.85	42.75		
Socks	Crew, dozen per packages, 6 packages @ \$8.25	49.50		
Underwear	Dozen pair per package, Size Small, 1 pkg. @ \$22.85; Size Medium, 1 pkg. @ \$22.85; Size Large, 1 pkg. @ \$22.85; Size XL, 1 pkg. @ \$22.85; Size 2XL, 1 pkg. @ \$22.85	114.25		
Detention Shirts	Size Small, 2 @ \$5.65; Size Medium, 5 @ \$5.65; Size Large, 5 @ \$5.65; Size XL, 6 @ \$5.65; Size 2XL, 2 @ \$5.65; Size 3XL, 3 @ \$5.65	138.75		
Detention Pants	Size Small, 2 @ \$7.15; Size Medium, 5 @ \$7.15; Size Large, 5 @ \$7.15; Size XL, 6 @ \$7.15; Size 2XL, 3 @ \$7.15; Size 3XL, 3 @ \$8.15	174.60		
Shower Buckets	12 @ \$3.00	\$36.00		
Washcloths	Dozen per package, brown, 12" X 12", 2 pkgs. @ \$3.95	7.90		
Towels	Dozen per package, brown, 20" X 40", 2 pkgs. @ \$18.10	36.20		
Mattress	30" X 75" X 4", 12 @ \$36.75	441.00		
Blue Sheets, Fitted	Twin size, 12 @ \$2.50	30.00		
Blue Sheets, Flat	Twin size, 12 @ \$2.50	30.00		
Pillow Cases	Standard size, 2 per pkg., 6 pkgs. @ \$2.50	00		
State/Federal Share	\$	<table border="1"> <tr> <td data-bbox="1281 1738 1479 1856"> Subtotal, Pg. 5: \$1,787.41 </td> <td data-bbox="1479 1738 1604 1856">00</td> </tr> </table>	Subtotal, Pg. 5: \$1,787.41	00
Subtotal, Pg. 5: \$1,787.41	00			
Local Match Share	\$			
TOTAL SUPPLIES/ OPERATIONS COST		\$		

SUPPLIES/OPERATIONS

PROJECT TITLE: Accountability Enhancement Programs & Services

APPLICANT AGENCY: Boone County

INSTRUCTIONS

- Under the **Item** column, list by type of supply or operational expense (i.e., office supplies, training materials, telephone, postage, etc.). Be as specific as possible.
- Under the **Basis for Cost Estimate** column, list the cost per unit and the number of units requested.

- Under **Total Cost** column, record the cost to be calculated as follows: (number of units) x (unit cost).
- Tuition and registration fees for eligible training must be listed on this page.
- Please refer to the Certified Assurances pertaining to supplies and operating expenses for further information.

ITEM	BASIS FOR COST ESTIMATE	TOTAL COST
SUPPLIES, Pg. 6 Program 4, Area #7		
Trays	10" X 14 1/2", 1 dozen in case, 2 cases @ \$62.00	124.00
Cups	9 oz., 72 in case, 1 case @ \$23.90	23.90
Bowls	5 oz., 1 dozen in case, 2 cases @ \$14.93	29.86
COST OF ABOVE ITEMS INCLUDES S/H		
Blue Trays	18" X 14", 1 dozen in case, 1 case @ \$28.44, plus Shipping of \$15.00	28.44 15.00
		Subtotal, Pg. 6: \$221.20
State/Federal Share	\$ 6,012.73 (90%)	TOTAL SUPPLIES/ OPERATIONS COST
Local Match Share	\$ 668.08 (10%)	

JUVENILE CRIME ENFORCEMENT COALITION MEMBERSHIP FORM

Category	Name	Street Address	City, State, Zip	Phone number
Police	Det. Maurice Tapp, Columbia Police Department	600 E. Walnut	Columbia, MO 65201	573.874.7404
Sheriff				
Prosecutor	Christopher Wilson, Staff Attorney	115 N. 8 th Street	Columbia, MO 65201	573.886.4200
State/Local Probation Services	Rick Gaines, Juvenile Officer	115 N. 8 th Street	Columbia, MO 65201	573.886.4200
Juvenile Court	Robert Perry, Court Administrator	Boone County Courthouse, 705 E. Walnut	Columbia, MO 65201	573.886.4060
Schools	Michael Richards, Columbia Public Schools	5665 N. Roger I. Wilson Memorial Drive	Columbia, MO 65202	573.886.4450
Business	Bill Lloyd, Senior Vice President, Premier Bank	15 Fifth Street S	Columbia, MO 65201	573.441.1500
Prevention Organizations	Eric Lawman, Chair, Religious Ed. Coordination Council	1305 E. Hwy. MM	Ashland, MO 65010	573.657.1119
Other – Social Services	Ron Higginbotham, University Outreach and Extension	1012 N. Hwy. UU	Columbia, MO 65203	573.445.9792
Other – Law Enforcement	Pete Herring, Chief of Police	P.O. Box 170	Hallsville, MO 65255	573.696.3838

ANY CATEGORY LEFT BLANK MUST HAVE A JUSTIFICATION ATTACHED

JCEC MUST MEET QUARTERLY – PROVIDE MEETING DATES – sign-in sheets must be kept

Meeting dates will be Thursday, October 9, 2003; Thursday, January 8, 2003;
Thursday, April 8, 2004; and Thursday, July 8, 2004.

