

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 14

In the County Commission of said county, on the 9th day of January 20 14

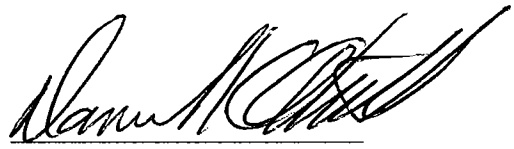
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the attached Finding of Public Nuisance and Order for Abatement of a public nuisance located at 6200 O'Rear Rd., parcel #12-313-11-01-005.00 01

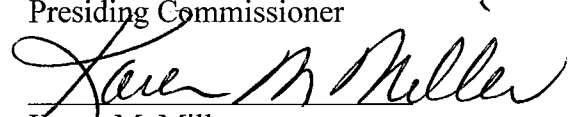
Done this 9th day of January, 2014.

ATTEST:

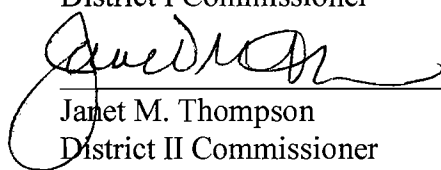
Wendy S. Noren  
Wendy S. Noren  
Clerk of the County Commission



Daniel K. Atwill  
Presiding Commissioner



Karen M. Miller  
District I Commissioner



Janet M. Thompson  
District II Commissioner

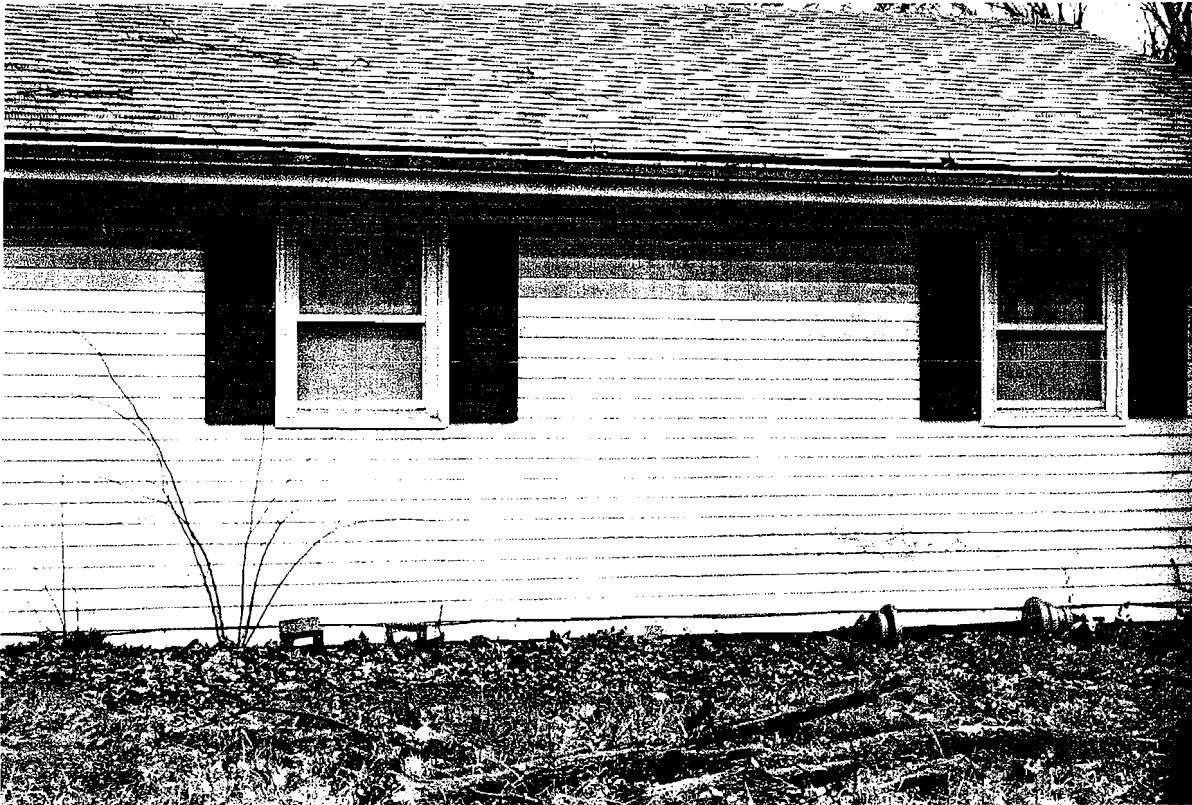
6200 O'Rear Rd

Parcel # 12-313-11-01-005.00 01

Pictures Taken 12/12/13 Approx 11:30 am



6200 O'Rear Rd  
Parcel # 12-313-11-01-005.00 01  
Pictures Taken 12/12/13 Approx 11:30 am



6200 O'Rear Rd

Parcel # 12-313-11-01-005.00 01

Pictures Taken 12/12/13 Approx 11:30 am



Time Line 6200 O'Rear Rd

Parcel # 12-313-11-01-005.00 01

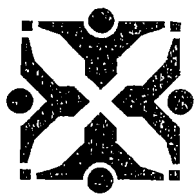
11/1/13 Complaint Received, Observed nuisance, Violation found

11/7/13 Sent Nuisance Notice Certified Mail- Letter Returned, Never signed for

11/24/13 Notice of Nuisance posted in the Newspaper

12/12/13 Photos taken of nuisance property approximately 11:30 am

12/27/13 Mailed Hearing Notice set for Thursday January 9, 1:30pm



# CITY OF COLUMBIA/BOONE COUNTY, MISSOURI



DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

## HEARING NOTICE

DIVISION OF ENVIRONMENTAL HEALTH

Nguyen Ngoc B & Jasmine  
1603 E Tower Dr  
Columbia MO 65202

An inspection of the property you own located at 6200 E ORear Rd (parcel #12-313-11-01-005.00 01) was conducted on November 1, 2013 and revealed junk in the form of scattered trash, debris, rubbish, cardboard, tires, scattered building materials, broken television, buckets, storage tubs, coolers, mattress and bed springs, dismantled or broken furniture intended for indoor usage as well as multiple filled/ torn trash bags and torn up tarps on the premises. There is a junk filled vehicle; an older model; tan colored Mercedes. It is illegal to have an inoperable, unlicensed, derelict, junk filled vehicle. These are conditions which constitute Public Health Hazards/ Public Health Nuisances/ Rat Harborage. Please remove and/ or store of these items correctly. Vegetation, grass and weeds are also 12 inches tall. It is illegal to have vegetation over 12 inches. Please mow all in which you own.

**You are herewith notified that a hearing will be held before the County Commission on Thursday, January 9, 2014 at 1:30 PM in the County Commission Chambers at the Boone County Government Center, 801 E. Walnut Street, Columbia, Missouri.** The purpose of this hearing will be to determine whether a violation exists. If the County Commission determines that a violation exists, it will order the violation to be abated.

If the nuisance is not removed as ordered, the County Commission may have the nuisance removed. All costs of abatement, plus administrative fees, will be assessed against the property in a tax bill. **If the above nuisance condition has been corrected prior to the hearing, you do not have to appear for the hearing.**

The purpose of these ordinances is to create and maintain a cleaner, healthier community. If you have any questions, please do not hesitate to contact our office. If you are not the owner or the person responsible for the care of this property, please call our office at the number listed at the bottom of this letter.

Sincerely,

Kara Stowers  
Environmental Health Specialist

This notice deposited in the U.S. Mail, first class postage paid on the 27 day of December, 2013 by KS.

To: Nguyen Ngoc B & Jasmin  
1603 E Tower Dr  
Columbia, MO 65202

In accordance with section 67.402 RSMo and section 6.5, 6.7 and 6.9, Boone County Code of Health Regulations, the undersigned gives notice to the above named persons or entities that the following described real property is hereby declared to contain the following described public nuisance which is ordered abated within 15 days of the date of this notice, and that if such abatement does not occur, then such nuisance may be ordered abated by action of the Columbia/ Boone County Health Department, with the cost thereof to be the subject of a special tax bill against the property subject to abatement.

Property Description: Hillview Acres Blk 1, Lot 22, as shown by deed book 3539 page 0067

Type of Nuisance: revealed junk in the form of scattered trash, debris, rubbish, cardboard, tires, scattered building materials, broken television, buckets, storage tubs, coolers, mattress and bed springs, dismantled or broken furniture intended for indoor usage as well as multiple filled/ torn trash bags and torn up tarps on the premises. There is a junk filled vehicle; an older model; tan colored Mercedes. It is illegal to have an inoperable, unlicensed, derelict, junk filled vehicle. Vegetation, grass and weeds are also 12 inches tall.

The above named persons are further notified that if they fail to abate such nuisance within the time specified in this notice, or fail to appeal this declaration of public nuisance and order of abatement within the time permitted for abatement specified in this notice, then a public hearing shall be conducted before the Boone County Commission, Commission Chambers, 801 E. Walnut, Columbia MO 65201, at a time and date determined by the Commission, and the County Commission will make findings of fact, conclusions of law and a final decision concerning the public nuisance and order of abatement set forth herein. For information concerning these proceedings, contact the Columbia/Boone County Health Department, 1005 W. Worley Street, Columbia, MO 65203.

Date of Declaration, Order and Publication: \_\_\_\_\_

Stephanie Browning, Director, Columbia/Boone County Health Department

**BEFORE THE COUNTY COMMISSION OF  
BOONE COUNTY, MISSOURI**

In Re: Nuisance Abatement            )     January Session  
      6200 ORear Rd                    )     January Adjourned  
      Columbia MO 65202               )     Term 2014  
  )     Commission Order No. 6-2014

**FINDING OF PUBLIC NUISANCE AND ORDER FOR ABATEMENT**

**NOW** on this 9th day of January 2014, the County Commission of Boone County, Missouri met in regular session and entered the following findings of fact, conclusions of law and order for abatement of nuisance:

**Findings of Fact and Conclusions of Law**

The County Commission finds as fact and concludes as a matter of law the following:

1. The Boone County Code of Health Regulations (the "Code") are officially noticed and are made a part of the record in this proceeding.
2. The City of Columbia/Boone County Health Department administrative record is made a part of the record in this proceeding and incorporated herein by reference. In addition, any live testimony of the official(s) of the department and other interested persons are made a part of the record in this proceeding.
3. A public nuisance exists described as follows: junk in the form of scattered trash, debris, rubbish, cardboard, tires, scattered building materials, broken television, buckets, storage tubs, coolers, mattress and bed springs, dismantled or broken furniture intended for indoor usage as well as multiple filled/ torn trash bags and torn up tarps on the premises. There is a junk filled vehicle; an older model; tan colored Mercedes.
4. The location of the public nuisance is as follows: 6200 E ORear Rd, a/k/a parcel # 12-313-11-01-005.00 01, Hillview Acres Blk 1, Lot 22, 70-115; Section 11, Township 49, Range 12 as shown by deed book 3539 page 0067, Boone County.
5. The specific violation of the Code is: junk in the form of scattered trash, debris, rubbish, cardboard, tires, scattered building materials, broken television, buckets, storage tubs, coolers, mattress and bed springs, dismantled or broken furniture intended for indoor usage as well as multiple filled/ torn trash bags and torn up tarps on the premises, a junk filled vehicle; an older model; tan colored Mercedes in violation of section 6.5, 6.7 and 6.9 of the Code.
6. The Health Director's designated Health Official made the above determination of the existence of the public nuisance at the above location. Notice of that determination and the requirement for abatement was given in accordance with section 6.10.1 of the Code on the 24th day of November, 2013, to the property owner, occupant, and any other applicable interested persons.



7. The above described public nuisance was not abated. As required by section 6.10.2 of the Code, the property owner, occupant, and any other applicable interested persons were given notice of the hearing conducted this date before the Boone County Commission for an order to abate the above nuisance at government expense with the cost and expense thereof to be charged against the above described property as a special tax bill and added to the real estate taxes for said property for the current year.
8. No credible evidence has been presented at the hearing to demonstrate that no public nuisance exists or that abatement has been performed or is unnecessary; accordingly, in accordance with section 6.10.2 of the Code and section 67.402, RSMo, the County Commission finds and determines from the credible evidence presented that a public nuisance exists at the above location which requires abatement and that the parties responsible for abating such nuisance have failed to do so as required by the Health Director or Official's original order referred to above.

**Order For Abatement Chargeable As a Special Assessment To The Property**

Based upon the foregoing, the County Commission hereby orders abatement of the above described public nuisance at public expense and the Health Director is hereby authorized and directed to carry out this order.

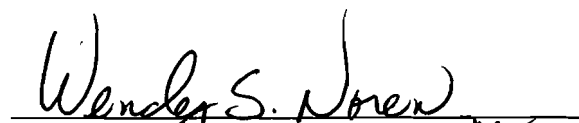
It is further ordered and directed that the Health Director submit a bill for the cost and expense of abatement to the County Clerk for attachment to this order and that the County Clerk submit a certified copy of this order and such bill to the County Collector for inclusion as a special assessment on the real property tax bill for the above described property for the current year in accordance with section 67.402, RSMo.

