

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

November Session of the October Adjourned

Term. 20 11

In the County Commission of said county, on the 29th day of November 20 11

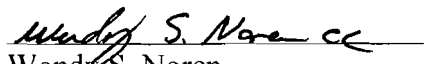
the following, among other proceedings, were had, viz:

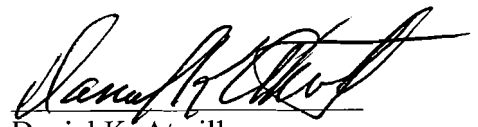
Now on this day the County Commission of the County of Boone does hereby approve the petition by Kenneth and Velma Epperson to vacate and re-plat Lot 179 of Sunrise Estates as shown in Plat Book 7, Page 46 and Lot 181 of the replat of the replat of Sunrise Estates as shown in Plat Book 9, Page 40 of Boone County Records, located at 7641 E East Court, Columbia, MO 65201.

Said vacation is not to take place until the re-plat is approved.

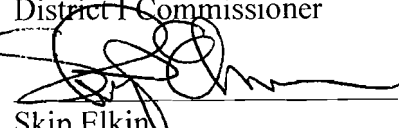
Done this 29th day of November, 2011.

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission


 Daniel K. Atwill
 Presiding Commissioner


 Karen M. Miller
 District I Commissioner


 Skip Elkin
 District II Commissioner

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November Session of the October Adjourned

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In the County Commission of said county, on the 29th day of November 20 11

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

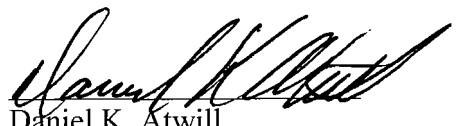
Now on this day the County Commission of the County of Boone does hereby approve the following budget revision to cover installation of jail equipment into the new van:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2902	92301	Corrections/LE Sales	Repl computer hdwr	1,240.00	
2902	23300	Corrections/LE Sales	Uniforms	478.00	
2902	60250	Corrections/LE Sales	Equip Installation		1,718.00

Done this 29th day of November, 2011.

ATTEST:

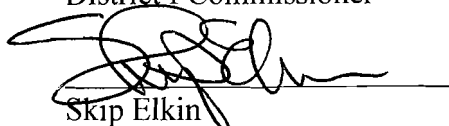
Wendy S. Noren
 Wendy S. Noren
 Clerk of the County Commission



Daniel K. Atwill
 Presiding Commissioner



Karen M. Miller
 District I Commissioner



Skip Elkin
 District II Commissioner

REQUEST FOR BUDGET REVISION

BOONE COUNTY, MISSOURI

11-16-11

EFFECTIVE DATE

FOR AUDITORS USE

Department	Account	Department Name	Account Name	(Use whole \$ amounts)	
				Transfer From	Transfer/To
				Decrease	Increase
2 9 0 2	9 2 3 0 1	Corrections/LE Sales	Repl computer hdwr	1240.00	
2 9 0 2	2 3 3 0 0	Corrections/LE Sales	Uniforms	478.00	
2 9 0 2	6 0 2 5 0	Corrections/LE Sales	Equip Installation		1718.00

Describe the circumstances requiring this Budget Revision. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary): Transfer to cover installation of jail equipment into the new van. The cage originally installed was more labor intensive to remove than originally estimated.

Do you anticipate that this Budget Revision will provide sufficient funds to complete the year? YES NO
 If not, please explain (use an attachment if necessary):

To: County Clerk's Office
Comm Order # 486-2011
 Return to Auditor's Office
 Please do not remove staple.


 Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached.
- Unencumbered funds are available for this budget revision.
- Comments: \$1,000 originally budgeted; Total charge: \$ 2,717.15.

SM6
 Auditor's Office

Agenda


 PRESIDING COMMISSIONER


 DISTRICT I COMMISSIONER


 DISTRICT II COMMISSIONER

SUBLSCR BOONE SUBSIDIARY LEDGER INQUIRY MAIN SCREEN 11/14/11 08:23:27

Year	<u>2011</u>	Original Appropriation	<u>1,000.00</u>
Dept	<u>2902 CORRECTIONS- LE SALES TAX</u>	Revisions	<u> </u>
Acct	<u>60250 EQUIPMENT INSTALLATION CHARGES</u>	Original + Revisions	<u>1,000.00</u>
Fund	<u>290 LAW ENFORCEMENT SERVICES FUND</u>	Expenditures	<u> </u>
		Encumbrances	<u> </u>
Class/Account	<u>A ACCOUNT</u>	Actual To Date	<u> </u>
Account Type	<u>E EXPENSE</u>	Remaining Balance	<u>1,000.00</u>
Normal Balance	<u>D DEBIT</u>	Shadow Balance	<u>1,000.00</u>

Expenditures by Period

January	_____	July	_____
February	_____	August	_____
March	_____	September	_____
April	_____	October	_____
May	_____	November	_____
June	_____	December	_____

F2=Key Scr F3=Exit F5=Ledger Transactions F7=Transactions

Original Budget 1,000.00 +
 1,249.92 -
 1,467.23 -
 Budget Short -1,717.15 *

SUBLSCR BOONE SUBSIDIARY LEDGER INQUIRY MAIN SCREEN 11/14/11 08:26:00

Year <u>2011</u>		Original Appropriation	<u>26,044.00</u>
Dept <u>2902 CORRECTIONS- LE SALES TAX</u>		Revisions	<u> </u>
Acct <u>92301 REPLC COMPUTER HDWR</u>		Original + Revisions	<u>26,044.00</u>
Fund <u>290 LAW ENFORCEMENT SERVICES FUND</u>		Expenditures	<u>24,804.00</u>
		Encumbrances	<u> </u>
Class/Account <u>A ACCOUNT</u>		Actual To Date	<u>24,804.00</u>
Account Type <u>E EXPENSE</u>		Remaining Balance	<u>1,240.00</u>
Normal Balance <u>D DEBIT</u>		Shadow Balance	<u>1,240.00</u>

Expenditures by Period

January	<u> </u>	July	<u>24,804.00</u>
February	<u> </u>	August	<u> </u>
March	<u> </u>	September	<u> </u>
April	<u> </u>	October	<u> </u>
May	<u> </u>	November	<u> </u>
June	<u> </u>	December	<u> </u>

F2=Key Scr F3=Exit F5=Ledger Transactions F7=Transactions

*All purchases have been completed.
 Remaining balance above is not
 encumbered.*

SUBLSCR BOONE SUBSIDIARY LEDGER INQUIRY MAIN SCREEN 11/14/11 08:26:20

Year <u>2011</u>		Original Appropriation	<u>5,652.00</u>
Dept <u>2902 CORRECTIONS- LE SALES TAX</u>		Revisions	<u> </u>
Acct <u>23300 UNIFORMS</u>		Original + Revisions	<u>5,652.00</u>
Fund <u>290 LAW ENFORCEMENT SERVICES FUND</u>		Expenditures	<u>282.11</u>
		Encumbrances	<u> </u>
Class/Account <u>A ACCOUNT</u>		Actual To Date	<u>282.11</u>
Account Type <u>E EXPENSE</u>		Remaining Balance	<u>5,369.89</u>
Normal Balance <u>D DEBIT</u>		Shadow Balance	<u>5,369.89</u>

Expenditures by Period

January	<u> </u>	July	<u> </u>
February	<u>200.00</u>	August	<u> </u>
March	<u> </u>	September	<u>82.11</u>
April	<u> </u>	October	<u> </u>
May	<u> </u>	November	<u> </u>
June	<u> </u>	December	<u> </u>

F2=Key Scr F3=Exit F5=Ledger Transactions F7=Transactions



Professional Sound and Lighting LLC

5810 Brown Station Rd Ste. 101
Columbia, MO 65202

Invoice

Invoice #: 1480

Invoice Date: 10/13/2011

Due Date: 11/12/2011

Project:

P.O. Number: 15114

Bill To:

Boone County Sheriffs Dept
2121 County Drive
Columbia, Mo, 65202
Atten: Chad Martin

Description	Hours/Qty	U/M	Rate	Amount
TORX, TAMPERED MDS	1	each	37.99	37.99
10PC SCREW MDS	1	each	27.99	27.99
Remove Prisoner Cage (2 people on job)	14		71.50	1,001.00
Many bolts stripped, rusted. Had to grind numerous heads off seized bolts All Frame/Body Bolts Froze Numerous Torx Head Bolts stripped upon installation				
Removal of Rear Prisoner Camera system with Monitor	1.5		71.50	107.25
Removal of Kenwood Radio System	1		38.50	38.50
Removal of Antenna	1		0.00	0.00
3/4" hole plugs	1	each	1.44	1.44
Removal of Broken/Defective Backup Alarm system	0.5		71.50	35.75

Shawn Sexton 734

All work is complete! County tag# 15114

Total \$1,249.92

Payments/Credits \$0.00

Balance Due \$1,249.92

Phone #	Fax:	E-Mail
573-474-0955	573-474-0956	musicianshelper@aol.com



Professional Sound and Lighting LLC

5810 Brown Station Rd Ste. 101
Columbia, MO 65202

Invoice

Invoice #: 1490
Invoice Date: 10/21/2011
Due Date: 11/20/2011
Project:
P.O. Number: 17794

Bill To:

Boone County Sheriffs Dept
2121 County Drive
Columbia, Mo. 65202
Atten: Chad Martin

Description	Hours/Qty	U/M	Rate	Amount
Remove all Seats/Interior Trim	4		71.50	286.00
Install Prisoner Cage for Prisoner Transportation Van	12		71.50	858.00
(2) People				
Install Rear Stair Step	1.5		71.50	107.25
Install Kenwood Radio w/ Remote Head	1		128.70	128.70
3/4" brass mount MB8L	1	each	13.75	13.75
UHF Male Soldered PL259	1	each	3.53	3.53
Mount Two-Way Antenna	1		30.00	30.00
Wire connectors, zip ties, wire smaller than 12 gauge..etc.	1		40.00	40.00

Sgt Mac deb PSL

All work is complete! County tag# 17794

Total \$1,467.23

Payments/Credits \$0.00

Balance Due \$1,467.23

Phone #	Fax:	E-Mail
573-474-0955	573-474-0956	musicianshelper@aol.com

11/17/2011

FY 2011
Budget Amendments/Revisions
Corrections - Law Enforcement Sales Tax (2902)

<u>Index #</u>	<u>Date Recd</u>	<u>Dept</u>	<u>Account</u>	<u>Dept Name</u>	<u>Account Name</u>	<u>\$Increase</u>	<u>\$Decrease</u>	<u>Reason/Justification</u>	<u>Comments</u>
1	3/16/2011	2900	86800	LE Sales Tax	Emergency		1,385	cover cost of van in excess of budgeted amount	
		2902	92400	LE Sales Tax-Corrections	Replacement Auto	1,385			
2	11/17/2011	2902	92301	LE Sales Tax-Corrections	Replace Computer Hardware		1,240	Transer to cover increased charges to install jail equipment	
		2902	23300	LE Sales Tax-Corrections	Uniforms		478	in new van	
		2902	60250	LE Sales Tax-Corrections	Equipment Installation	1,718			

CERTIFIED COPY OF ORDER

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County of Boone } ea.

November Session of the October Adjourned

Term. 20 11

In the County Commission of said county, on the 29th day of November 20 11

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

Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment to increase revenue and expenditures for a grant reimbursement to purchase and outfit a new BAT van:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1251	3411	Sheriff	Fed. Grant Reimb.		30,000.00
1251	3835	Sheriff	Sale of fixed asset		2,000.00
1251	92400	Sheriff	Repl. Vehicle		20,000.00
1251	60250	Sheriff	Equip. Installation		12,000.00

Done this 29th day of November, 2011.

ATTEST:

Wendy S. Noren cc
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

Skip Elkin
Skip Elkin
District II Commissioner

REQUEST FOR BUDGET AMENDMENT

BOONE COUNTY, MISSOURI

RECEIVED

11-9-2011

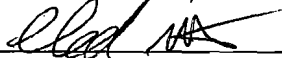
EFFECTIVE DATE

NOV 09 2011

FOR AUDITORS USE

Department				Account				BOONE COUNTY AUDITOR Department Name Account Name		(Use whole \$ amounts)	
										Decrease	Increase
1	2	5	1	3	4	1	1	Sheriff	Fed. Grant Reimb.		\$30,000.00
1	2	5	1	3	8	3	5	Sheriff	Sale of fixed asset		\$2,000.00
1	2	5	1	9	2	4	0 0	Sheriff	Repl. Vehicle		\$20,000.00
1	2	5	1	6	0	2	5 0	Sheriff	Equip. Installation		\$12,000.00

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use attachment if necessary): The Missouri Department of Transportation has agreed to reimburse us \$30,000.00 for the purpose of purchasing and outfitting a vehicle to be used as a replacement BAT van. This amendment is to set up the budget for the purchase of a vehicle and the associated retrofitting of the interior, as well as to cover the revenue of the sale of the old van and utilize those additional funds, if needed, to cover additional equipment installation charges.



 Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached.
- A fund-solvency schedule is attached.
- Comments:



 Auditor's Office

Agenda



 PRESIDING COMMISSIONER



 DISTRICT I COMMISSIONER



 DISTRICT II COMMISSIONER


BUDGET AMENDMENT PROCEDURES

- County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.
- At the first reading, the Commission sets the Public Hearing date (at least 10 days hence) and instructs the County Clerk to provide at least 5 days public notice of the Public Hearing. **NOTE: The 10-day period may not be waived.**
- The Budget Amendment may not be approved prior to the Public Hearing.



BOONE COUNTY SHERIFF'S DEPARTMENT
2121 County Drive, Columbia, MO 65202
573/875-1111 Fax 573/874-8953

MEMORANDUM

DATE: November 9, 2011
TO: Cameron
FROM: Chad Martin 
SUBJECT: Commission Agenda item wording

Please set these items on Tuesday's Agenda for me. You can use the attached letter as the backup for the request(s).

1. Approval to accept MoDOT funds to replace BAT van.
2. Budget Amendment to replace BAT van.

Missouri Department of Transportation

1320 Creek Trail Drive
P.O. Box 270
Jefferson City, Missouri 65102
573.751.4161
800.800.BBLT
Fax: 573.634.5977

November 4, 2011

Sheriff Dwayne Carey
Boone County Sheriff's Office
2121 County Dr.
Columbia, MO 65202

Dear Sheriff Carey:

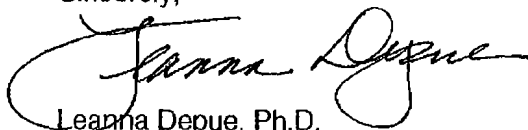
The Traffic and Highway Safety Division at MoDOT has been in discussion with the Boone County Sheriff's Office to assist with the purchase and equipping of a specialty vehicle for sobriety checkpoints and DWI enforcement. Our office will provide \$20,000 to assist with the purchase of a BAT van (Breath Alcohol Testing) and another \$10,000 for retrofitting this vehicle (internal set-up, equipment, decals/stripping, cabinets, etc.).

It is suggested that the Highway Safety sponsored improvements made to the old BAT van over the course of the past few years be removed and installed into the new van to help offset costs. The Boone County Sheriff's Office is free to dispose of the old BAT van once the new one is in service.

Upon approval by Boone County administration, please notify our office so we can create the grant contract for this project.

Please feel free to contact Chris Luebbert at Christopher.Luebbert@modot.mo.gov or (573) 751-5434 if you have any questions.

Sincerely,



Leanna Depue, Ph.D.
Highway Safety Director



Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

www.modot.org

11/10/2011

FY 2011
Budget Amendments/Revisions
Sheriff (1251)

Index #	Date Recd	Dept	Account	Dept Name	Account Name	\$Increase	\$Decrease	Reason/Justification
1	5/2/2011	1251	10100	Sheriff	Salaries & Wages		1,925	cover contract MSHP employees for data entry due to vacancies in the warrents division
			71100	Sheriff	Outside Services	1,925		
2	8/17/2011	1192	10600	Employee Benefits	Unemployment		4,587	2nd Quarter 2011 Unemployment
			1132	Election/VR	Unemployment	208		
			1140	Treasurer	Unemployment	600		
			1150	Collector	Unemployment	190		
			1242	JJC	Unemployment	19		
			1251	Sheriff	Unemployment	1,920		
			1255	Corrections	Unemployment	1,650		
3	10/17/2011	1251	91301	Sheriff	Computer Hardware	795		Transfer to cover criminal investigations equipment
			91302	Sheriff	Computer Software	275		
			85400	Sheriff	Criminal Investigation		1,070	
4	11/10/2011	1251	85400	Sheriff	Criminal Investigation		1,311	To cover purchase of equip. needed for investigations
			91000	Sheriff	Office Equipment	1,311		
5	11/10/2011	1251	3411	Sheriff	Federal Grant Reimb.	30,000		Increase rev & exp for Grant reimb to purchase and outfit new BAT van
			3835	Sheriff	Sale of Fixed Asset	2,000		
			92400	Sheriff	Replace Vehicle	20,000		
			60250	Sheriff	Equipment Installation	12,000		

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

November Session of the October Adjourned

Term. 20 11

In the County Commission of said county, on the 29th day of November 20 11

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

Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment to close out fund 2090 to fund 2120, and establish a budget for the remainder of the year for 2120:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2090	83922	Hospital Profit Share	OTO: To Special Revenue Fund		85,192.00
2120	3917	Fairground Maint. Fund	OTI: From Special Revenue Fund		85,192.00
2120	3822	Fairground Maint. Fund	Other Lease Revenue		12,708.00
2120	48200	Fairground Maint. Fund	Electricity		18,600.00
2120	48100	Fairground Maint. Fund	Natural Gas		3,900.00
2120	48300	Fairground Maint. Fund	Water		1,940.00
2120	48600	Fairground Maint. Fund	Sewer Use		975.00
2120	60100	Fairground Maint. Fund	Bldg Repairs/Maintenance		3,816.00
2120	86850	Fairground Maint. Fund	Contingency		89,944.00

Done this 29th day of November, 2011.

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

Skip Elkin

Skip Elkin
 District II Commissioner

BOONE COUNTY, MISSOURI REQUEST FOR BUDGET AMENDMENT

11/15/11

EFFECTIVE DATE

FOR AUDITORS USE

(Use whole \$ amounts)

Transfer From Transfer To
Decrease Increase

Dept	Account	Fund/Dept Name	Account Name	Transfer From Decrease	Transfer To Increase
2090	83922	Hospital Profit Share	OTO: To Special Revenue Fund		85,192
2120	3917	Fairground Maint. Fund	OTI: From Special Revenue Fund		85,192
2120	3822	Fairground Maint. Fund	Other Lease Revenue		12,708
2120	48200	Fairground Maint. Fund	Electricity		18,600
2120	48100	Fairground Maint. Fund	Natural Gas		3,900
2120	48300	Fairground Maint. Fund	Water		1,940
2120	48600	Fairground Maint. Fund	Sewer Use		975
2120	60100	Fairground Maint. Fund	Bldg Repairs/Maintenance		3,816
2120	86850	Fairground Maint. Fund	Contingency		89,944
					302,267

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary):

To close out fund 209 to fund 212 and establish budget for remainder of year for 2120

Auditors Office

Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached
- A fund-solvency schedule is attached.
- Comments:

agenda

SMG

Auditor's Office

PRESIDING COMMISSIONER

DISTRICT I COMMISSIONER

DISTRICT II COMMISSIONER

BUDGET AMENDMENT PROCEDURES

- County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.
- At the first reading, the Commission sets the Public Hearing date (at least 10 days hence) and instructs the County Clerk to provide at least 5 days public notice of the Public Hearing. **NOTE: The 10-day period may not be waived.**
- The Budget Amendment may not be approved prior to the Public Hearing.

Fairgrounds Sources and Uses of Funds
Prepared by Auditors Office
11/15/2011

Sources of Funds

Existing Cash Balance in Fund 212	\$ 21,276
Transfer in from General Fund	\$ 135,000
Transfer in from Special Revenue Fund (209)	\$ 85,192
Estimated reimbursement for 50% of Utilities	\$ 12,708
Total Sources of Funds	<u>\$ 254,176</u>

Uses of Funds

Utilities:	
Electricity	\$ 18,600
Natural Gas	\$ 3,900
Water	\$ 1,940
Sewer Use	\$ 975
Contract Payment to TAG	\$ 135,000
Repairs & Maintenance	\$ 3,816
Total Uses of Funds	<u>\$ 164,231</u>
Amount Available for Contingency (Repairs, Maintenance, and Emergency)	<u><u>\$ 89,944</u></u>

Boone Electric Cooperative Meter Usage	All Meters
2011	Monthly Amounts
September	\$6,752.87
August	\$11,140.14
July	\$5,514.29
June	\$5,493.54
May	\$4,548.61
April	\$5,976.50
March	\$5,373.38
February	\$6,833.65
January	\$5,955.04
Total:	\$57,588.02
2010	
December	\$6,781.28
November	\$4,357.34
October	\$7,438.02
Total:	\$18,576.64

} 13 = 6,192.21
a month

say 6,200 a

Electric Budget month for electric
2120-48200 \$18,600

Ameren UE

Acct.# 9500214128	Gas Service Charges
2011	
8/24/11 - 9/25/11	\$30.91
7/26/11 - 8/24/11	\$30.91
6/26/11 - 7/26/11	\$28.83
5/25/11 - 6/26/11	\$30.91
4/26/11 - 5/25/11	\$42.34
3/27/11 - 4/26/11	\$675.03
2/24/11 - 3/27/11	\$2,360.12
1/26/11 - 2/24/11	\$2,807.04
Total:	\$6,006.09
2010	
12/27/10 - 1/26/11	\$3,866.14
11/23/10 - 12/27/10	\$3,491.27
10/24/10 - 11/23/10	\$669.75
9/23/10 - 10/24/10	\$28.78
8/24/10 - 9/23/10	\$26.80
7/26/10 - 8/24/10	\$28.78
6/24/10 - 7/26/10	\$26.67
5/25/10 - 6/24/10	\$28.07
4/26/10 - 5/25/10	\$44.96
3/28/10 - 4/26/10	\$75.42
2/25/10 - 3/28/10	\$1,693.02
1/27/10 - 2/25/10	\$3,761.78
Total:	\$13,741.44
2009	
12/28/09 - 1/27/10	\$4,074.20
11/24/09 - 12/28/09	\$3,145.16
10/25/09 - 11/24/09	\$226.49
9/24/09 - 10/25/09	\$163.80
8/25/09 - 9/24/09	\$27.95
7/27/09 - 8/25/09	\$25.08
Total:	\$7,662.68

} 4,189.80

} 3,535.45

3,535.45 ◊
 +
 4,189.80 +
 7,725.25 G+
 7,725.25 ÷
 2 =
 3,862.63 *

Gas Budget
 2120-48100 say 3,900

City of Columbia Water & Sewer

Date	Water 115700	Water 115704	Water 115706	Water 115710	Water 84464	Subtotal Water		Sewer 115706	Sewer 115710	Sewer 84464	Subtotal Sewer		Total	
10/31/2011	90.50	81.22	57.98	32.68	61.20	323.58	62%	75.85	53.81	65.04	194.70		518.28	38%
10/18/2011	132.42	106.05	103.54	108.37	206.33	656.71	58%	137.09	140.24	200.52	477.85		1,134.56	42%
9/28/2011	520.08	179.77	622.38	316.11		1,638.34	70%	442.22	258.84		701.06		2,339.40	30%
8/26/2011	514.79	200.81	278.30	455.86		1,449.76	71%	247.90	343.69		591.59		2,041.35	29%
7/29/2011	324.09	104.88	137.92	271.00		837.89	68%	165.79	236.95		402.74		1,240.63	32%
6/27/2011	337.35	13.59	284.76	153.84		789.54	64%	261.58	176.73		438.31		1,227.85	36%
5/27/2011	233.40	16.58	109.92	54.35		414.25	78%	81.05	38.72		119.77		534.02	22%
4/29/2011	350.25	16.73	121.48	108.77		597.23	78%	91.01	81.05		172.06		769.29	22%
3/28/2011	316.62	13.35	72.64	49.63		452.24	84%	51.17	33.74		84.91		537.15	16%
3/1/2011	303.76	13.37	79.56	19.97		416.66	82%	55.85	33.74		89.59		506.25	18%
2/7/2011	277.18	13.35	70.65	48.40		409.58	83%	51.17	33.74		84.91		494.49	17%

Total less highest and lowest from above	5,937.86	2,571.52
Avg Monthly	659.76	285.72
Rounded	700.00	300.00
3 Months Budget Amount	1,700.00	800.00
Reimb to Fair Board for Partial Month	240.00	175
Budget Revision Amount	1,940	975
2120-48300		2120-48600

Fair Board Utility Reimbursement

Amount owed to Fair Board 414.70

	Water	Sewer	Total
Billings	656.71	477.85	1,134.56
% of total bill	<u>58%</u>	<u>42%</u>	100%
Amount to split	240	175	414.70

Amounts to enter on pay requisition

Department	Account	Amount
2120	48300	240
2120	48600	175

11/16/2011

FY 2011
Budget Amendments/Revisions
Hospital Profit Share (2090)

<u>Index #</u>	<u>Date Recd</u>	<u>Dept</u>	<u>Account</u>	<u>Dept Name</u>	<u>Account Name</u>	<u>\$Increase</u>	<u>\$Decrease</u>	<u>Reason/Justification</u>
1	11/8/2011	2090	83922	Hospital Profit Share	OTO: To Special Revenue Fund	85,192		To close out fund 209 to fund 212 and establish budget for 2120
		2120	3917	Fairground Maint. Fund	OTI: From Special Revenue Fund	85,192		
		2120	3822	Fairground Maint. Fund	Other Lease Revenue	12,708		
		2120	48200	Fairground Maint. Fund	Electricity	18,600		
		2120	48100	Fairground Maint. Fund	Natural Gas	3,900		
		2120	48300	Fairground Maint. Fund	Water	1,940		
		2120	48600	Fairground Maint. Fund	Sewer Use	975		
		2120	60100	Fairground Maint. Fund	Bldg Repairs/Maintenance	3,816		
		2120	86850	Fairground Maint. Fund	Contingency	89,944		

11/16/2011

FY 2011
 Budget Amendments/Revisions
Fairground Maintenance Fund (2120)

Index #	Date Recd	Dept	Account	Dept Name	Account Name	\$Increase	\$Decrease	Reason/Justification
1	9/27/2011	1190	83922	Non-Departmental	OTO: To Special Revenue Fund	135,000		To appropriate funds to account for new Fair Grounds Lease
		2120	3913	Fair Grounds Maintenance Fund	OTI: From General Fund	135,000		
2	11/8/2011	2120	71100	Fair Grounds Maintenance Fund	Outside Services	135,000		To increase expenses for lease contract
3	11/8/2011	2090	83922	Hospital Profit Share	OTO: To Special Revenue Fund	85,192		To close out fund 209 to fund 212 and establish budget for 2120
		2120	3917	Fairground Maint. Fund	OTI: From Special Revenue Fund	85,192		
		2120	3822	Fairground Maint. Fund	Other Lease Revenue	12,708		
		2120	48200	Fairground Maint. Fund	Electricity	18,600		
		2120	48100	Fairground Maint. Fund	Natural Gas	3,900		
		2120	48300	Fairground Maint. Fund	Water	1,940		
		2120	48600	Fairground Maint. Fund	Sewer Use	975		
		2120	60100	Fairground Maint. Fund	Bldg Repairs/Maintenance	3,816		
		2120	86850	Fairground Maint. Fund	Contingency	89,944		

Fund Statement - Fairground Maintenance Fund 212 (Nonmajor)

	2011 Actual	2011 Budget	2011 Projected	2012 Budget
REVENUES:				
Property Taxes	\$ -	\$ -	\$ -	\$ -
Assessments	-	-	-	-
Sales Taxes	-	-	-	-
Franchise Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Interest	279	230	133	133
Hospital Lease	-	-	-	-
Other	49,416	13,208	12,958	-
Total Revenues	<u>49,695</u>	<u>13,438</u>	<u>13,091</u>	<u>133</u>
EXPENDITURES:				
Personal Services	-	-	-	-
Materials & Supplies	-	-	-	-
Dues Travel & Training	-	-	-	-
Utilities	-	25,415	25,415	-
Vehicle Expense	-	-	-	-
Equip & Bldg Maintenance	-	3,816	3,816	-
Contractual Services	10,064	145,064	144,268	-
Debt Service (Principal and Interest)	-	-	-	-
Emergency	-	-	-	-
Other	-	89,944	-	-
Fixed Asset Additions	22,228	-	-	-
Total Expenditures	<u>32,292</u>	<u>264,239</u>	<u>173,499</u>	<u>-</u>
REVENUES OVER (UNDER) EXPENDITURES	17,403	(250,801)	(160,408)	133
OTHER FINANCING SOURCES (USES):				
Transfer In	-	220,192	220,192	-
Transfer Out	-	-	-	-
Proceeds of Sale of Capital Assets/Insurance Claims/Capital Lease	-	-	-	-
Proceeds of Long-Term Debt	-	-	-	-
Retirement of Long-Term Debt	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>220,192</u>	<u>220,192</u>	<u>-</u>
REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES (BUDGET BASIS)	17,403	(30,609)	59,784	133
FUND BALANCE (GAAP), beginning of year	16,280	33,683	33,683	93,467
Less encumbrances, beginning of year	-	-	-	-
Add encumbrances, end of year	-	-	-	-
FUND BALANCE (GAAP), end of year	<u>\$ 33,683</u>	<u>\$ 3,074</u>	<u>\$ 93,467</u>	<u>\$ 93,600</u>
FUND BALANCE RESERVES AND DESIGNATIONS, end of year				
Reserved:				
Loan Receivable (Street NIDS/Levy District)	\$ -	\$ -	\$ -	\$ -
Prepaid Items/Security Deposits/Other Reserves	-	-	-	-
Debt Service/Restricted Assets	-	-	-	-
Prior Year Encumbrances	-	-	-	-
Designated:				
Capital Project and Other	-	-	-	-
Total Fund Balance Reserves and Designations, end of year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCE, end of year	33,683	3,074	93,467	93,600
FUND BALANCE RESERVES/DESIGNATIONS, end of year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
UNRESERVED/UNDESIGNATED FUND BALANCE, end of year	<u>\$ 33,683</u>	<u>\$ 3,074</u>	<u>\$ 93,467</u>	<u>\$ 93,600</u>

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

November Session of the October Adjourned

Term. 20 11

In the County Commission of said county, on the 29th day of November 20 11

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

Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment to increase revenue and expenditures for the Fostering Court Improvement JCIP Sub-Grant for the period 10/24/2011 – 12/31/2011:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	03451	Judicial Grants	State Reimbursement		525.00
1243	22500	Judicial Grants	Subscription		50.00
1243	37230	Judicial Grants	Meals		475.00

Done this 29th day of November, 2011.