List the number of JCEC members for each of the following categories:

Police: 1	Sheriff: 0
Prosecutor: 1	State/Local Probation Services: 1
Juvenile Court: 1	Schools: 1
Business: 1	Prevention Organizations*: 1
Other-Social Services: 1	Other-Law Enforcement: 1

*Religious affiliated, fraternal, non-profit or social service organizations involved in crime prevention.

COORDINATED ENFORCEMENT PLAN

One of the most significant factors in the juvenile crime problem is the failure, by juveniles and/or their families, to take responsibility for the actions that placed them (or their children) under the supervision of the Juvenile Officer, and/or at the Juvenile Justice Center. The key aim of every program, policy, privilege, and consequence, at the Boone County Family Court Services Office and the Boone County Juvenile Justice Center, is to teach accountability to juveniles. When juveniles learn to be accountable, their recidivism rates drop.

One of our programs, the Legal Assistant, is related to Program Purpose Area #4; nonetheless, it indirectly contributes to the expedition of the judicial process of holding juvenile offenders accountable. The remaining programs are related to Program Purpose Area #7. Therefore, all of our proposed programs, under the umbrella of our project, "Accountability Enhancement Programs and Services," do aid in our primary goal of holding juvenile offenders accountable.

A. Proposed Programs and Services

1. **Program 1, Legal Assistant (Program Purpose Area #4).** The requested funding would pay the salary/benefits of a .80 full-time equivalent legal assistant, at the Boone County Family Court Services Office, who would share in the duties (related to law violators only) assigned to the two staff attorneys, which would allow the attorneys to concentrate their efforts on expediting the judicial process of holding juvenile offenders accountable.
2. **Program 2, Art Program (Program Purpose Area #7).** This type of program serves to increase the self-esteem of the participants. It provides an opportunity for the juveniles to experience self-gratification. It is more likely that these juveniles will become accountable members of their communities, as a result.
3. **Program 3, Drug Testing (Program Purpose Area #7).** Drug tests need to be administered at the Boone County Juvenile Justice Center and at the Boone County Family Court Services Office. The tests need to be administered to every juvenile admitted to the Boone County Juvenile Justice Center, and to juveniles who return to the Center from passes home, etc. They also need to be administered randomly to juveniles who are living in the community, under the supervision of the Juvenile Officer, for whom drug testing has been recommended. The ability to administer urinalysis drug screenings to these juveniles greatly enhances our ability to identify juveniles who may pose potential safety and security issues (e.g., a juvenile under the influence of methamphetamine) and juveniles who may need immediate medical/psychiatric care, and to formulate the most appropriate intervention plans, provide the best services tailored to individual juveniles, and hold juveniles accountable.
4. **Program 4, Portion of Supplies and Equipment for Facility Expansion (Program Purpose Area #7).** We will be expanding the detention wing of the

facility, for the purpose of adding 12 more male detention rooms. There is a need to do so, as we have been at or over population for males on detention status 78% of the time, since 1998. We are not asking for renovation/construction costs. We are requesting funding for some of the supplies and equipment that will be needed for the detention wing addition, as the anticipated cost of the project is much higher than expected and funding is limited. We believe that the addition of the 12 male detention rooms will enhance the safety of the communities in which those youths live, related to holding those offenders accountable.

5. **Program 5, Two Additional Printers (and ink cartridges) for Computer Lab (Program Purpose Area #7).** We are requesting funding for two inexpensive printers to add to the computer lab (a JAIBG project in the 2000-2001 grant year). At present, there is one printer for the three computers, and youths must wait in order to print documents. This affects the number of youths who are able to use the computers. Over the years, some juveniles in placement at the Juvenile Justice Center have become more computer literate through the use of the computer lab, and have discovered areas of academics in which they have a real strength or interest, as we had hoped. Two additional printers would mean that more youths would be able to use the computer lab daily. It is believed that any time a delinquent juvenile discovers and pursues a healthy area of interest, his or her chances for recidivism would decrease.

B. Intended Outcomes

The intended outcome of the legal assistant program would be to specifically facilitate the prosecution of more juvenile offenders and reduce backlogs. The intended outcome of the art and drug testing programs, as well as the supplies and equipment for the detention wing addition, would be to enable us to be more effective and efficient in holding juvenile offenders accountable, thereby reducing their rates of recidivism. The intended outcome of the addition of two printers to the computer lab is that more youths would be able to use the computer lab and perhaps discover new academic interests, which could, in turn, decrease their rates of recidivism. Our method of evaluation/assessment of the legal assistant position would be the documentation of the number of law violator cases in which the legal assistant is involved, and the documentation of a number of tasks assigned to that position. The evaluation of the art program would be the documentation of the number of youths who participate in each program and the number of hours of participation, during the grant year. The evaluation of the drug testing program would be the number of juveniles tested and the drug test results. The evaluation of the use of the supplies and equipment for the male detention wing addition would be the average daily population of males on detention status, when the new addition is completed. The evaluation of the use of the additional printers for the computer lab would be the number of youths using the computers/printers each day, and the hours of usage.

B. Impact of Proposed Programs and Services

The overall impact of the proposed programs and services on Boone County would be

- 1) expediting the prosecution of juvenile offenders, reducing the backlog of cases and
- 2) juveniles who have been involved in the programs/services would then have lower rates of recidivism.