**WITNESS** the signature of the presiding commissioner on behalf Boone County Commission on the day and year first above written.

Boone County, Missouri  
By Boone County Commission

  
\_\_\_\_\_  
Presiding Commissioner

ATTEST:

  
\_\_\_\_\_  
Boone County Clerk *ney*



# CITY OF COLUMBIA/BOONE COUNTY, MISSOURI

DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES  
DIVISION OF ENVIRONMENTAL HEALTH

## NOTIFICATION OF DETERMINATION OF PUBLIC HEALTH HAZARD AND/OR NUISANCE AND ORDER FOR ABATEMENT

Nguyen Ngoc B & Jasmine  
1603 E Tower Dr  
Columbia, MO 65202

An inspection of the property you own located at 6200 E ORear Rd (parcel # 12-313-11-01-005.00 01) was conducted on November 1, 2013 and revealed junk in the form of scattered trash, debris, rubbish, cardboard, tires, scattered building materials, broken television, buckets, storage tubs, coolers, mattress and bed springs, dismantled or broken furniture intended for indoor usage as well as multiple filled/ torn trash bags and torn up tarps on the premises. There is a junk filled vehicle; an older model; tan colored Mercedes. It is illegal to have an inoperable, unlicensed, derelict, junk filled vehicle. These are conditions which constitute Public Health Hazards/ Public Health Nuisances/ Rat Harborages. Please remove and/ or store of these items correctly. Vegetation, grass and weeds are also 12 inches tall. It is illegal to have vegetation over 12 inches. Please mow all that you own.

This condition is hereby declared to be a nuisance. You are herewith notified that you must begin correcting this condition within 7 days of receipt of this notice and order and that if the above nuisance condition has not been fully corrected within **15 days** after the receipt of this notice, an additional enforcement action will result for violation of Boone County Public Nuisance Ordinance Section 6.5, 6.7 and 6.9. A reinspection will be conducted at the end of the 15-day period. If the above nuisance condition has not been fully corrected by that time, a hearing before the Boone County Commission will be called to determine whether a violation exists. If the County Commission determines that a violation exists and the nuisance has not been removed as ordered, the County Commission may have the nuisance removed with the cost of abatement, plus administrative fees, charged against the property in a tax bill. In addition, a complaint may be filed against you in Circuit Court. **If the above nuisance condition has been corrected within the 15-day period, no further action is necessary.**

The purpose of these ordinances is to create and maintain a safer, healthier community. If you have any questions, please do not hesitate to contact our office. If you are not the owner or the person responsible for the care of this property, please call our office at the number listed at the bottom of this letter. Your cooperation is greatly appreciated.

Sincerely,

Kara Stowers  
Environmental Health Specialist

This notice deposited in the U.S. Mail certified, return receipt requested on the 6 day of November 2013 by KC.

1005 W. Worley • P.O. Box 6015 • Columbia, Missouri 65205-6015  
Phone: (573) 874-7346 • TTY: (573) 874-7351 • Fax: (573) 817-6407  
www.GoColumbiaMo.com



# CITY OF COLUMBIA / BOONE COUNTY



DEPARTMENT OF PUBLIC HEALTH &  
DIVISION OF ENV

1005 W. WORLEY  
P.O. Box 6015  
COLUMBIA, MISSOURI 65205-6015

**CERTIFIED MAIL™**



7010 0290 0002 6832 9537



**UNCLAIMED**

**UNCLAIMED**

OTM  
1/17  
11-11

Nguyen Ngoc B & Jasmine  
1603 E Tower Dr  
Columbia, MO 65202

An inspection of the property you own located at 6200 E ORear Rd  
conducted on November 1, 2012 and revealed junk in the f

65202+2842

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. DO NOT WRITE IN DOTTED LINE.

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> <li>Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.</li> <li>Print your name and address on the reverse so that we can return the card to you.</li> <li>Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul>	<p>A. Signature <input type="checkbox"/> Agent <b>X</b> <input type="checkbox"/> Addressee</p>
<p>1. Article Addressed to:</p> <p>Nguyen Ngoc B &amp; Jasmine 1603 E Tower Drive Columbia, MO 65202</p>	<p>B. Received by (Printed Name) C. Date of Delivery</p>
<p>2. Article Number (Transfer from service label) <b>7010 0290 0002 6832 9537</b></p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p> <p>Service Type  <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail  <input type="checkbox"/> Registered <input checked="" type="checkbox"/> Return Receipt for Merchandise  <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p> <p>4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes</p>

7010 0290 0002 6832 9537

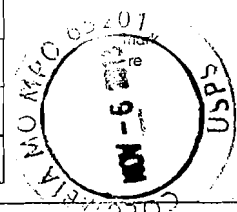
U.S. Postal Service™  
**CERTIFIED MAIL™ RECEIPT**  
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at [usps.com](http://usps.com)

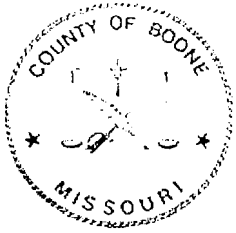
**OFFICIAL USE**

Postage	\$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 6.11

Env  
Headline  
ATTN: RS



Nguyen Ngoc B & Jasmine  
1603 E Tower Drive  
Columbia, MO 65202



**Tom Schauwecker**  
**Boone County Assessor**

Boone County Government Center  
 801 E. Walnut, Rm 143  
 Columbia, MO 65201-7733

Office (573) 886-4270  
 Fax (573) 886-4254

**Parcel** 12-313-11-01-005.00 01

**Property Location** 6200 E OREAR RD

City Road COUNTY ROAD DISTRICT (CO) School HALLSVILLE (R4)  
 Library BOONE COUNTY (L1) Fire BOONE COUNTY (F1)

Owner NGUYEN NGOC B & JASMIN  
 Address 1603 E TOWER DR  
 City, State Zip COLUMBIA, MO 65202

*Sent Nov 7, 2013*

Subdivision Plat Book/Page 0010 0079  
 Section/Township/Range 11 49 12

Legal Description HILLVIEW ACRES BLK 1  
 LOT 22  
 Lot Size 70 x 115

Deed Book/Page 3539 0067 2912 0062 0805 0854

Current Appraised				Current Assessed			
Type	Land	Bldgs	Total	Type	Land	Bldgs	Total
RI	9,000	16,700	25,700	RI	1,710	3,173	4,883
Totals	9,000	16,700	25,700	Totals	1,710	3,173	4,883

Most Recent Tax Bill(s)

**Residence Description**

Year Built 1970 (Estimate)  
 Use SINGLE FAMILY (101)

Basement	NONE (1)	Attic	NONE (1)
Bedrooms	4	Main Area	1,466
Full Bath	1	Finished Basement Area	0
Half Bath	0		
Total Rooms	6	Total Square Feet	1,466

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

Boone County, Missouri  
Unofficial Document



Recorded in Boone County, Missouri  
Date and Time: 08/17/2009 at 04:17:12 PM  
Instrument # 2009022446 Book 3539 Page 67

Grantor NEXT MILLENNIUM LTD  
Grantee NGUYEN, NGOC B

Instrument Type QTCL  
Recording Fee \$27.00 S  
No of Pages 2

*Bottle Johnson*  
Bottle Johnson, Recorder of Deeds



QUIT-CLAIM DEED

(INFORMATION PROVIDED ON THIS DOCUMENT MUST BE TYPED OR PRINTED)

THIS INDENTURE, Made and entered into this 17<sup>th</sup> day of August A.D. Two Thousand and 09, by and between Next Millennium LTD (Grantor), of the County of Boone, in the State of Missouri, party or parties of the First Part, and Ngoc B. Nguyen and Jasmin Nguyen (Grantee), (Grantee's mailings address) 3702 Mint Julep Dr., Columbia, Mo. 65202

of Boone County, State of Missouri party or parties of the Second Part:

WITNESSETH, That the said party or parties of the First Part in consideration of the sum of ten dollars and other valuable considerations paid by the said party or parties of Second Part, the receipt of which is hereby acknowledged, does or do by these presents, Remise, Release and forever Quit Claim, unto the said party or parties of the Second Part, the following described real estate, lying, being and situate in the County of Boone and State of Missouri, to-wit:

Parcel number 12-313-11-01-005.00  
6200 O'Rear Rd. Sec. 11 Twp. 49 Rng. 12  
Hillview Acres Blk 1 Lot 22  
As recorded in Deed Book and Page 0805/0854

TO HAVE AND TO HOLD the same with all the rights and immunities, privileges and appurtenances thereto belonging, unto the said party or parties of the Second Part, and their heirs and assigns, FOREVER; so that neither the said party or parties of the First Part, nor their heirs, nor any other person or persons for them or in their name--or behalf, shall or will hereafter claim or demand any right or title to the aforesaid premises or any part thereof but they and every one of them shall, by these presents, be excluded and forever barred.

IN WITNESS WHEREOF, The said party or parties of the First Part has or have hereunto set their hand or hands the day and year first above written.

Witness Robert W. Hawkins  
Robert W. Hawkins

James Rausch  
JAMES RAUSCH

(ALL SIGNATURES MUST HAVE THE NAME TYPED OR PRINTED UNDERNEATH)

Boone County, Missouri  
Unofficial Document

BOONE COUNTY MO AUG 17 2009

STATE OF MISSOURI )  
COUNTY OF BOONE ) ss.

On this 17<sup>TH</sup> day of AUGUST, 20 09 before me personally appeared JAMES RAUSCH /  
NEW MILLENNIA LTD. to me known to be the person or persons described in and who executed  
the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my

official seal at my office in BOONE COUNTY, the day and year first  
above written.

My term expires 4/21/12

Notary Public

Aaron R. Armentrout  
Aaron R. Armentrout

AARON R. ARMENTROUT  
NOTARY PUBLIC - NOTARY SEAL  
STATE OF MISSOURI  
BOONE COUNTY  
MY COMMISSION EXPIRES APRIL 21, 2012  
COMMISSION # 08539276  
(Seal)

**AFFIDAVIT OF PUBLICATION**

STATE OF MISSOURI ) ss.  
County of Boone )

I, Breanne May, being duly sworn according to law, state that I am one of the publishers of the Columbia Daily Tribune, a daily newspaper of general circulation in the County of Boone, State of Missouri, where located; which newspaper has been admitted to the Post Office as periodical class matter in the City of Columbia, Missouri, the city of publication; which newspaper has been published regularly and consecutively for a period of three years and has a list of bona fide subscribers, voluntarily engaged as such, who have paid or agreed to pay a stated price for a subscription for a definite period of time, and that such newspaper has complied with the provisions of Section 493.050, Revised Statutes of Missouri 2000, and Section 59.310, Revised Statutes of Missouri 2000. The affixed notice appeared in said newspaper on the following consecutive issues:

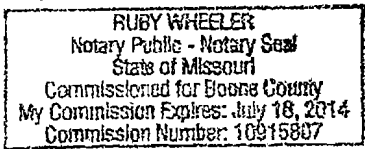
- 1st Insertion \_\_\_\_\_ November 24, 2013
- 2nd Insertion \_\_\_\_\_
- 3rd Insertion \_\_\_\_\_
- 4th Insertion \_\_\_\_\_
- 5th Insertion \_\_\_\_\_
- 6th Insertion \_\_\_\_\_
- 7th Insertion \_\_\_\_\_
- 8th Insertion \_\_\_\_\_
- 9th Insertion \_\_\_\_\_
- 10th Insertion \_\_\_\_\_
- 11th Insertion \_\_\_\_\_
- 12th Insertion \_\_\_\_\_
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- 14th Insertion \_\_\_\_\_
- 15th Insertion \_\_\_\_\_
- 16th Insertion \_\_\_\_\_
- 17th Insertion \_\_\_\_\_
- 18th Insertion \_\_\_\_\_
- 19th Insertion \_\_\_\_\_
- 20th Insertion: \_\_\_\_\_
- 21st Insertion: \_\_\_\_\_
- 22nd Insertion: \_\_\_\_\_

\$76.53  
Printer's Fee

By: Breanne May  
Breanne May

Subscribed & sworn to before me this 2 day of December, 2013

[Signature]  
Notary Public



**NOTICE OF DECLARATION OF PUBLIC NUISANCE AND ORDER OF ABATEMENT**

To: Nguyen Ngoc B & Jasmin  
1603 E Tower Dr  
Columbia, MO 65202

In accordance with section 67.402 RSMo and section 6.10, Boone County Code of Health Regulations, the undersigned gives notice to the above named persons or entities that the following described real property is hereby declared to contain the following described public nuisance which is ordered abated within 15 days of the date of this notice, and that if such abatement does not occur, then such nuisance may be ordered abated by action of the Columbia/Boone County Department of Public Health, with the cost thereof to be the subject of a special tax bill against the property subject to abatement.