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

Skip Elkin

Skip Elkin
 District II Commissioner

REQUEST FOR BUDGET AMENDMENT

BOONE COUNTY, MISSOURI

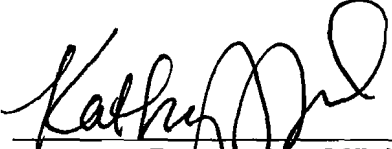
11/8/11

EFFECTIVE DATE

FOR AUDITORS USE

Department				Account					Department Name	Account Name	(Use whole \$ amounts)	
											Decrease	Increase
1	2	4	3	0	3	4	5	1	Judicial Grants	State Reimbursement		525.00
1	2	4	3	2	2	5	0	0	Judicial Grants	Subscription		50.00
1	2	4	3	3	7	2	3	0	Judicial Grants	Meals		475.00

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use attachment if necessary): **To increase revenue and expenditures for the Fostering Court Improvement JCIP Sub-Grant for the period 10/24/11 – 12/31/11.**



 Requesting Official

To: County Clerk's Office
 Comm Order # 489-2011
 Return to Auditor's Office
 Please do not remove staple.

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached.
- A fund-solvency schedule is attached.
- Comments:

Agenda

SMG

 Auditor's Office



 PRESIDING COMMISSIONER



 DISTRICT I COMMISSIONER



 DISTRICT II COMMISSIONER

BUDGET AMENDMENT PROCEDURES

- County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.
- At the first reading, the Commission sets the Public Hearing date (at least 10 days hence) and instructs the County Clerk to provide at least 5 days public notice of the Public Hearing. **NOTE: The 10-day period may not be waived.**
- The Budget Amendment may not be approved prior to the Public Hearing.

1243 Judicial Grants & Contracts
 Fostering Court Improvement Grant
 Calculations for Budget Amendment
 October 24, 2011 - December 31, 2011

	22500- Subscriptions	37230 - Meals	03451- State Reimbursement
October - December 2011 Exp Estimate:	<u>\$ 50.00</u>	<u>\$ 475.00</u>	<u>\$ 525.00</u>
2011 Budget Amendment Expenditure Amounts:	\$ 50.00	\$ 475.00	<u>\$ 525.00</u>
2011 Budget Amendment Revenue Amounts:	\$ 50.00	\$ 475.00	<u>\$ 525.00</u>

Grant Award:	
Oct.-Dec 2011	\$525.00
Jan-Sept. 2012	<u>\$2,475.00</u>
Total Grant Award:	<u><u>\$3,000.00</u></u>

1243 Judicial Grants & Contracts
 Fostering Court Improvement Grant
 Calculations for Budget Amendment
 January 1, 2012 - September 30, 2012

	22500- Subscriptions	37230 - Meals	03451-State Reimbursement
January - September 2012 Exp Estimate:	<u>\$ 225.00</u>	<u>\$ 2,250.00</u>	<u>\$ 2,475.00</u>
2012 Budget Amendment Expenditure Amounts:	\$ 225.00	\$ 2,250.00	<u>\$ 2,475.00</u>
2012 Budget Amendment Revenue Amounts:	\$ 225.00	\$ 2,250.00	<u>\$ 2,475.00</u>

Grant Award:	
Oct.-Dec 2011	\$525.00
Jan-Sept. 2012	<u>\$2,475.00</u>
Total Grant Award:	<u>\$3,000.00</u>



State of Missouri

Office of State Courts Administrator

Contract Period		Award Amount
Start Date	End Date	\$3,000.00
10/24/11	09/30/12	

Fostering Court Improvement JCIP Sub-grant

The Fostering Court Improvement sites are measured on pre-determined outcomes including permanency, timeliness, and child safety measures. Funding is provided to assist in the implementation of strategies to improve services and outcomes for children.

Contract Number	Vendor Number	<input checked="" type="checkbox"/> Original Contract
OSCA.08-075-32	43600034902	<input type="checkbox"/> Contract Amendment

Federal CFDA # (if applicable):

Court/Recipient Information:	Project Director:	OSCA Program Contact:
Honorable Gary Oxenhandler 13th Judicial Circuit 705 E. Walnut Street Columbia, MO 65201	Rick Gaines, Juvenile Officer 13th Judicial Circuit 705 E. Walnut Street Columbia, MO 65201	Kimberly Abbott 573-522-6768
		OSCA Fiscal Contact:
		Brian Dowden 573-526-8879

Special Conditions of this award are attached. There are no special conditions of this award. Original RFP requirements only.

Funding to cover meals at the round table luncheons with CD and JO staff - December 2011, March 2012, June 2012 and September 2012; meals at monthly meetings (October 2011 to September 2012). Funding also provided for subscription to peoplefinders.com to assist with locating permanency for children in cases.

Requested Funding: \$3,000.00

Awarded Funding: \$3,000.00

Please Sign, Date and Return by Mail to:

Office of State Courts Administrator
Attn: Contracts Unit
PO Box 104480
Jefferson City, MO 65110-4480

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

Appointing Authority Signature		OSCA Signature
Printed Name	Date	Printed Name Gary Wait
Presiding Judge Signature		Title Director, Court Business Services Division
Printed Name	Date	Date 10/24/11

Fostering Court Improvement JCIP Sub-grant: Local Court Enhancements

The Fostering Court Improvement sites are measured on pre-determined outcomes including permanency, timeliness, and child safety measures. In addition, the Children's Division Quality Assurance Specialists provide child welfare data to the local project sites. Strategies are then developed to address areas of deficiency which are identified in the outcome measurements. Funding is available up to \$3000 for each of the twelve project sites to assist them in their ability to implement strategies to improve services and outcomes for children and families. Each site will be required to submit funding request on this form, along with budgets and justification for their request in terms of the child welfare goals they hope to achieve and how the funding will support such. Reimbursement would be made in accordance with approved budgets after costs have been incurred.

Budget Request

1. Please break down your funding request:

Budget Line Item	Approximate Cost	Budget Line Item	Approximate Cost
a. Lunch-food	\$2,000.00	e.	
b. Peoplefinders subscription	\$275.00	f.	
c. Training	\$725.00	g.	
d.		h.	

2. Total Budget Request \$3000.00

3. Specific County to be reimbursed: Boone

Justification (attach additional sheets, if necessary)

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

Our FCI team meets monthly on a regular basis. These meetings are always scheduled over the lunch hour as it is the one time that most of us have availability and are free to attend. We have approximately 20-25 people who attend our meetings. These meetings allow us to review our tasks and objectives in order to meet our goals. It is also an opportunity for our team to evaluate our progress and determine what does and does not work. We are requesting funds to cover the cost of lunch provided at eleven meetings for approximately 25 people. As part of FCI goals, we are also holding roundtable luncheons with our contract attorneys in order to address concerns, case management and planning as well as ways to improve communication between the guardian ad litem, indigent parent attorney, team members and child. We plan on hosting four of these roundtable discussions during this grant period. Our FCI group has previously received training on Finding Families and has set goals to utilize this in order to find relative placements and supports for children in care. As part of this process, we plan to continue our subscription to Peoplefinders for \$24.95 a month in order to search for family members. This would be for November-September (11 months). We believe this will help us find permanency for children in care. (See Attachment)

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

(Funding must be spent and OSCA must be billed within one calendar year from award date unless otherwise specified)

Monthly FCI meetings, providing lunches, beginning in November, 2011 and running through September, 2012 (eleven meetings)

Contract Attorney roundtables luncheons with CD and JO Staff - December, 2011; March, 2012; June, 2012; September, 2012

Peoplefinders subscription - Each month beginning in November and ending in September, 2012

Trainings would be held beginning in November and running through September, 2012 as needed. It is anticipated the majority of the trainings would be held in November, 2011 through February, 2012.

For OSCA Internal Use Only

Yes No

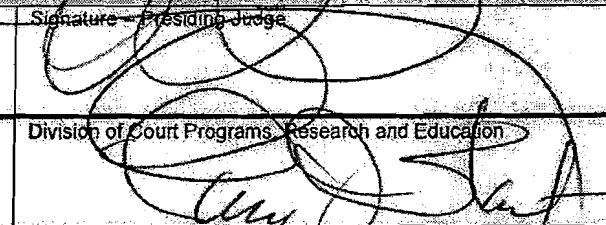
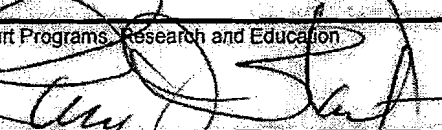
1. Does this request fall within the scope of the Fostering Court Improvement Program?

2. Does this request meet the requirements of the DHHS-ACF requirements for uses of these grant funds?

3. Is it clear that funding will be expended and billed to OSCA within one calendar year?

4. Are there any special terms or conditions attached to this award?

Authorization (please both sign and print your name)

Circuit	Signature - Presiding Judge	Date
Thirteenth Judicial Circuit Court		10/13/11
OSCA	Division of Court Programs, Research and Education	Date
		10/24/11

Recommend approval
 through 9/30/12
 Updated 05/12/11
 10/24/11

Our current FCI goals have been to "Strengthen the link between reporting tools and timely outcomes" and "To provide high quality and targeted services for older youth through an educated decision-making process". Through these goals there have been many sub-committees formed. Many new processes, forms, and protocol are being developed. Training would be provided to Children's Division staff, Juvenile Office staff and contracted attorneys regarding the new process. We would anticipate using funds for training in purchasing training materials, lunch and/or snacks. We would anticipate having five different training dates in an effort to get all the topics covered and allow all the staff from the different agencies to be able to attend.

Your recent request for Fostering Court Improvement funds has been approved. Attached is the award information. Please have the contract award form signed and return to the Contracts Unit. The second attachment is your copy of the Certificate of Compliance to use for reimbursement of funds.

If there are any questions, please let us know.

Kindest regards,
Russell



OSCA 08-075-32 Award - 13th Circuit.pdf Certificate of Compliance 13th Circuit - 08-075-32.doc

Russell Rottmann
Contracts Specialist II
Administrative Services Division
Office of State Courts Administrator
573-522-6766
russell.rottmanncourts.mo.gov

FY 2011
Budget Amendments/Revisions
Judicial Grants & Contracts (1243)

Index #	Date Recd	Dept.	Account	Dept Name	Account Name	\$Increase	\$Decrease	Reason/Justification
1	1/1/2011	1243	3411	Judicial Grants	Federal Grant Reimbursement	28,695		VA WA Grant for Domestic Assault Court Coordinator & MEND
			10100	Judicial Grants	Salary	22,305		
			10200	Judicial Grants	FICA	1,706		
			10300	Judicial Grants	Health Insurance	3,167		
			10350	Judicial Grants	Life Insurance	35		
			10375	Judicial Grants	Dental Insurance	237		
			10325	Judicial Grants	Disability Insurance	83		
			10400	Judicial Grants	Workers Comp	812		
			10500	Judicial Grants	401A March	260		
			3411	Judicial Grants	Federal Grant Reimbursement	50,132		
			37220	Judicial Grants	Travel to Training	89		
			37230	Judicial Grants	Meals/Lodging	183		
			71100	Judicial Grants	Outside Services	49,860		
2	5/5/2011	1243	92300	Judicial Grants	Replacement Machine & Equipment	320		roll unspent 2010 budget for late invoice for Equipment Assistance Grant additional funding for DRRF-Contact for Kids 7/1/10-6/30/11
3	5/4/2011	1243	3451	Judicial Grants	State Grant Reimbursement	9,720		
			71101	Judicial Grants	Professional Services	9,720		
4	6/20/2011	1243	71101	Judicial Grants	Professional Services	1,000		Re-classify funds to cover the purchase of gift cards. Mo Dept of Public Safety approved incentive program. JDAI Grant
			23027	Judicial Grants	Incentive Supplies			
5	6/20/2011	1243	3411	Judicial Grants	Federal Reimbursement	3,261		Roll unspent 2010 Title II -JDAI grant fund to 2011
			37220	Judicial Grants	Travel	6		
			37230	Judicial Grants	Meals & Lodging	324		
			71101	Judicial Grants	Professional Services	2,931		
6	8/10/2011	1243	3451	Judicial Grants	State Reimb.-Grant	4,350		Increase funds for DRRF-Contact for Kids 07/01/11-12/31/11 Grant Award - total Grant \$8,700 from 07/01/11-06/30/12
			71101	Judicial Grants	Professional Services	4,350		
7	8/12/2011	1243	3451	Judicial Grants	State Reimbursement	40,498		To increase revenue and expenditures for the Probation Service grant from 07/11/11-12/31/11
			10100	Judicial Grants	Salaries/Wages	31,720		
			10200	Judicial Grants	FICA	2,427		
			10300	Judicial Grants	Health Insurance	4,750		
			10325	Judicial Grants	Disability Insurance	117		
			10350	Judicial Grants	Life Insurance	53		
			10375	Judicial Grants	Dental Insurance	356		
			10400	Judicial Grants	Workers Comp	1,075		
8	8/12/2011	1243	3451	Judicial Grants	State Reimbursement	5,072		To increase revenue and expenditures for the Intensive Intervention grant from 07/11-12/31/11
			10100	Judicial Grants	Salaries/Wages	4,712		
			10200	Judicial Grants	FICA	360		
9	9/2/2011	1243	71100	Juvenile Justice Center	Contractual Services	211		To transfer funds to cover county contribution portion for FY11-12 JABG Grant
			91300	Judicial Grants and Contracts	Machinery & Equipment	24		
			23050	Judicial Grants and Contracts	Other Supplies			
10	9/2/2011	1243	3411	Judicial Grants and Contracts	Federal Grant Reimbursement	5,545		Establish Budget for 2011 portion of JABG Grant for 2011-2012 Grant Year
			10100	Judicial Grants and Contracts	Salaries	3,190		
			10200	Judicial Grants and Contracts	Fica	244		
			91300	Judicial Grants and Contracts	Machinery & Equipment	1,895		
			23050	Judicial Grants and Contracts	Other Supplies	216		
11	10/6/2011	1243	91300	Judicial Grants and Contracts	Machinery & Equipment	60		Transfer of unused funds in 2010/2011 JABG Grant to purchase additional art supplies.
			23050	Judicial Grants and Contracts	Other Supplies			
12	11/14/2011	1243	3411	Judicial Grants and Contracts	Federal Grant Reimbursement	7,700		To establish budget for 2011 portion of Title II JDAI FY12 Grant
			37220	Judicial Grants and Contracts	Travel	100		
			37230	Judicial Grants and Contracts	Meals & Lodging	450		
			71101	Judicial Grants and Contracts	Professional Services	6,800		
			71600	Judicial Grants and Contracts	Equipment Lease & Rental	350		
13	11/14/2011	1243	3451	Judicial Grants and Contracts	State Reimbursement	525		To establish budget for 2011 portion of Fostering Court Improvement FY12 Grant
			22500	Judicial Grants and Contracts	Subscriptions	50		
			37230	Judicial Grants and Contracts	Meals	475		

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

November Session of the October Adjourned

Term. 20 11

In the County Commission of said county, on the 29th day of November 20 11

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

Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment to establish a budget for the 2011 portion of the Title II – JDAI Grant:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	03411	Judicial Grants	Federal Reimb.		7,700.00
1243	37220	Judicial Grants	Travel to Training		100.00
1243	37230	Judicial Grants	Meals/Lodging		450.00
1243	71101	Judicial Grants	Professional Services		6,800.00
1243	71600	Judicial Grants	Equipment Lease & Rental		350.00

Done this 29th day of November, 2011.

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

Skip Elkin
 Skip Elkin
 District II Commissioner

REQUEST FOR BUDGET AMENDMENT

BOONE COUNTY, MISSOURI RECEIVED

11/3/11

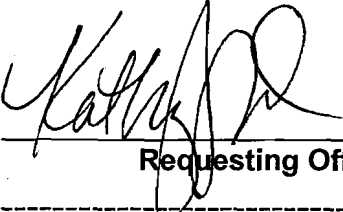
EFFECTIVE DATE

NOV 08 2011

FOR AUDITORS USE

Department				Account					BOONE COUNTY AUDITOR		(Use whole \$ amounts)	
									Department Name	Account Name	Decrease	Increase
1	2	4	3	0	3	4	1	1	Judicial Grants	Federal Reimb.		7,700.00
1	2	4	3	3	7	2	2	0	Judicial Grants	Travel to Training		100.00
1	2	4	3	3	7	2	3	0	Judicial Grants	Meals/Lodging		450.00
1	2	4	3	7	1	1	0	1	Judicial Grants	Professional Services		6,800.00
1	2	4	3	7	1	6	0	0	Judicial Grants	Equipment Lease & Rental		350.00

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use attachment if necessary): Title II – JDAI Grant 2011-2012 year. To establish a budget for the 2011 portion.



 Requesting Official

To: County Clerk's Office
 Comm Order # 490-2011
 Return to Auditor's Office
 Please do not remove staple.

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached.
- A fund-solvency schedule is attached.
- Comments:

Agenda



 Auditor's Office



 PRESIDING COMMISSIONER



 DISTRICT I COMMISSIONER



 DISTRICT II COMMISSIONER

BUDGET AMENDMENT PROCEDURES

- County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.
- At the first reading, the Commission sets the Public Hearing date (at least 10 days hence) and instructs the County Clerk to provide at least 5 days public notice of the Public Hearing. **NOTE: The 10-day period may not be waived.**
- The Budget Amendment may not be approved prior to the Public Hearing.

1243 Judicial Grants & Contracts
 Title II Grant - Juvenile Detention Alternative Initiative
 Calculations for Budget Amendment
 October 2011 - December 2011

	37220 Travel to Training	37230 Meals/ Lodging	71101 Professional Services	71600 Equipment Lease and Rentals	Expenditure Budget TOTAL	03411 Revenue Budget
Oct.-Dec 2011 Exp. Estimate	\$ 100.00	\$ 450.00	\$ 6,800.00	\$ 350.00	<u>\$ 7,700.00</u>	\$ 7,700.00
2011 Budget Amendment Expenditure Amounts:	\$ 100.00	\$ 450.00	\$ 6,800.00	\$ 350.00	<u>\$ 7,700.00</u>	\$ 7,700.00
2011 Budget Amendment Revenue Amounts:	\$ 100.00	\$ 450.00	\$ 6,800.00	\$ 350.00	<u>\$ 7,700.00</u>	\$ 7,700.00

Grant Award:

Oct-Dec.2011	\$7,700.00
Jan-Sept. 2012	<u>\$28,866.00</u>
Total :	<u>\$36,566.00</u>

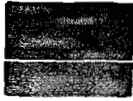
Total Grant Award: \$36,566.40


1243 Judicial Grants & Contracts
 Title II Grant - Juvenile Detention Alternative Initiative
 Calculations for Budget Amendment
 January 2012 - September 2012

	23027 Inmate Work/ Incentive Supplies	23050 Other Supplies	37220 Travel to Training	37230 Meals/ Lodging	71101 Professional Services	71600 Equipment Lease and Rentals	Expenditure Budget TOTAL	03411 Revenue Budget
Jan.-Sept. 2012 Exp. Estimate	\$1,000.00	\$105.00	\$4,430.00	\$3,845.00	\$18,836.00	\$650.00	<u>\$28,866.00</u>	\$28,866.00
2012 Budget Amendment Expenditure Amounts:	\$1,000.00	\$105.00	\$4,430.00	\$3,845.00	\$18,836.00	\$650.00	<u>\$28,866.00</u>	\$28,866.00
2012 Budget Amendment Revenue Amounts:	\$1,000.00	\$105.00	\$4,430.00	\$3,845.00	\$18,836.00	\$650.00	<u>\$28,866.00</u>	\$28,866.00

Grant Award:

Oct.-Dec. 2011	\$7,700.00
Jan-Sept.2012	\$28,866.00
	<u>\$36,566.00</u>
	<u>\$36,566.00</u>
Total Grant Award:	\$36,566.40



Re: 2011 Funding amounts 
 Marcia Hazelhorst to: Diana Vaughan

11/02/2011 05:38 PM

History: This message has been replied to.

We shouldn't have any major travelling until after the first of the year. We will have the cost of the ERC which is a bit higher than this time last year. We will pay for Oct-Nov-Dec. We will have a monthly meal which has been costing around \$150 for our collaborative team.

Have you seen the ERC bill for October? That will tell us about how much in contractual we will need. If not, I would say \$5800 at most for ERC for the three months.

We will also need a small amount in contractual for shelter care. Maybe \$1000 and also from contractual we should have some GPS and cell unit BI costs. I would say maybe \$350 for that.

So yeah, pretty close to the amount for last year!

Marcia Hazelhorst, Superintendent
 Robert L. Perry Juvenile Justice Center
 5665 Roger I. Wilson Memorial Drive
 Columbia, Missouri 65202
 573-886-4450 (office)
 573-886-4461 (fax)

36,566.40

Diana Vaughan

Hi Marcia, I'm working on getting this budget am...

11/02/2011 04:59:47 PM

From: Diana Vaughan/13/Courts/Judicial
 To: Marcia Hazelhorst/13/Courts/Judicial@Judicial
 Date: 11/02/2011 04:59 PM
 Subject: 2011 Funding amounts

Hi Marcia,

I'm working on getting this budget amendment to the auditors and needed to find out how much you want to budget for the remainder of this year in each category. Last year we had a total of \$6,943 for the balance of the year. Since the amount is close to the same this year, I didn't know if you want me to go with the same figures, or if there will be some traveling done in the next couple of months that we need to budget for.

Thanks.

Diana

		<u>2011</u>	<u>2012</u>
Travel	- 4,530.75	100	4430
Meals/Lodging	4,295.00	450	3845
Supplies	105.00	0	105
Incentives	1,000.00	0	1,000
Contractual	25,635.65	6,800	18836
HD -	1,000.00	350	650.00
	<u>36,566.40</u>		

Re: JDAI Grant 
Marcia Hazelhorst to: Diana Vaughan

11/03/2011 10:32 AM

Yes, they usually pay for our lodging as part of the conference. We only have travel and meal expenses.

Marcia Hazelhorst, Superintendent
Robert L. Perry Juvenile Justice Center
5665 Roger I. Wilson Memorial Drive
Columbia, Missouri 65202
573-886-4450 (office)
573-886-4461 (fax)

Diana Vaughan

Hey Marcia, In separating the items out for the b...

11/03/2011 09:45:16 AM

From: Diana Vaughan/13/Courts/Judicial
To: Marcia Hazelhorst/13/Courts/Judicial@Judicial
Date: 11/03/2011 09:45 AM
Subject: JDAI Grant

Hey Marcia,

In separating the items out for the budget amendment, I noticed that for the JDAI Inter-Site Conference there was no lodging budgeted. Is that paid for another way?

Thanks.

Diana



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

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

Contractor Name

Boone, County of

Project Title

13th Judicial Circuit Juvenile Detention Alternatives Initiative Program

Contract Period

FROM: 10/1/2011 TO: 9/30/2012

State Funds Awarded

\$36,566.40

Contract Number

2009-2010-Title2-22

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

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.

**APPROVED AS
 TO LEGAL FORM**
ADL
 DATE: 09/19/2011

[Signature]
 Authorized Official

9-22-2011
 Date

[Signature]
 Project Director

9-22-2011
 Date

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

 Director, Department of Public Safety

 Award Date



Application

912 - 2011 Title II Formula Grant Program
1035 - 13th Circuit Juvenile Detention Alternatives Initiative Program
Title II Formula Grant

Status: Editing **Submitted Date:**

Applicant Information

Primary Contact:

Name:* Ms. Marcia Hazelhorst
Title First Name Last Name

Job Title: Superintendent

Email: marcia.hazelhorst@courts.mo.gov

Mailing Address: 5665 Roger I Wilson Memorial Drive

Street Address 1:

Street Address 2:

*** City State/Province Postal Code/Zip**
 Columbia Missouri 65202

Phone:* 573-886-4450 **Ext.**

Fax: 573-886-4461

Organization Information

Applicant Agency: Boone County, Juvenile Office

Organization Type: Government

Federal Tax ID#: 43600034

DUNS #: 073755977

CCR Code:

Organization Website: <http://www.courts.mo.gov/hosted/circuit13/>

Mailing Address: 5665 Roger I Wilson Memorial Drive

Street Address 1:

Street Address 2:

*** City State/Province Postal Code/Zip**
 Columbia Missouri 65202 6522
City State/Province Postal Code/Zip + 4

County: Boone

Congressional District: 09

Phone:* 573-886-4450 **Ext.**

Fax: 573-886-4461

Contact Information

Authorized Official

Authorized Official:*

Mr. Edward Robb
Title First Name Last Name

Job Title: Presiding Commissioner
 Agency: County of Boone
 Mailing Address: 801 East Walnut, Room 245

Street Address 1:
 Street Address 2:

* Columbia Missouri 65201
City State Zip Code

Email: erobb@boonecountymo.org
 Phone: 573-886-4305

Ext.