C. Evaluation Procedure

Our method of evaluation/assessment of the legal assistant position would be the documentation of the number of law violator cases in which the legal assistant is involved, and the documentation of a number of tasks assigned to that position. The evaluation of the art program would be the documentation of the number of youths who participate in each program and the number of hours of participation, during the grant year. The evaluation of the drug testing program would be the number of juveniles tested and the drug test results. The evaluation of the use of the supplies and equipment for the male detention wing addition would be the average daily population of males on detention status, when the new addition is completed. The evaluation of the use of the additional printers for the computer lab would be the number of youths using the computers/printers each day, and the hours of usage.

D. Reports of Success

The reports of success follow.

LEGAL ASSISTANT – Program 1

A. Proposed Program

There is a need for a legal assistant, at the Boone County Family Court Services Office, to help ease the burden of the caseloads now assigned to two staff attorneys. The size of the workload of the two attorneys does not allow enough time for intensive case preparation. For the local juvenile probation office to be able to prosecute more juvenile law violators and reduce case backlogs, a legal assistant for the staff attorneys is needed.

B. Intended Outcome

The duties assumed by the legal assistant would allow the attorneys more time for intensive case preparation, prosecution of more juvenile law violators, and reduce case backlogs.

C. Impact of Proposed Program

The local juvenile probation office would be better able to prosecute more juvenile law offender cases and reduce case backlogs, ultimately enhancing the ability to hold more juvenile offenders accountable.

D. Evaluation Procedure

The procedure will be the documentation of the workload of the legal assistant's specific duties, as related to law violators: number of subpoenas prepared and served, number of witnesses interviewed, preparing responses to motions for discovery, delivering witnesses to court, preparing legal correspondence, maintaining phone contact with witnesses, etc.

E. Report of Success – October 1, 2002, through March 31, 2003

<u>Total number of youths served:</u>	<u>176</u>
<u>Total number of non-duplicated youths served:</u>	<u>128</u>
<u>Total number of youths in program with new referrals to Juvenile Officer:</u>	<u>26</u>
<u>Of youths referred or committed, how many were for crimes against persons?</u>	<u>9</u>
<u>Total number of youths committed to DYS:</u>	<u>14</u>
<u>Total number of youths certified:</u>	<u>1</u>
<u>Subpoenas prepared and served:</u>	<u>169</u>
<u>Out-of-county subpoenas prepared/securing payment for same:</u>	<u>0</u>
<u>Witnesses interviewed:</u>	<u>0</u>
<u>Responses to motions of discovery:</u>	<u>140</u>
<u>Witnesses delivered to court:</u>	<u>1</u>
<u>Legal documents:</u>	<u>65</u>
<u>Phone contact with witnesses:</u>	<u>164</u>
<u>Court-related activities:</u>	<u>136.5 hours</u>
<u>Training:</u>	<u>36 hours</u>
<u>File review:</u>	<u>60 hours</u>
<u>Legal research:</u>	<u>2.5 hours</u>

ART PROGRAM – Program 2

A. Proposed Program

The arts program would serve to increase the self-esteem of the participants. It has been demonstrated that at-risk juveniles participating in such programs have an opportunity to develop and maintain positive behaviors. Art activities promote learning, interpersonal communication, and increased feelings of accomplishment and self-worth. Art activities are a natural, non-threatening means of expression that can foster healthy psychological development. The process of creating art can help people cope with personal difficulties and give them hope.

B. Intended Outcome

Juveniles participating in the arts program would experience increased confidence and self-esteem which, in turn, would very likely lead to higher accountability and lower rates of recidivism, for those juveniles.

C. Impact of Proposed Program

The local juvenile probation office would be better able to effectively and efficiently hold juvenile offenders accountable.

D. Evaluation Procedure

The procedure will be the documentation of the number of juveniles participating in the arts program and the number of hours of instruction they receive.

E. Report of Success – October 1, 2002, through March 31, 2003

<u>Total number of youths served:</u>	<u>117</u>
<u>Total number of non-duplicated youths served:</u>	<u>57</u>
<u>Total number of youths in program with new referrals to Juvenile Officer:</u>	<u>0</u>
<u>Of youths referred or committed, how many were for crimes against persons?</u>	<u>6</u>
<u>Total number of youths committed to DYS:</u>	<u>8</u>
<u>Total number of youths certified:</u>	<u>0</u>

The 117 youths received 1, 162 hours of instruction during this reporting period. In July 2002, thirty-six projects, made by youths who had participated in the Boone County Juvenile Justice Center Arts Program during the past year, were entered into competition in the Home Arts Division, at the Boone County Fair, which took place in July. An additional three entries were food projects: two batches of cookies and one batch of brownies. Of the thirty-nine projects, twenty-one were awarded First Place (blue) ribbons, seventeen were awarded Second Place (red) ribbons, and one received a Third Place (white) ribbon. Projects are already being chosen for the July 2003 Boone County Fair.

DRUG TESTING – Program 3

A. Proposed Program

Drug tests need to be administered to every juvenile admitted to the Boone County Juvenile Justice Center, and to juveniles who return to the Center from passes home, etc.

B. Intended Outcome

The ability to administer urinalysis drug screenings to these juveniles greatly enhances our ability to identify juveniles who may pose potential safety and security issues (e.g., a juvenile under the influence of methamphetamine) and juveniles who may need immediate medical/psychiatric care, and to formulate the most appropriate intervention plans for juveniles.

C. Impact of Proposed Program

The local juvenile probation office would be better able to effectively and efficiently hold juvenile offenders accountable.

D. Evaluation Procedure

The procedure will be the documentation of the drug testing results.