Property Description: Hillview Acres Blk 1, Lot 22, as shown by deed book 3539 page 0067

Type of Nuisance: Revealed junk in the form of scattered trash, debris, rubbish, cardboard, tires, scattered building materials, broken television, buckets, storage tubs, coolers, mattress and bed springs, dismantled or broken furniture intended for indoor usage as well as multiple filled/ torn trash bags and torn up tarps on the premises. There is a junk filled vehicle; an older model; tan colored Mercedes. It is illegal to have an inoperable, unlicensed, derelict, junk filled vehicle. Vegetation, grass and weeds are also 12 inches tall

The above named persons are further notified that if they fail to abate such nuisance within the time specified in this notice, or fail to appeal this declaration of public nuisance and order of abatement within the time permitted for abatement specified in this notice, then a public hearing shall be conducted before the Boone County Commission, Commission Chambers, 801 E. Walnut, Columbia MO 65201, at a time and date determined by the Commission, and the County Commission will make findings of fact, conclusions of law and a final decision concerning the public nuisance and order of abatement set forth herein. For information concerning these proceedings, contact the Columbia/Boone County Health Department, 1005 W. Worley Street, Columbia, MO 65203.

Date of Declaration, Order and Publication:  
Stephanie Browning, Director,  
Columbia/Boone County  
Health Department  
INSERTION DATE: November 24, 2013



Nov 1, 2013 10:51:15 AM EDT

File Edit Commands Help

SECTOR

5657

- Events
- Email log
- Reminders
- Work requests

**Call Information**

Call ID: 5657      Status: Open      Entity: City of Columbia

Description:

Comments  
6200 O'Rear Road using this property for commercial business, junk, weeds, old cars in the yard. Questions call Joe Jesse 696-1444

---

<p><b>Call Details</b></p> <p>Call type: CE-County Nuisance          Entry date/time: 06/03/2013 14:17:17          Entry user ID: Cassidy, Katy K. HL-ASA II          Origin:          Work group: Environmental Health</p>	<p><b>Contact Information</b></p> <p>Contact ID: 154830          Contact name: Undefined          Home phone: (573) 999-9999          Customer:          Location:          Service:</p>
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<p><b>Call Assignment/Notification</b></p> <p>Contact notification: Call back          Notification date:          Email updates: No          Notification user:          Forward to user: Stowers, Kara A - Health Env</p>	<p><b>Close Information</b></p> <p>Close date/time: 00:00:00          Close user:          Elapsed time:          Action taken:</p>
---	---

Print

Cancel

Exit

Refresh

Toggle Inform...

Contact Inquiry

7 -2014

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 14

In the County Commission of said county, on the 9th day of January 20 14

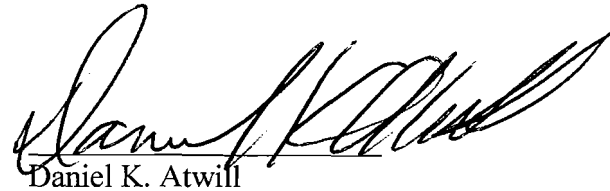
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the grant award for Violence Against Women Act and the agreement for Batterers' Intervention program.

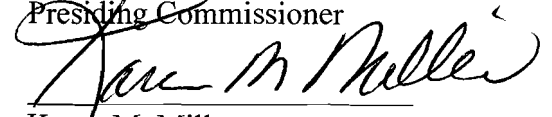
Done this 9th day of January, 2014.

ATTEST:

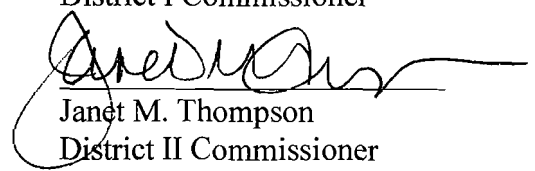
Wendy S. Noren  
Wendy S. Noren  
Clerk of the County Commission



Daniel K. Atwill  
Presiding Commissioner



Karen M. Miller  
District I Commissioner



Janet M. Thompson  
District II Commissioner

JEREMIAH W. (JAY) NIXON  
Governor

JERRY LEE  
Director



Truman Building, Room 870  
Mailing Address: P.O. Box 749  
Jefferson City, MO 65102-0749  
Telephone: 573-751-4905  
FAX: 573-751-5399  
Internet Address:  
<http://www.dps.mo.gov>

STATE OF MISSOURI  
**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DIRECTOR**

January 06, 2014

13th Judicial Circuit Court  
Mary Epping  
705 E. Walnut Street  
Columbia Missouri 65201

Re: 2014-2015 STOP VAWA Grant

Dear Mary Epping,

The status of the above referenced application under the 2014-2015 STOP VAWA Solicitation funding opportunity has changed from "Approved" to "Awarded".

Enclosed are the Award of Contract and Certified Assurance documents pertaining to your award. The Authorized Official and Project Director, as identified on the Contact Information form in your application, must sign each document. The signatures must be original – stamped signatures will not be accepted! If you have had a change in either the Authorized Official or Project Director, please contact the Missouri Department of Public Safety immediately to initiate a revision.

The following documents must be returned to our office no later than January 13, 2014:

- Signed Award of Contract document (enclosed)
- Signed Certified Assurance document (enclosed) and,
- Copy of your entire Application (**Agency must print from WebGrants - Do Not Forget to Print the Attachments**)

All mail correspondence should be mailed to the attention of the CVSU Section. Please remember that your contract is not final until the Director/Designee of the Missouri Department of Public Safety signs it. A signed copy of the Award of Contract form and a copy of the Certified Assurances document will be returned to you via Webgrants for your records.

If you have any questions, please contact Tiffany at 573-526-9945.

Sincerely,

Marc Peoples  
CVSU Program Manager

cc: File

Enclosures



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

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

Program Area: <b>STOP Violence Against Women Act (VAWA)</b>	Catalog of Federal Domestic Assistance (CFDA) #: <b>16.588</b>
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Contractor Name:  
**13th Judicial Circuit Court**

Project Title:  
**Integrated Domestic Violence Program**

Contract Period: <b>January 1, 2014 to December 31, 2015</b>	State/Federal Funds Awarded: <b>222616.58</b>	Contract Number: <b>2011-VAWA-025-OS</b>
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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, any attached Certified Assurances. This award is also subject to compliance with all current applicable federal and state laws, regulations and guidelines.

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.

  
Applicant Authorized Official \_\_\_\_\_ Date \_\_\_\_\_

   
Applicant 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 Authorized Official of the Missouri Department of Public Safety.

\_\_\_\_\_  
Authorized Official, MO Department of Public Safety

**January 1, 2014**  
Award Date

<b>STOP VAWA CERTIFIED ASSURANCES AND SPECIAL CONDITIONS</b>
<b>AGENCY NAME: 13th Judicial Circuit Court</b>
<b>PROJECT TITLE: Integrated Domestic Violence Program</b>

The Subgrantee is subject to compliance with the following assurances and conditions:

**Laws, Orders, Circulars and Regulations:**

The Subgrantee agrees to comply, and assure that all its subcontractors will comply, with the applicable provisions of Sections 2001 through 2006 of the Omnibus Crime Control and Safe Streets Act of 1968, as amended by Title IV, section 40121 of the Violent Crime Control and Law Enforcement Act of 1994, Public Law 103-322; the Violence Against Women Act of 2000, P.L. 106-386, the Reauthorized Violence Against Women Act of 2005, P.L. 109-162; the applicable Program Guidelines and Regulations; the Missouri Department of Public Safety STOP VAWA Request for Proposal and Application Packet for the specified contract period; the financial and administrative requirements set forth in the current edition of the Office of Justice Programs Financial Guide; and all other applicable federal and State laws, orders, circulars or regulations as they pertain to the use of STOP VAWA and match funds.

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

**Services to Victims of Domestic and/or Sexual Violence, their children and Batterer Intervention Programs:**

The Subgrantee, if providing services to victims of domestic and/or sexual violence, their children and Batterer Intervention Programs through this contract, shall comply with the service standards and guidelines set forth by the Missouri Coalition Against Domestic and Sexual Violence Service Standards and Guidelines for Domestic Violence Programs, Sexual Violence Programs and/or Batterer Intervention Programs, as they relate to the provision of services required herein.

**Civil Rights Information:**

The Subgrantee agrees to collect and maintain information on race, sex, national origin, age, and disability of recipients of assistance, where such information is voluntarily furnished by those receiving assistance.

**Coordination of Activities:**

The Subgrantee shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.

**Non-Supplantation:**

The Subgrantee assures that federal funds made available will not be used to supplant state and local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for the activities of this project.

**Data Collection:**

The Subgrantee assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Missouri Department of Public Safety, Office of the Director, may require. This includes any additional information that may be necessary in follow-up to monitoring and/or audit issues, and in response to requests from the Department of Justice, Office of Justice Programs.

**Audit Requirement:**

An audit is required for the Agency fiscal year when FEDERAL financial assistance (which consists of ALL funds received the Federal Government or federal funds passed through state agencies), of \$500,000 or more is expended by the applicant agency. If an audit is required, applicant assures that such audit will be submitted to the MO Dept. of Public Safety, Office of the Director. If applicant receives multiple grants through the MO Dept. of Public Safety and a current audit has already been submitted, a letter from applicant with the corresponding audit dates can be submitted in lieu of a copy of the audit.

**Generated Income:**

The recipient agrees that all income generated as a direct result of this award shall be deemed program income. All program income must be accounted for and used for the purposes under the conditions applicable for the use of funds under this award, including the effective edition

of the OJP Financial Guide and, as applicable, either (1) 28 C.F.R. Part 66 or (2) 28 C.F.R Part 70 and 2 C.F.R. Part 215 (OMB Circular A-110). Further, the use of program income must be shown on the monthly report.

**Timesheets Requirement:**

The applicant assures that, all project personnel funded through the STOP grant (federal or local funds) will maintain timesheets that detail 100% of their time along with the activities/services provided. These timesheets must be provided to DPS personnel upon request.

**Claims that are Late:**

All expenses must be submitted within 60 days of expense.

If the claim is 60 days late, then the agency will receive a letter stating if claims are not brought up to, current within the next 30 days they will lose expenses for the first month the claim was late.

**Claims with Errors:**

- a) After negotiating a claim three (3) times the claim will be withdrawn, if it is submitted again with errors the Program Rep will withdraw the claim and send a certified letter to the ED and Board.
- b) If nothing is done after contacting the Board then the withdrawn claim expenses will not be reimbursed.

**Access to Records:**

The Subgrantee authorizes the Missouri Department of Public Safety and/or the Office on Violence Against Women and/or the Office of the Comptroller, and its representatives, access to and the right to examine all records, books, paper or documents related to this grant.

**Equal Employment Opportunity Program:**

The Subgrantee assures that, if required to formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 CFR 42.301-308 et.seq., it will submit a certification to the Missouri Department of Public Safety that it has a current EEOP on file that meets the requirements therein.

**Drug-Free Workplace Act of 1988:**

The Subgrantee assures that it will comply, and all its subcontractors will comply, with the Drug-Free Workplace Act of 1988. The Law further requires that all individual contractors and grant recipients, regardless of dollar amount/value of the contract or grant, comply with the Law.

**Lobbying:**

Subgrantee understands and agrees that it cannot use any federal or state funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.

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

DPS appropriated funds may not be used to pay the salary or expenses of an employee of a grantee, consortium participant, or contractor or those of an agent related to any activity designed to influence legislation or appropriations pending before Congress or any State legislature.

**Discrimination Prohibited:**

The Subgrantee assures that it will comply, and all its subcontractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789 (c), or the Victims of Crime Act (as applicable) which prohibits discrimination in federally funded programs on the basis of race, color, national origin, religion or sex not only in respect to employment practices but also in the delivery of services or benefits; Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, or nation origin (includes limited English proficiency – LEP) in federally funded programs; Section 504 of the Rehabilitation Act of 1973, as amended which prohibits discrimination in federally funded programs on the basis of disability; Subtitle A, Title II of the Americans with Disability Act (ADA) (1990) which prohibits discrimination on the basis of disability; Title IX of the Education Amendments of 1972 which prohibits discrimination in federally funded programs on the basis of sex; the Age Discrimination Act of 1975 which prohibits discrimination in federally funded programs on the basis of age; 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.

The Subgrantee 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 (including limited English proficiency), age, disability or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights (OCR) of the Office of Justice Programs, U.S. Department of Justice for review.

**Limited English proficiency (LEP):**

The Subgrantee assures that, in accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). "Meaningful access" will generally involve some combination of oral interpretation services and written translation of vital documents.

**Faith-based Organizations:**

Such organizations applying for and receiving federal funds must ensure that services are offered to all crime victims without regard to religious affiliation, that federal funds are not used for inherently religious activities – that these activities must be held separately from the federally funded activities and that the receipt of services is not contingent upon participation in a religious activity or event.