Fax: 573-886-4311

Project Director

Project Director:*

Mrs. Marcia Hazelhorst
Title First Name Last Name

Job Title: Superintendent
 Agency: Robert L. Perry Juvenile Justice Center
 Mailing Address: 5665 Roger I. Wilson Drive

Street Address 1:
 Street Address 2:

* Columbia Missouri 65202
City State Zip Code

Email: Marcia.Hazelhorst@courts.mo.gov
 Phone: 573-886-4450

Ext.

Fax: 573-886-4461

Fiscal Officer

Fiscal Officer:*

Ms Nicole Galloway
Title First Name Last Name

Job Title: Treasurer
 Agency: Boone County
 Mailing Address: 801 E. Walnut Room 205

Street Address 1:
 Street Address 2:

* Columbia Missouri 65201
City State Zip Code

Email: ngalloway@boonecountymo.org
 Phone: 573-886-4365

Ext.

Fax: 573-886-4369

Project Contact Person

Project Contact Person:

Mrs. Marcia Hazelhorst
Title First Name Last Name

Job Title: Superintendent
 Agency: Robert L. Perry Juvenile Justice Center
 Mailing Address: 5665 Roger I. Wilson Drive

Street Address 1:
Street Address 2:

Columbia Missouri 65202
City State Zip Code

Email: Marcia.Hazelhorst@courts.mo.gov

Phone: 573-886-4450

Ext.

Fax: 573-886-4461

Non-Profit Chairperson

Non-Profit Chairperson:

Title First Name Last Name

Job Title:

Agency:

Mailing Address:

Street Address 1:

Street Address 2:

City Missouri State Zip Code

Email:

Phone:

Ext.

Fax:

Title II Project Summary

Application Type:

New-the application is being submitted as part of a competitive bid process and is not currently funded by the Department of Public Safety.

Renewal-the agency has specifically been notified of the opportunity to renew an existing contract.

Continuation-Not Applicable for 2011 Title II.

Expand/Enhance-Not applicable for 2011 Title II.

Application Type: Renewal

Current Contract Number(s):

List all active contract numbers as assigned by the Department of Public Safety relating to the proposed project. If you have more than one active contract number, separate each number by commas.

Current Contract Number(s): 2008-TITLE2-19

Title II Purpose Areas:

Based on the current Three-Year Plan, and in conjunction with the recommendations of the JJAG, the eligible purpose areas for new projects for 2011 include:

- Alternatives to Detention (JDAI), and
- Gender Specific Services for Girls.

*Based on the current Three-Year Plan, and in conjunction with the recommendations of the JJAG, all second and third year Title II projects my submit a **Renewal Application** that is not subject to the competitive bid process for 2011. The eligible amount that can be requested in the Renewal Application cannot exceed the amount awarded for 2010. The purpose areas for these existing projects remain the same.*

Title II Purpose Area: Alternatives to Detention (JDAI)

Geographic Area:

Identify the geographic area to be served by the proposed project.

Geographic Area: 13th Circuit, Boone and Callaway County

Brief Summary:

Provide a brief summary of the proposed project and the services that will be offered. The information in the summary

may be used for reporting and press releases if funded.

Brief Summary: To implement phase three of the Annie E. Casey Foundation Juvenile Detention Alternatives Initiative by conducting regular meetings with a collaborative board and its sub-committees; collaborating with other JDAI sites both nationally and locally by attending site visits; gathering data specific to the use of detention, detention alternatives, the JDTA and disproportionate minority contact; analyzing this data to steer our reform measures and lastly implementing phase three by training staff on DMC issues and core strategies pertaining to special detention populations.

Estimated Number of Youth to Be Served 360
 Estimated Cost Per Youth \$101.57

Personnel

Name	Title	Position	Employment Status	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total Cost
							\$0.00

Personnel Justification

If personnel is not included in the budget, put N/A or leave this section blank.

If personnel is included in the budget, provide justification for each position. If the position is new (created), provide a description of the job responsibilities the individual will be expected to perform. If the position exists (retained), provide a description of the job responsibilities and the experience and/or any certification the individual possesses.

If a salary increase is included, address the individual's eligibility for such increase, the percentage of increase, and the effective date of the increase.

Personnel Justification
 N/A

Personnel Benefits

Category	Item	Salary/Premium	Percentage/# of Periods	% of Funding Requested	Total Cost
					\$0.00
					\$0.00

Personnel Benefits Justification

If personnel benefits are not included in the budget, put N/A or leave this section blank.

If personnel benefits are included in the budget, provide justification for each fringe benefit. If your agency anticipates a premium or rate change during the contract period, indicate the effective date of change and the reasoning for such change.

Benefits Justification

N/A

Travel/Training

Item	Category	Unit Cost	Duration	Number	Total Cost
JDAI Inter-Site Conference	Airfare/Baggage	\$400.00	1.0	2.0	\$800.00
JDAI Inter-Site Conference	Airport Parking	\$10.00	3.0	1.0	\$30.00
JDAI Inter-Site Conference	Rental Car	\$50.00	3.0	1.0	\$150.00
JDAI Inter-Site Conference	Fuel	\$50.00	1.0	1.0	\$50.00
JDAI Inter-Site Conference	Meals	\$74.00	1.0	2.0	\$148.00
JDAI Inter-Site Conference	Mileage	\$0.37	325.0	1.0	\$120.25
National Site Visit	Airfare/Baggage	\$400.00	1.0	6.0	\$2,400.00
National Site Visit	Rental Car	\$85.00	3.0	2.0	\$510.00
National Site Visit	Lodging	\$81.00	3.0	6.0	\$1,458.00
National Site Visit	Mileage	\$0.37	325.0	2.0	\$240.50
National Site Visit	Airport Parking	\$10.00	4.0	2.0	\$80.00
National Site Visit	Meals	\$49.00	4.0	6.0	\$1,176.00
National Site Visit	Fuel	\$75.00	1.0	2.0	\$150.00
					\$7,312.75

Travel/Training Justification

If travel/training is not included in the budget, put N/A or leave this section blank.

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

For training, identify the location and date(s) of the training. If either the location or date(s) is unknown, clearly identify such. Describe the anticipated benefit and/or a synopsis of the training and who will be attending such event.

Travel/Training Justification

In year three of JDAI implementation, we plan on sending a team of six to a JDAI National Site Visit in Albuquerque, New Mexico on a date to be determined in this next grant period. The team will consist of circuit personnel as well as members from our collaborative team. The purpose of the site visit is to gain further knowledge and insight into the JDAI as well as to learn from others and share materials that have been developed that would prove useful to us as we implement phase three of JDAI. The following is a breakdown of the costs associated with us participating in a National Site Visit:

1. **\$2,400** is being requested to cover airfare and baggage costs for six team members to fly roundtrip to Albuquerque, New Mexico. This figure is based on \$400/flight x 6 people=\$2,400.
2. **\$1,458** is being requested to cover lodging expenses for six team members for three nights. This figure is based \$81/night x 3 nights x 6 people=\$1,458. The \$81/night rate is the federal per diem rate for Albuquerque, New Mexico.
3. **\$1,176** is being requested to cover meal expenses for six team members for four days. This figure is based on the out of state travel per diem rate of \$49. The total meal reimbursement is figured by \$49/person x 4 days x 6 team members=\$1,176.

4. **\$510** is being requested to cover the cost of two rental cars which are needed for ground transportation to/from the airport and hotel as well as to/from the hotel and training site and to/from the hotel to restaurants for meals. We would look at renting a full size vehicle which could easily accommodate three passengers each and all their luggage. The expected cost of this would be $\$85/\text{day} \times 3 \text{ days} \times 2 \text{ vehicles} = \510 .
5. **\$150** is being requested to cover the cost of fuel for each rental vehicle. It is expected that each vehicle will need to be filled up upon return to the rental company. With these being full size cars, it is expected that it would take approximately $\$75/\text{vehicle}$ for fuel.
6. **\$80** is being requested to cover airport parking for two vehicles for four days. This figure is based on $\$10/\text{day} \times 4 \text{ days} \times 2 \text{ vehicles} = \80 .
7. **\$240.50** is being requested to cover mileage to/from the airport for two vehicles. It is expected that we would fly out of Kansas City, International Airport which is approximately 325 miles roundtrip from Columbia, Missouri. This figure is based on $325 \text{ miles} \times .37/\text{mile} \times 2 \text{ vehicles} = \240.50 .

Also in year three of implementing JDAI in our circuit, we anticipate sending two staff to attend the JDAI Inter-Site conference on a date to be determined during this grant period. It is important for us to attend this in order to hear others progress, what is working and not within other JDAI sites. The location for the conference as not yet been determined. Last year there was consideration given to holding it in Minnesota, which is the location used this time to figure an estimated cost for two staff to go to Minneapolis. The following is a breakdown of the costs for two staff to attend the JDAI Inter-site Conference:

1. **\$800** is being requested to cover airfare and baggage costs for two 13th Circuit staff to fly roundtrip to Minneapolis, Minnesota. This figure is based on $\$400/\text{flight} \times 2 \text{ people} = \800 .
2. **\$148** is being requested to cover meal expenses for two staff as follows: Lunch on day one at $\$16/\text{person} \times 2 = \32 ; dinner on day two and on day three at $\$29/\text{person} \times 2 \text{ nights} \times 2 \text{ staff} = \116 . It is expected that lunch will be provided on day two and day three and dinner provided on day one. The meal allowance is based off the out of state travel per diem of $\$64$ for Minneapolis, Minnesota.
3. **\$150** is being requested to cover the cost of a mid size rental car which is needed for ground transportation to/from the airport and hotel as well as to/from the hotel and to/from the hotel to restaurants for meals. We would look at renting a mid size vehicle which could easily accommodate two passengers and their luggage. The expected cost of this would be $\$50/\text{day} \times 3 \text{ days} = \150 .
4. **\$50** is being requested to cover the cost of fuel for the rental vehicle. It is expected that the vehicle will need to be filled up upon return to the rental company. With these being a mid size car, it is expected that it would take approximately $\$50$ for fuel.
5. **\$30** is being requested to cover airport parking for one vehicle for three days. This figure is based on $\$10/\text{day} \times 3 \text{ days} \times 1 \text{ vehicle} = \30 .
6. **\$120.25** is being requested to cover mileage to/from the airport for one vehicle. It is expected that we would fly out of Kansas City, International Airport which is approximately 325 miles roundtrip from Columbia, Missouri. This figure is based on $325 \text{ miles} \times .37/\text{mile} \times 1 \text{ vehicle} = \120.25 .

Supplies/Operations

Item	Basis for Cost Estimate	Unit	Quantity	Cost	% of Funding Requested	Total Cost
Gift Cards for Incentives	Annually		100.0	\$10.00	100.0	\$1,000.00
Lunch at JDAI Site Coordinators' Meetings	Other		1.0	\$64.00	100.0	\$64.00
Materials for Focus Visit	One-Time		20.0	\$5.25	100.0	\$105.00
Meals for Collaborative Team Meetings	Other		6.0	\$135.00	100.0	\$810.00
Meals for Focus Visit	One-Time		20.0	\$9.00	100.0	\$180.00
Meals for JDAI Core Strategies Training	One-Time		3.0	\$9.00	100.0	\$27.00
Meals for Sub-committee meetings	Other		6.0	\$72.00	100.0	\$432.00
						\$2,618.00

Supplies/Operations Justification

If supplies/operations are not included in the budget, put N/A or leave this section blank.

If supplies/operations are included in the budget, provide justification for each expense. Address why the item is necessary for the proposed project, who will use it, and how it will be used.

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

Supplies/Operations Justification

1. **\$810** is being requested to cover meals for collaborative team members when they attend collaborative team meetings and trainings. Meetings and trainings are expected to be held over the lunch or dinner hour in order to accommodate most team member's schedules. We anticipate having meetings approximately every other month leaving us with holding approximately six meetings during the grant period. We expect approximately 15 members will attend at \$9 per person which follows the state per diem rate for Columbia, Missouri. $\$9 \times 15 \text{ members} = \$135/\text{meeting}$. $\$135 \times 6 \text{ meetings} = \$810/\text{grant period}$. Having regular ongoing meetings with a collaborative board is necessary to guide our circuit's reform efforts as the collaborative team acts as an advisory board to us.

2. **\$432** is being requested to cover meals for sub-committee meetings for the case processing, detention programming and detention alternatives committee. It is expected that these committees will meet every other month for a total of six sub-committee meetings. Not each of the sub-committees will need to meet each time over the lunch or dinner hour but some will need to due to the scheduling needs of their committee members. It is expected that the DMC sub-committee will meet directly following the collaborative team meetings as many of the committee members are also on the collaborative board. It is expected that approximately 8 people will attend each meeting and will be provided lunch at \$9 per person which follows the state per diem rate for Columbia, Missouri. $\$9 \times 8 \text{ members} = \$72/\text{meeting}$. $\$72 \times 6 \text{ meetings} = \$432/\text{grant period}$. It is imperative to our JDAI effort that these sub-committees meet regularly in order to review data and make recommendations to our executive and collaborative team on what reform efforts are needed.

3. **\$64** is being requested to cover meals for two staff to attend three Site Coordinators' meetings which are being planned for the next year. It is expected that each meeting will be held at different locations in Missouri. At this time, the State JDAI Site Coordinator expects these meetings to be held in Columbia, St. Charles, and Jefferson City. The rate for lunch was based on the State per diem rate for Columbia-\$9, St. Charles-\$14, Jefferson City-\$9. The breakdown for each location will be as follows: Columbia-\$9 x 2 staff=\$18; St. Charles-\$14 x 2 staff=\$28; Jefferson City-\$9 x 2

staff=\$18. Attendance at site coordinators' meetings is necessary in order for our circuit to be kept informed as to changing JDAI practices across the state.

4. **\$180** is being requested to cover the cost of lunch and snacks for 20 visitors from new, upcoming JDAI sites when we host a focus visit. This is based on \$9/person x 20 people=\$180. We have been asked by the State JDAI Site Coordinator to host a focus visit for new JDAI sites in this next grant period. We will be sharing information on what worked and did not work for us in our first two years of implementing JDAI in our circuit.

5. **\$105** is being requested to cover materials for when our circuit hosts a focus visit for new upcoming JDAI sites. We have been asked to do this during this next year. We have several photocopies of documents/procedures, etc. that we wish to copy, put into a binder and provide to those in attendance. We will also plan on dividing the binder into our major areas of focus during our two years of being a JDAI site. We would plan to purchase 20 binders at \$4/each for a total of \$80 and then 20 packages of tab dividers at \$1.25/each for a total of \$25.

6. **\$1,000** is being requested to cover the cost of purchasing gift cards from various fast-food restaurants, Wal-mart and movie theatres to be given to youth who are under formal or informal supervision for when they are in compliance with their probation conditions. This should help reduce the number of probation violations as it is believed that if youth are provided with tangible incentives that they will be more motivated to work harder to maintain compliance with their probation conditions. Gift cards would be purchased in varying amounts in order to reinforce compliance from youth at various levels of their supervision as well as based upon progress they are making in supervision. If funding is awarded we would purchase them as follow:

- 50-\$5 gift cards
- 45-\$10 gift cards
- 15-\$20 gift cards

7. **\$27** is being requested to cover the cost of lunch for three staff who will attend training on the JDAI core strategies. It is expected that training will be provided in Springfield, Missouri on a date to be determined and will focus on a particular aspect of one of the core JDAI strategies. For example, special populations could be focused on with the emphasis being on gender specific training. We will plan on sending three of our staff to this training so that we can improve our knowledge of JDAI concepts.

Contractual

Item	Basis for Cost Estimate	Unit Cost	Quantity	% of Funding Requested	Total Cost
Cell Unit-Alternative to Detention	Other	\$5.00	95.0	100.0	\$475.00
ERC-Alternative to Detention	Weekly	\$530.00	44.0	100.0	\$23,320.00
GPS-Alternative to Detention	Other	\$5.25	100.0	100.0	\$525.00
Shelter Care-Alternative to Detention	Other	\$79.85	29.0	100.0	\$2,315.65
					\$26,635.65

Contractual Justification

If contractual or consultant services are not included in the budget, put N/A or leave this section blank.

If contractual or consultant services are included in the budget, provide justification for each expense. Address why each item is necessary for the proposed project and who will benefit from the services.

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

Contractual Justification

All of our contractual requests are to provide detention alternatives to youth who might otherwise be detained for their referring offense as well as for releasing a youth from secure detention and placing them in an alternative to avoid them having to remain in secure detention any longer than need be. The following is a breakdown of cost for each alternative listed that we are requesting funds for:

1. **\$2,315.65** is being requested so that we can contract with a private agency to provide a total of twenty-nine shelter days at the current state of Missouri Emergency Residential care rate of \$79.85/day. Shelter care would be provided for youth who have committed a status or law violation offense, who score in the detention alternative range; have no suitable custodian to release to; the parent or custodian is refusing custody due to their behavior; or they are in need of placement for a short period of time until probation services can be arranged. We have provided shelter care as an alternative to detention since April 1, 2010. We currently have MOU's with three local providers and if approved will plan on extending this agreement with at least two of them. The amount requested for shelter care is based on $\$79.85/\text{day} \times 29 \text{ days} = \$2,315.65$. The estimated number of days is determined by looking at past years usage. From April of 2010 to September 2010, we used 39 days of shelter care and from October 1, 2010 to present, we have only used 5 days. We have had more of a need for shelter care than what has been used since October 1, however we have encountered some problems with our shelter care providers not having beds open for us to use. This has happened on at least three occasions during this period of time. We also feel that shelter care has been underutilized by our deputy juvenile officers and we will be working with them during this grant period to focus more on using this alternative.

2. **\$23,320** is being requested so that we can contract with The Intersection, a local not for profit agency in Boone County that provides supervision and programming to at risk youth. The Intersection has been providing our Evening Reporting Center services since August of 2010. Since August of 2010 to April 30, 2011, we have had 39 youth participate in the program. It is expected that at the end of the current grant year, we will have sent over 50 youth to the program. Of the youth who have participated, we have had 60% complete the program successfully. We currently have a MOU with The Intersection that allows us to send five youth/day, who are provided programming, supervision and a meal five days per week for a total cost of \$270/week. Recently we submitted a budget adjustment requesting that we be able to send ten youth per day for a total cost of \$530/week. We requested to increase the number of youth we are allowed to place at The Intersection because we have for the most part been keeping our five slots per day full and we want to allow some of our much younger youth who are scoring detention on the Juvenile Detention Assessment and who are not age appropriate for detention to attend the ERC. The total amount requested is based off of $\$530/\text{week} \times 44 \text{ weeks}$ that the ERC is expected to be open which totals \$23,320.

In keeping with our year two JDAI implementation goal of increasing availability of and utilization of detention alternatives we are asking for funds to pay for our newest detention alternatives which are the Global Positioning System (GPS) along with the use of cell units to provide electronic monitoring for youth who do not have a land line in their home. We began using these in March and have found that this can become relatively costly for our families and as a result they are reluctant to participate in them because of the cost. Currently, the GPS system costs \$5.25 per day and the cell unit is \$5.00 per day. The three youth that have been on these systems since March are remaining on them for approximately 20+ days at a time, making the cost come to about \$100 for the time they are on the GPS or cell unit. Given how new this program is to us and the limited

use since March, it is difficult to determine how much will be needed to cover the youth placed on GPS or cell unit, who do not have the means to pay. We would request that the Judge or Family Court Commissioner make the final determination on a family's indigency in order to determine who would receive this benefit of having the GPS or cell unit paid for. The breakdown for the costs of the GPS and cell unit alternatives is as follows:

3. \$525 for GPS services for indigent families is figured at \$5.25/day x 100 days=\$525.

4. \$425 for cell unit service for indigent families is figured at \$5.00/day x 95 days=\$475.

Total Budget

Total Project Cost: \$36,566.40

Experience and Reliability

Experience and Reliability *

Provide a description that clearly establishes who is applying for funds. Summarize the services currently being provided by your agency. Do not include every issue the agency addresses, only those that may be impacted by this funding. Include the following:

- *background information about the community you serve;*
- *the geographic location/jurisdiction you plan to serve; and*
- *demographics of the population in the location/jurisdiction served by your agency.*

Provide examples of experiences that support your agency's ability to provide the proposed services. For example:

- *recent accomplishments;*
- *statistical data on youth served;*
- *related services provided by your agency; and*
- *other accomplishments.*

For all applicants, this section should clearly, but briefly, show the agency possesses the necessary skills, experience, and qualifications to achieve success if the proposal is funded.

Please refer to 2011 Title II Funding Opportunity Guidelines for definitions regarding the types of applicants eligible for this funding.

The 13th Judicial Circuit Juvenile Division is comprised of Boone and Callaway counties which are progressive counties located in the center of the state at the crossroads of major east-west and north-south highways. Population growth and prospects for additional growth are placing increasing demands on county government. The 13th Circuit Family Court-Juvenile Division operates within a 2009 U.S Census Bureau estimated population of approximately 200,104. Boone County makes up 156,377 of this population and Callaway 43,727. According to population data provided by OJJDP, youth ages 10-16 made up 8% of the total population within the two counties in 2009. It is expected that this population percentage will remain about the same once the 2010 census data becomes available. Demographics are of an urban, semi-urban, and rural composition with a unique degree of ethnic diversity. Boone and Callaway Counties are the home to a significant number of minority populations, including Asians, American Indian, Hispanic, Latino, African-Americans, in addition to the Caucasian population. Minority youth age 10-16 make up 16% of the 10-16 year old population in Boone and Callaway counties.

The 13th Circuit Juvenile Division is made up of the Boone and Callaway County Juvenile Offices and the Robert L. Perry Juvenile Justice Center. The Boone and Callaway County Juvenile Offices handle all juvenile referrals for the circuit in addition to providing supervision/probation services for youth placed on informal or formal supervision. As part of the referral process, deputy juvenile officers screen all referrals making decisions to release or detain youth; whether or not to work formally or informally with youth referred as well as prepare pre-dispositional reports for youth who have been placed at the Robert L. Perry Juvenile Justice Center for contract evaluations. Deputy juvenile officers are also responsible for facilitating an array of Cognitive Behavioral Intervention programs to youth who are on supervision. Currently, we have eleven deputy juvenile officers, two supervisors and the Juvenile Officer who oversee these services. At present we are down three deputy juvenile officer positions between the Boone and Callaway County Juvenile Offices. Staff at the Robert L. Perry Juvenile Justice Center is responsible for supervising youth who are placed at the center for both detention and placement and seeing that their overall needs are met while placed at the Juvenile Justice Center. They also prepare pre-dispositional reports for youth placed at the center for evaluations as well as prepare certification reports on youth awaiting possible certification. Finally, like deputy juvenile officers, they facilitate an array of Cognitive Behavioral Intervention Programs to youth who are placed at the detention center. Currently there are five caseworkers and two evaluators as well as several program assistants, two supervisors and the Superintendent who oversee these services.

Over the past several years, the 13th Circuit Juvenile Division has been chosen to pilot various projects through the Office of State Courts Administrator due to our prestigious reputation for being committed to improving the Juvenile Justice System. We have been a Fostering Court Improvement Site for the past four years, where we have created a parent education program; conducted case reviews to address timely reunification and implemented various changes in court proceedings in order to achieve permanency sooner for children. We participated in the INotes Project through OSCA which opened the doors to communication with school personnel, etc. Further, the 13th Circuit Juvenile Division has had several programs receive the Missouri Juvenile Justice Association's Award of Excellence. The Victim's Services Program received the award in 2001; Family Therapy Program in 1995; Juvenile Sex Offender Program in 1994; and the Intensive Supervision Program in 1993.

Statement of the Problem

Statement of the Problem*

Clearly define the problem you propose to impact with the project proposed to be funded through Title II. Be specific and only include information relevant to this request.

This section must justify the need for the proposed services outlined in the Methodology section of your proposal. Use local data and other sources of information to define and describe the problem. Link the problem(s) to specific social and environmental factors.

Successful applicants will show a clear need for the proposed programming through a logical, concise, and complete evaluation of:

- *Local data pertaining to the source(s), history, current scope and dimension(s) of the problem;*
- *A definition of the target population (age, gender, educational performance, socioeconomic background, etc.);*
- *The risk and protective factors present within the proposed area of service;*
- *Trend analyses, forecasts, and/or other data relating to the problem(s);*
- *The comparison between available local, regional, and state data (utilizing graphs whenever possible) pertaining to the problem and level of incidence as evidenced by official statistics; (arrest statistics, school records, juvenile court referrals, etc.); and*
- *Current and/or recent local efforts to combat or address the problem and the results of those efforts.*

Please see PDF attachment, "Statement of the Problem Attachment" which is located under other attachments. Our statement of the problem included numerous graphs to display data collected during 2010 which were unable to be copied and pasted into this section without distorting the graphs. The majority of the narrative is tied to information displayed in the graphs and charts.

Program Goals and Objectives

Title II Program Goals and Objectives*

Provide the single, overall, defined goal for this proposed project. Then provide the objectives (activities) that will be implemented in order to support and achieve that goal. Refer to the Performance Based Measures when developing the Goals and Objectives.

A goal is a broad-based statement that reflects an overall end result you are trying to attain. A goal must be clearly stated, realistic, and achievable. A project will usually have one broad based goal.

Example of a Goal:

To reduce the number of juveniles reoffending within the city of ABC.

Example of Supporting Activities:

- 1. To provide after school mentoring services to delinquent youth.*
- 2. Program youth will participate in the proposed site-based mentoring program and after- school academic recovery program.*
- 3. After the first month of services, youth and their families will meet weekly with the community services coordinator to review their progress.*

Goal: To improve the 13th Circuit Juvenile Justice System by successfully completing phase three of the Juvenile Detention Alternatives Initiative.

Supporting Activities:

1. Implement the detention self assessment work plan that was developed in year two and evaluate changes made to detention based off the assessment as well as identify any other areas needing detention reform.
2. Continue working with a collaborative team to monitor and evaluate progress towards JDAI goals.
3. Work with the State DMC Coordinator and our DMC committee to reduce the number of minority referrals received from Boone County schools and law enforcement agencies.
4. Collect and analyze data on the use of detention including but not limited to the average daily population; reasons for detention; length of stay in detention; number of minority youth placed in detention; and demographic information on youth placed in detention.
5. Collect data on the use of the JDTA and evaluate data to steer future detention reforms.
6. Increase the use of detention alternatives for medium risk youth.
7. Participate in a national JDAI model site visit to gain insight and knowledge for the further development of JDAI in the 13th Circuit.
8. Attend the JDAI Inter Site conference in order to hear others progress, what is working and not within other JDAI sites.