E. Report of Success – October 1, 2002, through March 31, 2003:

<u>Total number of youths served</u>	<u>165</u>
<u>Total number of non-duplicated youths</u>	<u>164</u>
<u>Total number of youths with new referrals</u>	<u>0</u>
<u>Of youths referred or committed, how many were for crimes against persons</u>	<u>7</u>
<u>Number of youths committed to DYS</u>	<u>9</u>
<u>Number of youths certified to stand trial as adults</u>	<u>0</u>
<u>Positive for THC</u>	<u>65</u>
<u>Positive for Amphetamines</u>	<u>4</u>
<u>Positive for THC and Morphine</u>	<u>1</u>
<u>Positive for THC and Cocaine</u>	<u>1</u>
<u>Positive for Cocaine</u>	<u>1</u>
<u>Positive for THC and Amphetamines</u>	<u>1</u>

**PORTION OF SUPPLIES AND EQUIPMENT FOR
MALE DETENTION WING ADDITION TO FACILITY – Program 4**

A. Proposed Program

We will be adding 12 male detention rooms to the facility. This addition is greatly needed, in order to provide greater safety to the local community and to other regional circuits. We are not requesting renovation/construction costs; however we are asking for a portion of the supplies and equipment that will be needed (e.g., clothing, bedding, towels, etc., for 12 additional males and shelving units for the necessary additional storage). The projected cost is far greater than was first anticipated and funding is limited.

B. Intended Outcome

The intended outcome would be that the supplies would clothe and provide for bedding and linens for 12 additional males on the detention wing of the facility, and the shelving units would allow for the necessary additional storage.

C. Impact of Proposed Program

The impact of the proposed funding would be that the 12 additional detention males that can be housed at the Juvenile Justice Center will be provided needed clothing, bedding, and storage.

D. Evaluation Procedure

The evaluation procedure would be the average daily male detention population, after the facility addition is completed.

E. Report of Success

N/A.

TWO ADDITIONAL PRINTERS FOR COMPUTER LAB – Project 5

A. Proposed Program

In the 2000-2001 JAIBG grant year, we requested and received funding for a computer lab at the Juvenile Justice Center, which included 3 computers and one printer. The youths in residence at the Center use the computers frequently for doing homework, research, etc. To have three youths sharing one printer has proved to be inconvenient and time-consuming. We are requesting two additional, inexpensive printers (and two ink cartridges, each) so that each youth working at a computer can print documents as needed.

B. Intended Outcome

The intended outcome would be to save time, so that a greater number of youths could have access to computers/printers each evening.

C. Impact of Proposed Program

The impact of the proposed funding would be that, with the addition of two printers, more youths could use the computer lab each evening.

D. Evaluation Procedure

The evaluation procedure would be the number of youths using the computer lab/printers each day, and the number of hours of use.

E. Report of Success

N/A.

JAIBG PROJECT PERFORMANCE APPRAISAL
Reporting Period: October 1, 2002, through March 31, 2003
Project Title: 13th Judicial Circuit Court JAIBG Requests, GY 2001-2002
Grant Number: 2001-JAIBG-LG-03

Program Name & Date Implemented	Total # of Youths Served During Reporting Period	Total # of Non-Duplicated Youths Served During Reporting Period	Total # of Youths in Program with New Referrals to Juvenile Officer During Reporting Period	Total # of Youths in Program Committed to Division of Youth Services During Reporting Period	Of the Total # of Youths Referred or Committed During the Reporting Period, How Many Were for Crimes Against Persons?	Total # of Youths in Program Certified to Stand Trial as Adults During Reporting Period	Measurable Outcome
Legal Assistant Outcomes 10/1/02-3/31/03	176	128	26	14	9	1	Subpoenas prepared and served: 169 Out-of-county subpoenas prepared/securing payment for same: 0 Witnesses interviewed: 0 Responses to Motions of Discovery: 140 Witnesses Delivered to Court: 1 Legal Documents: 65 Phone Contact with Witnesses: 164 The following duties were added in July, and are reported in hours. Court-related activities: 136.5 hours Training: 36 hours File Review: 60 hours Legal Research: 2.5 hours
BCJJC Arts Program Outcomes 10/1/02-3/31/03	117	57	0	8	6	0	57 individuals received a total of 1,162 hours of art instruction. We have begun to select projects for entry in the 2003 Boone County Fair.
Drug Testing Outcomes 10/02-3/03	165	164	0	9	7	0	65 youths tested positive for THC (marijuana), 4 tested positive for amphetamines, 1 tested positive for THC and morphine, 1 tested positive for THC and cocaine, 1 tested positive for cocaine, and 1 tested positive for THC and amphetamines.
Video-conferencing Outcomes 10/02-3/03	0	0	0	0	0	0	We could not purchase this equipment until the new budget year started (1/03). At that time, we discovered that newer, comparable, and less costly equipment was available: picturephones. We submitted a budget revision request which was approved on March 31, 2003.
Psychological Services Outcomes 10/02-3/03	19	17	0	1	1	0	17 individual youths received 224.25 hours of psychological services.