**Historic Preservation Act:**

Subgrantees must be in compliance with the National Historic Preservation Act (16 USC 470) stating that you must consult the State Historic Preservation Officer to identify protected properties and agree to avoid or mitigate adverse effects to such properties.

**Fair Labor Standards Act:**

All recipients of federal funds will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.

**Injury or Damage:**

The Subgrantee agrees that they will be responsible for any and all injury or damage as a result of any service rendered under the terms and conditions of the contract. In addition to the liability imposed upon the Subgrantee on the account of personal injury, bodily injury (including death) or property damage suffered as a result of the Subgrantee's performance under the contract, the Subgrantee assumes the obligation to save the Department of Public Safety (DPS) and the Office of the Director, including its officers, employees and representatives, harmless and to indemnify DPS and the Office of the Director, including its officers, employees and representatives, from every expense, liability or payment arising out of such negligent act. The Subgrantee also agrees to hold DPS and the Office of the Director, including its officers, employees and representatives, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the Subgrantee under the terms of the contract.

**Printed Materials:**

All materials and publications (written, visual, or sound) resulting from award activities shall contain the following statements: "This project was supported by Grant No. \_\_\_\_\_ awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

**Relationship:**

The Subgrantee agrees that they will represent themselves to be an independent Subgrantee offering such services to the general public and shall not represent themselves or their employees to be employees of the Office of the Director or the Department of Public Safety. Therefore, the Subgrantee shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc., and agree to indemnify, save, and hold the Office of the Director and the Department of Public Safety, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

**Law Enforcement Certification:**

1. If the Subgrantee is a law enforcement agency, the Subgrantee 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 and certifying peace officers or for other law enforcement, safety or criminal justice purposes."
2. The applicant assures that, if this project is intended for law enforcement agency, such agency is in compliance with the provisions of Section 43.505, RSMo relating to uniform crime reporting. Section 43.505, subsection 3, states that "Every law enforcement agency in the state shall:
  - A) Submit crime incident reports to the Department of Public Safety on forms or in the format prescribed by the department; and

B) Submit any other crime incident information which may be required by the Department of Public Safety.”

Section 43.505, subsection 4 states “Any law enforcement agency that violates this section may be ineligible to receive state or federal funds which would otherwise be paid to such agency for law enforcement, safety or criminal justice purposes.”

3. The applicant assures that, if the project is intended for law enforcement agency, such agency is in compliance with the provisions of Section 590.650, RSMo relating to racial profiling. Failure to comply with these statutory provisions may result in the withholding of funds to the noncompliant law enforcement agency.

**Intoxication-Related Traffic Offenses:**

If the Subgrantee is a law enforcement agency, the Subgrantee assures it is in full compliance with the provisions of Section 577.005, RSMo relating to the adoption of a written policy to forward arrest information for all intoxication-related traffic offenses to the central repository as required by section 43.503, RSMo.

If the Subgrantee is a county prosecuting attorney or municipal prosecutor, the Subgrantee assures it is in full compliance with the provisions of Section 577.005, RSMo relating to the adoption of a written policy to forward charge information for all intoxication-related traffic offenses to the central repository as required by section 43.503, RSMo.

**Texting While Driving:**

Pursuant to Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving,” 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages sub-recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

**Criminal or Civil Filings:**

The Subgrantee assures that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order or a petition for a protection order, to protect a victim of domestic violence, stalking or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order or witness subpoena, whether issued inside or outside this state.

**Forensic Medical Exams:**

To the extent funds are not available from other sources, the state, must incur the full out-of-pocket cost of forensic medical exams for victims of sexual assault. No State, territory, Indian tribal government, unit of local government, or another governmental entity shall require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.

**Polygraph/Voice Stress Analysis:**

No prosecuting or circuit attorney, peace officer, governmental official, or employee of a law enforcement agency shall request or require a victim of sexual assault under section 566.040 or forcible rape under section 566.030 to submit to any polygraph test or psychological stress evaluator exam as a condition for proceeding with a criminal investigation of such crime.

**Court Records:**

After August 28, 2007, any information contained in any court record, whether written or published on the Internet, that could be used to identify or locate any victim of sexual assault, domestic assault, stalking, or forcible rape shall be closed and redacted from such record prior to disclosure to the public. Identifying information shall include the name, home or temporary address, telephone number, social security number or physical characteristics.

**Victims’ Rights Compliance:**

The Subgrantee assures that it will provide the eligible direct victim services, as may be required, set forth in Missouri’s Constitutional Amendment for **Victims’ Rights and Section 595.209, RSMo**. (These eligible direct victim services do not include general witness assistance).

**Code of Professional Ethics:**



The Subgrantee shall comply with and assures that the program adheres to the Missouri Department of Public Safety Code of Professional Ethics for Victim Service Provider Subgrantees.

**Consultation with Victim Services:**

Prosecution, law enforcement and court based applicants must consult with tribal, territorial, State, or local victim service programs during the course of developing their grant applications in order to ensure that the proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

**Nondisclosure of confidential or Private Information:**

Subgrantees may not disclose personally identifying information about victims served with OVW STOP funds without a written release unless the disclosure of the information is required by a statute or court order. This applies whether the information is being requested for an OVW grant program or another Federal agency, state, tribal, or territorial grant program. This provision also limits disclosures by OVW Subgrantees to OVW grantees, including disclosures to statewide or regional databases.

**Criminal Activity:**

The Subgrantee assures that they will formally report to the Missouri Department of Public Safety within 48 hours of notification that a Department of Public Safety grant-funded individual is arrested for or formally charged with a misdemeanor or felony regardless if the criminal offense is related to the individual's employment. The Department of Public Safety reserves the right to suspend or terminate grant funding pending the adjudication of the criminal offense.

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

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

Office of Inspector General  
Office of Justice Programs and Investigations Div.  
950 Pennsylvania Avenue, N.W., Room 4706  
Washington, D.C. 20530

Missouri Department of Public Safety  
Office of the Director  
Attention: **Crime Victim Services Unit**  
P.O. Box 749  
Jefferson City, MO 65102-0749

**For recipients of state grant funding, potential fraud, waste, abuse, or misconduct must be reported to the DPS by mail at the above noted address.**

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

**Renewal:**

An award of contract, entered into as a result of this application, shall not bind or purport to bind the Department of Public Safety for any contractual commitment in excess of the original contract period contained in such an award of contract. However, the Department of Public Safety shall have the right, at its sole discretion, to renew any such award of contract on a year-to-year basis. Should the Department of Public Safety exercise its right to renew the contract, the renewal shall be subject to the terms set forth by the Department of Public Safety in the documents developed for such renewal. Failure to comply with such terms set forth by the Department of Public Safety will result in the forfeiture of such a renewal option.

**Fund Availability:**

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.



**DPS & CVSU**  
**Financial and Administrative Guide**

Missouri Department of Public Safety  
Office of the Director  
P.O. Box 749  
301 W. High Street, Room 870  
Jefferson City, MO 65102-0749  
[www.dps.mo.gov](http://www.dps.mo.gov)

*July 2011*

## I. AWARD AND ACCEPTANCE OF CONTRACT

### **A. Award of Contract**

After completion of the review process, the Missouri Department of Public Safety awards a contract to approved applicants. This award, entitled *Award of Contract*, identifies the Missouri Department of Public Safety (Administrative Agency), Contractor, contract period, amount of federal or state funds, CFDA number, and contract number.

As appropriate, certified assurances, special conditions, and any other program specific guidelines, which the Contractor must meet if the award is accepted, are included either in hardcopy or by reference.

All correspondence concerning the award shall refer to the designated contract number shown on the Award of Contract document.

### **B. Acceptance of Award**

The Award of Contract constitutes a contractual agreement between the Missouri Department of Public Safety and the Contractor for use of federal or state funds in the implementation of the project outlined in the Application. This contractual agreement may be terminated without further cause if the Contractor fails to confirm its acceptance of the award by signing and returning the Award of Contract to the Missouri Department of Public Safety **WITHIN 45 DAYS** from the date of award.

*No federal and/or state funds shall be disbursed to the Contractor until the Missouri Department of Public Safety has received the signed Award of Contract.*

### **C. Cancellation Conditions**

If a project is not operational within **60 DAYS** of the contract starting date, the Contractor must report by letter to the Missouri Department of Public Safety the steps taken to initiate the project, the reasons for delay, and the expected starting date.

If a project is not operational within **90 DAYS** of the contract starting date, the Contractor must submit a second statement by letter to the Missouri Department of Public Safety explaining the implementation delay.

*Upon receipt of said letter, the Missouri Department of Public Safety may decide whether to continue with the project or to terminate the contract.*

## II. PAYMENT AND REPORTING REQUIREMENTS

### **A. Claim Form (Monthly Report of Expenditures)**

Contractors must verify, on a monthly basis, actual cash expenditures and request reimbursement for expenditures.

The Claim Form is available in the DPS WebGrants system. The Claim Form is used by the Missouri Department of Public Safety to process payment to the Contractor for reimbursement of expenditures.

The Claim Form, Detail of Expenditures, Activity Timesheets, supporting documentation, Status Reports (if applicable), and any other report that may be required by a specific grant program must be received by the Department of Public Safety no later than the date designated by each specific grant program. This due date generally falls within the first 5 days of the month. If said specified due date falls on a weekend or holiday, the report must be received by the first working day after the weekend or holiday.

**The Claim Form, Detail of Expenditures, Activity Timesheets, supporting documentation, Status Report (if applicable and in accordance with each specific grant program), and any other grant specific reports are due each month whether or not the contractor expended any grant or local match funds.**

**Claims that are Late: All expenses must be submitted within 60 days of expense.**

If the claim is 60 days late, then the agency will receive a letter stating if claims are not brought up to, current within the next 30 days they will lose expenses for the first month the claim was late.

### **Claims with Errors:**

a) After negotiating a claim three (3) times the claim will be withdrawn, if it is submitted again with errors the Program Rep will withdraw the claim and send a certified letter to the ED and Board.

b) If nothing is done after contacting the Board then the withdrawn claim expenses will not be reimbursed.

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

### **B. Final Claim Form (Report of Expenditures)**

The final Claim Form must be received in proper form by the Department of Public Safety **35 days after the ending date** of the contract, depending on the specific grant program. Any claims received after the specified due date will not be processed, and any remaining funds will revert back to the Department of Public Safety and/or the federal government.

### **C. Obligated Funds**

Funds are considered obligated by a Contractor when a legal liability to pay a determinable sum for services or goods is incurred and will require payment during the same or future period.

1. When a purchase order is issued, funds are considered obligated. All funds must be obligated by the contract period ending date. Any funds not properly obligated within the contract period will lapse and revert to the Missouri Department of Public Safety.

2. Travel Expenses will only be allowed for events, training, and other activities held during the time period of the contract. Funds cannot be obligated for an activity that will take place outside of the contract period.

#### **D. Expended Funds**

Funds are considered to be expended when payment is made. Only properly expended funds may be claimed for reimbursement.

Funds that have been properly obligated by the end of the contract period will have **35 days**, in which to be expended. Any funds not expended at the end of the program **due date** will lapse and revert to the Missouri Department of Public Safety and/or the federal government.

#### **E. Status Reports (Progress or Performance Reports)**

In accordance with federal and/or state grant guidelines, a Status Report detailing program operations, the number of people served, upcoming events, and other statistical data may be required.

#### **F. Annual Status Report**

An Annual Status Report may be required. If so, said report must be submitted with the final Claim Form within **35 days** after the end of the contract, as specified by each grant program.

### **III. PROCUREMENT POLICY**

#### **A. Procurement**

The Applicant assures that all procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner to provide maximum open and free competition. It must be determined that the item to be purchased is an approved budget item (approved by the Missouri Department of Public Safety and shown in the approved budget for the project), that any necessary prior approval has been obtained, that no other item owned by the Contractor is available for the purpose, and that sufficient funds are in the budget to cover the cost of such item.

All federally funded Contractors must adhere to the procurement standards contained in the OMB Circulars applicable to their organization as listed below:

1. **State and Local Governments – Common Rule – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 28 CFR, Part 66.**

2. **Nonprofit Organizations – OMB Circular A-110, Uniform Administration Requirements and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations, found in 2 CRF, Parts 215-230.**

All state and/or federal contractors are encouraged to use their own procurement regulations provided that the procurement regulations conform to applicable federal and state laws and the standards identified in the Procurement Standards Sections of the Grant Common Rule or OMB Circular A-110. **At a minimum**, the contractor must meet the following procurement standards:

1. All procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner so as to provide maximum open and free competition.
2. All quotations and the rationale behind the selection of a source of supply must be retained, attached to the purchase order copy, and placed in the accounting files.
3. When only one bid or positive proposal is received, it is deemed to be sole source procurement.
4. Sole source procurement on amounts of \$3,000 and over requires prior approval from the Missouri Department of Public Safety.
5. Sole source procurement of items costing \$100,000 or more requires prior U.S. Department of Justice approval. *(Please contact DPS for further information.)*
6. Items costing less than \$3,000 may be purchased with prudence on the open market.
7. All purchases estimated to cost between \$3,000 but less than \$24,999, must be competitively bid, but need not be solicited by mail or advertisement.
8. All purchases with an estimated expenditure of \$25,000 or over shall be advertised for bid in at least two daily newspapers of general circulation in such places as are most likely to reach prospective bidders at least five days before bids for such purchases are to be opened.