Methodology

Methodology*

The Methodology is considered the operational or "who, what, when and how" portion of the proposal. Include the proposed model program and services to be provided through the use of Title II funds. Also include the rationale for this program selection and the anticipated impact it will have on the juvenile issue(s) previously described in the Statement of the Problem.

The model program and the degree of fidelity to the model must be discussed in this section. Key topics to fully address the Methodology may include, but are not limited to:

- *The model program being referenced, the services that will be provided, and a detailed explanation of how all of the components of the model, best, and/or promising practice will be incorporated into the program.*
- *A full description of the services that will be provided by this project*
- *The geographic area to be served by this project*
- *Who will provide and receive services*
- *When the services will be provided*
- *Where the services will be provided*
- *How the services will be provided (include screening, assessment, and/or referral procedures)*
- *The organizations that will assist in the delivery of services and their roles*
- *The impact the program/services will have on your community.*
- *A three month implementation timeline (funded proposals must be operational within 90 days of October 1st)*

The 13th Circuit Juvenile Division agreed to participate in the model program Juvenile Detention Alternatives Initiative (JDAI) in 2009. We finished implementing phase one of the initiative in September, 2010 and since October of 2010 have been working on completing phase two of the initiative. If grant funding is awarded, we plan to further implement the model in our Circuit by implementing phase three.

According to information provided on the JDAI Help Desk Website(www.jdaihelpdesk.org) the JDAI began as a project of the Annie E. Casey Foundation in 1992 with a primary focus of addressing the efficiency and effectiveness of juvenile detention. The identified goals of the JDAI are:

- To decrease the number of youth unnecessarily or inappropriately detained;
- To reduce the number of youth who fail to appear in court or re-offend pending adjudication;
- To redirect public funds towards effective juvenile justice processes and public safety strategies;
- To reduce the disproportionate minority confinement and contact of the juvenile justice system;
- To improve the juvenile justice system overall.

The JDAI has identified eight core strategies that if followed effectively have been proven to "reduce the unnecessary and inappropriate use of detention, reduce costs, increase system fairness and improve the juvenile justice system overall without compromising public safety". The eight core strategies as identified by the JDAI are as follows:

1. Collaboration among juvenile justice agencies, community organizations and other government agencies;
2. The use of data in making policy and case-level decisions;
3. Objective instruments to guide detention decisions;
4. Operation of a continuum of non-secure detention alternatives;
5. Case processing efficiencies to reduce time between arrest and case disposition;
6. Improve conditions of confinement;
7. Safe reductions of special populations(i.e. probations violations, warrants, and cases awaiting placement);
8. Racial/ethnic fairness in policy and case-level decision-making

The JDAI began with a select few number of initial sites to pilot and test the initiative. Of those original sites, four remain as model sites which are as follows: Cook County (Chicago), Illinois; Multnomah County (Portland), Oregon; Santa Cruz County, California; and Bernalillo County (Albuquerque), New Mexico. Each of these sites applied the eight core strategies of detention reform and accomplished tremendous results. In Multnomah County, they reduced their detention population by 65% and developed several alternatives to detention programs as well as developed a risk assessment instrument along with an intake team who reviews all of the detention decisions. In Santa Cruz County, by participating in the JDAI, they lowered the number of youth in their detention center by half and further diverted plans for building a new detention facility which ultimately saved them millions of dollars. Further, Santa Cruz California was able to lower the number of Latino youth being placed in detention as well as other minority youth being detained. Like Multnomah and Santa Cruz County, Bernalillo County reduced its detention population by 44% and reorganized staff and resources to focus on community based treatment programs and less secured detention facilities. Finally, just like the other sites, Cook County showed tremendous success in reducing its detention population from 693 in 1996 to 454 in 2003. They focused on developing alternatives to detention which included Evening Reporting Centers. The State of New Jersey has recently been added as a model JDAI site. They have managed to reduce their annual admissions to detention by 41% and their average daily population by 44%. New Jersey is unique from the other sites in that this is a state-wide initiative and not just county based.

Now there are several courts in the United States implementing the JDAI with nine of those being in Missouri. Missouri also has four original model JDAI sites which are: St. Louis County, St. Louis City, Jackson and Greene County. Since implementing JDAI in these model circuits in Missouri, these sites have lowered their average daily population by 26%; the number of annual admissions by 23% and their average length of stay in detention by 8%.

The 13th Circuit Juvenile Division's plan to further implement the JDAI model would follow the JDAI developmental milestones and tasks identified in the JDAI Starter Kit for year three, a copy of which is attached hereto and incorporated by reference.

Step One: Collaboration-Conduct an assessment of year two implementation efforts and provide this information to collaborative team. Formally develop a work plan for year three which includes

continued JDAI training for detention and probation staff as well as conducting at least one model site visit; attendance at Site Coordinator's meetings and attendance at the inter-site conference to further our development of JDAI in our circuit. Continue working with current collaborative team as well as recruit further collaborative team members to ensure diversity.

Step Two: Data-Complete monthly and quarterly management and statistical reports which collect relevant JDAI information and share said reports with executive and collaborative team as well as probation and detention staff. Use data to inform executive team on necessary policy changes as well as dig deeper into data obtained in order to analyze targeted populations, specifically youth of color.

Step Three: Objective Admission Policies and Practices-Continue using the JDTA instrument to objectively determine the use of detention. Develop procedures for when Law Enforcement brings youth to detention. Assess the implementation and outcomes of the JDTA by completing data to be analyzed on a quarterly basis.

Step Four: Alternatives to Detention-Make sure that our alternatives to detention are responsive to youth needs and that we serve those youth who would otherwise be detained. Collection of data on the use of alternatives including demographic information on youth placed on detention alternatives; geographic profiles of youth referred for detention; and implementation and outcomes of youth on detention alternatives. Finally, we will work on further development of detention alternatives based on youth needs in our circuit.

Step Five: Case processing-Make sure that cases are processed in a fair and efficient manner by following recommendations from the case processing analysis completed in year two by the case processing sub-committee. Write policy and procedures based off these recommendations including running monthly reports which show average length of stay by gender, offense and race.

Step Six: Special Detention Cases- Ensure that policies and practices are followed to reduce and monitor the use of detention for special detention cases, such as youth being detained due to technical probation violations as well as female offenders being detained due to having no other options. Ensure that there is proper management oversight on warrant requests and increased efforts to locate youth and maintain compliance with supervision conditions prior to warrants being issued.

Step Seven: Conditions of Confinement-Complete a second self-assessment of detention once detention reform has occurred from initial self-assessment. Provide training on best practices for detention operations.

Step Eight: Racial/Ethnic Disparities & DMC-Develop a plan to help all staff understand how daily decisions might impact racial/ethnic disparities. Provide training on disparities and disproportionality to staff on a regular basis. Continue data collection that is disaggregated by race/gender/ethnicity.

In summary, if funding is awarded, youth who are taken into custody and referred to the Boone and Callaway County Juvenile Offices for possible detention will be served under this program by being administered the Missouri Juvenile Detention Assessment by deputy juvenile officers from either Boone or Callaway County prior to them being detained, released or placed on a detention alternative. It is expected that the instrument's recommendation will be followed unless an override is authorized by administrative staff. The use of the sanctions grid and positive incentives grid are needed to help us reduce the number of youth placed in detention for probation violations. Due to youth scoring in the detention alternative range, the detention alternatives are needed to prevent youth from having to go to detention and for the community's protection. We will also work with our collaborative team and other sub-committees to ensure that minority youth are not overly represented in detention or in the referral process as well as work to ensure our detention center provides a safe, secure environment for residents as well as meets their educational and programming needs. Finally, in addition to the above noted services, if funding were granted we would use funds to provide lunch to our collaborative team and sub-committee teams who will help us reach the milestones outlined above for phase three of the JDAI Implementation. We will also attend the Inter-Site conference and visit a Model JDAI site in order to learn from others and to share materials that have been developed that would prove useful to us as we implement phase three of JDAI in our circuit.

First Three Month Implementation Time Line:

Task to be completed:	Date task to be completed by:
Hold a Collaborative Team Meeting	October, 2011
DMC/Detention Programming Committee Meeting	November, 2011
Complete 2011 data report	December, 2011
Share 2011 Data Report with Collaborative Team	January, 2011

Coordination of Services

Coordination of Services*

Explain how this applicant agency will collaborate with other service providers in the community that serve the target

population.

For example,

- *Who are other service providers in the community?*
- *How will the applicant agency avoid service duplication?*
- *How will referrals be obtained and shared?*
- *Does the applicant agency have formal agreements in place with these other services providers?*
- *Will the applicant agency set up formal agreements with the other services providers?*

And so forth.

Services under this grant continue to be coordinated with our State JDAI coordinator who is through OSCA and the AECF as well as our local law enforcement agencies, county commissioners, school and mental health personnel. We have current Memorandums of Understanding with three local residential facilities, Coyote Hills, Rainbow House and Prenger Family Center, to provide emergency shelter care and we have a Memorandum of Understanding with The Intersection, a not for profit agency who provides our Evening Reporting Services. We have also began working with MJJA’s State DMC Coordinator, Carolyn Kampeter. If these services are approved again for funding, this coordination of service will continue. We also have representatives from some of the school districts in addition to law enforcement, mental health and Division of Youth Services on our collaborative team. Service duplication will be avoided as the services to be provided focus on JDAI and mostly change the way the 13th Circuit makes decisions to detain youth. Other efforts to coordinate services will be to continue to work with Division of Youth Services for the purpose of sharing resources.

Performance Measures - Outcomes

Title II Purpose Areas:	Title II Performance Measures Outcomes:
Alternatives to Detention (JDAI)	Percent change in the ADP in secure detention-Long Term
Alternatives to Detention (JDAI)	Percent change of ALOS in secure detention-Short Term
Alternatives to Detention (JDAI)	Percent change in the ADP in secure detention-Short Term
Alternatives to Detention (JDAI)	Percent change of ALOS in secure detention-Long Term
Alternatives to Detention (JDAI)	MANDATORY-Number and percent of program youth completing program requirements-Mandatory-Short Term

Performance Measures - Outputs

Title II Purpose Areas	Title II Performance Measure Outputs
Alternatives to Detention (JDAI)	Number and percent of program youth receiving RAI
Alternatives to Detention (JDAI)	Number of hours of program staff training provided
Alternatives to Detention (JDAI)	MANDATORY-Number of Youth Served-Mandatory

Program Evaluation

Performance Based Measurement (Program Evaluation)*

Restate the Goal, Objectives, and Performance Measures for this project. For each, indicate the procedures to be utilized by your agency to collect and report on the data necessary to measure the progress and success of the project. Keep in

mind that the Performance Measures are set by the Office of Juvenile Justice and Delinquency Prevention and that data must be collected on a continuous basis and reported to the Department of Public Safety monthly.

Goal: To improve the 13th Circuit Juvenile Justice System by successfully completing phase three of the Juvenile Detention Alternatives Initiative.

Supporting Activities:

1. Implement the detention self assessment work plan that was developed in year two and evaluate changes made to detention based off the assessment as well as identify any other areas needing detention reform.
2. Continue working with a collaborative team to monitor and evaluate progress towards JDAI goals.
3. Work with the State DMC Coordinator and our DMC committee to reduce the number of minority referrals received from Boone County schools and law enforcement agencies.
4. Collect and analyze data on the use of detention including but not limited to the average daily population; reasons for detention; length of stay in detention; number of minority youth placed in detention; and demographic information on youth placed in detention.
5. Collect data on the use of the JDTA and evaluate data to steer future detention reforms.
6. Increase the use of detention alternatives for medium risk youth.
7. Participate in a national JDAI model site visit to gain insight and knowledge for the further development of JDAI in the 13th Circuit.
8. Attend the JDAI Inter Site conference in order to here others progress, what is working and not within other JDAI sites.

PERFORMANCE MEASURES	
PERFORMANCE OUTPUT MEASURES	
Expected Output Measure	How data will be collected and reported
Number of program youth served: an average of 30 youth per month for a total of 360 youth served	Data will be kept on the number of youth that are presented for detention each month where the deputy juvenile officer has in person contact and completes the JDTA
Number of hours of program staff training provided: 14 hours of training will be provided to staff during the grant period.	The number of training opportunities, the length of the training and number of staff who attended will be kept.
Number and percent of program youth receiving RAI: 100% of youth presented for detention will be assessed using the Missouri RAI(JDTA)	Monthly we will report the number of youth who were assessed using the JDTA.
PERFORMANCE OUTCOME MEASURES	
Expected Outcome Measure	How data will be collected and reported
Number and percent of program youth completing program requirements: 360 youth or 100% will complete the program successfully	We will keep track of the number of youth served under our program each month as well as how many were released or terminated from services.
Percent change in the Average Daily Population in secure detention (long and short): the percent change in average daily	Daily population reports will be kept for each month. The daily population will be reported for each month along with the percent change

population for 13 th Circuit youth will be no greater than a 10% increase.	from the previous year's average daily population. End of the year change will also be provided at the close of the grant year.
Percent change of Average Length of Stay in secure detention (long and short): the percent change in average length of stay in secure detention for 13 th Circuit youth will be no greater than a 10% increase.	Records will be kept on the number of days each youth remains on detention. This number will be compared to numbers from the previous year. We will report the average length of stay for kids each month and at the end of the grant period, the percent change from the previous year.

***All data collected will be disaggregated by race/sex/age/type of offense.**

Program Sustainability

Program Sustainability*

Title II grant awards are defined by OJJDP as "seed money" for new and innovative programs at the state, regional, and local levels. New applicants must develop a sustainability plan that includes no more than up to three years of federal funding. At the conclusion of federal funding, it is expected that subgrantees will continue the Title II programming even if it is only at a reduced level. Applicants must explain what steps will be taken to sustain this program after the three-year cycle of the grant. Renewal applicants must submit an updated Sustainability Plan.

Applicants must provide narrative information on their history of sustaining any Title II grant-funded program previously funded through the Department of Public Safety. Additionally, utilizing a table format, applicants must list grants received from the Department or other funding sources and provide details for each program indicating if it was or is currently being sustained.

The 13th Circuit Juvenile Division has participated in several prior grant funding opportunities under the Title II, JAIBG, and JABG grant funds. Specifically within prior Title II funded projects we have sustained our gender specific program by adopting the Cognitive Behavioral Intervention WINGS program which is a gender specific program for girls. Substance Abuse Intervention Services are also being provided by the utilization of our Cognitive Behavioral Program entitled Why Can't I Stop as well as through services provided by Pathways and Preferred Family Health Center. The Juvenile Drug Court program is no longer in existence. Further, we have applied for and received prior grant funding from the Office of State Court's Administrator in the areas of Multi-Disciplinary Training in Abuse and Neglect cases as well as grant funds under Juvenile Delinquency Prevention Programs/Services. Finally we have received funds from the Department of Youth Services under their Youth, Family and Community JCD grant project. The table below outlines some of our prior grant funding projects and successes related to those projects as well as our sustainability of these programs:

Grant Period	Source	Services Provided	Outcomes	Sustainability
1999-2011	JABG	A variety of services have been provided over the years through this grant source. The primary construction of the art building at the RLPJJC along	In each of these grant periods, the 13 th Circuit met or exceeded expectations.	Funds for the legal assistant have been allocated into our personnel budget; many of these items were purchased and continue to be maintained at the RLPJJC, BCJO, and CCJO.

		with the Art Instructor's salary; computer lab, fitness center and security cameras at the center. Addition of a legal assistant in the Boone County Juvenile Office; purchase of digital video camera; drug testing; video conferencing purchase; SASSI and music program at the RLPJJC and the purchase of resource materials that have been used in programming; Intensive Supervision Services; purchase of laptops and vehicles.		
1998-2009	Title II	Substance Abuse Intervention Services; Gender specific services and Drug Court Program.	In each of these grant periods, the 13 th Circuit met or exceeded expectations.	The Substance Abuse Intervention Services are continuing at this time and Gender Specific Services continued for several years after grant funding ended. We have since changed our gender specific services to the CBI WINGS program which is currently being provided to female offenders.
Grant Period	Source	Services Provided	Outcomes	Sustainability
1995-1999	DYS JCD Funds	Officers were assigned to supervise a young offender caseload.	In each of these grant periods, the 13 th Circuit met or exceeded expectations	Services are still being provided that are specific to child offenders-Options to Anger and Thinking for a Change.
2001-2011	DYS JCD Funds	Two deputy juvenile officer positions	In each of these grant periods, the 13 th Circuit met or exceeded expectations.	Service is still being provided.
2002-2011	DYS JCD Funds	Family therapist	In each of these grant periods, the 13 th Circuit met or exceeded expectations.	Service is still being provided.
2006-2011	OSCA	Mult-disciplinary training for Child	In each of these grant periods, the 13 th	These are one year grants, specific for training

		Abuse/Neglect cases	Circuit met or exceeded expectations.	opportunities.
2008-2009	OSCA	Restitution Coordinator position	We met or exceeded expectations for this funding cycle.	Funding was extended for us for an additional six month period, however funding has ended. We now have a program assistant who has assumed this role.

If funding is awarded for this program, it is expected that we will not have difficulty sustaining the program, as many of the costs are one time costs with the intent to familiarize agencies with the JDAI. The only areas in the grant application that we will have to work to sustain would be funding for our detention alternatives and positive incentives. If these alternatives continue to be successful, resources would be examined from our existing budget or other funds would be used to sustain them as an alternative to detention. For incentives, we could rely on donations or other grant funding sources to assist in maintaining our use of tangible positive incentives.

Non-Supplanting Statement

Non-Supplanting*

Address the issue of supplanting as it pertains to this grant application.

Supplanting applies to public, governmental, and non-profit agencies. If you are requesting funds for existing costs not covered previously through Title II funds, address in detail how using the proposed Title II funds for the existing costs would not constitute supplanting. These federal funds are not intended to replace local funds or other state/federal funds.

Provide enough information to ensure that the reviewer knows that you have a thorough understanding of supplanting.

This funding will not supplant existing funding. We acknowledge that federal funds will be used to supplement existing funds and not substitute or replace local or state funds that have been appropriated or would otherwise be spent for the same purpose.

Audit Requirements

Date last audit was completed: 6/28/10
 Date(s) covered by last audit: 1/1/2009-12/31/2009
 Last audit performed by: Rubin Brown LLP
 Phone number of auditor: 314-290-3300
 Date of next audit: 6/30/11
 Date(s) to be covered by next audit: 1/1/2010-12/31/2010
 Next audit will be performed by: Rubin Brown LLP

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

The Federal Amount refers to funds received directly from the Federal Government or federal funds passed through state agencies.

The State Amount refers to funds received directly from the State of Missouri, not including federal pass-thru funds.

Federal Amount: \$2,154,000.00
State Amount: \$2,685,000.00

Required Attachments

Attachment	Description	File Name	Type
Organizational Chart(s)	Organizational Chart for JJC and Juvenile Office	Organization Chart Attachment.ppt	ppt
Job Description(s), (if applicable)			
2 Letters of Support			
Resume(s) (if applicable)			
Memorandum(s) of Understanding (if applicable)			
Model Program Information			
Current Copy of 501(c)(3) (if applicable)			
Board of Directors Contact Information (if applicable)			

Other Attachments

File Name	Description
Statement of the Problem Attachment.doc	Statement of the Problem attachment.

Application Certified Assurances Form

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

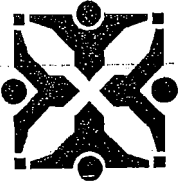
Title II Certified Assurances

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

I have read and agree to the terms and conditions of the Juvenile Accountability Block Grant. Yes

Your typed name as the applicant authorized official, in lieu of signature, represents your legally binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. You must include your title, full legal name, and the current date.

Title: Presiding Commissioner
Authorized Official Name: Edward H. Robb
Date: 05/30/2011



CITY OF COLUMBIA, MISSOURI



POLICE DEPARTMENT

June 1, 2011

Nancy Capps
Missouri Department of Public Safety
Office of the Director
Truman State Office Building, Room 870
301 West High Street
P.O. Box 749
Jefferson City, Missouri 65102-0749

Dear Ms. Capps:

Please accept this letter of support for the 13th Circuit Juvenile Division's application for Title II Grant funding. I have been an active participant on their JDAI collaborative board since December of 2009. I have participated in the Detention Self Assessment and observed how hard they worked to address recommended areas of detention reform. As a collaborative team member, I have been kept informed of their JDAI endeavors as well as been provided with progress reports which reflect the data they have been keeping on their use of the JDTA as well as detention. I am interested in continuing to follow their progress and look forward to the continued collaboration between our agencies.

In closing, I highly recommend that you continue funding the 13th Circuit's Juvenile Detention Initiative Program. The work they do for our youth in the community is overwhelming. If I could provide you with any additional information please do not hesitate to contact me.

Sincerely,

Stephen Monticelli
Deputy Police Chief
Columbia Police Department



MISSOURI JUVENILE JUSTICE ASSOCIATION

..... promoting justice for children, youth and families

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Executive Director
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DMC Coordinator
Carolyn Kampeter

Development Specialist
Patty Hasselbring

Executive Assistant
Lisa DeBroeck

May 24, 2011

Marcia Hazelhorst
Robert L. Perry Juvenile Justice Center
5665 Roger I. Wilson Memorial Drive
Columbia, Missouri 65202

On behalf of the Missouri Juvenile Justice Association (MJJA), I am offering this letter of support for the 13th Judicial Circuit, JDAI (Juvenile Detention Alternatives Initiative) Title II grant proposal.

The 13th Circuit has made great progress in providing alternatives to detention for youth, and MJJA supports them in continuing this valuable work. Valuable programs, such as Shelter Care and Evening Reporting Center, have been set up to give youth the best possible chance to improve their lives and become contributing members of society.

MJJA is partnering with the 13th Circuit on their Disproportionate Minority Contact (DMC) initiative, specifically. The foundation has been built and the work will continue to ensure that all youth are treated fairly from a community perspective. This grant will enhance and continue that work.

MJJA looks forward to working with the 13th Circuit to further the goals of the project and to assure the well-being of Missouri's children.

Sincerely,

Carolyn Kampeter
DMC Coordinator

13th Circuit Juvenile Division

Memorandum of Understanding

The undersigned hereby agree that certain juveniles, as determined by the Missouri Juvenile Detention Assessment Form, will be considered for placement at Coyote Hill. Further, it is understood that the juvenile's placement is voluntary and the Juvenile Officer is not responsible for any actions of the juvenile or juvenile's parents. It is agreed that staff from the Juvenile Office, a law enforcement agency or other adult approved by the Juvenile Office will transport youth to Coyote Hill located at: 9501 Coyote Hill Road, Harrisburg, Mo 65256; Phone # 573-874-0179.

Those youth appropriate for Shelter care as an alternative to detention:

- ✓ Youth 10-16 years of age
- ✓ Youth scoring within the range that qualifies for release or an alternative to detention based on the Missouri Juvenile Detention Assessment form.

The following youth are NOT appropriate for the Shelter care bed as an alternative to detention:

- ✓ Youth that are referred for a sexual offense or have had prior legally sufficient referrals for sexual offending behavior
- ✓ Youth who are at the time of the referral under the influence of drugs/alcohol
- ✓ Youth that are referred for felony crimes against person offenses
- ✓ Youth that are out of state runaways/missing persons

The 13th Circuit Juvenile Division agrees to:

- ✓ Dependent on Grant Funding awarded through an OJDDP and Mo Department of Public Safety, Title II Formula Grant to provide payment of \$79.85 per day, effective October 1, 2010, and continuing through September 30, 2011. "Day" being defined as 12:00 a.m. through 11:59 p.m. It is agreed that payment would be requested for the first day of placement and would not be requested for the discharge day, provided departure occurred before 11:00 a.m. on the day of discharge.
- ✓ Payment will allow the 13th Circuit Juvenile Division to have access to a shelter care bed upon request and availability of said shelter care bed
- ✓ Provide a written referral including a copy of the Missouri Juvenile Detention Assessment prior to the utilization of the shelter care bed
- ✓ Provide 24 hour consultation with a Deputy Juvenile Officer for any questions or concerns resulting from the placement of youth. **Weekdays between 8:00 a.m.**

and 5:00 p.m. staff may be reached at 573-886-4200(Boone), 573-642-7992(Callaway) and after 5:00 p.m. evenings, weekends and holidays staff for both counties can be reached at 573-886-4450

- ✓ Develop an exit strategy for the youth
- ✓ Provide, by fax a written request to release youth. Release document will include designated custodian or person to whom the juvenile may be released with anticipated date and time of release.

Coyote Hill will:

- ✓ Provide a point of contact with phone number for the access and referral process
 - During business day 573-874-0179 to 1) Bill Atherton
 - After 5:00 p.m., weekends and holidays 573-808-6588 to Bill Atherton.
- ✓ Agree to accept male or female youth referred by the 13th Circuit Juvenile Division that meet the above criteria and provided shelter care bed(s) is available
- ✓ Have the right to refuse to admit youth whom they feel do not meet the above criteria
- ✓ Youth placed in the shelter care bed will be eligible for all treatment and services provided by Coyote Hill to include, but not limited to: nursing services, medical services, health assessment, mental health assessment, visitation, school (as appropriate); service coordination services, orientation and screening process to include behavioral/educational assessment and psychological evaluation and any other services provided to clients of Coyote Hill that would sustain a successful reunification to any alternative community placement.
- ✓ Provide a monthly itemized statement that includes the billing for the cost of the bed, dates of utilization of shelter care bed(s), names of youth utilizing bed, date and time of discharge and release.
- ✓ Maintain separate and confidential files for youth referred under this contract.
- ✓ Maintain custody of youth and comply with the written request for release.
- ✓ Group email notification will be provided upon shelter care bed(s) being unavailable. Those included in this email group would be: Rick Gaines, Cindy Garrett, and Tara Eppy. List of email addresses will be provided.
- ✓ Upon release from placement, Coyote Hill will provide a copy of all paperwork, to include any assessments, evaluations, examinations, reports and notes pertaining to juvenile and/or the juvenile's family, done during placement

Rick Gaines, Juvenile Officer
13th Circuit Juvenile Division
Date: _____

Larry McDaniel, Director
Coyote Hill
Date: _____

13th Circuit Juvenile Division

Memorandum of Understanding

The undersigned hereby agree that certain juveniles, as determined by the Missouri Juvenile Detention Assessment Form, will be considered for placement at Prenger Family Center. Further, it is understood that the juvenile's placement is voluntary and the Juvenile Officer is not responsible for any actions of the juvenile or juvenile's parents. It is agreed that staff from the Juvenile Office, a law enforcement agency or other adult approved by the Juvenile Office will transport youth to Prenger Family Center located at: 400 Stadium Drive, Jefferson City Missouri 65101; Phone # 573-636-5177.

Those youth appropriate for Shelter care as an alternative to detention:

- ✓ Youth 10-16 years of age
- ✓ Youth scoring within the range that qualifies for release or an alternative to detention based on the Missouri Juvenile Detention Assessment form.