Program Name & Date Implemented	Total # of Youths Served During Reporting Period	Total # of Non-Duplicated Youths Served During Reporting Period	Total # of Youths in Program with New Referrals to Juvenile Officer During Reporting Period	Total # of Youths in Program Committed to Division of Youth Services During Reporting Period	Of the Total # of Youths Referred or Committed During the Reporting Period, How Many Were for Crimes Against Persons?	Total # of Youths in Program Certified to Stand Trial as Adults During Reporting Period	Measurable Outcome
Counseling/ Testing Serv. Outcomes 10/02-3/03	0	0	0	0	0	0	There have been no counseling/testing services provided thus far during the grant year.
Substance Abuse Screening Inventory Outcomes 10/02-3/03	101	98	0	13	6	0	In January, 42 youths were administered the SASSI (29 males and 13 females). Eight males and two females were assessed as having a high probability of substance abuse disorder. Six males and four females were assessed as having a high probability of substance abuse dependence. In February, 20 youths were administered the SASSI (18 males and 2 females). Eleven males were assessed as having a high probability of substance abuse disorder. One female was assessed as having a high probability of substance abuse dependence.

BUDGET NARRATIVE – PERSONNEL

.80 FTE Legal Assistant (Program 1, Area #4), Salary and Benefits: \$28,350.44.

The legal assistant would share in the responsibilities of the staff attorneys, which would allow the attorneys to concentrate their efforts on expediting the judicial process, facilitating their ability to hold juvenile offenders accountable. The salary is based upon the average local salary for a paralegal/legal assistant, and includes a \$480.00 annual increase compared to last year (prorated), because it is expected that full-time state-paid employees will receive \$600.00 annual increases.

.50 Art Instructor (Program 2, Area #7), Salary and FICA: \$17,924.59.

The art instructor is key to the implementation of the art program. Juveniles participating in the art program experience self-gratification, which increases self-esteem. It is more likely that these juveniles will become more accountable, successful members of the community. The salary is based upon the starting salary for a teacher employed by the Columbia Public School District, broken down to an hourly figure, and includes a \$300.00 annual increase compared to last year (prorated), because it is expected that full-time state-paid employees will receive \$600.00 annual increases.

BUDGET NARRATIVE – EQUIPMENT and SUPPLIES/OPERATIONS

Art Supplies (Program 2, Area #7): \$1,500.35.

The following art supplies that are listed on our Supplies/Operations budget pages have been used in the past, in projects that have generated the highest interest among the juveniles participating in the arts program. All costs are fair market prices:

Tempera paints, scratchboards (several varieties), beads (several varieties), art brushes (various types), marbling concentrate, scratch-art knives, embossing powder, clay, sponges, ceramic glazes, poster board, canvas boards, and glitterboard.

The following art supplies that are listed in our Supplies/Operations budget pages are being requested for the first time, either as a result of projects the arts instructor believes would be interesting and challenging, or because of direct requests for specific projects, from youths participating in the arts program. All costs are fair market prices:

Suncatcher kits, glass liquid leading, “stained glass” sheets, stain-a-frame fun forms, “Victorian Stained Glass Pattern Book,” “Wildflowers Stained Glass Pattern Book,” “Stained Glass Pattern Book,” canvas boards, honeycomb beeswax candlemaking kits, and clasps.

Drug Testing Supplies (Program 3, Area #7): \$3,171.85.

Drug tests need to be administered at the Boone County Juvenile Justice Center and at the Boone County Family Court Services Office. The ability to administer urinalysis drug screenings (to every juvenile who is admitted to the Boone County Juvenile Justice Center, to juveniles who

return to the Center from passes home, etc., and to juveniles who are living in the community, under the supervision of the Juvenile Officer, for whom random drug testing has been ordered) greatly enhances our ability to hold the juveniles accountable. We are requesting 803 5-panel drug tests @ \$3.95, for use at both locations. Cost is fair market price.

Portion of Supplies and Equipment for Facility Expansion (Program 4, Area #7):
\$9,036.21.

We are planning a much-needed expansion of the facility, and need funding for some of the needed supplies and equipment, as the cost of the renovation is going to be much more expensive than first anticipated.

Equipment: Eleven chrome, epoxy-coated and green epoxy-coated wire shelving units, with 5-truss design, of various sizes, for storage in the detention and classroom areas. Costs are fair market prices (7,480.00).

Supplies: Male detention clothing, bedding, linens, and shoes, for 12 additional males on the detention wing. Costs are fair market prices (\$2,008.61).

Two Additional Printers (and ink cartridges) for Computer Lab (Program 5, Area #7),
\$328.00.

We are requesting two additional printers for the computer lab (currently, there are 3 computers but only one printer), so that more youths can use the computer lab each day.

Equipment: two deskjet color printers plus two ink cartridges each (includes printer cables). Costs are fair market prices (\$328.00).

BUDGET ALLOCATION BY PROGRAM PURPOSE AREA

Do not include matching funds in this table

Federal Award Amount:	\$ 54,280.30	Administrative:	\$
Purpose Area 1:	\$	Purpose Area 2:	\$
Purpose Area 3:	\$	Purpose Area 4:	\$ 25,515.40
Purpose Area 5:	\$	Purpose Area 6:	\$
Purpose Area 7:	\$ 28,764.90	Purpose Area 8:	\$
Purpose Area 9:	\$	Purpose Area 10:	\$
Purpose Area 11:	\$	Purpose Area 12:	\$

Note: this information may need to be changed if a budget revision is submitted during the grant period.