#### **B. Contract Requirements**

When a Contractor subcontracts for work or services, the following is required:

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 contract period.

1. A copy of all written contracts for contractual or

consultant services must be forwarded to the Missouri Department of Public Safety upon their ratification.

2. Payments must be supported by statements outlining the services rendered and supporting the period covered.

3. Any contract or agreement for services 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.

#### **C. Allowable Costs**

The U.S. Department of Justice, OJP Financial Guide and *Office of Management and Budget (OMB) Circular A-87*, "Cost Principles for State and Local Governments" and *OMB Circular A-122*, "Cost Principles for Nonprofit Organizations" provide the principles utilized in the establishment of the allowable and unallowable costs. OMB Circulars are guides for all federal grants and may be found in 2 CFR, Parts 215-230.

*If the Contractor is uncertain as to whether a cost is allowable, please contact the respective grant program staff with DPS for clarification.*

#### **D. Unallowable Costs**

The following is a list of costs generally unallowable for projects funded through the Missouri Department of Public Safety.

1. Travel of federal employees
2. Real property acquisition
3. Honoraria
4. Indirect costs of conferences, symposia, and workshops including entertainment, sports, visas, passport charges, tips, bar charges, beverages, personal telephone calls, or laundry charges
5. Military type equipment
6. Bonuses or commissions
7. Lobbying
8. Cost of fund raising
9. Compensation of federal employees
10. Indirect cost to the agency/organization receiving funds such as a percentage of the grant funding to administer the grant
11. Construction or purchasing buildings
12. Weapons, including, but not limited to, service revolvers for law enforcement personnel

*Refer to the specific grant program for more information regarding the allowable costs.*

#### **E. Travel Costs**

Contractors, at a minimum, must follow the travel policies in place for the Department of Public Safety, which are in accordance with the travel policies for the state of Missouri,

Contractors shall utilize their own travel policies if more restrictive than the state policies.

Expenditures for travel must be supported and documented by signed travel vouchers. Lodging, transportation, and other travel related receipts shall be available. Check with the Department of Public Safety for current rates. Federal and/or state grant funds will not be dispersed at a flat daily per diem rate. The applicant is responsible for ensuring that travel is completed in the most cost effective means. Actual travel costs may be reimbursed only after travel has been completed. Prior approval must be obtained from the Missouri Department of Public Safety prior to attending any training/travel that is not specifically outlined in the approved budget.

*The state's current travel policy is posted on the DPS Website under each grant program. Please be sure to check the travel policy regularly since changes do occur from time to time as dictated by the state of Missouri, Office of Administration.*

### **IV. REQUEST TO REVISE THE CONTRACT**

#### **A. Program Revisions**

Contractors shall submit a request, via DPS WebGrants system, for any program changes that the agency wishes to make **30 days prior to the proposed change taking effect**, and at least **60 days prior to the end of the contract**. Program revisions will not be retroactive. Prior approval in the form of a Contract Adjustment Notice must be received from the Missouri Department of Public Safety, Office of the Director, for the program revisions outlined below:

1. Change in project site or service area
2. Change in scope of programmatic activities or purpose of the project
3. Change in Applicant Agency
4. Other changes that may affect the approved program

#### **B. Contact Information Revisions**

Contractors shall submit a request, via DPS WebGrants system, for any changes in grant funded staffing and/or contact information that the agency experiences during the contract period. Major program changes may be subject to approval from the Missouri Department of Public Safety, Office of the Director. Contact information revisions include changes as outlined below:

1. Change in or temporary absence of the Project Director, Authorized Official, Fiscal Officer, Contact Person, and/or Board Chair.
2. Change in project-funded staff (indicate change in personnel names and effective date of change).
3. Change in mailing address or contact information.

### C. Budget Revisions

Contractors shall make a request, via DPS WebGrants system, for approval from the Missouri Department of Public Safety for major budget changes at least **30 days prior to the proposed change taking effect**, and at least **60 days prior to the end of the contract**. Budget revisions must be requested on the required form. Budget revisions will not be retroactive unless there are extenuating circumstances presented. Budget revisions are limited to **3 revisions** per contract period. **Prior** approval in the form of a **Contract Adjustment Notice** must be received from the Missouri Department of Public Safety, Office of the Director, for certain changes in the budget as outlined below:

1. Changes that increase or decrease the cost and/or number of units of an item within a budget category
2. Addition of a new line item in any budget category
3. Change in expenditure amounts from budget category to budget category

### D. Informal Budget Revisions:

Prior approval does not need to be sought from the DPS when transferring less than 10% (cumulative during the contract period) of the total grant award from one budget category to another budget category (except for the Personnel Budget – Prior approval for any monetary additions in this category is necessary).

Care must be taken to ensure supplanting does not occur if moving funds through an informal budget revision if your agency is subject to supplanting as indicated by the grant guidelines.

## V. PROPERTY

### A. Definitions

The following definitions apply for the purpose of these policies and procedures:

1. **Real Property** means land, land improvements, structures, and appurtenances thereto, excluding movable machinery and equipment.
2. **Personal Property** means property of any kind except real property. It may be tangible (having physical existence) or intangible (having no physical existence, such as patents, inventions, and copyrights).
3. **Equipment** is tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit.

*A recipient may use its own definition of equipment provided that the definition would, at least, include all equipment*

*described above.*

**4. Non-Expendable Personal Property** means tangible personal property having a useful life of more than one year.

*A recipient may use its own definition of nonexpendable personal property provided that the definition would, at least, include all tangible personal property described above.*

*State recipients must ensure that equipment acquired under a state and/or federal award to the state conforms to state laws and procedures over property.*

*Applicants/Contractors must refer to the specific grant program for procedures regarding equipment.*

### B. Title

Initially, title to personal property, non-expendable personal property (including equipment and supplies), and real estate property acquired in whole or in part with federal and/or state funds in accordance with an approved project budget shall be vested in the Contractor, as long as said property is used for the purposes of the contract. When the property is no longer used for project purposes, the Contractor shall notify the Missouri Department of Public Safety for final disposition instructions.

### C. Record Requirement

The Contractor will be required to maintain property management records. At a minimum, property management records maintained by the Contractor for **all purchases** must meet the following requirements:

1. Records shall contain copies of the purchase order and invoice.
2. The records shall include an inventory control listing for non-expendable property, including both supplies and equipment. The inventory control list must be reasonably current. The system may be manual or automated, centralized or decentralized. The record must contain:
  - a. Item description
  - b. Source of property
  - c. Manufacturer's serial number and, if applicable, a control number
  - d. Federal and/or state funded cost equity at time of acquisition
  - e. Acquisition date and total cost
  - f. Location, use, and condition of property
  - g. Ultimate disposition data including sale price or the method used to determine current fair market value (*See "E. Disposition of Personal Non-Expendable Property" below*)
3. A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft to the property.

Any loss, damage, or theft of non-expendable property shall be investigated, fully documented, and made part of the contract file.

4. Adequate maintenance procedures shall be established to keep the property in good condition.

#### **D. Inventory Record Retention**

Records for non-expendable property acquired with federal and/or state funds shall be retained for five (5) years after final disposition of property.

#### **E. Disposition of Personal Non-Expendable Property**

Contractors shall dispose of the personal non-expendable property when original or replacement equipment acquired under the award or sub-award is no longer needed for the original project or program or for other activities currently or previously supported by federal and/or state grant funding. Disposition of the equipment will be made as follows:

1. Items with a current per unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the Department of Public Safety.

2. Items with a current per unit fair market value in excess of \$5,000 may be retained or sold and the Department of Public Safety shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by the Department of Public Safety's share (state or federal funded share) of the equipment. The seller is also eligible for sale costs.

3. In cases where a contractor fails to take appropriate disposition actions, the Department of Public Safety may direct the contractor to make retribution for such non-expendable personal property to the Department of Public Safety.

#### **F. Intangible Property**

**1. Copyrights** – If Department of Public Safety (both federal and state funded) programs produce original books, manuals, films, or other material that may be copyrighted, the Contractor may copyright such, but the administration reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, translate, or otherwise use and to authorize others to publish and use such materials.

**2. Patents** – If any discovery or invention arises or is developed in the course of or as a result of work performed in a Contractor's project, the Contractor shall refer the discovery or invention to the U.S. Department of Justice which will determine whether or not patent protection will be sought, how any rights therein, including patent rights, will be disposed of and administered, and the necessity of

other action required to protect the public interest in work supported with federal funds, all in accordance with the "Government Patent Policy".

## **VI. ACCOUNTING/FINANCIAL RECORDS**

### **A. Accounting Systems**

All Contractors must establish and maintain accurate financial records and an adequate accounting system to report for funds awarded to them. These records shall include both federal and/or state funds and all matching funds. An acceptable and adequate accounting system is considered to:

1. Present and classify costs of the contract as required for budgetary and evaluation purposes
2. Provide cost and property control to assure optimal use of federal and/or state funds
3. Control funds and other resources to assure that the expenditure of funds and use of property are in compliance with any general or special conditions of the contract
4. Meet the deadlines for submission of financial and performance reporting information as needed for control and evaluation of all contract costs

### **B. Total Cost Budgeting and Accounting**

Accounting for all contract funds shall be structured and executed on a "total program cost" basis. That is, total program costs, including federal funds and local matching funds, and any other sources included in the approved project budget, shall be the foundation for fiscal administration and accounting. Contract applications and financial reports require budget and cost estimates on the basis of total costs.

### **C. Contractor Responsibilities**

All Contractors receiving federal and/or state funds through the Missouri Department of Public Safety are responsible for the management and fiscal control of all funds. Responsibilities include the accounting of receipts and expenditures, the maintaining of adequate financial records and the refunding of expenditures disallowed by audits.

The Contractor is responsible for all aspects of the contract including proper accounting and financial record keeping. These responsibilities include:

1. Reviewing Financial Operations
2. Recording Financial Activities
3. Budgeting and Budget Review
4. Accounting for Non-State Contributions and Non-Federal Contributions
5. Audit Requirements
6. Reporting Irregularities



#### **D. Record Retention**

Records of the Contractor, including books of original entry, source documents, supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and related documents and records are to be retained for a period of five (5) years pursuant to the following:

1. The retention period starts from the date of submission of the final Claim Form or from the date of submission of the audit for the contract period covered, whichever comes later.
2. Personnel and payroll records shall include the **time and attendance** reports for all individuals reimbursed under a contract or subcontract, whether they are employed full-time or part-time.
3. Records must be retained beyond a three-year period if an audit is in progress and/or the findings of a completed audit have not been resolved. If an audit is completed and the findings are resolved prior to the three-year period, records will be retained until the end of the three-year period.
4. If state or local law requires a longer period of retention, access to the records will be allowed for purposes of audit.
5. The financial records must be kept in an orderly manner and be available for audit purposes to the Missouri Department of Public Safety and/or representatives of the U.S. Department of Justice or other representatives from the government of the state of Missouri.
6. Contractors are responsible for protecting records against fire, theft, or other possible damages.

#### **VII. MONITORING**

##### **A. Monitoring Requirements**

The Missouri Department of Public Safety is required to complete a monitoring report at least once during the contract period (**effective 7/1/2011**). Additional monitoring will be conducted as needed.

Any findings as a result of the monitoring report will be reviewed and final determination made by the Director of the Missouri Department of Public Safety consistent with applicable state and federal laws, regulations, and guidelines.

##### **B. Monitoring Purpose**

Monitoring of all programs funded through the Missouri Department of Public Safety is designed to provide assistance to the Contractor both from a technical and programmatic standpoint, as well as, to provide the Missouri Department of Public Safety with the necessary

information to ensure the Contractor's compliance with state and federal guidelines. This monitoring report will also be used as a tool for determining the progress of the project in achieving its stated objectives and outcomes.

##### **C. Monitoring Information**

The information and records that will be required and reviewed at the time the monitoring report/site visit is conducted include, but are not limited to, the following:

1. A brief summary of project activities to measure the performance of the project to date
2. A list of project expenditures including both the local match and federal and/or state funds spent along with copies of invoices and travel vouchers
3. Copies of bid records to verify compliance with local and/or state procurement policies
4. An inventory listing including items with a unit cost of \$250 or more, or a useful life of more than one year, purchased under the contract
5. Copies of time records for any personnel funded by the contract and/or for volunteers used as local match under the contract.
6. A copy of any written operational procedures developed for the project.
7. Other information pertinent to the federal and/or state funded project.