The following youth are NOT appropriate for the Shelter care bed as an alternative to detention:

- ✓ Youth that are referred for a sexual offense or have had prior legally sufficient referrals for sexual offending behavior
- ✓ Youth who are at the time of the referral under the influence of drugs/alcohol
- ✓ Youth that are referred for felony crimes against person offenses
- ✓ Youth that are out of state runaways/missing persons

The 13th Circuit Juvenile Division agrees to:

- ✓ Dependent on Grant Funding awarded through an OJDDP and Mo Department of Public Safety, Title II Formula Grant to provide payment of \$79.85 per day, effective October 1, 2010, and continuing through September 30, 2011. "Day" being defined as 12:00 a.m. through 11:59 p.m. It is agreed that payment would be requested for the first day of placement and would not be requested for the discharge day, provided departure occurred before 11:00 a.m. on the day of discharge.
- ✓ Payment will allow the 13th Circuit Juvenile Division to have access to a shelter care bed upon request and availability of said shelter care bed
- ✓ Provide a written referral including a copy of the Missouri Juvenile Detention Assessment prior to the utilization of the shelter care bed
- ✓ Provide 24 hour consultation with a Deputy Juvenile Officer for any questions or concerns resulting from the placement of youth. **Weekdays between 8:00 a.m.**

and 5:00 p.m. staff may be reached at 573-886-4200(Boone), 573-642-7992(Callaway) and after 5:00 p.m. evenings, weekends and holidays staff for both counties can be reached at 573-886-4450

- ✓ Develop an exit strategy for the youth
- ✓ Provide, by fax a written request to release youth. Release document will include designated custodian or person to whom the juvenile may be released with anticipated date and time of release.

Prenger Family Center will:

- ✓ Provide a point of contact with phone number for the access and referral process
 - During business day 573-636-5177 to 1) Danny Emerson , 2) David Boucher
 - After 5:00 p.m., weekends and holidays 573-636-5177 to 1) Danny Emerson, 2) David Boucher
- ✓ Agree to accept male or female youth referred by the 13th Circuit Juvenile Division that meet the above criteria and provided shelter care bed(s) is available
- ✓ Have the right to refuse to admit youth whom they feel do not meet the above criteria
- ✓ Youth placed in the shelter care bed will be eligible for all treatment and services provided by Prenger Family Center to include, but not limited to: nursing services, medical services, health assessment, mental health assessment, visitation, school (as appropriate), service coordination services, orientation and screening process to include behavioral/educational assessment and psychological evaluation and any other services provided to clients of Prenger Family Center that would sustain a successful reunification to any alternative community placement.
- ✓ Provide a monthly itemized statement that includes the billing for the cost of the bed, dates of utilization of shelter care bed(s), names of youth utilizing bed, date and time of discharge and release.
- ✓ Maintain separate and confidential files for youth referred under this contract.
- ✓ Maintain custody of youth and comply with the written request for release.
- ✓ Group email notification will be provided upon shelter care bed(s) being unavailable. Those included in this email group would be: Rick Gaines, Cindy Garrett, and Tara Eppy. List of email addresses will be provided.
- ✓ Upon release from placement, Prenger Family Center will provide a copy of all paperwork, to include any assessments, evaluations, examinations, reports and notes pertaining to juvenile and/or the juvenile's family, done during placement

Rick Gaines, Juvenile Officer
13th Circuit Juvenile Division
Date: _____

Michael Couty, Court Administrator
Prenger Family Center
Date: _____

13th Circuit Juvenile Division

Memorandum of Understanding

The undersigned hereby agree that certain juveniles, as determined by the Missouri Juvenile Detention Assessment Form, will be considered for placement at Rainbow House. Further, it is understood that the juvenile's placement is voluntary and the Juvenile Officer is not responsible for any actions of the juvenile or juvenile's parents. It is agreed that staff from the Juvenile Office, a law enforcement agency or other adult approved by the Juvenile Office will transport youth to Rainbow House located at: 1611 Towne Drive, Columbia Missouri 65202; Phone # 573-474-6600.

Those youth appropriate for Shelter care as an alternative to detention:

- ✓ Youth 10-16 years of age
- ✓ Youth scoring within the range that qualifies for release or an alternative to detention based on the Missouri Juvenile Detention Assessment form.

The following youth are NOT appropriate for the Shelter care bed as an alternative to detention:

- ✓ Youth that are referred for a sexual offense or have had prior legally sufficient referrals for sexual offending behavior
- ✓ Youth who are at the time of the referral under the influence of drugs/alcohol
- ✓ Youth that are referred for felony crimes against person offenses
- ✓ Youth that are out of state runaways/missing persons

The 13th Circuit Juvenile Division agrees to:

- ✓ Dependent on Grant Funding awarded through an OJDDP and Mo Department of Public Safety, Title II Formula Grant to provide payment of \$79.85 per day, effective October 1, 2010, and continuing through September 30, 2011. "Day" being defined as 12:00 a.m. through 11:59 p.m. It is agreed that payment would be requested for the first day of placement and would not be requested for the discharge day, provided departure occurred before 11:00 a.m. on the day of discharge.
- ✓ Payment will allow the 13th Circuit Juvenile Division to have access to a shelter care bed upon request and availability of said shelter care bed
- ✓ Provide a written referral including a copy of the Missouri Juvenile Detention Assessment prior to the utilization of the shelter care bed
- ✓ Provide 24 hour consultation with a Deputy Juvenile Officer for any questions or concerns resulting from the placement of youth. **Weekdays between 8:00 a.m.**

and 5:00 p.m. staff may be reached at 573-886-4200(Boone), 573-642-7992(Callaway) and after 5:00 p.m. evenings, weekends and holidays staff for both counties can be reached at 573-886-4450

- ✓ Develop an exit strategy for the youth
- ✓ Provide, by fax a written request to release youth. Release document will include designated custodian or person to whom the juvenile may be released with anticipated date and time of release.

Rainbow House will:

- ✓ Provide a point of contact with phone number for the access and referral process
 - During business day 573-474-6600 to 1) Kristi Turner, 2) Jan Stock
 - After 5:00 p.m., weekends and holidays 573-474-6600 to house parent on duty.
- ✓ Agree to accept male or female youth referred by the 13th Circuit Juvenile Division that meet the above criteria and provided shelter care bed(s) is available
- ✓ Have the right to refuse to admit youth whom they feel do not meet the above criteria
- ✓ Youth placed in the shelter care bed will be eligible for all treatment and services provided by Rainbow House to include, but not limited to: nursing services, medical services, health assessment, mental health assessment, visitation, school (as appropriate), service coordination services, orientation and screening process to include behavioral/educational assessment and psychological evaluation and any other services provided to clients of Rainbow House that would sustain a successful reunification to any alternative community placement.
- ✓ Provide a monthly itemized statement that includes the billing for the cost of the bed, dates of utilization of shelter care bed(s), names of youth utilizing bed, date and time of discharge and release.
- ✓ Maintain separate and confidential files for youth referred under this contract.
- ✓ Maintain custody of youth and comply with the written request for release.
- ✓ Group email notification will be provided upon shelter care bed(s) being unavailable. Those included in this email group would be: Rick Gaines, Cindy Garrett, and Tara Eppy. List of email addresses will be provided.
- ✓ Upon release from placement, Rainbow House will provide a copy of all paperwork, to include any assessments, evaluations, examinations, reports and notes pertaining to juvenile and/or the juvenile's family, done during placement

Rick Gaines, Juvenile Officer
13th Circuit
Date: _____

Jan Stock, Director
Rainbow House
Date: _____

Shelter Care Bed Referral Process

1. When a youth is presented for detention and the Deputy Juvenile Officer has in person contact with the youth, the responding Deputy Juvenile Officer will complete the JDTA.
2. If the youth scores in the detention alternative range or release, and is deemed appropriate for utilization of shelter care, the responding Deputy Juvenile Officer will obtain consent from the parent/custodian and juvenile to place the youth in shelter care at one of the following approved shelter care sites: Coyote Hill, Rainbow House, Prenger Family Center.
3. Upon obtaining consent, the Deputy Juvenile Officer will complete the admission inquiry form.
4. Once the admission inquiry form has been completed, the Deputy Juvenile Officer will contact a shelter care site nearest to the youth's residence provided the residence is in Boone or Callaway County. Out of jurisdiction youth in need of shelter care will be placed at the shelter care site nearest to the location the youth is taken into custody at.
5. Once accepted at a shelter care placement, the deputy juvenile officer will complete that facility's referral packet with the parent/custodian and obtain all necessary signatures authorizing the voluntary placement, including the Juvenile Officer's consent to participate in shelter care.
6. The Deputy Juvenile Officer will request the parent/custodian provide all medication that the youth is currently taking as well as at least three changes of clothing.
7. The Deputy Juvenile Officer will make a copy of the referral packet as well as the JDTA form to be given to the shelter care site upon the youth's arrival.
8. The Deputy Juvenile Officer will then arrange for the youth to be transported to the shelter care site. **Note: The parent is not to transport the youth.**
9. The Deputy Juvenile Officer will establish contact with the youth and parents within 24 hours of placement (excluding Saturdays, Sundays and legal holidays) to discuss possible probation services.
10. Within 48 hours (excluding Saturdays, Sundays and legal holidays), the deputy juvenile officer will have a proposed exit strategy for the youth, reviewed and signed by a supervisor with a proposed release date.
11. Within 72 hours (excluding Saturdays, Sundays and legal holidays) the deputy juvenile officer will either have a signed informal adjustment agreement or will have completed the necessary paperwork for formal case processing.
12. The deputy juvenile officer will fax a written request to release youth to the shelter care site prior to the release date. The Release document should include designated custodian or person to whom the juvenile may be released with anticipated date and time of release.

Shelter Care Contact Numbers:

Coyote Hill

Contact: Bill Atherton

Business Hours: 573-874-0179

Evenings/Weekends: 573-808-6588

Fax 573-875-0510

Rainbow House

Contact: 1) Kristi Turner 2) Jan Stock 3) House Parent

All hours: 573-474-6600

Fax 573-474-5992

Prenger Family Center

Contact: 1) Danny Emerson 2) David Boucher

All hours: 573-636-5177

Fax 573-634-5162

13th Circuit Boone County Juvenile Division

Memorandum of Understanding

The undersigned hereby agree that certain juveniles, as determined by the 13th Circuit Boone County Juvenile Division will be considered for attendance at the Evening Reporting Center located at The Intersection at 7 East Sexton Road, Columbia, Missouri 65203.

Those youth appropriate for the Evening Reporting Center as an alternative to detention:

- ✓ Youth 10-16 years of age
- ✓ Youth who are in post-filing/pre-adjudication status or post adjudication
- ✓ Youth who have parent consent/cooperation

The following youth are NOT appropriate for the Evening Reporting Center as an alternative to detention:

- ✓ Youth that have pending referrals for felony against person
- ✓ Youth who have referrals for sexual offenses unless they have successfully completed treatment
- ✓ Youth who have weapon offense

The 13th Circuit Juvenile Division agrees to:

- ✓ Dependent on Grant Funding awarded through an OJDDP and Mo Department of Public Safety, Title II Formula Grant to provide payment of \$270 per week, effective October 1, 2010, and continuing through September 30, 2011. "Week" being defined as Monday through Friday, except major holidays.
- ✓ Payment will allow the 13th Circuit Juvenile Division to send up to five youth per day to the Intersection for supervision, tutoring, programming and a daily meal.
- ✓ Provide a written referral to The Intersection with appropriate contact information prior to sending a youth to The Intersection
- ✓ Designate a Deputy Juvenile Officer as the point of contact for the Boone County Juvenile Office who will be responsible for monitoring youth who attend The Intersection:
 - Richard Brobst, 886-4200, Monday-Friday
- ✓ Ensure that each day The Intersection is open and the Juvenile Division has youth placed there for the Evening Reporting Center, a Deputy Juvenile Officer or other designated person will come to The Intersection and check attendance and address any issues youth attending from the Juvenile Office are having.
- ✓ Provide 24- hour consultation with a Deputy Juvenile Officer for any questions or concerns resulting from placement of a youth at The Intersection. Weekdays

- between 8:00 a.m. and 5:00 p.m. staff may be reached at 573-886-4200 after 5:00 p.m. evenings, weekends and holidays staff can be reached at 573-886-4450.
- ✓ Provide a written notice of release from the Evening Reporting Center to the Intersection upon the Court's decision to release

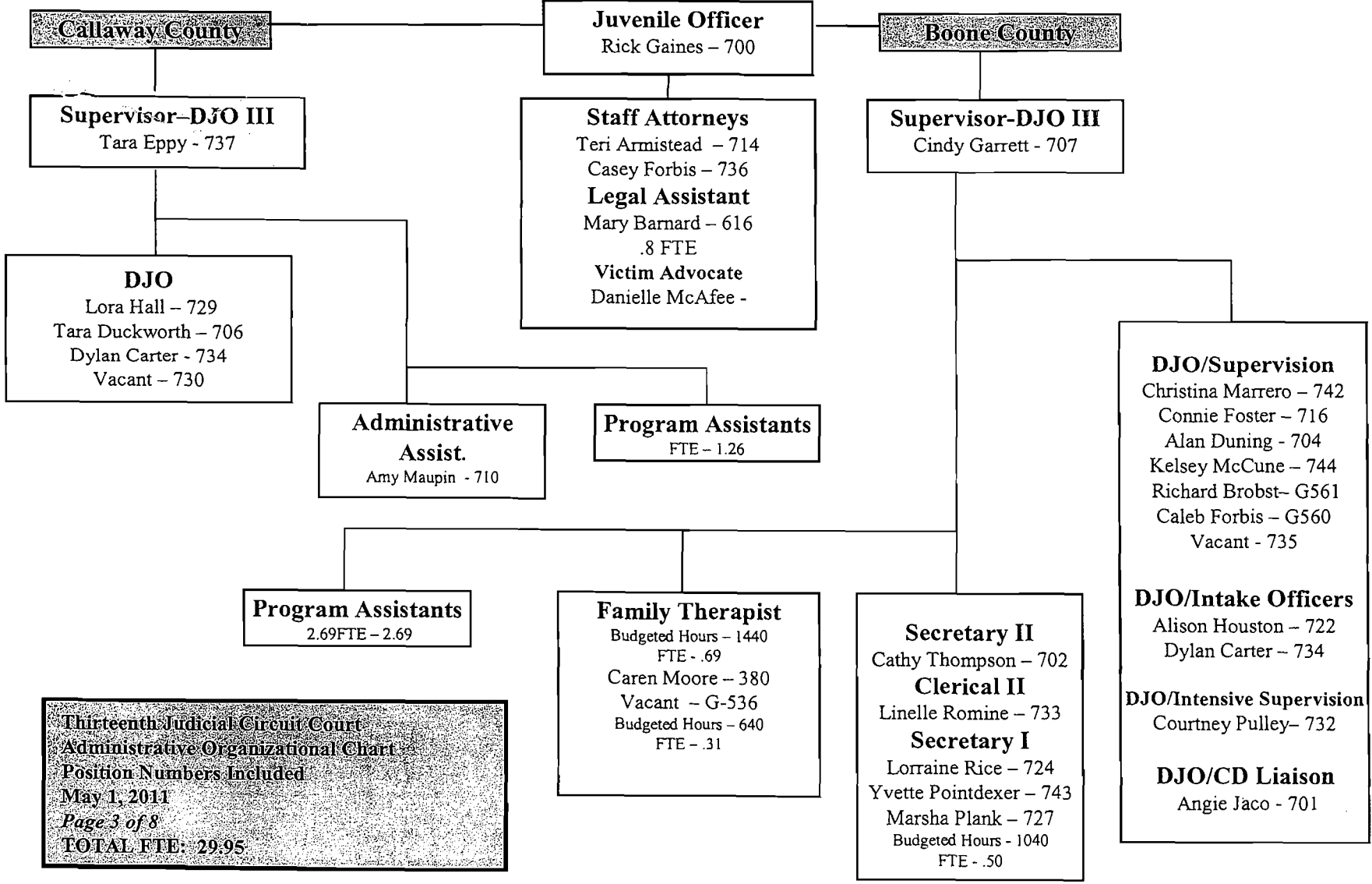
The Intersection will:

- ✓ Provide a point of contact with phone number for the access and referral process:
 - Dana Battison, 817-0089, Monday-Friday
- ✓ Agree to accept a total of five male or female youth daily who are referred by the 13th Circuit Boone County Juvenile Division that meet the above criteria
- ✓ Have the right to refuse to admit youth whom they feel do not meet the above criteria
- ✓ Youth placed at The Intersection will be eligible for all services provided by The Intersection to include, but not limited to: supervision, tutoring/assistance with school homework assignments, programming, recreation a hot meal and any other services provided to clients of The Intersection that would help sustain their placement in the community.
- ✓ Provide a monthly itemized statement that includes the billing for the cost of the weekly Evening Reporting Center along with the names of youth who attended and their corresponding dates of attendance.
- ✓ Maintain separate and confidential files for youth referred under this contract.
- ✓ Notify the designated Juvenile Office point of contact immediately with any concerns regarding inappropriate behavior or lack of attendance by any youth.

Rick Gaines, Juvenile Officer

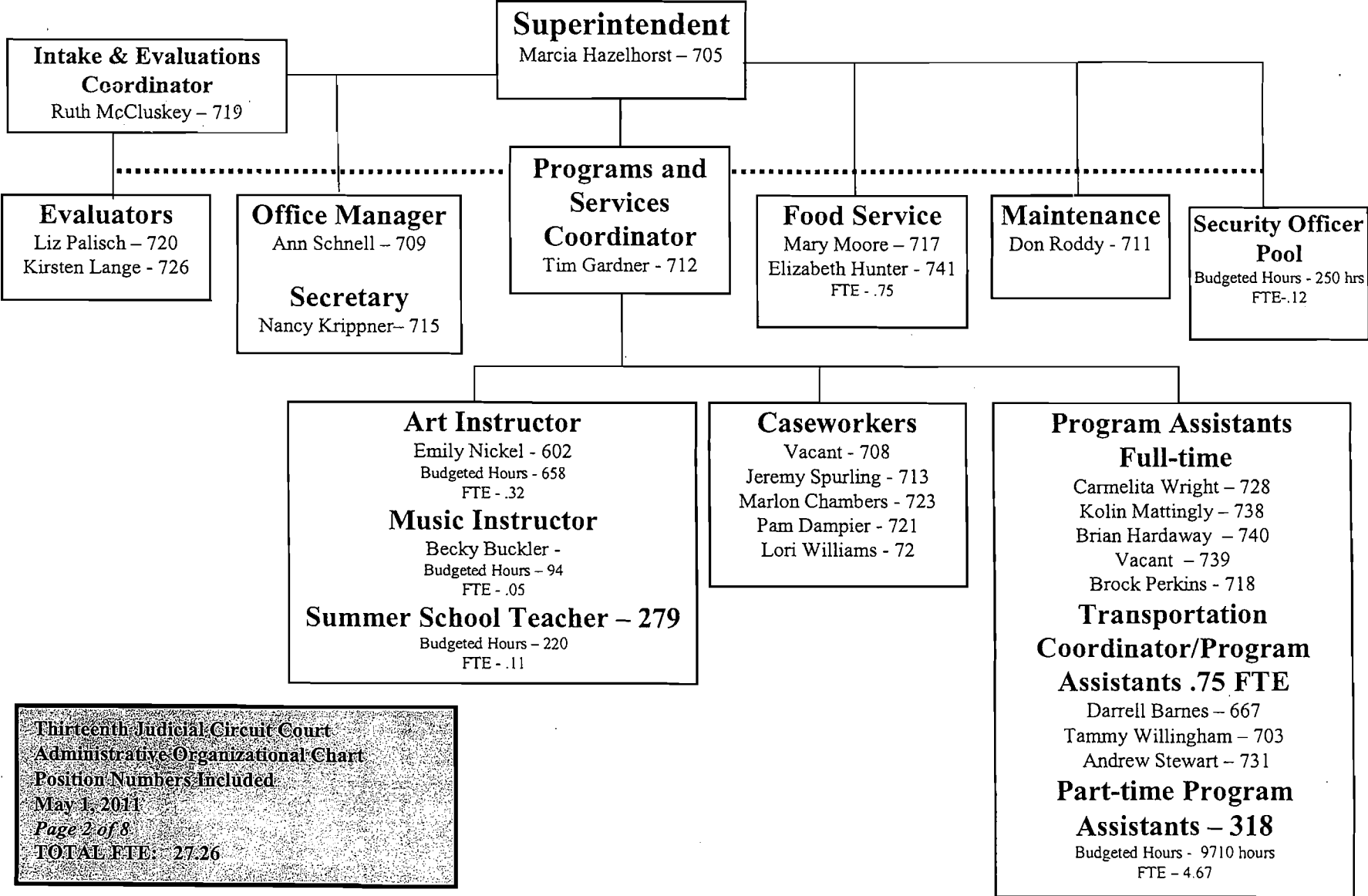
Dana Battison
The Intersection

Juvenile Office



Thirteenth Judicial Circuit Court
Administrative Organizational Chart
 Position Numbers Included
 May 1, 2011
 Page 3 of 8
TOTAL FTE: 29.95

Juvenile Justice Center



Thirteenth Judicial Circuit Court
 Administrative Organizational Chart
 Position Numbers Included
 May 1, 2011
 Page 2 of 8
 TOTAL FTE: 27.26

About JDAI

JDAI Objectives & Core Strategies

The Juvenile Detention Alternatives Initiative (JDAI) is designed to address the efficiency and effectiveness of juvenile detention across the United States. JDAI demonstrates that communities can improve their detention systems without sacrificing public safety. The goals of JDAI are to:

- decrease the number of youth unnecessarily or inappropriately detained;
- reduce the number of youth who fail to appear in court or re-offend pending adjudication;
- redirect public funds towards effective juvenile justice processes and public safety strategies;
- reduce the disproportionate minority confinement and contact of the juvenile justice system; and,
- improve the juvenile justice system overall.

JDAI is a process, not a conventional program, which means JDAI helps restructure policy and practice to create system improvements that reach far beyond detention alone.

JDAI sites have demonstrated safe reductions in the number of youth detained through a set of interrelated strategies that result in:

1. collaboration among juvenile justice agencies, community organizations and other government agencies;
2. the use of data in making policy and case-level decisions;
3. objective instruments to guide detention decisions;
4. operation of a continuum of non-secure detention alternatives;
5. case processing efficiencies to reduce time between arrest and case disposition;
6. improvement of conditions of confinement;
7. safe reductions of special populations (e.g. violations of probation, warrants and cases awaiting placement); and,
8. racial/ethnic fairness in policy and case-level decision-making.

By systematically addressing each of these areas, JDAI has proven that juvenile detention rates can be dramatically reduced without a corresponding increase in juvenile crime.

How JDAI developed

In 1992, as a step towards meeting its vision, the Annie C. Casey Foundation established the Juvenile Detention Alternatives Initiative; its primary target - youth who are in detention or at-risk to be detained in the future. Beginning with a handful of jurisdictions, the JDAI core strategies were proven to reduce the unnecessary and inappropriate use of detention, reduce costs, increase system fairness and improve the juvenile justice system overall without compromising public safety.

JDAI Now

Today, reform efforts are under way in over 125 jurisdictions in 30 states and the District of Columbia, and JDAI is now operational in those places responsible for almost 75 percent of the country's detained population.

- Read more about JDAI's eight core strategies [here](#).
- Want more details on how to implement JDAI? Visit our *Practice Guides* and *Pathways to Juvenile Detention Reform Series*.
- For more overview on JDAI or to order hard copies of any JDAI publication visit the Annie E. Casey Foundation's JDAI section.

Putting the Spotlight on Juvenile Detention – Why is Reform Needed?

Each year, more than 2 million arrests are made of youth, resulting in approximately 300,000 to 600,000 admissions to secure detention. Of these children detained, two thirds are racial or ethnic minorities, arrested at rates that are out of proportion to the rate of their unlawful behavior. Roughly a quarter of children detained are acutely mentally ill. Eighty percent of girls detained report physical abuse and 50 percent report sexual abuse. JDAI's vision is to handle these children differently; appropriately.

Studies of juvenile detention reveal a system that is arbitrary, discriminatory, and ineffective. In the decade before JDAI was launched, detention populations increased by more than 70 percent, even though there was no corresponding increase in juvenile crime. By the beginning of the 1990's, two out of every three youth admitted to secure detention was entering a place that was crowded, that could not provide the kinds of custody and care that case law and professional standards require. Less than a third of youth in detention were charged with violent crimes. And, by 1995, almost two-thirds of detained youth were youth of color, a percentage that was disproportionate to both their percentage in the general population and their percentage of youth arrested.

Detention is a growing expense in most jurisdictions. In some places, the average cost to operate a detention bed exceeds \$70,000 annually, and experts estimate that the cost of building, financing and operating a single bed over twenty years is in the range of \$1.25 to \$1.5 million. As expensive to operate as they are, detention centers do not ensure the rehabilitation of the young people they hold nor do they always ensure their safety while detained.

Research has shown that lowering juvenile detention populations are commensurate with improved public safety strategies. Research also shows that there is a likelihood kids will have a much greater chance of avoiding adult criminal if they are diverted from secure detention to community alternatives.

- Research by the Oregon Social Learning Center has shown that when youth are congregated together for treatment, they are more likely to have worse short term behavior and fare worse as adults in their employment, family stability, and interpersonal relationships than youth treated individually.
- Another study of youth in Arkansas showed that prior incarceration was the strongest predictor of future incarceration.

In contrast to the impact that overuse of detention has on young people, the communities that reduced detention populations through JDAI, experienced the same or greater crime drop than that experienced in the rest of the United States.

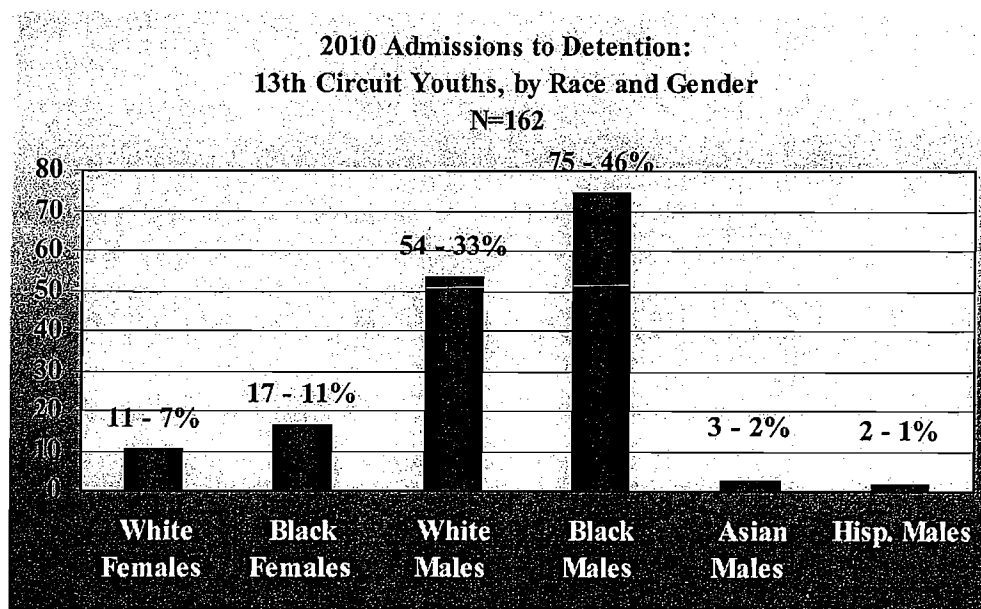
By focusing attention to detention, the spotlight is shined on the gateway to deeper involvement in the system. By safely minimizing detention, local personnel and officials can effectively minimize unnecessary penetration of youth into the system and free up abundant and wastefully spent public resources.