Juvenile Justice Center

Superintendent
Kirk Kippley - 705

Programs and Services Coordinator
Krista Barnett - 712

Office Manager
Ann Schnell - 709

Secretary
Nancy Krippner - 715

Food Service
Christine Knight - 717
Sherry Tinker - 741
FTE - .75

Maintenance
Don Roddy - 711

Intake & Evaluations Coordinator
Ruth McCluskey - 719

Counselor
Sara Gay - 634
FTE - .23

Art Instructor
Cathy Wickell - 602
Budgeted Hours - 1,000
FTE - .8

Summer School Teacher - 279
Budgeted Hours - 220
FTE - .11

Caseworkers
Tim Gardner - 708
Jennifer Johnson - 713
Aaron Dennis - 723
Pam Hicks - 721
Eric Kuhnel - 725
Carmen Slattery - 726
Katherine Carlyle - 720

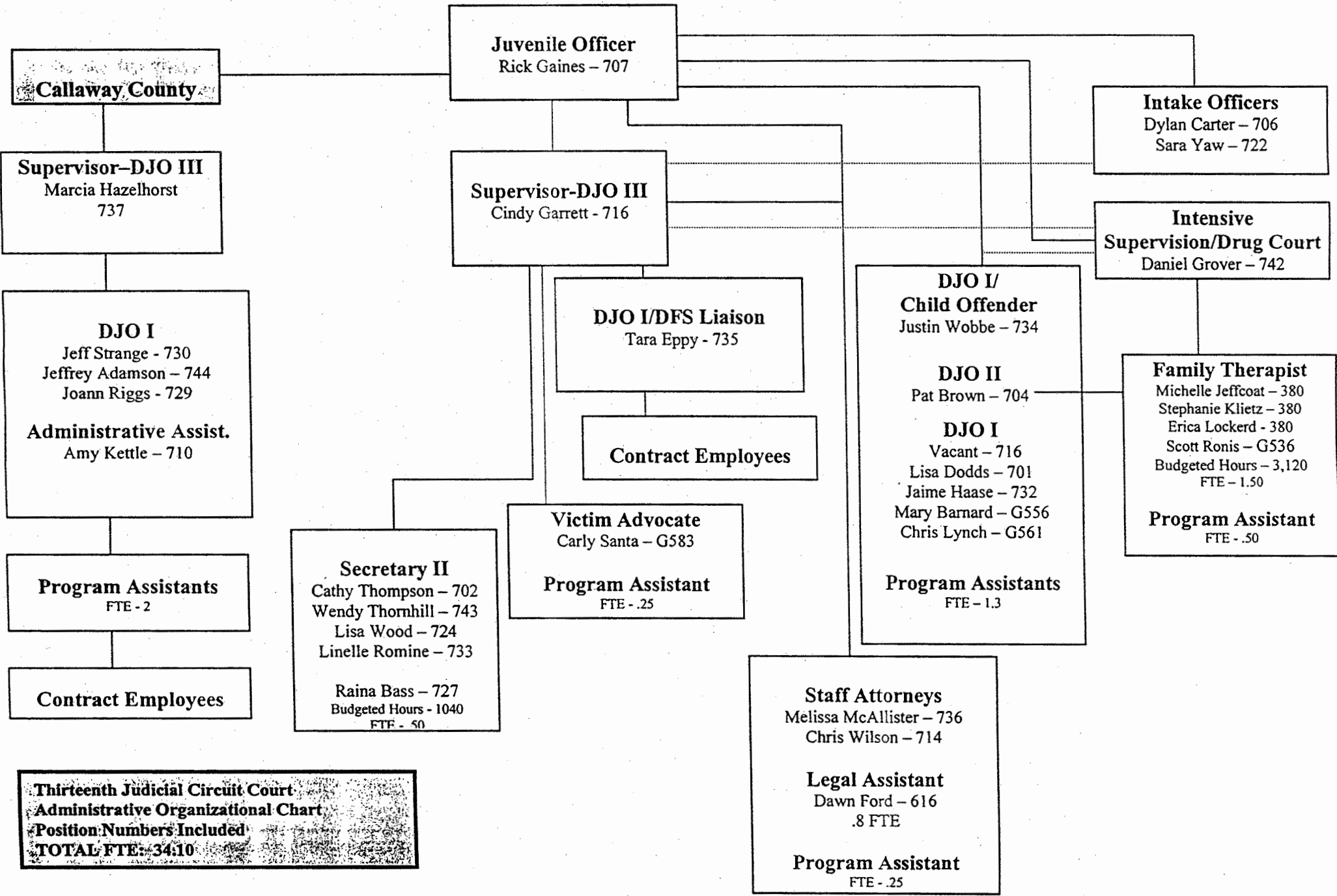
Program Assistants
Full-time
Carmelita Wright - 728
Marlon Chambers - 718
Terri McHugh - 740
Erin Kerns - 739
Daniel Reiss - 738

Program Assistants
.75 FTE
Tammy Willingham - 703
Jeremy Chrisman - 731

Parttime Program Assistants - 318
Budgeted Hours - 8,707
FTE - 4.19

Thirteenth Judicial Circuit Court
Administrative Organizational Chart
Position Numbers Included
TOTAL FTE: 26.58

Juvenile Office



**Thirteenth Judicial Circuit Court
Administrative Organizational Chart
Position Numbers Included
TOTAL FTE: 34.10**

Job Descriptions for JAIBG Funded Positions

Legal Assistant

.80 FTE (32 hours per week), benefited, grant-funded position, at the Boone County Family Court Services Office. \$22,291.20 annual salary.

Primary duties: assist staff attorneys with caseloads regarding juvenile law violators by preparing and serving subpoenas, interviewing witnesses, responding to motions of discovery, delivering witnesses to court, preparing legal documents, and contacting witnesses by telephone. Document activities monthly, for grant reporting purposes.