#### **VIII. AUDIT REQUIREMENTS**

##### **A. Federal Audit Responsibilities**

Contractors that receive funding through a federal grant are required to comply with the audit requirements contained in **OMB Circular A-133**, "Audits of States, Local Governments, and Non-Profit Institutions." The required audits may be conducted on an organization wide basis as opposed to a grant-by-grant basis. All Contractors are further required to include in the audit report a schedule of federal assistance showing the total expenditures for each grant program. The schedule must include the following:

1. Name of federal agency
2. Award amount
3. Contract Period
4. Expenditure activity during the audit period

A copy of such audit shall be forwarded to the Department of Public Safety after the end of the contract period of the award and/or as requested.

##### **B. Federal Threshold**

If an organization expends \$500,000 or more in federal

funds in a year, the organization must have an audit performed in accordance with **OMB Circular A-133**, as amended.

The required audit must be performed on an organization-wide basis, independently performed, and must be in accordance with "Government Auditing Standards" covering financial audits.

Audits under **OMB Circular A-133** shall be conducted with reasonable frequency, usually annually, but not less frequently than every two years.

### **C. State Audit Responsibilities**

Per guidance by the Department of Public Safety, Contractors that receive funding through a state grant are required to conduct an independent audit if their organization has expended \$250,000 or more in state funds within the organization's 12 month fiscal year.

A copy of such audit or financial statement shall be forwarded to the Department of Public Safety after the end of the contract period of the award and/or as requested.

Recipients of state grant funding are required to include in the audit report a schedule of the state assistance showing the total expenditures for each grant program. The schedule must include the following:

1. Name of the state agency
2. Award amount
3. Contract Period
4. Expenditure activity during the audit period

## **IX. GENERAL CONTRACT REQUIREMENTS**

### **A. Printing and Publicity**

Contractors are encouraged to make the results and accomplishments of their activities available to the public through printed publication or media release.

All printed materials, however, must include an acknowledgement of the funding source similar to the following:

"This project was supported by funding made available through the

\_\_\_\_\_ Grant  
s Program administered by the U.S. Department of Justice and the Missouri Department of Public Safety, Office of the Director."

*Please refer to the specific grant program for information regarding the language to be utilized for printing and publicity.*

### **B. Non-Supplanting**

Federal and/or state funds cannot be used to supplant, or take the place of, an agency's existing state or local funding. Federal and/or state funds must be used to supplement existing funds and not substitute local or state funds that have been appropriated or would otherwise be spent for the same purpose. Federal and/or state funds cannot be utilized to cover existing costs that would otherwise be paid through other sources of funding.

### **C. Termination of Contracts**

In the event that the Missouri Department of Public Safety determines that a Contractor is operating in a manner inconsistent with the provisions of the application or is failing to comply with the applicable regulations, the Missouri Department of Public Safety may permanently or temporarily terminate the contract. If this occurs, the Contractor has the right to an appeal hearing. In the event a contract is permanently terminated, the Missouri Department of Public Safety may take action as deemed appropriate to recover any portion of the contract funds remaining or an amount equal to the portion of the contract funds wrongfully used.

### **D. Criminal Penalties**

The Contractor shall not make false statements or claims in connection with any Office of Justice Programs or DPS state funded grant. The result of such false statements or claims includes fines, imprisonment, and debarment from participating in state and federal grants or contract, and/or other remedy by law.

The Contractor must promptly refer to the Department of Justice, Office of Inspector General and/or the Missouri DPS any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either:

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

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

Office of Inspector General  
Office of Justice Programs and Investigations Div.  
950 Pennsylvania Avenue, N.W., Room 4706  
Washington, D.C. 20530

Missouri Department of Public Safety  
Office of the Director  
Attention: **Crime Victim Services Unit**  
P.O. Box 749

Jefferson City, MO 65102-0749

For recipients of state grant funding, potential fraud, waste, abuse, or misconduct must be reported to the DPS by mail at the above noted address.

## **X. CIVIL RIGHTS**

### **A. Federal Civil Rights Laws**

Contractors must comply with applicable federal civil rights laws, including the Civil Rights Act of 1964, (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683 and 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); U.S. Department of Justice Regulations - Non-Discrimination; Equal Employment Opportunity; Policies and Procedures (28 C.F.R. pt. 42); U.S. Department of Justice Regulations - Equal Treatment for Faith-Based Organizations (28 C.F.R. pt. 38); Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

Depending on the funding source, a recipient must also comply with the non-discrimination provisions within the applicable program statutes, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d), the Victims of Crime Act (42 U.S.C. § 10604e), or the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672b).

Collectively, these federal laws prohibit a recipient of Office of Justice Programs funding from discriminating either in **employment** (subject to the exemption for certain faith-based organizations discussed below; see *XI. Funding to Faith-Based Organization*) or in the **delivery of services or benefits** on the basis of race, color, national origin, sex, religion, or disability. In addition, Office of Justice Program recipients may not discriminate on the basis of age in the delivery of services or benefits.

### **B. Limited English Proficiency (LEP)**

Contractor must comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), which entails taking reasonable steps to ensure that persons with LEP have meaningful access to funded programs or activities. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. For more information on the Civil Rights Responsibilities that subgrantees have in providing language services to LEP individuals visit <http://www.lep.gov>.

### **C. Equal Employment Opportunity Plan (EEOP)**

Contractor will comply with the U.S. Department of Justice Regulations as related to the EEOP.

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full and part-time employees but excluding political appointees), then it must prepare an EEOP and submit it to OCR for review within 60 days of receipt of a federal award.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization must prepare an EEOP, but the organization is not required to submit the EEOP to OCR for review. Instead, your organization must maintain the EEOP on file and make it available for review upon request. In addition, your organization must complete Section B of the Certification Form and return it to the OCR.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEOP requirement. However, your organization must complete Section A of the Certification Form and return it to OCR.

For more information and access to these forms, visit <http://www.ojp.usdoj.gov/ocr>.

### **D. Complaints/Findings of Discrimination**

The Contractor must have written policies or procedures in place to notify program beneficiaries and/or employees how to file complaints alleging discrimination.

In the event a member of the public believes the Contractor receiving funding from the Justice Department has discriminated against them, either in employment or in the delivery of services or benefits, the individual may file a civil rights complaint directly to the Office of Civil Rights, Office of Justice Programs. The Office of Civil Rights, Office of Justice Programs has jurisdiction to investigate agencies that receive funding, either directly or indirectly, from the Office of Community Oriented Policing Services (COPS), the Office of Violence Against Women (OVW), and the Office of Justice Programs (OJP) and its components. The individual shall download the *Complaint Verification Form (CVF)* and *Identity Release Statement (IRS)* form, which can be found at <http://www.ojp.usdoj.gov/ocr> and mail the completed forms to the agencies listed below:

Office of Civil Rights  
Office of Justice Programs  
U.S. Department of Justice  
810 7<sup>th</sup> Street, NW  
Washington, DC 20531  
Missouri Department of Public Safety  
ATTN: Director of Public Safety  
301 W High Street, Room 870

PO Box 749  
Jefferson City, MO 65102-0749

Upon receipt, the Director of the Department of Public Safety will determine the appropriate staff member to act as the liaison in all civil rights matters with the Office of Civil Rights, Office of Justice Programs. The liaison will follow up with the Office of Civil Rights, Office of Justice Programs.

In the event of an adverse finding of discrimination against the contracting organization (after a due process hearing) on the ground(s) of age, race, color, religion, national origin or sex, the Contractor must submit a copy of the court judgment, along with a cover letter identifying any related Missouri Department of Public Safety contract number(s), within 30 days of the court judgment date to the address listed below:

Missouri Department of Public Safety  
ATTN: Director of Public Safety  
301 W High Street, Room 870  
PO Box 749  
Jefferson City, MO 65102-0749

Upon receipt, the Director of the Department of Public Safety will determine the appropriate staff member to act as the liaison in all civil rights matters with the Office of Civil Rights, Office of Justice Programs. The liaison will forward a copy of the court judgment to the Office of Civil Rights, Office of Justice Programs and follow up with the Office of Civil Rights, Office of Justice Programs.

## **XI. FAITH-BASED ORGANIZATIONS (FBOs)**

Contractor will comply with Ex. Order 13279 and the U.S. Department of Justice Regulation - Equal Treatment for Faith-Based Organizations (28 C.F.R. pt. 38). In general, the Executive Order and Regulation require funding organizations to treat faith-based organizations (FBOs) the same as any other applicant or recipient of U.S. Department of Justice funding, neither favoring nor discriminating against FBOs in making and administering grant awards, and require that FBOs be allowed to retain their independence, autonomy, expression, and religious character when competing for U.S. Department of Justice financial assistance used to support social service programs and participating in the social service programs supported with U.S. Department of Justice financial assistance.

The Executive Order and Regulation also prohibit recipient FBOs from using U.S. Department of Justice funding to engage in inherently religious activities, such as proselytizing, scripture study, or worship. Funded FBOs may, of course, engage in inherently religious activities; however, these activities must be separate in time or location from the federally assisted program. Moreover, funded FBOs must not compel program beneficiaries to

participate in inherently religious activities. Funded FBOs must also not discriminate on the basis of religion in the delivery of services or benefits.

In addition, the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, prohibit discrimination on the basis of religion in employment.

### **A. Missouri - Faith Based Organizations**

Article IX, Section 8, of the Missouri Constitution states: Neither the general assembly, nor any county, city, town, township, school district or other municipal corporation shall ever make an appropriation or pay from any public fund whatever, anything in aid of any religious creed, church or sectarian purpose, or to help to support or sustain any private or public school, academy, seminary, college, university, or other institution of learning controlled by any religious creed, church or sectarian denomination whatever; nor shall any grant or donation of personal property or real estate ever be made by the state, or any county, city, town, or other municipal corporation for any religious creed, church, or sectarian purpose whatever.

This language is more restrictive than language found in the United States Constitution. However, to comply with the Code of Federal Regulations (C.F.R. pt. 38), which provides the policy of the Office of Justice Programs (OJP) for allowable faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs to apply for funding, the Missouri Department of Public Safety will accept applications from faith-based organizations under the following guidelines:

1. Faith-based organizations may not use OJP grant funds to fund any inherently religious activity, such as prayer or worship.

2. Faith-based organizations must separate any inherently religious activities in time or place from any OJP funded program activities.

3. Faith-based organizations may not use any portion of their OJP funds to promote, encourage, enlist, advocate, or urge any individual to participate in any religious creed, sectarian purpose, or church.

4. If funded, a faith-based organization must be able to establish and document 501(c)(3) or other nonprofit status before receiving funding.

## **XII. OMB CIRCULARS**

The following Office of Management and Budget (OMB) Circulars have been referenced herein and copies may be

obtained from the addresses shown below. It is the responsibility of the recipient agency to comply with the federal guidelines contained in the circulars.

For additional information on grants management and to obtain copies of current circulars, please visit the OMB site at [http://www.whitehouse.gov/omb/circulars\\_default](http://www.whitehouse.gov/omb/circulars_default).

#### **A. Administrative Requirements:**

**1. OMB Circular A-102:** "Uniform Administrative Requirement for Grants-in-Aid to State and Local Governments". This Circular establishes standards for the administration of grants to state and local governments.

For additional information on grants management and to obtain copies of current circulars, please visit the OMB site at [http://www.whitehouse.gov/omb/circulars\\_a102/](http://www.whitehouse.gov/omb/circulars_a102/)

**2. OMB Circular A-110:** "Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations." This Circular establishes standards for the administration of grants to institutions of higher education, hospitals, and other nonprofit organizations. Relocated to 2 CFR, Part 215

#### **B. Cost Principles**

**1. OMB Circular A-21:** "Cost Principles for Educational Institutions." This Circular establishes principles and standards for determining costs applicable to grants and contracts with educational institution. Relocated to 2 CFR, Part 220

**2. OMB Circular A-87:** "Cost Principles for State and Local Governments". This Circular establishes principles and standards for determining costs applicable to grants and contracts with states and local units of government. Relocated to 2 CFR, Part 225

**3. OMB Circular A-122:** "Cost Principles for Non-Profit Organizations". This Circular establishes principles for determining costs of grants, contracts, and other agreements with non-profit organizations. Relocated to 2 CFR, Part 230

#### **C. Audit Requirements**

**1. OMB Circular A-133:** "Audits of States, Local Governments and Non-Profit Organizations". This Circular establishes the policy to be followed in the audits of the states and local units of government and institutions of higher education and other nonprofit organizations in accordance with the Single Audit Act. [http://www.whitehouse.gov/omb/circulars\\_a133\\_compliance\\_09toc/](http://www.whitehouse.gov/omb/circulars_a133_compliance_09toc/).