Statement of the Problem

According to the information posted on the JDAI Help Desk website (www.jdaihelpdesk.org), studies conducted on the juvenile justice system across the United States found the system to be “arbitrary, discriminatory, and ineffective”. Specifically speaking, the system of detaining youth was faulted across the U.S. In the early 1990’s, two out of every three youth who were detained went to detention centers that were over crowded and could not provide the programs and services mandated by law. Less than one third of the youth were in detention for violent offenses and in 1995, two-thirds of these youth in detention were minority youth. Further research posted on the JDAI help desk website shows that youth who are placed in detention with other delinquent youth are more likely to leave detention having more undesirable behaviors than when they entered and further one study conducted in Arkansas revealed that once a youth has been placed in detention one time, their likelihood of returning was high.

As stated previously, the 13th Circuit Juvenile Division is comprised of the Boone and Callaway County Juvenile Offices along with the Robert L. Perry Juvenile Justice Center (RLPJJC). The RLPJJC is a co-educational, secure facility that has bed space for 45 youth. Of these 45 bed spaces, 24 are on the detention wing and 21 are on the program wing. The RLPJJC provides detention, evaluation, short-term care and placement services to juveniles found to be within the jurisdiction of the juvenile court. The RLPJJC not only provides these services to 13th circuit youth, but also contracts with surrounding circuits to provide these same services. The 13th Circuit began participating in JDAI in October of 2009. It was not until January 1, 2010, that we officially began using the Juvenile Detention Assessment (JDTA) to screen referrals to detention. Shortly thereafter, other JDAI core strategies were focused on and implemented in our Circuit.

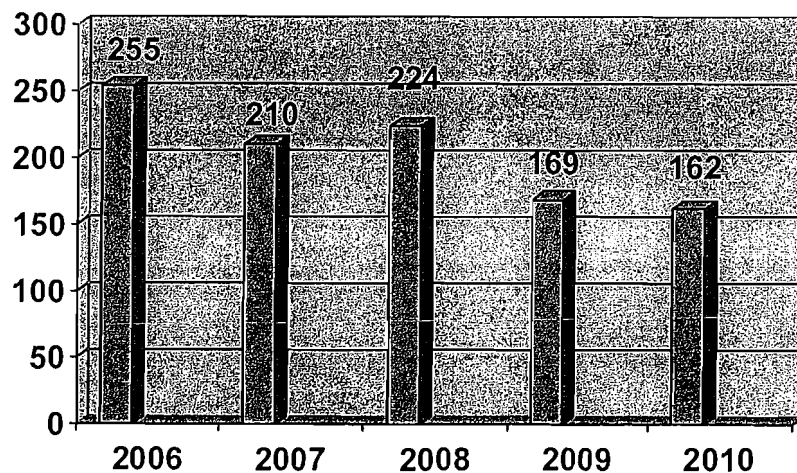
In 2010, there were a total of 162, 13th circuit youth admitted to detention at the RLPJJC, which is a decrease from the 169 admitted in 2009. The 162 youth admitted produced an average daily population of 5.1, which is a 27% increase from the average daily population of 4 in 2009. This increase in average daily population could be explained by the fact that 2010 youth had a higher average length of stay than those in 2009. The graph below shows the 13th Circuit Admissions to detention by race and gender:



Total #/% White Youths	Total #/% Black Youths	Total #/% Asian Youths	Total #/% Hispanic Youths
65, 40%	92, 57%	3, 2%	2, 1%

The average length of stay on detention status in 2010 was 10.8 days. This is a 26% increase from 2009, wherein the average length of stay was 8.6 days. 2011 first quarter data shows that 53 13th circuit youth were in detention between January 1 and March 31, 2011, producing an average daily population of 2.4 and an average length of stay in detention of 12.2 days. Youth of color made up 57% of the total youth detained from the 13th circuit during this quarter. While our average daily population decreased by 53% during this quarter, our average length of stay increased by 13%. Considering the fact that youth of color age 10-16 make up just 16% of the youth population makes our 57% of minority youth in detention questionable. Based on information provided by the Office of State Courts Administrator's Office, minority youth in Boone County are more than four times as likely to be referred to the juvenile justice system compared to Caucasian youth. In particular, African American youth are more than seven times likely to be referred. Based on further data collected it is believed that minority youth are over referred by school systems and law enforcement. Given that youth of color are more likely to be referred, this could certainly explain youth of color being over represented in our detention center. As part of our phase two implementation of JDAI, we have developed a Disproportionate Minority Contact (DMC) committee to work directly with the Columbia Public School system and the Columbia Police Department. We have also began working with Missouri Juvenile Justice Association's state DMC Coordinator, Carolyn Kampeter to address these issues, however have much more work to do.

From 2006 to the present, the number of 13th circuit admissions to detention has fluctuated over the past five year period as the graph below illustrates:

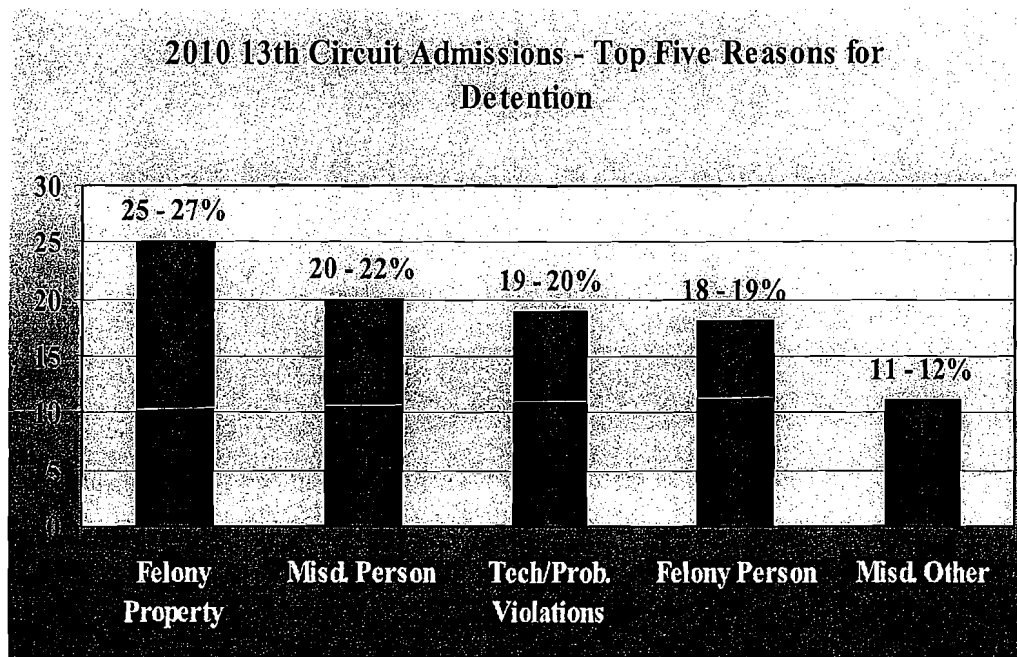


It is anticipated that this current trend will remain constant this year and years to come due to analysis of our current referrals to the Juvenile Office. The 5-year referral table illustrates this as well:

Total Referrals to the Juvenile Office

Year	Number of Status Offense Referrals	Number of Law Violation Referrals	Number of Abuse/Neglect Referrals	Total Number of Referrals 13 th Judicial Circuit
2006	1,604	1,737	366	3,707
2007	1,516	1,579	456	3,551
2008	1,444	1,640	301	3,385
2009	1,299	1,438	324	3,061
2010	1,110	1,459	271	2,840

After looking at detention admission numbers for the RLPJJC, the next area of focus was to determine why youth are being detained at the RLPJJC. The following table is a breakdown of the top five reasons for admission and the number and percentage of youths admitted for each category.



As noted from the chart above, a significant number of youth are still being detained for technical probation violations. We did see a reduction from 2009 by 14%; however this number still remains high. It is apparent from the number of detentions for supervision

violations committed by 13th Circuit youth that efforts need to be made to learn more appropriate responses to supervision violations. It should be noted that the majority of these youth placed at the RLPJJC for status offenses or supervision violations have previously committed law violations or they would not be entering detention. In year one of JDAI implementation, we had training on responding to probation violations as well as the use of a sanctions grid. A detention alternatives committee was also formed who developed a sanctions grid to assist us in responding to probation violations. We began using this in April of 2011 to guide deputy juvenile officers on using a continuum of consequences/sanctions for probation violations instead of placing youth in detention for these violations. At our training, it was also recommended that we develop some type of incentive list to reward youth who are under supervision and who are in compliance with their supervision conditions. It is believed that youth who are motivated to comply with their probation conditions will have less probation violations. During our model site visits, this was also recommended. In April of 2011, we developed this list which includes both tangible and intangible rewards. At present, we do not have the funds to provide some of the tangible rewards that youth often request such as gift cards to the movies, McDonald's and other fast-food places.

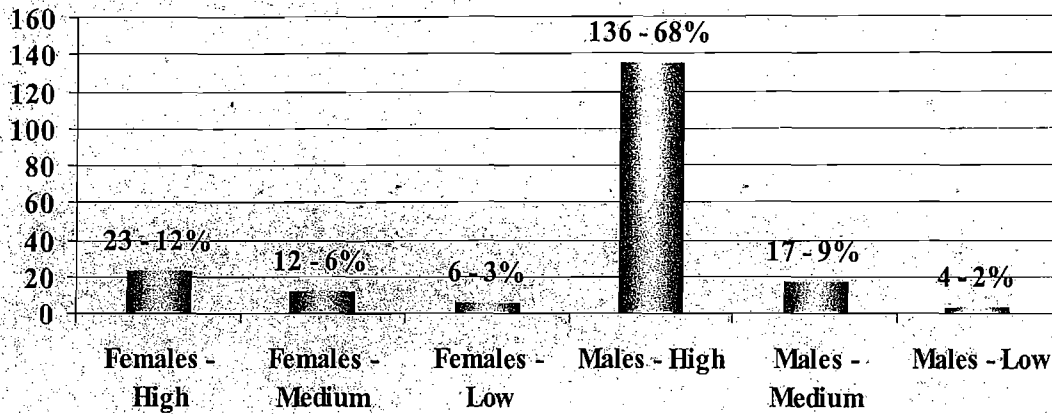
According to experts in the field of Juvenile Justice, professional standards suggest that secure detention should be used to accomplish the following: to make sure that the youth appears in court and to minimize the risk of serious re-offending while waiting to appear in Court. Prior to January 1, 2010 in the 13th Circuit, the decision to detain youth was at the discretion of fourteen different deputy juvenile officers, leaving the decision to detain or not, to be highly subjective.

The circuit had guidelines to follow when making a decision to detain, but the bottom line was that whether or not a youth was a threat to the person or property of others or at risk to fail to appear in Court was based generally on the offense committed; how cooperative the youth/parents were; whether or not they had a suitable adult to supervise them; and the need to hold youth accountable for their actions. All these factors can be influenced by the youth's attitude; pressure from law enforcement to authorize detention; the deputy juvenile officers' frustration in not knowing what else to do with the youth as well as our responsibility to the safety of our communities.

On January 1, 2010, we began using the Missouri Juvenile Detention Assessment (JDTA) on all youth who were presented for detention whom we had in-person contact with. In 2010, 366 juveniles were administered the Missouri Juvenile Detention Assessment form (JDTA). A score of 1 to 9 (Low) indicates release; a score of 10 to 14 (Medium) indicates release with detention alternative; and a score of 15 and above (High) indicates detention. There is a capability for supervisory override of the indicated action, based on specific criteria.

Of the 366 youths screened using the JDTA, 198 were placed in detention. The following is a breakdown of the number and percentage of total youths, by assessment score categories and gender, who were administered the JDTA and were detained. It should be noted that youths on DYS warrants are not always administered the JDTA. Additionally, out-of-jurisdiction youths are not assessed using the JDTA, as the 13th Circuit does not authorize those detentions. A result of both practices is that the number and percentage of youths detained will not match the number and percentage of admissions for detention.

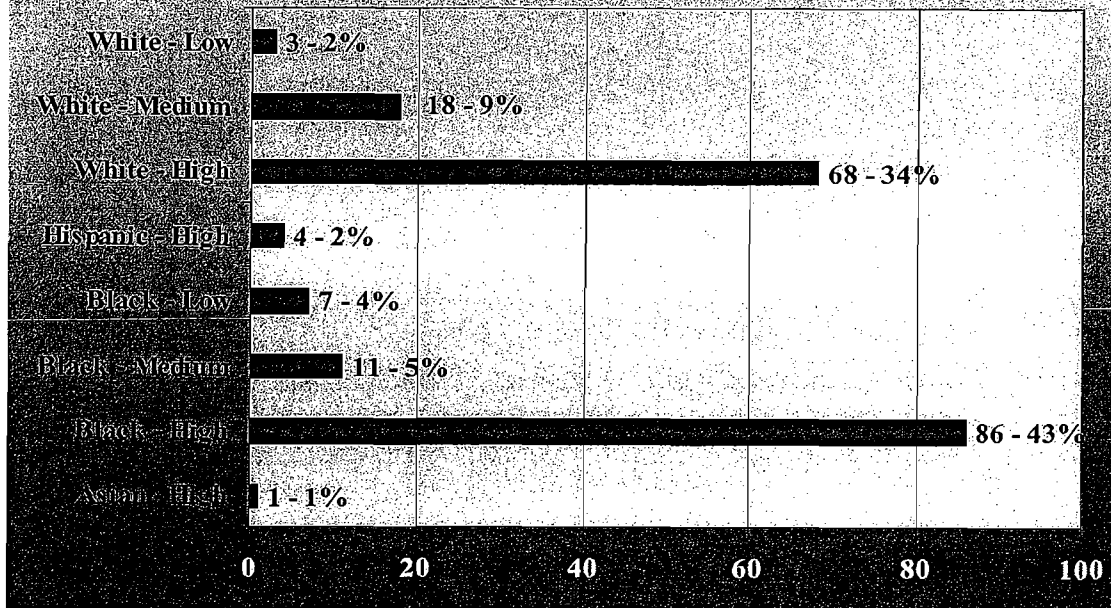
2010 Number of Youths Who Were Detained, by JDTA Assessment Score Categories (High, Medium, or Low) and Gender



Total #/% Females	Total #/% Males
41, 21%	157, 79%

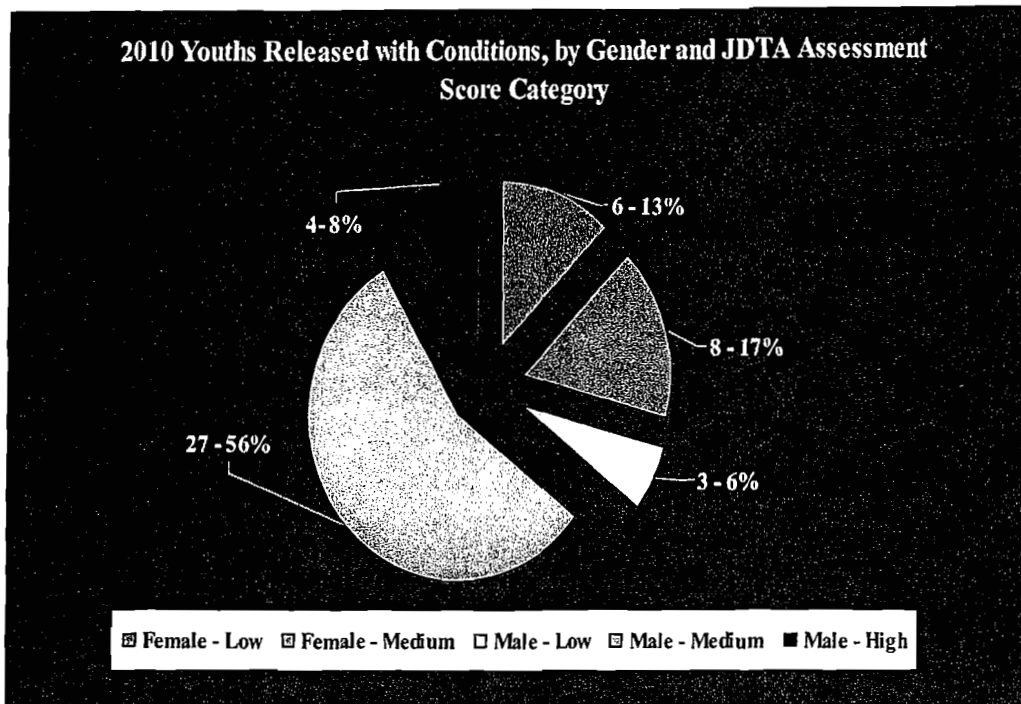
The following is a breakdown of the number and percentage of total youths, by assessment score categories and race, who were administered the JDTA and were detained.

2010 Number of Youths Who Were Detained, by JDTA Assessment Score Categories (High, Medium, or Low) and Race



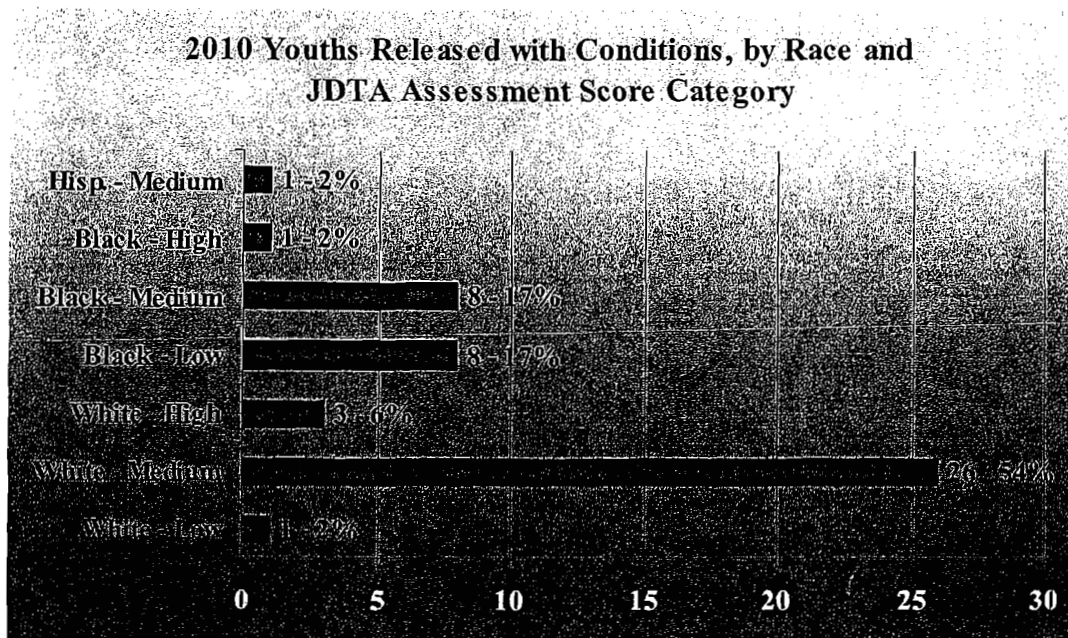
Total #/% White Youths	Total #/% Black Youths	Total #/% Asian Youths	Total #/% Hispanic Youths
89, 45%	104, 52%	1, 1%	4, 2%

In 2010, there were 48 youths released with conditions. The following is a breakdown of the youths released with conditions, by gender, percentage, and JDTA assessment score category.



Total #/% Females	Total #/% Males Youths
14, 29%	34, 71%

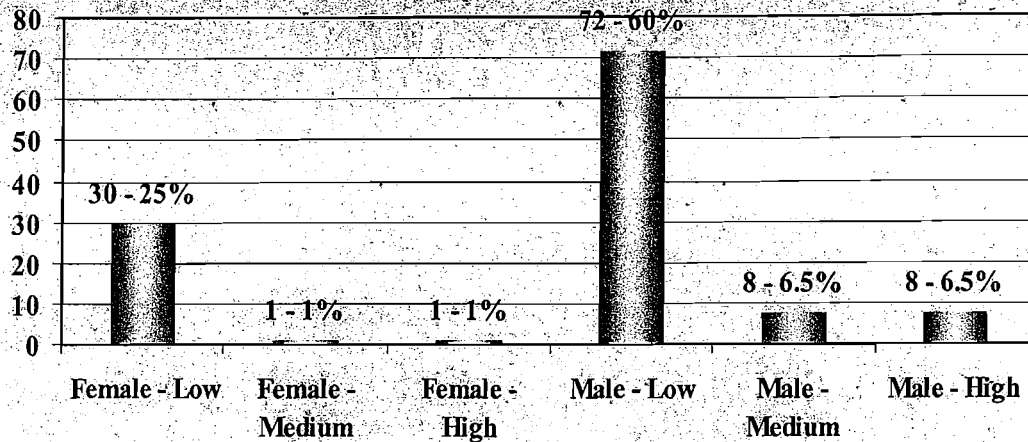
The following is a breakdown of the youths released with conditions (detention alternatives), by race, percentage, and JDTA assessment score category.



Total #/% White Youths	Total #/% Black Youths	Total #/% Hispanic Youths
30, 62%	17, 36%	1, 2%

In 2010, there were 120 youths released after being administered the JDTA. The following is a breakdown of the youths released, by gender, percentage, and JDTA assessment score category.

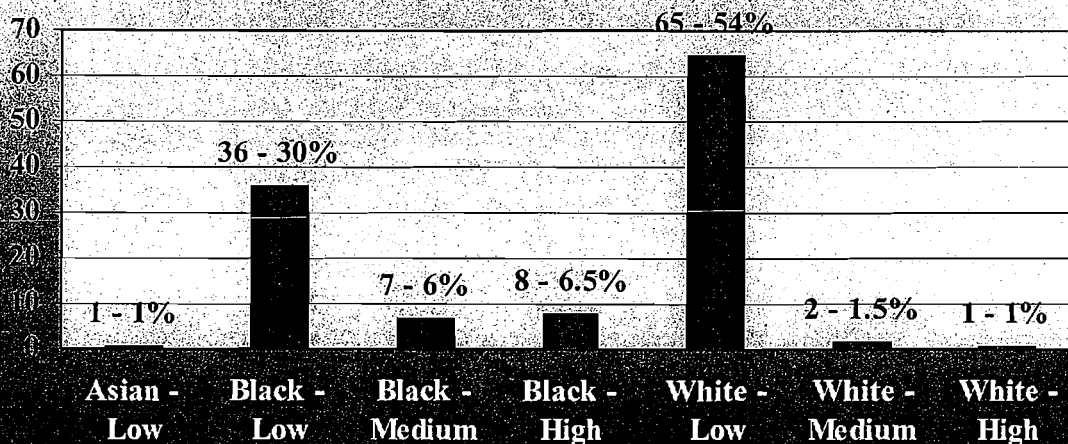
2010 Number of Youth Released, by JDTA Assessment Score Category and Gender



Total #/% Females	Total #/% Males
32, 27%	88, 73%

The following is a breakdown of the youths released, by race, race as percentage of total, and JDTA assessment score category.

2010 Number of Youth Released, by JDTA Score Category, Race, and Race as Percentage of Total



Total #/% White Youths	Total #/% Black Youths	Total #/% Asian
68, 57%	51, 42%	1, 1%

In 2010, there were 82 overrides of the JDTA instrument. This amounted to an override rate of 22%. However the true override rate that JDAI focuses on is the rate of those youths eligible for release (release or release with detention alternative) who are placed in detention. This would be all youths who scored in the medium or low risk range and were placed in detention. In 2010, 39 low/medium risk youth were placed in detention, which amounted to 19% of the total number of the 207 eligible release youth. This rate was slightly higher than our projected goal of 15%. As of March 31, 2011, our eligible release override rate stands at 13%. The use of the JDTA has greatly improved our process of determining what youth are appropriate for detention; however we would like to continue to work on lowering our true override rate.

After starting the JDAI in the 13th circuit, we quickly found that we needed to work on developing more suitable detention alternatives. This reasoning was supported by our data which showed that while we had 81 of 366 score in the medium risk or detention alternative range, we only placed 35 or 43% of these youth in a detention alternative. In April, 2010, we developed shelter care as an alternative. With the development of shelter care, we now have a suitable alternative for those youth who have refused to go home or their parents have refused to allow them to return home and for those youth who do not have a suitable custodian to release them to. In May of 2010, we developed a detention alternative committee to look at our current alternatives and work on the development of further alternatives. Following this committee's work we developed an Evening Reporting Center in August of 2010; the use of cell units for electronic monitoring in March of 2011; and the use of the Global Positioning System (GPS) in April of 2011. We formalized our conditional release alternative and also began officially using it in 2011. Again, while we are making progress in this area, there is much more to be made as we just began using some of the alternatives and need to collect further data. Prior to these developments, detention alternatives weren't used due to the age of the youth; appropriateness of the alternative based on the offense; lack of financial ability of a parent to pay for a particular alternative and finally our inability to monitor them while placed on an alternative.

Phase 3 JDAI Site Developmental Milestones

The following checklist outlines general site developmental milestones. It identifies implementation activities for phase three reform work based on replication results achieved by successful sites. Phase one milestones generally consisted of building the infrastructure to operationalize JDAI. Phase two entailed implementing fundamental changes to policies, practices and programs to reduce unnecessary and inappropriate detention and reduce racial/ethnic disparities. Phase three is directed at monitoring changes to ensure sustaining positive results and to dig deeper in reform efforts to achieve equity and improve outcomes for all youth

The checklist is organized within the framework of the eight core strategies. Since each site is different there will predictably be differences in the sequence of work and timing of these developmental tasks. **To this end, please consider that “low hanging fruit” identified at any point in your development should take precedence in the work.** The items that follow stem directly from the milestones sites should expect to accomplish in phase three. A variety of technical assistance is available to sites to support and ensure progress in the following areas.

Collaboration

- Year/Phase 2 Implementation Efforts are Assessed
 1. Year/phase 2 implementation accomplishments and results have been reviewed.
 2. As needed, a targeted system assessment has been conducted by local site collaborative members to help identify and overcome challenge areas.
 3. A work plan with measurable outcomes for year/phase 3 has been developed.
- The Juvenile Justice and Related Public System Decision and Policy Makers Begin Institutionalizing JDAI.
 1. Detention reform training for all systems personnel continues to be enhanced and implemented.
 2. The development of a state sustainability plan has been initiated that includes: establishing the infrastructure to sustain the initiative and expand within the state as the opportunities arise; and, measures for legislative support.
 3. The composition of the collaborative has been assessed and enhanced as needed and informed by the work plan.
 4. New members to the executive committee and work groups have been “coached” as needed.
 5. At least one model site visit has been conducted.
 6. A delegation was organized and sent to the JDAI national conference.

Data

- Site Data Capacities and Analysis are Expanded and Increasingly Capable of Responding to Queries and Discrete Analytical Tasks
 1. The human resources and infrastructure needed to produce and analyze juvenile justice data has been developed and implemented.
 2. Routine data indicators are disaggregated and cross tabulated race/ethnicity/gender/geography/offense.
 3. Changes to policies, practices and programs are routinely monitored for intended impact and impact on youth of color.
 4. Quantitative and qualitative data analysis of specific target populations and issues are conducted to help drill down as needed.
 5. Public safety indicators, including FTA & re-arrest, and overall juvenile crime statistics, continue to be accurately collected and monitored.
 6. Accurate and timely data is used to leverage funding for detention reform.
 7. A complete and accurate Results Report is prepared and submitted.