Skills/Qualifications: mature, responsible, highly-organized individual, high school diploma or equivalent, with at least three years' previous related experience. Demonstrated proficiency in Microsoft Word. Minimum typing speed 60 WPM. Must be 21 years of age, with valid Missouri driver's license. Subject to pre-employment drug testing, employment check, criminal background check, and child abuse/neglect check.

Art Instructor

Half-time (20 hours per week, 1,000 hours per year), grant-funded position, at the Boone County Juvenile Justice Center. \$16,650.80 annual salary.

Primary duties: provide instruction and assistance in various art mediums to juvenile law violators in placement at detention facility, which provides evaluation and placement services. Work with juveniles who are behaviorally eligible to participate in the art program. Document number of participants/hours of participation monthly, for grant reporting purposes. Responsible for submitting orders for art supplies, following budget guidelines.

Skills/Qualifications: mature, responsible individual, high school graduate or equivalent, with at least three years' art instruction experience with adolescents and demonstrated ability in several art mediums, e.g., drawing, painting, pottery, etc. Thorough knowledge of kiln operation for clay projects. Must be 21 years of age. Subject to pre-employment drug testing, employment check, criminal background check, and child abuse/neglect check.

JAIBG Application Summary Report

(Please Type)

Please Circle Program Purpose Area Number(s)		Total Cost of JAIBG Project(s): \$ 60,763.84
1. Construction of Detention Facilities 2. Sanctions 3. Improving Juvenile Justice Administration 4. Hiring Prosecutors 5. Prosecutor Funds-Drug/Gang, etc. problems 6. Prosecutor Technology Funding	7. Juvenile Courts & Probation Offices 8. Juvenile Gun Courts 9. Juvenile Drug Courts 10. Interagency Information Sharing 11. Protecting Students/School Personnel 12. Implementation of a Controlled Substance Policy	Local Match Amount: \$ 6,076.38
Project Title: Accountability Enhancement Programs and Services		
Applicant: (Agency & Address) Boone County 801 E. Walnut Columbia, MO 65201	Phone: 573.886.4450	Fax: 573.886.4461
Project Director: Kirk Kippley		
Geographic area(s) (cities, counties or judicial district, etc.) to be served by this project. (Boone County, including the cities of Ashland, Centralia, Hallsville, Sturgeon, Columbia, etc.)		
Percent of funds allocated for program purpose areas 1,2, or 10 0%	Percent of funds allocated for program purpose areas 3 through 9 100%	
Summary of Project: <i>(If more than one program purpose area has been selected, please include information on each program area.)</i> Program 1, Legal Assistant. The legal assistant would share in the responsibilities of the legal staff, which would expedite the prosecution of juvenile law violators and reduce case backlogs. Program 2, Arts Program. This type of program provides opportunities for the participants to experience the self-gratification afforded by the process of creating art projects, which also serves to boost self-esteem. Program 3, Drug Testing. There is a need for drug tests to be administered to every juvenile admitted to the Juvenile Justice Center, and to juveniles who are returned to the Center from passes home, etc. Program 4, Portion of Supplies and Equipment for Facility Expansion. We will be expanding the facility, primarily adding 12 male detention rooms, and need funding for storage units for additional residents and clothing, shoes, bedding, and linens for additional residents. Program 5, Two Additional Printers for Computer Lab. Currently, we have three computers and one printer in the computer lab, which was a result of a previous JAIBG program. Two additional printers would allow more youths to use the computer lab each day.		
Desired Outcome: The desired outcome of these three projects is to expedite the prosecution of juvenile law violators and reduce case backlogs, and to increase accountability among juvenile offenders, reducing their rates of recidivism.		

Certification of Cash Match

Project Title:

Accountability Enhancement Programs and Services

The purpose of this form is to identify the amount of cash to be contributed as a matching contribution and to assure that the match in question conforms to definition and standards established under this program.

INSTRUCTIONS:

- | | |
|---|---|
| 1. Type the title of the project in the space provided. | 4. These funds must be identified in state or local agency budgets or appropriations and must be in addition to funds that would otherwise be made available for crime prevention programming. Identification requires and earmarking in some documents(s) associated with the appropriation or budget process. |
| 2. In the space provided, please list the name and address of the contributing organization and show the total amount of the cash contribution. | |
| 3. This form must be signed and dated by the authorized official of each contributing organization. | |

Contributing Organization(s) Name and Address	Amount
Boone County, 801 E. Walnut, Columbia, MO 65201	\$ 6,076.38
Total Cash Contribution:	\$ 6,076.38

Certification of Match Signed by Authorized Official(s) of Matching Organizations

Name & Title	Organization	Date
<i>Keith Schnarre</i>	Boone County	X 7-17-03
Presiding Commissioner Keith Schnarre		

Supplanting

Federal funds will not be used to supplant state or local funds. Federal funds will only be used to supplement existing funds for program activities and will not replace those funds that have been appropriated for the same purpose.

JAIBG PROGRAM SPECIFIC ASSURANCES

Project Title:
Accountability Enhancement Programs and Services

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

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

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

Signature of Authorized Official

Keith Schuman

Date

5-1-03

JAIBG PROGRAM WAIVER REQUEST

Project Title

Accountability Enhancement Programs and Services

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

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

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

We are confident that the interests of public safety and crime control, in Boone County, would be better served by utilizing the JAIBG funding as we are proposing in this application, rather than the 45%/35% minimums.

Signature of Authorized Official

Keith Schirane

Date

5-1-03

JAIBG CONTROLLED SUBSTANCE TESTING POLICY

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

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

Please complete and check the appropriate response.