### **XIII. OJP FINANCIAL GUIDE**

The U.S. Department of Justice, Office of Justice Programs

(OJP) Financial Guide has been referenced herein. It is the responsibility of the Contractor to comply with the federal guidelines contained in this guideline manual.

Copies of the OJP Financial Guide may be obtained at <http://www.ojp.usdoj.gov/financialguide/index.htm>.

### **XIV. ELECTRONIC SIGNATURE**

#### **A. Veracity/Validity of Information**

The application and many of the grant documents submitted via DPS WebGrants contain an electronic signature. This electronic signature, which is the typed name of the applicant Authorized Official in lieu of a signature, assures the veracity of all information provided in any such application or grant document.

#### **B. Legally Binding**

In addition, the typed name of the applicant Authorized Official represents the applicant agency's legally binding acceptance of the terms and conditions of the application and/or other grant documents.

Therefore, by inserting such electronic signature, the Contractor acknowledges and understands that failure to comply with any of the grant guidelines could result in suspension of the contract until appropriate action is taken to rectify any incident(s) of non-compliance; or could result in the forfeiture of the grant funding.

## **AGREEMENT FOR BATTERERS' INTERVENTION PROGRAM**

THIS AGREEMENT, entered into by and between the 13<sup>th</sup> Judicial Circuit Court (the Court) and the Family Counseling Center of Missouri, Inc. (FCC).

WHEREAS, the Court has developed a program for criminal cases involving domestic violence; and

WHEREAS, the Court desires to provide financial assistance to low-income defendants to enable them to participate in a batterers' intervention program; and

WHEREAS, the Court currently receives STOP grant funding for such a program for the calendar years 2014 and 2015; and

WHEREAS, the MEND (Men Exploring Non-violent Directions) program provided by FCC is the only batterers' intervention program within the 13<sup>th</sup> Judicial Circuit.

NOW, THEREFORE, it is agreed to between the parties as follows:

- A. FCC will make its batterers' intervention program available to individuals referred by court on the following basis:
  1. FCC will attempt to obtain initial information from a referred individual while the individual is in court at the time of referral.
  2. FCC will conduct two intake/orientation sessions per month so that individuals are enrolled in MEND within 30 days of the court referral.
  3. FCC will charge each court-referred individual for treatment sessions based on a sliding scale, according to the individual's income.
  
- B. FCC will report to the Court as follows:
  1. Once per week FCC will provide a list of individuals attending the MEND program which shows the following information:
    - a. Case number
    - b. Name
    - c. Date of intake
    - d. Classes attended
    - e. Comments regarding attendance
  
  2. No later than the 5<sup>th</sup> of each month FCC will provide to the Court a bill that lists all clients referred by the Court, the amount they paid, and the amount being billed to the Court.

- C. The Court will pay FCC for its services based on the following assumptions:
1. The monthly payment will be based on the following formula: (total number of sessions attended by eligible defendants multiplied by \$40) minus the amount collected from defendants.
  2. The total cost of the 27-week MEND program is \$1,100 ((\$40 multiplied by 27 classes) plus \$20 for intake).
  3. The maximum amount the Court will pay per person is \$830 (\$1,100 minus mandatory contribution of \$270 (\$10 per class)).
- D. The maximum amount of contractual services for 2014-15 is \$207,807.36.
- E. Enrollment in MEND will be open-ended, with referred men beginning at the time of the first group vacancy following referral and continuing until 27 weeks of programming have been completed. Group sessions will be two hours long and will be held at a variety of times to reasonably accommodate clients.
- F. Groups will be facilitated by Licensed Professional Counselors (LPCs), Licensed Clinical Social Workers (LCSWs), or other facilitators under the supervision of licensed staff. The program will be supervised by Ted Solomon, M.S, LPC. All facilitators and others involved in the execution of the MEND program shall be employees of FCC, not of the Court.
- G. Services will be provided at FCC's Columbia Outpatient Clinic at 117 N. Garth Street, Fulton Outpatient Clinic at 2625 Fairway Drive and Jefferson City Outpatient Clinic at 204 Metro Drive. All facilities are ADA accessible and accessible via public transportation.
- H. FCC will document the progress of individuals referred to the MEND program, and will report to the Court information regarding success or failure of referred individuals in completing the program.
- I. FCC will maintain comprehensive liability insurance in the minimum amount of \$1,000,000 (premises and professional liability).
- J. FCC will cooperate with the Court in conducting surveys of referred individuals regarding program quality, its ability to meet the needs of the referred individuals, and recidivism. FCC and the Court will share statistical information regarding program success.
- K. FCC will accommodate any non-English speaking defendants and be responsible for any associated costs.

- L. All obligations of the Court under this Agreement which require the expenditure of funds are conditional upon availability of funds appropriated for that purpose.
- M. This Agreement may be terminated by either party upon thirty (30) days written notice to the other party.
- N. As a condition for the award of this contract in order to comply with the provisions of Sec. 285.530, RSMo, FCC shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The contractor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. A Work Certification Affidavit is attached hereto and made a part hereof.
- O. The agreement shall terminate on December 31, 2015, if not earlier terminated by the parties as set forth above.

IN WITNESS WHEREOF, the parties set their hands on the date(s) below:

13<sup>th</sup> Judicial Circuit  
 By: [Signature]  
 DATED: 1-8-14

Family Counseling Center of Missouri, Inc.  
 By: [Signature]  
 DATED: 1-8-14

**APPROVED AND ACCEPTED FOR DOCUMENTATION AND AUDITING PURPOSES:**

**BOONE COUNTY, MISSOURI**  
 By: Boone County Commissioner  
[Signature]  
 Dan Atwill, Presiding Commissioner

ATTEST:  
[Signature]  
 Wendy S. Noren, County Clerk

**APPROVED AS TO FORM:**  
[Signature]  
 CJ Dykhouse, County Counselor



**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 result in a measurable county obligation at this time.)

*Jane Pitchford by js 01/08/2014 - No Encumbrance Required*  
Signature Date Appropriation Account/Amount

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 14

In the County Commission of said county, on the 9th day of January 20 14

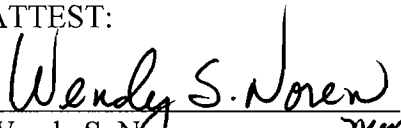
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the request by the Auditors Office to hire above the salary range mid-point for the newly created position of Senior Accountant/Financial Analyst as follows:

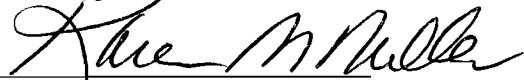
- Caryn Ginter 115% above mid-point
- Jason Gibson 102% above mid-point

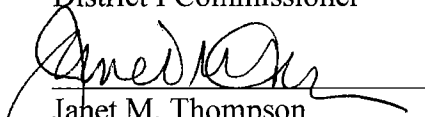
Done this 9th day of January, 2014.

ATTEST:

  
 Wendy S. Noren  
 Clerk of the County Commission

  
 Daniel K. Atwill  
 Presiding Commissioner

  
 Karen M. Miller  
 District I Commissioner

  
 Janet M. Thompson  
 District II Commissioner

# REQUEST TO TRANSFER ABOVE "ATS" (Authorized Transfer Salary)

## BOONE COUNTY                      Commission Order 146-2006

Description of form: To request approval to transfer above "ATS" (authorized transfer salary).

Procedure:

1. The Administrative Authority or designee completes the form and prepares a schedule that demonstrates that funding is available within the salary and wage appropriation (account #10100) and calculates the amount for a budget revision, if needed. The Administrative Authority submits the form, the schedule, and the budget revision (if needed) to the Auditor for certification of funds availability.
2. The Auditor certifies funds availability, approves budget revision (if applicable), returns original form to the Administrative Authority and forwards a copy to Human Resource Director.
3. The Human Resource Director reviews the request and provides recommendation to the Administrative Authority.
4. The Administrative Authority will schedule the request for approval by the Commission and provide the Commission with the HR Director's recommendation.
5. The County Commission will review all requests for a starting salary above the "ATS" and will either approve or deny the request. After approval/denial, the County Commission will return this form to the Administrative Authority.
6. The Administrative Authority will attach a copy of this approved form to the Personnel Action Form.

Name of prospective employee Caryn Ginter Department Auditor

Position Title Senior Accountant/Financial Analyst Position No. 808

Proposed Starting Salary (complete one only) Annual: \_\_\_\_\_ % of Mid-Point  
**OR** Hourly: \$ 26.05 % of Mid-Point 115% ✓

No. of employees in this job classification within your Department? 2

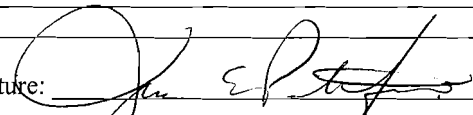
Justification (Describe the prospective employee's education and/or work experience which supports this proposed compensation level) The need to establish a Sr. Accountant/Financial Analyst position within the Auditor's Office was identified and approved within the FY 2014 Budget and the new class code (title and range) were recommended by the Range Classification Committee. See Attached.

Caryn has extensive experience directly related to the job duties of the new Sr. Accountant/Financial Analyst position including over 12 years experience in the Boone County Treasurer's Office and over 8 years experience in the Boone County Auditor's Office. During her tenure in the Auditor's Office, she has acquired the skill, knowledge, and expertise pertaining to the County's budgeting and financial accounting and reporting systems needed to successfully perform the new duties and increased responsibilities associated with the Sr. Accountant/Financial Analyst position.

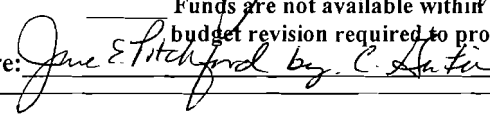
If proposed salary exceeds what other employees in the same job classification are paid, explain how the prospective employee's background exceeds others working in the same job classification: There is one other employee in the office also transferring into a Senior Accountant/Financial Analyst position (see ATS Form for Jason Gibson). For both employees, the proposed salary was determined by calculating the difference between the mid-point of the range for their current position (R 37) and the mid-point of the range of the new position (R 43). The difference in salary between the two employees is attributable to the difference in actual work experience.

What effect, if any, will this proposal have on salary relationships with other positions in your office and/or positions in other offices?  
There are no foreseeable negative effects

Additional comments: \_\_\_\_\_

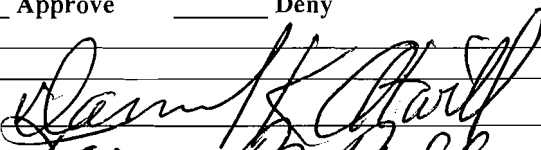
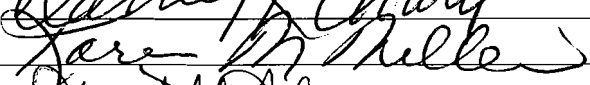
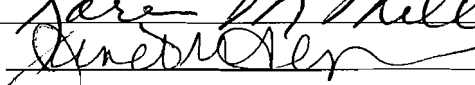
Administrative Authority's Signature:  Date: 1/3/2014

Auditor's Certification:  Funds are available within the existing departmental salary and wage appropriation (#10100). *(included as supplemental)*  
 Funds are not available within the existing departmental salary and wage appropriation (#10100); *budget*  
budget revision required to provide funding is attached.

Auditor's Signature:  Date: \_\_\_\_\_

Human Resource Director's Recommendations: N/A Director Position is Currently Vacant

Human Resource Director's Signature: N/A Position Vacant Date: N/A

County Commission	_____ Approve	_____ Deny
Comment(s):	_____	
Presiding Commissioner's Signature:		Date: _____
District I Commissioner's Signature:		Date: 1/09/14
District II Commissioner's Signature:		Date: _____

(S:\ALL\Human Resources\Flexible Hiring & Transfer Policy and Forms)

# REQUEST TO TRANSFER ABOVE "ATS" (Authorized Transfer Salary) BOONE COUNTY Commission Order 146-2006

Description of form: To request approval to transfer above "ATS" (authorized transfer salary).

Procedure:

1. The Administrative Authority or designee completes the form and prepares a schedule that demonstrates that funding is available within the salary and wage appropriation (account #10100) and calculates the amount for a budget revision, if needed. The Administrative Authority submits the form, the schedule, and the budget revision (if needed) to the Auditor for certification of funds availability.
2. The Auditor certifies funds availability, approves budget revision (if applicable), returns original form to the Administrative Authority and forwards a copy to Human Resource Director.
3. The Human Resource Director reviews the request and provides recommendation to the Administrative Authority.
4. The Administrative Authority will schedule the request for approval by the Commission and provide the Commission with the HR Director's recommendation.
5. The County Commission will review all requests for a starting salary above the "ATS" and will either approve or deny the request. After approval/denial, the County Commission will return this form to the Administrative Authority.
6. The Administrative Authority will attach a copy of this approved form to the Personnel Action Form.