Objective Admission Policies & Practices

- Detention referral practices are consistent with detention eligibility and objective admission policies of the intake staff and the Juvenile Court.
 1. Law enforcement criteria for decisions on cite/release or other field dispositions in lieu of transport to the detention facility have been developed and implemented.
 2. The impact of arrest and referral practices on youth of color has been analyzed; strategies for change have accordingly been developed.
- The admission's screening process is routinely assessed to ensure that implementation is consistent with best practices.
 1. Quality control measures have been developed and implemented which monitors operational issues (e.g., use of overrides, consistency, and accuracy). These measures disaggregate impact by race/ethnicity/gender.
 2. The RAI results are routinely analyzed for disparities and DMC impact; if found, disparities are documented and steps are taken to reduce the effects of the disparities.
 3. A statistical analysis of the RAI is routinely deliberated by the collaborative.
 4. Responsive and recurring training has been implemented for personnel conducting risk screening tasks.

- Adjustments to the RAI and its application are made based upon performance, relevance and effectiveness.
 1. A quantitative analysis of the impact of any changes to the RAI has been conducted prior to implementation of those changes. The analysis includes changes needed to safely reduce racial/ethnic disparities and DMC.

Alternatives to Detention

- The Primary Purpose of the Sites ATD Programs Is to Provide Non-Secure Options to Youth Who Would Otherwise Be Detained.
 1. The distribution of RAI scores for ATD participants is clearly defined.
 2. The RAI is consistently utilized to guide ATD releases and referrals.
 3. The identified target population intentionally promotes racial/ethnic/gender equity in program participation and successful completion rates.
 4. Policies and practices have been implemented to facilitate release of youth to ATD in the most timely and efficient manner possible.
- Explicit and Objective Criteria for Program Enrollment and Related Policies and Procedures Have Been Implemented.
 1. Explicit criteria is readily available that reflects the alignment of the use of detention and ATDs.
- A Continuum of ATDs That Are Race/Culture/Gender Responsive Have Been Developed and Operationalized
 1. The ATD continuum actively involves partnerships with community based organizations (CBOs) that respond to high impact geographic or racial/ethnic distribution of cases.
 2. Partnerships with CBOs reflect a shared understanding of expectations including tracking and analyzing outcomes.
 3. ATD programs for pre-adjudicated youth have been designed primarily to minimize the risk of re-offending and FTA in court while the instant case is pending.
 4. The continuum of ATDs include programs that target post-dispositional cases to help reduce youth placed out of home..
- Use and Outcomes of ATDs Are Routinely Monitored
 1. Statistical reports are utilized to track and disseminate program results, including use and impact on racial/ethnic disparities, bed displacement, FTA and re-arrest rates, and length of stay in ATD.
 2. Program results are routinely disaggregated by race/ethnicity/gender

3. Corrective actions plans have been implemented as informed by the statistical program results.

Case Processing

- Changes in Court Calendars, Dockets & Schedules Have Been Implemented to Provide for Efficiency and Timeliness.
 1. Clear policies and consistent practices regarding adjournments that appropriately limit case postponements have been established by the court.
 2. Policies and procedures have been implemented to docket cases for court review when changed circumstances of youth in detention are presented.
 3. Calendaring, docketing and scheduling of cases are consistent across all court rooms.
- Changes in Administrative Practices to Support Expedited Case Processing Have Been Implemented
 1. Psychological evaluations and similar reports are completed in a timely manner.
 2. Social history (dispositional reports) are prioritized for in-custody cases and efficiently produced.
 3. ATD program admissions are accomplished without delays.
 4. Youth awaiting residential programs or state commitment are placed within two weeks of disposition.
 5. Policies and procedures to expedite cases have been implemented by the court and related agencies.
- Mechanisms to Monitor Policy and Practice Changes, Including Routine Statistical Reports Have Been Implemented
 1. Statistical reports that track lengths of stay and case processing times and identify points of unnecessary delay are routinely prepared and analyzed. The statistical reports are consistently disaggregated by race, ethnicity and gender.
- Policies and Practices of Prosecutors and Defenders Have Been Analyzed and Changes Made Accordingly
 1. Prosecutors provide discovery material to defense in a timely manner.
 2. Prosecutors and defense counsel receive appropriate case documents (e.g., complaint/petition, RAI score sheet) prior to the detention hearing.
 3. Defense counsel is assigned to, and visits the youth, prior to the youth's initial appearance in court.

4. Defense has conducted a self-assessment utilizing the tool developed by the National Juvenile Defender Center; strategies for change are developed and implemented as informed by the results of the assessment.
5. The prosecution's filing practices are routinely analyzed to ensure that all youth similarly situated, regardless of race, ethnicity or gender, are treated equitably.

Special Detention Cases

- Policies and Procedures on the Use of Detention in Probation Violation Cases are Routinely Monitored
 1. Statistical reports to monitor structured approaches to VOPs (including an administrative response/incentives grid) and supervisory review of VOPs are routinely prepared and analyzed. Changes are made as informed by the data.
 2. Responses to VOPs are based on level of risk and severity of the violation as informed by the RAI and the administrative grid.
 3. A continuum of ATDs along with changes to discretionary policies for VOPs, which allow for movement up and down based on risk and severity of the violation, have been implemented.
 4. Detention utilization for probation violators is routinely monitored to assess efficacy and impact on racial, ethnic, or gender disparities.
- Policies and Procedures to Reduce Cases Resulting in Detention because of Writs or Warrants Have Been Enhanced
 1. All youth referred to detention on warrants are screened for risk.
 2. Any backlog of warrants have been cleared or purged.
 3. Focus groups and/or survey's with youth and families have been conducted to determine reasons for FTA. Changes have been made as informed by the results.
 4. Detention utilization for writ/warrant cases is routinely monitored to assess efficacy and impact on racial, ethnic, or gender disparities.
- Policies and Procedures to Reduce Awaiting Placement Cases Resulting in Detention Have Been Enhanced
 1. Non-residential alternatives as part of the continuum of care are available to post-adjudicated youth at various levels of offense severity, public safety risk, and treatment need.
 2. Re-assessment of placement failures is completed within a reasonable time for re-evaluation and location of an alternate placement.
 3. Indicators of program success are collected and analyzed for program effectiveness.

4. Impact of awaiting placement cases are routinely analyzed by type of placement, LOS, program failures, and other relevant factors including race, ethnicity and gender.
5. Provider contract changes have been implemented requiring providers to make second efforts in keeping hard cases.
6. Detention utilization for awaiting placement cases is routinely monitored to assess efficacy and impact on racial, ethnic, or gender disparities.

Conditions of Confinement

- Conditions in the Detention Facility Provide a Healthy and Safe Environment for the Youth and Staff
 1. The year 2 corrective action plan has been reviewed to ensure substantial implementation.
 2. Statistical reports have been developed and are utilized to monitor aspects of conditions of confinement (e.g., incident reports, health and safety issues, room confinements, use of force, etc.)
 3. As needed, new team members participate in the self inspection training.
 4. The site has conducted a second self-inspection of the detention facility.
 5. Training on best practices for detention operations occur on a consistent basis.

Racial/Ethnic Disparities & DMC

- A Work Plan with Measurable Objectives and Results Aimed at Reducing Racial/Ethnic Disparities Guides the Work of the Collaborative
 1. Active agendas to promote equity have been developed by key stakeholder agencies.
 2. A process for measuring the status and progress in the reduction of racial/ethnic disparities has been established and includes: digging deeper into factors contributing to disproportionality; strategizing about policy and practice changes to reduce racial/ethnic disparities; adopting strategies; and, monitoring change for intended impact.
- The JDAI Collaborative Has a Shared Understanding of the Purpose of Detention and Success in Reducing Racial/Ethnic Disparities
 1. The purpose of detention is aligned with the sites definition of success in achieving reductions in disparities and disproportionality.

2. Authority and leadership is firmly established and asserted in the collaborative.
- A Community Engagement Sustainability Strategy Has Been Developed
 1. The type of engagement (e.g., policy/practice decision making, consumer input/feedback, advocacy, outreach) has been defined.
 2. Coach up of community stakeholders continues on an as needed basis.
 3. The structure to support community engagement is clearly defined.
 - System Agencies Have Developed a Staff Participatory Plan to Deepen and Sustain Progress
 1. A plan is developed to help all staff understand how daily decisions might impact racial/ethnic disparities.
 2. Training on the disparities and disproportionality occur on a consistent basis.



The Missouri Department of Public Safety, Office of the Director
Juvenile Justice Program Certified Assurances
Title II Formula Grant Program (Title II)

In addition to the general terms contained in the *Title II Application Packet, (Funding Opportunity Guidelines)* the Applicant is also conditioned upon and subject to compliance with the following assurances:

1. The Applicant assures that it shall comply, and all its subcontractors shall comply, with the applicable provisions of the *Title II Formula Grants Program* as authorized under Title II, Sections 221-223, of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended (Public Law 93-415, 42 U.S.C.5601 et seq.), the *DPS Financial and Administrative Guide*; the current edition of the *Office of Justice Programs Financial Guide*; the current *Title II Grant Application Packet (Funding Opportunity Guidelines)*; and all other applicable federal laws, orders, circulars, or regulations.
2. **Availability of Appropriated Funds:** The Applicant understands all awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed. 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.
3. **Evaluation:** The Applicant agrees to maintain the programmatic and financial records necessary to evaluate the effectiveness of the program.
4. **Reporting:** The Applicant agrees to submit monthly expenditure and performance reports to the Department of Public Safety by the 10th of each month. Additionally, the Applicant agrees to submit a year-end report summarizing the total annual outputs and outcomes. This year-end report must provide a comparison between the program's expected and actual progress toward meeting the stated goal and performance measurement targets. Furthermore, the Applicant agrees to submit the appropriate records in a timely manner as required in the *DPS Financial and Administrative Guide*.
5. **Administration:** The Applicant agrees to comply with the financial and administrative requirements set forth in the current edition of the *Office of Justice Programs Financial Guide* and the current Title II Application. The Applicant shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.
6. **Personnel:** The Applicant assures that time/attendance records shall support any personnel costs and that proper records shall be maintained to adequately substantiate time spent to carry out the specific objectives for which the contract was approved. These records must clearly show the hours worked and time spent specifically on this grant project. Job descriptions will also be maintained. Payroll records and time sheets shall be made available during monitoring visits.
7. **Travel/Training:** The Applicant agrees to follow the state of Missouri Travel Policies as set forth by the Office of Administration or those policies of the Applicant Agency; whichever is most restrictive. Applicant further agrees that expenditures for travel shall be supported and documented by signed travel vouchers. Lodging, transportation, and itemized meal receipts must be provided. Incidentals are not eligible for grant reimbursement. The Applicant is responsible for ensuring that travel is completed in the most cost effective means. Travel costs may be reimbursed only after travel has been completed. Reimbursement of conference registration fees will not be provided until the conference has taken place. No indirect costs will be allowed. Approval must be obtained from the Missouri Department of Public Safety, Office of the Director, prior to attending any training/travel that is not specifically outlined in the approved budget. *Refer to the DPS Financial and Administrative Guide for more information regarding allowable travel costs and rates.*
8. **Supplies/Operating Expenses:** The Applicant assures that expenditures for supplies and operating expenses shall be in accordance with the approved budget. Documentation, in the form of paid bills and vouchers, shall be provided to support each expenditure. Care shall be given to assure that all items purchased directly relate to the specific project objectives for which the contract was approved. The titles of films, brochures, curricula and other "miscellaneous items", not specifically outlined in the approved budget, shall be submitted to the Missouri Department of Public Safety, Office of the Director, for approval prior to purchase.

9. **Contractual Services:** The Applicant assures that the following general requirements will be followed when subcontracting for work or services contained in the proposal:
1. All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation, and length of time over which the services will be provided, which shall not exceed the length of the grant period.
 2. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. Rates exceeding \$450 (excluding travel and subsistence costs) per day requires written, prior approval from the U.S. Department of Justice. An 8-hour day may include preparation, evaluation, and travel time that may be included in calculating the day(s) for which a consultant may receive compensation.
 3. A copy of all written contracts for contractual or consultant services shall be forwarded to the Missouri Department of Public Safety, Office of the Director, upon ratification.
 4. Payments shall be supported by statements documenting the services rendered and the period covered.
 5. Any contract or agreement for service(s) of \$3,000 or more, which is not entered into as a result of a competitive bid process (or if only one bid is received), shall receive prior approval from the Missouri Department of Public Safety, Office of the Director.
10. **Interest:** The Applicant assures that federal funds will not be used to pay interest or any other financial costs. The Applicant shall refund any interest earned on federal funds to the Missouri Department of Public Safety, Office of the Director.
11. **Non-Supplanting:** The Applicant assures that federal funds awarded will be used to supplement (add to) existing funds and not substitute or replace local or state funds that have been appropriated or would otherwise be spent for the same purpose. The Missouri Department of Public Safety, Office of the Director, may take corrective action as it deems necessary. Suspension of federal and/or state funds, suspension or debarment from federal and/or state grants, recoupment of monies provided under this grant, and civil and/or other criminal penalties may be imposed. Potential supplanting will be the subject of monitoring and an audit.
12. **Auditing:** The Applicant agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues that may be identified by from OMB Circular A-133 audits (and any other audits of Office of Justice Programs grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the Office of Justice Programs Financial Guide, Chapter 19. The Applicant further agrees to provide an annual audit of their organization, if required, in accordance with the provision of the Office of Management and Budget Circulars applicable to their organization.
13. **Fiscal Procedures:** The Applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Missouri Department of Public Safety, Office of the Director, shall prescribe will be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this contract. These records will clearly delineate other sources of revenue that may be utilized for this project and/or by this agency.
14. **Documentation:** The Applicant assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Missouri Department of Public Safety, Office of the Director, may require. 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 U.S. Department of Justice.
15. **POST Certification:** If the Applicant is a law enforcement agency, the Applicant assures that the agency is in compliance with Sections 590.100 to 590.180, RSMo. Section 590.180, subsection 2, states "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."
16. **UCR and Racial Profiling:** If the Applicant is a law enforcement agency, the applicant assures that the agency is in compliance with the provisions of Section 43.505, RSMo, relating to uniform crime reporting and Section 590.650, RSMo, relating to racial profiling.

17. **Media:** -- When discussing the Title II Grant Program in print or electronic media, the subgrantee agrees to include an acknowledgement of the funding source similar to the following:

“This project was supported by funding made available through the Title II Formula Grant Program contained in the Juvenile Justice and Delinquency Prevention Act administered by the Office of Juvenile Justice and Delinquency Prevention; the Missouri Department of Public Safety, Office of the Director; and the Missouri Juvenile Justice Advisory Group.”

18. **Anti-Lobbying:** The Applicant agrees to comply with the Anti-Lobbying Act (18 USC Section 1913) as amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 USC Section 1352. The Applicant further agrees to comply with any state anti-lobbying laws and guidelines.
19. **Debarment, Suspension, and Other Responsibility Matters (direct recipient):** The Applicant agrees to comply with all provisions as required by Executive Order 12549, Debarment and Suspensions, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510. Applicant further agrees to comply with any debarment, suspension, and other responsibility matters contained in states laws and guidelines.
20. **Non-Profit Organizations:** All nonprofit subrecipients of formula funds provided under the Juvenile Justice and Delinquency Prevention Act must have 501(c)(3) status recognized by the Internal Revenue Service. The nonprofit Applicant certifies its 501(c)(3) status is recognized by the Internal Revenue Service and the Missouri Secretary of State and is in good standing.
21. **For-Profit Organizations:** Commercial organizations agree not to make a profit as a result of an award and not to charge a management fee for the performance of an award. Furthermore, commercial organizations agree to comply with the contract cost principles of subpart 31.2 of the Federal Acquisition Regulations.
22. **Government Performance and Results Act (GPRA):** The Applicant agrees to collect data (on a quarterly, semi-annual, or annual basis, as requested) appropriate for facilitating reporting requirements established by Public Law 103-62 for the Government Performance and Results Act. The Applicant ensures that valid and auditable source documentation is available to support all data collected for each performance measure specified in the program solicitation.
23. **Right in Intellectual Property:** The Applicant understands that the Department of Justice reserves certain rights with respect to data, patentable inventions, works subject to copyright, and other intellectual property associated with an award of federal funds. See 28 CFR Sections 66.34, 70.36, and 37 CFR Part 401.
24. **Department of Justice Information Technology Standards:** The Applicant agrees that, as appropriate, all equipment and software developed under this project will comply with Department of Justice information technology interface standards, including the National Criminal Intelligence Sharing Plan, the Global Justice XML Data Model, and the Law Enforcement Information Sharing Plan. A list of additional standards can be found at the Office of Justice Programs Standards Clearinghouse.
25. **Federal Funding Accountability and Transparency Act (FFATA) of 2006:** The Applicant agrees to comply with the requirements of the Federal Funding Accountability and Transparency Act (FFATA) of 2006.
26. **Drug-Free Workplace (Grantees other than Individuals):** The Applicant agrees to comply with provisions, as required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620.
27. **Drug-Free Workplace (Grantees who are Individuals):** As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620
- a. As a condition of the grant, I certify that I or any employee of this agency will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
 - b. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I or any employee of this agency will report the conviction, in writing, within 10 calendar days of the conviction, to:

Department of Justice
Office of Justice Programs
ATTN: Control Desk
810 Seventh Street, N.W.,
Washington, D.C. 20531

Missouri Department of Public Safety
Office of the Director
and Juvenile Justice Unit
P.O. Box 749
Jefferson City, MO 65102-0749

28. **Federal Standard Assurances:** The Applicant hereby assures and certifies compliance with all federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-110, A-122, A-133 which may be found in 2 CFR, Parts 215-230 and OMB Circular A-102; E.O. 12372; and Uniform Administrative Requirements for Grants and Cooperative Agreements, 28 CFR, Part 66, Common Rule, that govern the application, acceptance, and use of federal funds for this federally-assisted project. The Applicant assures and certifies that:
- a. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
 - b. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.
 - c. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
 - d. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 CFR Parts 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 CFR Section 175.15(b).
 - e. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 USC Section 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 USC Section 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 USC Section 4321).
 - f. If a governmental entity,
 - 1) It will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 USC Section 4601 et seq.), which governs the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - 2) It will comply with requirements of 5 USC Sections 1501-08 and Sections 7324-28, which limit certain political activities of state or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.
29. **Association of Community Organizations for Reform Now (ACORN):** The Applicant understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or sub-award to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of Office of Justice Programs.
30. **Confidentiality and Human Subjects Protection:** Applicant agrees to comply with the requirements of 28 CFR Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject to informed consent.
31. **Civil Rights Compliance:** Applicant will comply with applicable federal civil rights laws, including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Justice Department's regulation for the Equal Treatment of Faith-Based Organizations. Depending on the funding source, a recipient must also comply with the nondiscrimination provisions within the applicable program statutes, which may include the Omnibus Crime Control and Safe Streets Act of 1968, the Victims of Crime Act, or the Juvenile Justice and Delinquency Prevention Act. 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 "Funding to Faith-Based Organizations") 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.

Compliance with Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of national origin in the delivery of services or benefits, entails taking reasonable steps to ensure that persons with limited English proficiency (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.

The Applicant will also comply, and will require any sub-grantees or contractors to comply, with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 USC Section 3789d); the Victims of Crime Act (42 USC Section 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 USC Section 5672(b)); the Civil Rights Act of 1964 (42 USC Section 2000d); the Rehabilitation Act of 1973 (29 USC Section 794); the Americans with Disabilities Act of 1990 (42 USC Section 12131-34); the Education Amendments of 1972 (20 USC Sections 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 USC Sections 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

32. **Faith-Based Organizations (FBO):** The Applicant agrees to comply with Executive Order 13279 which relates to the fair treatment of Faith Based Organizations (FBO's). The Executive Order and regulations also prohibit FBO's from using Justice Department funding to engage in inherently religious activities, such as proselytizing, scripture study, or worship. *Please see the DPS Financial and Administrative Guide for more information.*
33. **Safe Streets Act:** The Applicant is aware that an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 USC Section 3789d(c), or other federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Opportunity Plan (EEO), 28 CFR Section 42.301-.308, and (2) submitting the OCR Findings and Discrimination (see 28 CFR Sections 42.205(5) or 31.202(5)).
34. **Suspension or Termination of Funding:** The Missouri Department of Public Safety, Office of the Director, reserves the right to suspend or terminate any contract entered into as a result of this application at its sole discretion and without penalty or recourse by giving written notice to the contractor. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the contractor under the contract shall, at the option of the Missouri Department of Public Safety, Office of the Director, become property of the state of Missouri. The contractor shall be entitled to receive just and equitable compensation for work completed prior to the effective date of termination.
35. **Criminal Penalty for False Statements:** The Applicant understands false statements or claims made in connection with any Office of Justice Programs grant may result in fines, imprisonment, and debarment from participating in state and federal grants or contracts, and/or other remedy by law.

The Applicant must promptly refer to the Department of Justice, Office of Inspector General any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted 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. Potential fraud, waste, abuse, or misconduct should be reported to the OIG and DPS by mail at:

Office of Inspector General
Office of Justice Programs and
Investigations Division
950 Pennsylvania Ave., N.W., Rm. 4706
Washington, D.C. 20530

Missouri Department of Public Safety
Office of the Director
Juvenile Justice Unit
P.O. Box 749
Jefferson City, MO 65102-0749


36. **Contract 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, Office of the Director, for any contractual commitment in excess of the original contract period contained in such an award of contract. However, the Department of Public Safety, Office of the Director, 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, Office of the Director, exercise its right to renew the contract, the renewal shall be subject to the terms set forth by the Department of Public Safety, Office of the Director, in the documents developed for such renewal. Failure to comply with such terms set forth by the Department of Public Safety, Office of the Director, will result in the forfeiture of such a renewal option.

Failure to comply with any of the foregoing certified assurances could result in

- a. Funds being withheld until such time as the contractor takes appropriate action to rectify the incident(s) of non-compliance or*
- b. The immediate termination of the award of contract.*

The applicant hereby certifies, by signature, acceptance of the terms and conditions specified or incorporated by reference herein, including those stated in the application packet, the DPS Financial and Administrative Guide, and the Office of Justice Programs Financial Guide.


Authorized Official 9-22-2011
Date


Project Director 9-22-2011
Date

FY 2011
Budget Amendments/Revisions
Judicial Grants & Contracts (1243)

Index #	Date Recd	Dept	Account	Dept Name	Account Name	\$Increase	\$Decrease	Reason/Justification
1	1/11/2011	1243	3411	Judicial Grants	Federal Grant Reimbursement	28,605		VAWA Grant for Domestic Assault Court Coordinator & MEND
			10100	Judicial Grants	Salary	22,305		
			10200	Judicial Grants	FICA	1,706		
			10300	Judicial Grants	Health Insurance	3,167		
			10350	Judicial Grants	Life Insurance	35		
			10375	Judicial Grants	Dental Insurance	237		
			10325	Judicial Grants	Disability Insurance	83		
			10400	Judicial Grants	Workers Comp	812		
			10500	Judicial Grants	401A Match	260		
			3411	Judicial Grants	Federal Grant Reimbursement	50,132		
			37220	Judicial Grants	Travel to Training	89		
			37230	Judicial Grants	Meals/Lodging	183		
71100	Judicial Grants	Outside Services	49,860					
2	5/5/2011	1243	92300	Judicial Grants	Replacement Machine & Equipment	320		roll unspent 2010 budget for late invoice for Equipment Assistance Grant
3	5/4/2011	1243	3451	Judicial Grants	State Grant Reimbursement	9,720		additional funding for DRRF-Contact for Kids 7/1/10-6/30/11
			71101	Judicial Grants	Professional Services	9,720		
4	6/20/2011	1243	71101	Judicial Grants	Professional Services		1,000	Re-classify funds to cover the purchase of gift cards. Mo Dept of Public Safety approved incentive program. JDAI Grant
		1243	23027	Judicial Grants	Incentive Supplies	1,000		
5	6/20/2011	1243	3411	Judicial Grants	Federal Reimbursement	3,261		Roll unspent 2010 Title II -JDAI grant fund to 2011
			37220	Judicial Grants	Travel	6		
			37230	Judicial Grants	Meals & Lodging	324		
			71101	Judicial Grants	Professional Services	2,931		
6	8/10/2011	1243	3451	Judicial Grants	State Reimb.-Grant	4,350		Increase funds for DRRF-Contact for Kids 07/01/11-12/31/11 Grant Award - total Grant \$8,700 from 07/01/11-06/30/12
			71101	Judicial Grants	Professional Services	4,350		
7	8/12/2011	1243	3451	Judicial Grants	State Reimbursement	40,498		To increase revenue and expenditures for the Probation Service grant from 07/11/11-12/31/11
			10100	Judicial Grants	Salaries/Wages	31,720		
			10200	Judicial Grants	FICA	2,427		
			10300	Judicial Grants	Health Insurance	4,750		
			10325	Judicial Grants	Disability Insurance	117		
			10350	Judicial Grants	Life Insurance	53		
			10375	Judicial Grants	Dental Insurance	356		
			10400	Judicial Grants	Workers Comp.	1,075		
			8	8/12/2011	1243	3451	Judicial Grants	
			10100	Judicial Grants	Salaries/Wages	4,712		
			10200	Judicial Grants	FICA	360		
9	9/21/2011	1243	71100	Juvenile Justice Center	Contractual Services		235	To transfer funds to cover county contribution portion for FY11-12 JABG Grant
			91300	Judicial Grants and Contracts	Machinery & Equipment	211		
			23050	Judicial Grants and Contracts	Other Supplies	24		
10	9/21/2011	1243	3411	Judicial Grants and Contracts	Federal Grant Reimbursement	5,545		Establish Budget for 2011 portion of JABG Grant for 2011-2012 Grant Year
			10100	Judicial Grants and Contracts	Salaries	3,190		
			10200	Judicial Grants and Contracts	Fica	244		
			91300	Judicial Grants and Contracts	Machinery & Equipment	1,895		
			23050	Judicial Grants and Contracts	Other Supplies	216		
11	10/6/2011	1243	91300	Judicial Grants and Contracts	Machinery & Equipment		60	Transfer of unused funds in 2010/2011 JABG Grant to purchase additional art supplies.
			23050	Judicial Grants and Contracts	Other Supplies			
12	11/14/2011	1243	3411	Judicial Grants and Contracts	Federal Grant Reimbursement	7,700		To establish budget for 2011 portion of Title II JDAI FY12 Grant
			37220	Judicial Grants and Contracts	Travel	100		
			37230	Judicial Grants and Contracts	Meals & Lodging	450		
			71101	Judicial Grants and Contracts	Professional Services	6,800		
			71600	Judicial Grants and Contracts	Equipment Lease & Rental	350		

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

November Session of the October Adjourned

Term. 20 11

County of Boone

In the County Commission of said county, on the

29th

day of

November

20 11


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

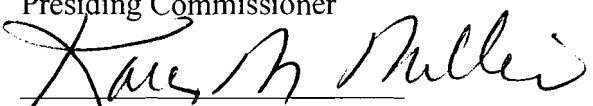
Now on this day the County Commission of the County of Boone does hereby award bid 46-17OCT11 – D.A.R.E T-Shirts and Work Books Term & Supply to Creative Product Sourcing. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

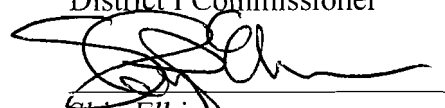
Done this 29th day of November, 2011.