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

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

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

Keith Schraue
Signature of Authorized Official

5-1-03
Date

CONTROLLED SUBSTANCE TESTING POLICY

Juveniles with identified substance abuse concerns, who are living in the community and who are under the supervision of the Juvenile Officer of the 13th Judicial Circuit, are subject to random urinalysis drug screenings.

Beginning in January 1999, every juvenile detained at the Boone County Juvenile Justice Center was tested for the use of marijuana and cocaine, unless the juvenile reported that they were using either drug. In that case, they were not tested for the drug they had admittedly been using. In 2000, the Boone County Juvenile Justice Center began using 5-panel urinalysis drug screens. (The 5-panel screens test for the presence of amphetamines, cocaine, THC, PCP, and morphine). This testing is extremely beneficial in aiding staff in the determination of the most appropriate interventions for youths in residence. In January 2001, the testing of every juvenile detained at the Boone County Juvenile Justice Center began, regardless of whether or not they admitted the use of drugs.

JAIBG GENERAL CERTIFIED ASSURANCES

1. The applicant assures that it will comply, and all its subcontractors will comply with the applicable provisions of the Juvenile Accountability Incentive Block Grant program; Missouri Department of Public Safety Financial and Administrative Guidelines for Contracts; the Application Packet for the FY2002 JAIBG program; and other applicable federal laws, orders, circulars, or regulations.
 2. The applicant agrees to maintain the records necessary to evaluate project effectiveness.
 3. As required by the JJDP Act, Federal funds will be used to supplement and increase but not be used to supplant (replace) state or local funds that would, in the absence of such Federal aid, be made available for the proposed project.
 4. The applicant agrees to submit Monthly Program Reports and Expenditure Reports by the 10th day of each month. **Failure to submit the required reports on time shall be taken as failure to adhere to the Acceptance of the Contract, and may result in termination.**
 5. **Personnel:** Time and attendance records must support any personnel costs and proper records must be maintained to adequately substantiate time spent to carry out the specific project objectives for which the contract was approved.
 6. **Travel:** Expenditures for travel must be supported and documented by signed travel vouchers. Hotel/motel and meal receipts must be on file. Maximum amounts cannot exceed the amounts approved in the budget for mileage, meals, and other expenses.
 7. **Equipment:** Expenditures for equipment must be in accordance with the approved budget. All items of equipment must be assigned an inventory number and be readily identifiable as being purchased with Missouri Department of Public Safety/JAIBG funds.
 8. **Supplies/Operating Expenses:** Expenditures for supplies and operating expenses must be in accordance with the approved budget and documentation in the form of paid bills and vouchers must support each expenditure. Care shall be given to assure that all items purchased directly relate to the specific project objectives for which the contract was approved. The title of films, brochures, and other "miscellaneous items," not specifically outlined in the approved budget, must be submitted to the Missouri Department of Public Safety, for approval **prior** to purchasing same.
 9. **Interest:** The applicant assures that federal funds will not be used to pay interest or any other financial costs.
 10. **Budget Revisions:** **Prior** approval must be received from the Missouri Department of Public Safety, Office of the Director, for the changes in the budget or project activities as outlines in the approved Program Narrative. These types of changes are listed below:
 - a. The addition or deletion of a specific budget line item in any budget category
 - b. Any change in the funding level of approved budget categories, i.e. any desired movement of dollars between approved budget categories
 - c. A change in the scope of the project or the programmatic activities
 - d. A change in, or temporary absence of, the Project Director and/or Authorized Official
 - e. A change in the project site
 - f. A change in the name of the agency
- If a budget or programmatic revision is required, a written request for a change must be submitted **at least 30 days prior** to the proposed change and **at least 60 days prior** to the end of the contract period, on a *Request to Revise the Budget* form. All affected budget pages must be included with the *Request to Revise the Budget* form. The budget change is not in effect until signed by the Director of Public Safety.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Keith Schmaue 5-1-03
Authorized Official Date

Kirk Kippley 5/1/03
Project Director Date

REPORT OF EXPENDITURES AND CHECK PAYEE INFORMATION

The following information is necessary if your agency receives a contract from the Missouri Department of Public Safety

Name and address of the individual who will be responsible for completing the Monthly Report of Expenditures and Request for Reimbursement. *(The Monthly Report of Expenditures and Request for Reimbursement will be mailed to this individual each month.)*

NAME: Kirk Kippley, Project Director
AGENCY: Boone County Juvenile Justice Center
ADDRESS: 5665 N. Roger I. Wilson Memorial Drive
Columbia, MO 65202
(Include city, state, and zip)
TELEPHONE: (573) 886.4450 FAX NUMBER: (573) 886.4461
E-MAIL ADDRESS: kirk_kippley@osca.state.mo.us

Check Payee Information - List the name and address of the check payee. Do not include an individual's name, *only the name and address of the agency to which the check must be made payable.*

AGENCY: Boone County
ADDRESS: 705 E. Walnut, Circuit Judges Office
Columbia, MO 65201
(Include city, state, and zip)

Name and address of the individual to whom the check needs to be mailed. *(The check will be mailed directly to this individual each month.)*

NAME: Jenny Baker
AGENCY: Boone County Circuit Judges Office
ADDRESS: 705 E. Walnut
Columbia, MO 65201
(Include city, state, and zip)
TELEPHONE: (573) 886.4060 FAX NUMBER: (573) 886.4070
E-MAIL ADDRESS: jenny_baker@osca.state.mo.us