Name of prospective employee Jason Gibson Department Auditor

Position Title Senior Accountant/Financial Analyst Position No. 809

Proposed Starting Salary (complete one only) Annual: \_\_\_\_\_ % of Mid-Point  
**OR** Hourly: \$23.16 ✓ % of Mid-Point 10.2% ✓

No. of employees in this job classification within your Department? 2

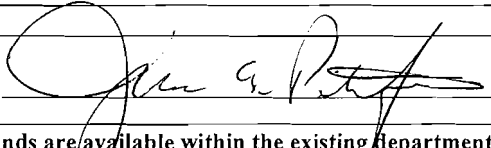
Justification (Describe the prospective employee's education and/or work experience which supports this proposed compensation level) The need to establish a Sr. Accountant/Financial Analyst position within the Auditor's Office was identified and approved within the FY 2014 Budget and the new class code (title and range) were recommended by the Range Classification Committee. See Attached.

Jason has significant experience directly related to the job duties of the new Sr. Accountant/Financial Analyst position including directly relevant experience conducting audits of governmental and not-for-profit entities. During his tenure in the Auditor's Office, he has quickly mastered an understanding of the County's complex budgeting and financial reporting structures and has demonstrated an ability to successfully handle the new duties and increased responsibilities associated with the Sr. Accountant/Financial Analyst position.

If proposed salary exceeds what other employees in the same job classification are paid, explain how the prospective employee's background exceeds others working in the same job classification: There is one other employee in the office also transferring into a Senior Accountant/Financial Analyst position (see ATS Form for Caryn Ginter). For both employees, the proposed salary was determined by calculating the difference between the mid-point of the range for their current position (R 37) and the mid-point of the range of the new position (R 43). The difference in salary between the two employees is attributable to the difference in actual work experience.

What effect, if any, will this proposal have on salary relationships with other positions in your office and/or positions in other offices?  
There are no foreseeable negative effects

Additional comments: \_\_\_\_\_

Administrative Authority's Signature:  Date: 1/3/2014

Auditor's Certification:  Funds are available within the existing departmental salary and wage appropriation (#10100). *(included as budget supplement)*  
 Funds are not available within the existing departmental salary and wage appropriation (#10100); budget revision required to provide funding is attached.

Auditor's Signature:  Date: 1/3/14

Human Resource Director's Recommendations: N/A Director Position is Currently Vacant

Human Resource Director's Signature: N/A Position Vacant Date: - N/A -

County Commission \_\_\_\_\_ Approve \_\_\_\_\_ Deny

Comment(s): \_\_\_\_\_

Presiding Commissioner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

District I Commissioner's Signature: \_\_\_\_\_

Date: 1/09/14

District II Commissioner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(S:\ALL\Human Resources\Flexible Hiring & Transfer Policy and Forms)



## BOONE COUNTY AUDITOR

JUNE E. PITCHFORD, CPA

BOONE COUNTY GOVERNMENT CENTER

801 East Walnut, Room 304 • Columbia, MO 65201-7729 • (573) 886-4275 OFFICE • (573) 886-4280 FAX

November 6, 2013

To: Range Classification Committee

RE: New Classification for Sr. Accountant/Financial Analyst

Background information and justification:

Voter approval of the children's services sales tax proposal (November 2012) and the 911/OEM sales tax proposal (April 2013) will have a significant impact on the Auditor's Office. This follows several years of cumulative impact resulting from two other voter-approved sales tax expansions: one-half cent road sales tax and the one-eighth cent law enforcement sales tax. After the 911/OEM sales tax proposal was approved in April 2013, I discussed the need for additional accounting staff with the County Commission and advised them that I would be re-aligning existing duties and assigning new duties, which would necessitate a reclassification of the two existing Accountant positions. I discussed my intentions and rationale with Nicole Galloway (Treasurer) and Pat Lensmeyer (Collector) shortly thereafter, as they each have one Accountant position on staff and I wanted them to be aware of my reclassification request. Nicole stated that she had assumed that Caryn and Jason were already classified at a higher range than the Accountant position in her office and did not see any immediate impact on her office. Pat stated that she understood the need and my rationale, but was not in a position at that time to assess the impact, if any, on her office. I have provided each of them a copy of the proposed job description and advised them that the Job Classification Committee is reviewing the request.

The Commission approved funding for the additional Accountant position in July 2013 at which time I advised the Commission that I would submit the reclassification request as a FY 2014 supplemental request, using a placeholder range (R43), with the final range to be recommended by the Job Classification Committee.

Listed below are the primary reasons for requesting a new Class Code and range for a Sr. Accountant/Financial Analyst position. See the Proposed Job Description for additional information.

1. Fiscal growth and expansion has resulted in the need for me to assign "coordinating" responsibilities to Caryn and Jason. They are now responsible for managing significant business processes for the Auditor's Office: Jason is responsible for fiscal year closing/analytical review, CAFR preparation, and audit coordination while Caryn is responsible for county-wide budget-related activities and coordinating internal processes and deadlines for the Auditor's Office.
2. The County needs to improve its budget planning for equipment replacement, as well as its long-range planning in general. I have re-assigned certain duties to the new Accountant position and I am assigning new duties to Caryn and Jason related to this need.
3. Increased volume and complexity of tasks. Examples: Road and Bridge Sales Tax Distribution calculations (County Commission approved a new formula which is now administered by the Auditor's Office); transfer of 911 operations to the County; new Community Services Department (including Children's Community Services Sales Tax); increased number of court-related grants; TIF calculations (sales tax); Collector's Office receipt/distribution and bank reconciliation review.
4. I need an appropriate job description and range in the event of turnover. This is an area of high risk to the office, in my opinion. The County's fiscal and budget operations have grown and expanded such that it is necessary to recruit and hire individuals who possess the necessary qualifications and experience to handle the increased responsibilities. The responsibilities and tasks currently performed are significantly beyond the scope of the current job description such that in the event of turnover, I believe that I would be unable to recruit *qualified and experienced* applicants.

I look forward to discussing this further with you on Friday.

Employee	CURRENT Position			NEW Position			Proposed Salary	% of mid-point		\$/hr Increase
	Accountant, R 37 Mid-point	Current Salary	% of mid-point	Sr. Accountant/ Fin Analyst, R 43 Mid-point	Proposed Salary	% of mid-point				
Caryn Ginter	\$19.52	\$22.55	116%	\$22.64	\$26.05	115%		Proposed salary exceeds mid-point of the new range. <b>ATS Form Required.</b>	\$3.50	
Jason Gibson	\$19.52	\$20.66	106%	\$22.64	\$23.16	102%		Proposed salary exceeds mid-point of the new range. <b>ATS Form Required.</b>	\$2.50	
									<u>\$6.00</u>	
									<b>\$6.12</b> Max available in Budget	



9 -2014

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 14

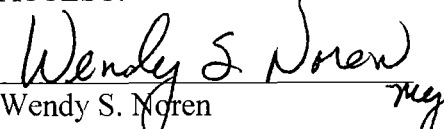
In the County Commission of said county, on the 9th day of January 20 14

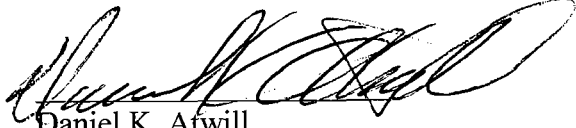
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby appoint Stan Shawver and Ernie Wren to the Columbia TIF Commission, effective January 9, 2014 lasting until completion of TIF Commission responsibilities.

Done this 9th day of January, 2014.

ATTEST:

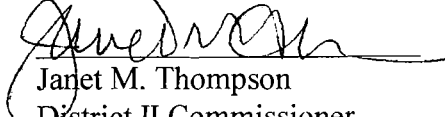
  
Wendy S. Noren  
Clerk of the County Commission



Daniel K. Atwill  
Presiding Commissioner



Karen M. Miller  
District I Commissioner



Janet M. Thompson  
District II Commissioner

10 -2014

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 14

In the County Commission of said county, on the 9th day of January 20 14

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

Now on this day the County Commission of the County of Boone does hereby re-appoint the following:

Name	Board	Period
Cindy L. Bowne	Board of Adjustment	January 9, 2014 through January 9, 2018

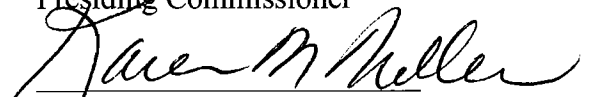
Done this 9th day of January, 2014.

ATTEST:

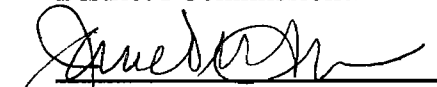
*Wendy S. Noren*  
Wendy S. Noren  
Clerk of the County Commission



Daniel K. Atwill  
Presiding Commissioner

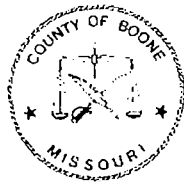


Karen M. Miller  
District I Commissioner



Janet M. Thompson  
District II Commissioner

Dan Atwill, Presiding Commissioner  
Karen M. Miller, District I Commissioner  
Janet Thompson, District II Commissioner



Boone County Government Center  
801 E. Walnut, Room 333  
Columbia, MO 65201  
573-886-4305 • FAX 573-886-4311  
E-mail: commission@boonecountymo.org

# Boone County Commission

## BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

Board or Commission: Board of Adjustment Term: \_\_\_\_\_

Current Township: Bourbon Today's Date: 12/31/2013

Name: Cindy L. Bowne

Home Address: 6800 E. HWY CC

City: Centralia Zip Code: 65240

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: 573-819-1726 Work Phone: 573-875-5540 x3

Fax: \_\_\_\_\_ E-mail: cindy.bowne@swcd.mo.gov

Qualifications: past service on BOA; Boone County SWCD Manager/Technician; BSIE ©82;

\_\_\_\_\_

\_\_\_\_\_

Past Community Service: BOA; Centralia 4-H leader; Perche Baptist Church officer

\_\_\_\_\_

References: Frank Gordon; Skip Elkin; Brian Lease;

\_\_\_\_\_

**I have no objections to the information in this application being made public. To the best of my knowledge at this time I can serve a full term if appointed. I do hereby certify that the above information is true and accurate.**

\_\_\_\_\_  
Applicant Signature

Return Application  
To: Boone County Commission Office  
Boone County Government Center  
801 East Walnut, Room 333  
Columbia, MO 65201  
Fax: 573-886-4311

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 14

In the County Commission of said county, on the 9th day of January 20 14

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

Now on this day the County Commission of the County of Boone does hereby re-appoint the following:

Name	Board	Period
David Shorr	Boone County Regional Sewer District	January 9, 2014 through January 9, 2019

Done this 9th day of January, 2014.

ATTEST:

*Wendy S. Noren*  
Wendy S. Noren  
Clerk of the County Commission

*Daniel K. Atwill*  
Daniel K. Atwill  
Presiding Commissioner

*Karen M. Miller*  
Karen M. Miller  
District I Commissioner

*Janet M. Thompson*  
Janet M. Thompson  
District II Commissioner

Dan Atwill, Presiding Commissioner  
Karen M. Miller, District I Commissioner  
Janet Thompson, District II Commissioner



Boone County Government Center  
801 E. Walnut, Room 333  
Columbia, MO 65201  
573-886-4305 • FAX 573-886-4311  
E-mail: commission@boonecountymo.org

# Boone County Commission

## BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

Board or Commission: BOONE COUNTY REGIONAL SEWER DISTRICT Term: 2014

Current Township: ROCK BRIDGE Today's Date: 12-08-2013

Name: DAVID SHERER

Home Address: 7045 W ARROWHEAD LAKE DR. COMO Zip Code: 65203

Business Address: 314 EAST WILSON JL MO 65 Zip Code: 65101

Home Phone: 573-446-3311 Work Phone: 573-761-5005  
Fax: \_\_\_\_\_ E-mail: DSHERER@LATHROPGAGE.COM

Qualifications: ENVIRONMENTAL ATTORNEY SPECIALIZING IN CLEAN WATER ACT. FOR DIRECTOR MONITOR. I HAVE SERVED ON THE BCRSD BOARD FOR 3 IMPROVEMENTS

Past Community Service: BCRSD BOARD, CHAIRD NUMEROUS BOND CAMPAIGNS, SERVED AS CHAIR FOR BOONE COUNTY COURT EXPANSION COMMITTEE, BOONE COUNTY FIRE LITIZAN COMMITTEE

References: COMMISSIONER MILLER, COMMISSIONER ATWILL, STATE SENATOR KURT SULLIVAN

I have no objections to the information in this application being made public. To the best of my knowledge at this time I can serve a full term if appointed. I do hereby certify that the above information is true and accurate.

Applicant  
Signature

Return Application To: Boone County Commission Office  
Boone County Government Center  
801 East Walnut, Room 333  
Columbia, MO 65201  
Fax: 573-886-4311