ATTEST:

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


Daniel K. Atwill
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

Boone County Purchasing

Tyson Boldan
Buyer



601 E. Walnut, Room 208
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Tyson Boldan
DATE: November 9, 2011
RE: 46-17OCT11 – D.A.R.E. T-Shirts and Work Books Term & Supply

The bid for D.A.R.E. T-Shirts and Work Books Term & Supply closed on October 17, 2011. One bid was received (only two companies are licensed to produce D.A.R.E. items). Purchasing and the Boone County Sheriff Department recommend award to Creative Product Sourcing for offering the lowest and best bid for Boone County.

This is a term and supply contract. Contract will be paid from departments 1251 – Sheriff, 1255 – Corrections, and account 23050 – Sheriff Other supplies.

Attached are the Bid Tabulation and a department Memo for your review.

ATT: Bid Tabulation

cc:
Bid File

Boone County Purchasing

Tyson Boldan,
Buyer



601 E. Walnut, Rm. 209
Columbia, MO 65201
(573) 886-4392
(573) 886-4390

TO: Leasa Quick
Sheriff Department

FROM: Tyson Boldan,
Buyer

DATE: March 14, 2011

RE: Bid Award Recommendation – 46-17OCT11 – Boone County D.A.R.E. T-Shirts
and Wokbooks

Attached is the bid tabulation for the one bid response was received for the above referenced bid. Please return this cover sheet with your recommendation by **fax to 886-4390** after you have completed the evaluation of this bid. If you have any questions, please call or e-mail me.

DEPARTMENT REPLY:

Please complete the following:

Department Number: 1251

Account Number: 23050

Budgeted: \$ 5000.00

- Award Bid by low bid to Creative Product Sourcing.
- Recommend accepting the following bid(s) for reasons detailed on attached page. (Attach department recommendation).
- Recommend rejecting bid for reasons detailed on attached page. (Attach department recommendation).

Administrative Authority Signature: _____

A handwritten signature in black ink, appearing to be "T. Boldan", written over a horizontal line.

Date: _____

101871

**46-17OCT11 - Boone County
D.A.R.E. T-Shirts and
Workbooks**

BID TABULATION		creative product sourcing
T-Shirt: Classic Graduation with standard D.A.R.E. logo on the front and Boone County Logo on Back		Unit Price
Size: Small		
Color: Red		
With Boone County Logo on back in black		\$7.76
Size: Medium		
Color: Red		
With Boone County Logo on back in black		\$7.76
Size: Large		
Color: Red		
With Boone County Logo on back in black		\$7.76
Size: XL		
Color: Red		
With Boone County Logo on back in black		\$7.76
Size: XXL		
Color: Red		
With Boone County Logo on back in black		\$9.29
Size: XXXL		
Color: Red		
With Boone County Logo on back in black		\$9.80
Size: Small		
Color: Black		
With Boone County Logo on back in white		\$7.76
Size: Medium		
Color: Black		
With Boone County Logo on back in white		\$7.76
Size: Large		
Color: Black		
With Boone County Logo on back in white		\$7.76
Size: XL		
Color: Black		
With Boone County Logo on back in white		\$7.76
Size: XXL		
Color: Black		
With Boone County Logo on back in white		\$9.29
Size: XXXL		
Color: Black		
With Boone County Logo on back in white		\$9.80
Size: Small		
Color: White		
With Boone County Logo on back in black		\$7.25
Size: Medium		
Color: White		
With Boone County Logo on back in black		\$7.25
Size: Large		
Color: White		
With Boone County Logo on back in black		\$7.25
Size: XL		
Color: White		
With Boone County Logo on back in black		\$7.25
Size: XXL		
Color: White		
With Boone County Logo on back in black		\$8.78

Size: XXXL			
Color: White			
With Boone County Logo on back in black			\$9.29
4.16.2 Alternate # 1 (No County Printing)			
T-Shirt: Classic Graduation with standard D.A.R.E. logo on the front (no logo on the back)			
Size: Small - Color: Red			\$6.36
Size: Medium - Color: Red			\$6.36
Size: Large - Color: Red			\$6.36
Size: XL - Color: Red			\$6.36
Size: XXL - Color: Red			\$7.89
Size: XXXL - Color: Red			\$8.40
Size: Small - Color: Black			\$6.36
Size: Medium - Color: Black			\$6.36
Size: Large - Color: Black			\$6.36
Size: XL - Color: Black			\$6.36
Size: XXL - Color: Black			\$7.89
Size: XXXL - Color: Black			\$8.40
Size: Small - Color: White			\$5.85
Size: Medium - Color: White			\$5.85
Size: Large - Color: White			\$5.85
Size: XL - Color: White			\$5.85
Size: XXL - Color: White			\$7.38
Size: XXXL - Color: White			\$7.89
4.16.3. D.A.R.E. Workbooks	EST. QUANTITY	Unit Price	Extended Total
Workbook: English – Elementary D.A.R.E.	4 Box/of 100 shirts (400 shirts)	\$103.25	\$413.00
Workbook: English – Middle School – Keepin' It Real	4 Box/of 100 shirts (400 shirts)	\$132.25	\$529.00
MAX % INCREASE 1ST RENEWAL PERIOD			N.A.
MAX % INCREASE 2ND RENEWAL PERIOD			N.A.
MAX % INCREASE 3RD RENEWAL PERIOD			N.A.
% DISCOUNT FROM CATALOG ON OTHER ITEMS			0%
COOP? (YES OR NO)			YES

**PURCHASE AGREEMENT
FOR
BOONE COUNTY D.A.R.E. T-SHIRTS AND WORKBOOKS TERM & SUPPLY**

THIS AGREEMENT dated the 30 day of November 2011 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Creative Product Sourcing**, herein "Contractor."

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

1. Contract Documents - This agreement shall consist of this Purchase Agreement for **Boone County D.A.R.E. T-Shirts and Work Books Term & Supply**, County of Boone Request for Bid for bid number **46-17OCT11**, Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, any applicable addenda, the unexecuted Response Form, Standard Terms and Conditions, as well as the Contractor's bid response dated **October 07, 2011** and executed by **Scott Mittleman** on behalf of the Contractor. All such documents shall constitute the contract documents which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, the Introduction and General Conditions of Bidding, this Purchases Agreement, the Primary Specifications, Response Presentation and Review, the unexecuted Response Form, Standard Terms and Conditions, and applicable Addenda shall prevail and control over the Contractor's bid response.

2. Contract Duration - This agreement shall commence on **the date of award and extend through June 30, 2012** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County for **three (3) additional one-year periods** subject to the pricing clauses in the Contractor's bid response and thereafter on a month to month basis for a maximum of six (6) months in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not.

3. Basic Services - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with **Uniform Tailoring**. Items/service will be provided as required in the bid specifications and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by County.

4. Delivery - Contractor agrees to provide the items and service as specified and as agreed to in the bid specifications.

5. Billing and Payment - All billing shall be invoiced to Boone County Sheriff Department, 2121 County Dr. Columbia, MO 65202. Billings may only include the prices listed in the Contractor's bid response. No additional fees for delivery or extra services not included in the bid response or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all correct monthly statements within thirty days of receipt, all monthly statements must also have copies of applicable invoices; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

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

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

8. **Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

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

CREATIVE PRODUCT SOURCING

BOONE COUNTY, MISSOURI

by [Signature]

by: Boone County Commissioner
[Signature]

title DIRECTOR OF SALES

Daniel K. Atwill, Presiding Commissioner

address 3130 WILSHIRE BLVD., #555

SANTA MONICA, CA 90403

APPROVED AS TO FORM:

ATTEST:

[Signature]
County Counselor

[Signature]
Wendy S. Noren, County Clerk

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

<u>June Pitchford by SMB</u>	<u>1251/23050, and Term and Supply</u>	
Signature	Date	Appropriation Account

11/16/2011 - No encumbrance required

4. Response Form

4.1. Company Name: CREATIVE PRODUCT SOURCING (DARECATALOG.COM)

4.2. Address: 3130 WILSHIRE BLVD. SUITE 555

4.3. City/Zip: SANTA MONICA, CA 90403

4.4. Phone Number: (310) 845-1154

4.5. Fax Number: (310) 845-9658

4.6. E-Mail Address: SCOTTME@DARECATALOG.COM

4.7. Federal Tax ID: 01-0584512

- 4.7.1. () Corporation
() Partnership - Name
() Individual/Proprietorship - Individual Name
(x) Other (Specify) S CORPORATION

4.9. The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Invitation for Bid which have been read and understood, and all of which are made part of this order.

4.9.1. Authorized Representative (Sign By Hand): [Signature] Date: 10/7/11

4.9.2. Print Name and Title of Authorized Representative: SCOTT MITTLEMAN, DIRECTOR OF SALES Date: 10/7/11

4.10. Delivery After Receipt of Order: 28 DAYS

4.11. Maximum Percentage Increase for N/A % 1st Renewal N/A % 2nd Renewal N/A % 3rd Renewal

4.12. Percent discount from catalog for other item(s) that may be ordered during the term of the contract that are not listed within this bid: 0 % (DISCOUNT ALREADY INCLUDED)

4.13. Does Bidder have proper trademark and copyright certification in order to sell D.A.R.E materials? [x] Yes [] No

4.14. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri? [x] Yes [] No

4.15. Submit three (3) complete copies of your Response in a single sealed envelope, clearly marked on the outside, left corner with your company name and return address, the bid number and the due date and time.

4.16. Response sheet:

4.16.1. T-Shirts: Classic D.A.R.E. graduation t-shirts. Must be available in black, red or white with the standard D.A.R.E. logo on the front and the Boone County Sheriff Department (BCSD) logo on the back. BCSD logo on back shall be contrasting (logo shall be white on black and red t-shirts and logo shall be black on the white t-shirt BCSD logo shall have an approximate 10.5" outside diameter. Please note that Boone County is expecting to purchase approximately \$5,000 a year in D.A.R.E. shirts.

T-Shirt: Classic Graduation with standard D.A.R.E. logo on the front and Boone County Logo on Back	Unit Price
Size: Small Color: Red With Boone County Logo on back in black	\$ 7.76
Size: Medium Color: Red With Boone County Logo on back in black	\$ 7.76
Size: Large Color: Red With Boone County Logo on back in black	\$ 7.76
Size: XL Color: Red With Boone County Logo on back in black	\$ 7.76
Size: XXL Color: Red With Boone County Logo on back in black	\$ 9.29
Size: XXXL Color: Red With Boone County Logo on back in black	\$ 9.80
Size: Small Color: Black With Boone County Logo on back in white	\$ 7.76
Size: Medium Color: Black With Boone County Logo on back in white	\$ 7.76
Size: Large Color: Black With Boone County Logo on back in white	\$ 7.76
Size: XL Color: Black With Boone County Logo on back in white	\$ 7.76
Size: XXL Color: Black With Boone County Logo on back in white	\$ 9.29

Size: XXXL Color: Black With Boone County Logo on back in white	\$ 9.80
Size: Small Color: White With Boone County Logo on back in black	\$ 7.25
Size: Medium Color: White With Boone County Logo on back in black	\$ 7.25
Size: Large Color: White With Boone County Logo on back in black	\$ 7.25
Size: XL Color: White With Boone County Logo on back in black	\$ 7.25
Size: XXL Color: White With Boone County Logo on back in black	\$ 8.78
Size: XXXL Color: White With Boone County Logo on back in black	\$ 9.29

4.16.2. Alternate Number 1 (No County Logo Printing): T-Shirts: Classic D.A.R.E. graduation t-shirts.
Must be available in black, red or white with the standard D.A.R.E. logo on the front

T-Shirt: Classic Graduation with standard D.A.R.E. logo on the front (no logo on the back)	Unit Price
Size: Small Color: Red	\$ 6.36
Size: Medium Color: Red	\$ 6.36
Size: Large Color: Red	\$ 6.36
Size: XL Color: Red	\$ 6.36
Size: XXL Color: Red	\$ 7.89
Size: XXXL Color: Red	\$ 8.40
Size: Small Color: Black	\$ 6.36

Size: Medium Color: Black	\$ 6.36
Size: Large Color: Black	\$ 6.36
Size: XL Color: Black	\$ 6.36
Size: XXL Color: Black	\$ 7.89
Size: XXXL Color: Black	\$ 8.40
Size: Small Color: White	\$ 5.85
Size: Medium Color: White	\$ 7.38 5.85
Size: Large Color: White	\$ 5.85
Size: XL Color: White	\$ 5.85
Size: XXL Color: White	\$ 7.38
Size: XXXL Color: White	\$ 7.89

4.16.3. D.A.R.E. Workbooks:	Estimated Quantity	Unit Price	Extended Total
Workbook: English – Elementary D.A.R.E.	4 Boxes of 100	\$103.25/bo x of 100	\$ 413
Workbook: English – Middle School – Keepin' It Real	4 Boxes of 100	* 112.25 or \$ 132.25/bo x of 100	\$ 449 / 529*

* AS OF JAN 1, 2012
ALL MIDDLE SCHOOL WORKBOOKS
WILL HAVE A 20¢ PER
WORKBOOK INCREASE.



This logo will be on the back of all T-Shirts unless otherwise specified.

(Please complete and return with bid)

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

SCOTT MITTLEMAN DIRECTOR of SALES
Name and Title of Authorized Representative

 10/7/11
Signature Date



Request for Bid (Bid)

Boone County Purchasing
613 E. Ash, Room 109
Columbia, MO 65201

Tyson Boldan, Buyer
Phone: (573) 886-4392 Fax: (573) 886-4390
Email: tboldan@boonecountymo.org

Bid Data

Bid Number: **46-17OCT11**
Commodity Title: **Boone County D.A.R.E. T-Shirt and D.A.R.E. Workbooks Term and Supply**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **MONDAY, OCTOBER 17, 2011**
Time: **1:30 P.M.** (Bids received after this time will be returned unopened)
Location / Address: **Boone County Purchasing Department
Boone County Johnston Paint Building
613 E. Ash, Room 109**

Directions: The Johnston Paint Building is located on the Southeast corner at 7th St. and Ash St. Enter the building from the South Side. Wheel chair accessible entrance is available.

Bid Opening

Day / Date: **MONDAY, OCTOBER 17, 2011**
Time: **1:30 P.M.** (Bids received after this time will be returned unopened)
Location / Address: **Boone County Purchasing Department
Boone County Johnston Paint Building
613 E. Ash, Room 109**

Bid Contents

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form
Debarment Form
Standard Terms and Conditions
No-Bid Response Form**

1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
- 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:
Purchasing - The Purchasing Department, including its Purchasing Director and staff.
Department/s or Office/s - The County Department/s or Office/s for which this Bid is prepared, and which will be the end user/s of the goods and/or services sought.
Designee - The County employee/s assigned as your primary contact/s for interaction regarding Contract performance.
- 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.
Bidder - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.
Contractor - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.
Supplier - All business/s entities which may provide the subject goods and/or services.
- 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
- 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, by e-mail or fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: Written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
- 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidder's failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
- 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established. Please check our web site to ensure that you have received all addendums.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County also reserves the right to not award any item or group of items if the services can be obtained from cooperative MMPPC or other governmental contracts under more favorable terms. Boone County reserves the right to award this bid on an item by item basis, or an "all or none" basis, whichever is in the best interest of the County.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
 1) the provisions of the Contract (as it may be amended);
 2) the provisions of the Bid;
 3) the provisions of the Bidder's Response.
- 1.6. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. Primary Specifications

- 2.1. **ITEMS TO BE PROVIDED** – Boone County, hereafter referred to as “County”, proposes to contract with an individual(s) or organization(s), hereinafter referred to as “Contractor” for a Term and Supply contract for the furnishing of **D.A.R.E. (Drug Abuse Resistance Education) Workbooks and D.A.R.E T-shirts with the Boone County Missouri Sheriff Logo printed on the back** to the Boone County Sheriff’s Department on an *as needed* basis as detailed in the following specifications.
 - 2.1.1. The County reserves the right to award to one or multiple respondents. The County reserves the right to award on an ‘all or none’ basis or by ‘group’. The County realizes awarding on a ‘group’ basis may be impossible for some or all groups. Price compared to convenience of one vendor per group will be evaluated and award shall be based on the best value to the County. Vendors are encouraged to bid on those items they can provide and are not required to bid on all items requested.
 - 2.2. **CONTRACT DURATION** - The contract shall be effective from **the date of award through June 30, 2012**. This contract is subject to **renew annually for three (3) additional one (1) year periods** following expiration of the first contract period.
 - 2.2.1. The unit prices for the items identified on the Response Form shall remain fixed for the identified original contract period. If the County exercises the option for renewal, the contractor shall agree that the prices for the items listed on the Response Form shall not increase by more than the maximum percent proposed on the Response Form.
 - 2.2.2. If renewal percentages are not provided for the items listed on the Response Form, then prices during any renewal period shall be the same as during the original contract period.
 - 2.3. **CONTRACT DOCUMENTS** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 15 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
 - 2.4. **CONTRACT EXTENSION** - The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of 6 months from the date of termination if it is deemed to be in the best interest of Boone County.
 - 2.5. **PRICING** – All prices shall be as indicated on the Response Form. The County shall not pay nor be liable for any other additional costs including but not limited to: taxes, packing, handling, shipping and freight, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc. Additionally, the County shall not be subject to any minimum order quantities or total prices.
 - 2.5.1. All prices shall be FOB Destination, freight prepaid and allowed. This shall mean that the contractor bears all insurance costs and responsibilities for transporting the items, and the cost of freight, delivery, shipping, etc. must be built into the unit cost of the item. The County shall not pay freight, etc. in addition to the price of the item.
 - 2.6. **QUANTITY** – All orders shall be placed based upon need. The County reserves the right to deviate from estimated expenditure amount listed in this bid document. Quantities will not be ordered all at once, but at an as needed basis throughout the contract term. \$5,000 is budgeted annually to purchase from this contract. This information is provided for informational purpose only and is not a guarantee of expenditure on the part of the County.
 - 2.7. **D.A.R.E. T-SHIRT SPECIFICATIONS**
 - 2.7.1. Prior to delivery, all items must be labeled with the size with indelible ink that will remain and not wash out during the life of the garment.
 - 2.7.2. Shirts should be guaranteed for six months against fraying, loose stitching and tearing under normal day to day use.
 - 2.7.3. Evaluation of shirts will be based upon fabric grades, fabric quality, printing, general construction, cost and delivery.

- 2.7.4. All t-shirts shall have the Boone County Logo (referenced page 10 of this document) printed on the back unless otherwise specified. Boone County Sheriff Department Logo shall have approximately a 10.5” outside diameter.
- 2.7.5. An Alternate bid is provided on the Response Form to bid shirts without County logo on back.
- 2.7.6. Boone County Logo shall be of a different and contrasting color to that of the t-shirt color. If the t-shirt is red the Boone County Logo shall be black. If the t-shirt is black, the Boone County Logo shall be red. If the t-shirt is white, the Boone County Logo shall be red.
- 2.8. **D.A.R.E. WORKBOOK SPECIFICATIONS**
- 2.8.1. Bidders shall provide pricing on the Response Form for D.A.R.E. workbooks including English – Elementary D.A.R.E. Workbooks and English – Middle School Keepin’ it Real Workbooks.
- 2.9. **ADDITIONAL INSTRUCTIONS AND CONDITIONS**
- 2.9.1. **Samples:** Samples of specific items may be requested before final award is made. Failure to include samples could cause a bid to be considered non-responsive and not considered for award. When samples are called for, they must be furnished free of expense and if not destroyed in testing will, upon request, be returned at the bidder’s expense. A request for the return of samples must be made within ten days following bid opening. Each individual sample must be labeled with the bidder’s name and manufacturer’s brand name and number.
- 2.9.2. All respondents to this Request For Bid must have the proper trademark and copyright certification in order to sell D.A.R.E materials.
- 2.9.3. **DELIVERY** – Delivery shall be made FOB Destination, inside delivery, with freight charges fully included and prepaid. The seller pays and bears the freight charges.
- 2.9.4. **Delivery Address** – All requested items shall be delivered to the Boone County Sheriff Department, 2121 County Drive, Columbia, MO 65202.
- 2.9.5. **Delivery Time:** All deliveries shall be made between the hours of 8:00 a.m. and 3:00 p.m., local time Monday through Friday, excluding County holidays.
- 2.10. **BILLING AND PAYMENTS** – Invoices shall be submitted to the Sheriff Department, Attn: Leasa Quick, 2121 County Drive, Columbia, MO 65202. Payment will be made within 30 days from receipt of an accurate **monthly statement**.
- 2.11. **NON-EXCLUSIVITY** - The County reserves the right to obtain “like or similar” products of this or other manufacturers, exclusive of this contract, when use of such products is deemed to be in the best interest of the County.
- 2.12. **DESIGNEE** – Boone County Sheriff Department
- 2.13. **Bid Clarification** – Tyson Boldan, Buyer, 613 E. Ash, Room 109, Columbia, MO 65201. Telephone: (573) 886-4392; Facsimile (573) 886-4390 or email: tboldan@boonecountymo.org.

3. Response Presentation and Review

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, Bidder should submit Response in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses should be submitted using the provided Response Sheet. Every question should be answered and if not applicable, the section must contain "N/A." Manufacturer's published specifications for the items requested should be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
 - 3.2.1. **Submittal Package** - Submit, to the location specified on the title page, **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, **the bid number and the due date and time.**
 - 3.2.2. **Advice of Award** - A Bid Tabulation of responses received as well as Award status can be viewed at www.showmeboone.com.
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page under "Bid Opening", all Responses will be opened in public. Brief summary information from each will be read aloud.
 - 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements. **Please submit the No Bid Response Form (last page) if not submitting a bid.**
- 3.4. **RESPONSE CLARIFICATION** – The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
 - 3.4.1. **Rejection or Correction of Responses** – The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.5. **EVALUATION PROCESS** – The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
 - 3.5.1. **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
 - 3.5.2. **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
 - 3.5.3. **Endurance of Pricing** – Bidder's pricing must be held until contract execution or 60 days, whichever comes first.

4. Response Form

4.1. Company Name:

4.2. Address:

4.3. City/Zip:

4.4. Phone Number:

4.5. Fax Number:

4.6. E-Mail Address:

4.7. Federal Tax ID:

4.7.1. () Corporation

() Partnership - Name _____

() Individual/Proprietorship - Individual Name _____

() Other (Specify) _____

4.9. **The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Invitation for Bid which have been read and understood, and all of which are made part of this order.** By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri.

4.9.1. Authorized Representative (Sign By Hand):

_____ Date: _____

4.9.2. Print Name and Title of Authorized Representative

_____ Date: _____

4.10. Delivery After Receipt of Order: _____

4.11. Maximum Percentage Increase for ____% 1st Renewal ____% 2nd Renewal ____% 3rd Renewal

4.12. Percent discount from catalog for other item(s) that may be ordered during the term of the contract that are not listed within this bid: ____%.

4.13. Does Bidder have proper trademark and copyright certification in order to sell D.A.R.E materials?
____ Yes ____ No

4.14. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri? _____ Yes _____ No

4.15. **Submit three (3) complete copies of your Response in a single sealed envelope, clearly marked on the outside, left corner with your company name and return address, the bid number and the due date and time.**

4.16. Response sheet:

4.16.1. T-Shirts: Classic D.A.R.E. graduation t-shirts. Must be available in black, red or white with the standard D.A.R.E. logo on the front and the Boone County Sheriff Department (BCSD) logo on the back. BCSD logo on back shall be contrasting (logo shall be white on black and red t-shirts and logo shall be black on the white t-shirt) BCSD logo shall have an approximate 10.5” outside diameter. Please note that Boone County is expecting to purchase approximately \$5,000 a year in D.A.R.E. shirts.

T-Shirt: Classic Graduation with standard D.A.R.E. logo on the front and Boone County Logo on Back	Unit Price
Size: Small Color: Red With Boone County Logo on back in black	\$ _____
Size: Medium Color: Red With Boone County Logo on back in black	\$ _____
Size: Large Color: Red With Boone County Logo on back in black	\$ _____
Size: XL Color: Red With Boone County Logo on back in black	\$ _____
Size: XXL Color: Red With Boone County Logo on back in black	\$ _____
Size: XXXL Color: Red With Boone County Logo on back in black	\$ _____
Size: Small Color: Black With Boone County Logo on back in white	\$ _____
Size: Medium Color: Black With Boone County Logo on back in white	\$ _____
Size: Large Color: Black With Boone County Logo on back in white	\$ _____
Size: XL Color: Black With Boone County Logo on back in white	\$ _____
Size: XXL Color: Black With Boone County Logo on back in white	\$ _____

Size: XXXL Color: Black With Boone County Logo on back in white	\$ _____
Size: Small Color: White With Boone County Logo on back in black	\$ _____
Size: Medium Color: White With Boone County Logo on back in black	\$ _____
Size: Large Color: White With Boone County Logo on back in black	\$ _____
Size: XL Color: White With Boone County Logo on back in black	\$ _____
Size: XXL Color: White With Boone County Logo on back in black	\$ _____
Size: XXXL Color: White With Boone County Logo on back in black	\$ _____

4.16.2. Alternate Number 1 (No County Logo Printing): T-Shirts: Classic D.A.R.E. graduation t-shirts. Must be available in black, red or white with the standard D.A.R.E. logo on the front

T-Shirt: Classic Graduation with standard D.A.R.E. logo on the front (no logo on the back)	Unit Price
Size: Small Color: Red	\$ _____
Size: Medium Color: Red	\$ _____
Size: Large Color: Red	\$ _____
Size: XL Color: Red	\$ _____
Size: XXL Color: Red	\$ _____
Size: XXXL Color: Red	\$ _____
Size: Small Color: Black	\$ _____

Size: Medium Color: Black	\$ _____
Size: Large Color: Black	\$ _____
Size: XL Color: Black	\$ _____
Size: XXL Color: Black	\$ _____
Size: XXXL Color: Black	\$ _____
Size: Small Color: White	\$ _____
Size: Medium Color: White	\$ _____
Size: Large Color: White	\$ _____
Size: XL Color: White	\$ _____
Size: XXL Color: White	\$ _____
Size: XXXL Color: White	\$ _____

4.16.3. D.A.R.E. Workbooks:	Estimated Quantity	Unit Price	Extended Total
Workbook: English – Elementary D.A.R.E.	4 Boxes of 100	\$ _____/bo x of 100	\$ _____
Workbook: English – Middle School – Keepin’ It Real	4 Boxes of 100	\$ _____/bo x of 100	\$ _____



This logo will be on the back of all T-Shirts unless otherwise specified.

(Please complete and return with bid)

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date



Boone County Purchasing
601 E. Walnut, Room 209
Columbia, MO 65201

Standard Terms and Conditions

Tyson Boldan, Buyer

Phone: (573) 886-4392 - FAX (573) 886-4390

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department/Office identified in the Request for Bid and/or Proposal.
2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
11. No bid transmitted by fax machine or **e-mail** will be accepted. **U.S. mail only.**
12. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.

14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.



Boone County Purchasing
601 E. Walnut, Room 209
Columbia, MO 65201

“No Bid” Response Form

Tyson Boldan, Buyer
(573) 886-4392 – Fax: (573) 886-4390

“NO BID RESPONSE FORM”

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUBMIT A BID**

If you do not wish to respond to this bid request, but would like to remain on the Boone County vendor list for this service/commodity, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this “No Bid” Response Form to our office, the FAX number is (573) 886-4390.

Bid: 46-17OCT11 – Boone County D.A.R.E. T-Shirts and Workbooks Term and Supply

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:

