

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI }  
 County of Boone } ea.

February Session of the January Adjourned Term. 20 04

In the County Commission of said county, on the 10<sup>th</sup> day of February 20 04

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

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

DEPARTMENT ACCOUNT AND TITLE	AMOUNT INCREASE
1287-03411: Emergency Services and Dispatch – Federal Grant Reimbursement	\$4,289.00
1287-37240: Emergency Services and Dispatch – Training/Registration	\$1,000.00
1287-23050: Emergency Services and Dispatch – Other Supplies	\$3,289.00

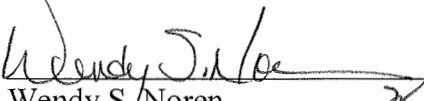
Said budget amendment is to establish the 2004 budget for the Community Emergency Response Team (CERT) Grant.

Done this 10<sup>th</sup> day of February, 2004.

absent

Keith Schnarre  
 Presiding Commissioner

ATTEST:

  
 Wendy S. Noren  
 Clerk of the County Commission

  
 Karen M. Miller  
 District I Commissioner

  
 Skip Elkin  
 District II Commissioner

REQUEST FOR BUDGET AMENDMENT

131 1/27  
2nd 2/10

BOONE COUNTY, MISSOURI

RECEIVED

JAN 23 2004

FOR AUDITORS USE

42-2004

1/22/04  
EFFECTIVE DATE

Department				Account					Department Name	BOONE COUNTY AUDITOR Account Name	(Use whole \$ amounts)	
											Decrease	Increase
1	2	8	7	0	3	4	1	1	Emer. Services & Dispatch	Federal Grant Reimb.		4289.
1	2	8	7	3	7	2	4	0	"	Training - Registration		1000.
1	2	8	7	2	3	0	5	0	"	Other Supplies		3289.

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): Boone County Sheriff's Dept. has been awarded a grant to train our county citizens to assist in emergency situations caused by natural disasters or terrorism created disasters. Establish revenue & expenditure budget - CERT grant.

Establish budget - 2004 CERT grant

*[Signature]*  
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. N/A
- Comments:

Commission Agenda

*[Signature]*  
Auditor's Office

absent  
PRESIDING COMMISSIONER

*[Signature]*  
DISTRICT I COMMISSIONER

*[Signature]*  
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.

Bob Holden  
Governor

STATE OF MISSOURI

Jerry B. Uhlman  
Director

EMERGENCY MANAGEMENT AGENCY



DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE ADJUTANT GENERAL

PO Box 116, Jefferson City, Missouri 65102  
Phone: 573/526-9100 Fax: 573/634-7966  
E-mail: mosema@mail.state.mo.us  
Website: www.sema.state.mo.us



October 20, 2003

COPY  
→ Bev. B.

Mr. James P. McNabb  
Boone County OEM  
17 N 7th Street - Suite A  
Columbia, MO 65205

Dear Mr. McNabb:

We want to thank you for participating in the Community Emergency Response Team (CERT) Grant Program. Disaster preparedness is extremely important, especially in times like these, and CERT training is an excellent way to prepare our communities. We truly hope that the sub-grant you receive will help to enhance your existing program.

Your application for CERT funding has been reviewed along with 62 other jurisdictions and is pending approval. All requirements for the FY2002 CERT sub-grant funding must be completed by December 31, 2003 to receive FY2003 CERT funding. Please, read the following memo for detailed information. As you may know our current funding is limited and we have made every effort to accommodate everyone's needs.

Your community, the County of Boone, has been awarded a sub-grant of \$4,289.31. The award process we have used to allocate this sub-grant considered several things: 1) your application; 2) current terrorist threat; 3) history/threat of natural disaster; and 4) the Census 2000 population data for your jurisdiction.

CERT Sub-Grant funding will be reimbursed quarterly upon receipt of required reports. We will remain in contact with you for quarterly progress reports and an end of the year accomplishments report. These funds received by your community are subject to audit and must be spent by August 6, 2004. If this presents a problem, please let Alysia Beaudoin know no later than May 14, 2004.

Several documents and forms have been included in this packet. Please, look them over and if you have any questions call Alysia Beaudoin, CERT Program Manager, at 573.526.9250.

Sincerely,

Handwritten signature of Jerry B. Uhlman in black ink.  
Jerry B. Uhlman  
Director

JBU: ab  
Enclosures



# EMERGENCY MANAGEMENT AGENCY

DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE ADJUTANT GENERAL

PO Box 116, Jefferson City, Missouri 65102  
Phone: 573/526-9100 Fax: 573/634-7966  
E-mail: mosema@mail.state.mo.us



## IMPORTANT MEMO

October 20, 2003

To: The County of Boone  
From: Alysia Beaudoin  
RE: Pending Acceptance of FY2003 funds.

Acceptance of these FY2003 CERT funds (for receipt in Federal Fiscal Year 2004) is dependent upon the completion of all requirements for the current FY2002 Supplemental CERT grant. FY2002 funds must be spent by December 4, 2003.

The following list of requirements must be met by December 31, 2003:

<u>Requirements:</u>	<u>Completed:</u>	<u>Needed:</u>
➤ Minimum of two (2) CERT Trainers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
➤ CERT Classes ( <i>Minimum of one if awarded less than \$5000, two if awarded \$5000 or more</i> )		
○ Class 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
○ Class 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
➤ Submit all quarterly progress reports	<input type="checkbox"/>	<input type="checkbox"/> 3 <sup>rd</sup> quarter
➤ Submit class rosters and evaluations		
○ Class 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
○ Class 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>

COMMENTS:

I am aware that more than 2 classes may be completed.



**EMERGENCY MANAGEMENT  
FY2003 Supplemental CERT Grant**

**PROGRAM GUIDANCE FOR  
PARTICIPATING JURISDICTIONS**

**Missouri State Emergency Management Agency  
P.O. Box 116  
Jefferson City, MO 65102  
[www.sema.state.mo.us](http://www.sema.state.mo.us)**

October 20, 2003

# Emergency Management FY2003 CERT Grant Program Guidance

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CFDA #: 83.565

## TABLE OF CONTENTS

- A. Definitions
- B. Project Description Overview
- C. Performance Period
- D. Maintenance of Effort/Supplanting of Funds
- E. Usage of Funds
- F. Program Requirements
- G. Reporting Requirements
  - a. General Information
  - b. Performance Reports
  - c. Financial Reports
- H. Amendments
- I. Resources and Supplemental Information
- J. Documents and Forms
- K. General Provisions

# Emergency Management FY2003 CERT Grant Program Guidance

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## A. Definitions

Sub-Grantee: Local jurisdiction receiving funds from Grantee, State Emergency Management Agency of Missouri.

## B. Project Description Overview

The goal of the Community Emergency Response Team (CERT) Grant program is to train local citizens in emergency preparedness and response in a manner that will provide them the necessary skills to safely care for each other during a disaster until professional emergency responders arrive. Trained individuals and teams can help in saving lives and protecting property when communities' professional response resources are stretched thin.

Another goal of the CERT Grant Program is to involve local community members in emergency management through their involvement in the CERT program.

An added benefit of the CERT program is an established pool of trained volunteers, which the community can use to its advantage in times other than disaster. Continuous volunteer opportunities, as well as refresher activities, would help keep CERTs up to date and involved in their community and are highly encouraged.

### **Objectives:**

For local governments to initiate, organize, train and maintain CERTs and to use these teams as an emergency management resource and as a volunteer pool to perform special projects that improve a community's preparedness.

For communities with established CERT programs to continue, maintain and expand these programs.

Possible sources for delivery of this program at the local level include local emergency management and response agency personnel, education training centers, schools of higher education, and other training sources. Regardless of the training source, the program shall be sponsored by a public sector emergency management or response agency or the local Citizen Corps Council that will manage and maintain the CERT volunteer resource.

The Sub-Grantee shall perform the work described in this FY 2003 CERT Grant Guidance. By acceptance of these funds awarded, the Sub-Grantee agrees to abide by the terms and conditions of the grant as set forth in this document and the documents identified below, and made a part hereof by reference.

# Emergency Management FY2003 CERT Grant Program Guidance

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Listed are possible uses for CERT funds:

- ✓ Instructor preparation and delivery time (ONLY for local offering NOT for taking the TtT course)
  - Trainers can be contracted for the specific purpose of training and educating CERT members.
- ✓ Program administration of CERT (5% Maximum)
  - Creation and maintenance of CERT database
  - Coordination of program
  - Office supplies in support of CERT
- ✓ Rental of training facility
- ✓ CERT member's hard hat, safety vest, goggles and gloves (**MUST remain the property of the local jurisdiction**)
- ✓ CERT training materials (**MUST remain the property of the local jurisdiction**)
- ✓ Printing CERT material to include instructor guides, student manuals (see Resources), brochures, certificates, handouts, Field Operating Guide (see Resources), newsletters and postage (preference is for an electronic newsletter with email addresses as part of database).
- ✓ Non-expendable classroom equipment for CERT delivery (10% Maximum)
  - Computers, projectors, etc.
- ✓ Other items applicable to CERT as explained in jurisdiction's work plan.

## F. Program Requirements

**Jurisdictions that apply for and receive funds under this grant must complete all requirements and show progress toward goals outlined in the original application or return their total grant allocation to the State of Missouri.**

It is important that all local CERT trainers and coordinators understand the commitment they are making by participating in this grant offering and understand all requirements placed upon them. Review the requirements listed below.

### Minimum Requirements:

- a. List CERT program on the Directory of Community Emergency Response Teams by State. Submission link on the CERT web site is located at <http://training.fema.gov/EMIWeb/CERT/dir.asp> with a link to Submit information about your program.
  - Individual jurisdictions must register their CERT program before January 9, 2004.



# Emergency Management FY2003 CERT Grant Program Guidance

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- Be sure that all reports are passed through the appropriate channels set forth within the local jurisdiction. SEMA will only receive reports signed by the Appropriate Authority whom signed the original application.
- **Report dates are January 9, April 9, July 9 and October 8 of 2004. Please, submit reports by the due dates.**
- Any necessary changes in reporting forms will be forwarded to you in advance.

## Audits and Records:

All Sub-Grantees must follow the audit requirements of OMB Circular No. A-133: Audits of States, Local Governments and Non-Profit Organizations.

Grant records include financial and performance reports, supporting documents, statistical records and other records of Sub-Grantee, which are required to be maintained by 44 CFR Part 13.42, program regulations or the grant agreement. Grant records shall be retained for a period of 3 years from the day the Grantee submits its final expenditure report. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the 3-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 3-year period, whichever is later.

**\*\*Keep copies of all records\*\***

## Performance Reports:

Quarterly performance reports are to be completed by the CERT coordinator or the individual designated by the Appropriate Authority whom applied for and signed the CERT grant application.

Performance reports are to include an outline of CERT activation for emergency (deployments) and non-emergency situations. This will include situations where CERT members have augmented a community's emergency management capability. Examples of non-emergency would be any special project or activity that enhanced the community's preparedness.

SEMA submits quarterly Program Activity Reports to FEMA Region VII reflecting each jurisdictions progress.

# Emergency Management FY2003 CERT Grant Program Guidance

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## I. Resources and Supplemental Information

**Student Manuals:** Funding can be used to order student manuals from the Central Missouri Correctional Center for \$5.70 each. To order SMs send a purchase order via fax to Leon Herigon at 573.751.6679 with the following information:

- Contact name, address and telephone number
- Date books needed by
- Number of books needed
- Write on purchase order "Community Emergency Response Team Student Manuals"

**Field Operating Guide (FOG):** Funding can be used to print, copy and bind this guidebook for CERT team members. You can download a free copy of this guide at: <http://training.fema.gov/EMIWeb/CERT/certfog.asp>. Another version of this guide is also available on SEMA's CERT web page or by request via email from the CERT Program Manager; this version is a combination FOG and ID that can be printed, laminated and worn around the neck.

**Building a Burn Pan:** Instructions on building a burn pan can be obtained at: <http://training.fema.gov/EMIWeb/downloads/IG-CERT-Unit2Rev2.doc> on page 4.

**Other Resources:** Worksheets, documentation forms and handouts can be found on various websites. See 'Online Resources' for a list of useful websites.

## J. Documents and Forms

The following documents and forms are included in this package. They can be obtained electronically on SEMA's CERT web page at [www.sema.state.mo.us](http://www.sema.state.mo.us) or by request of the CERT Program Manager via email.

1. Document of Online Resources
2. Quarterly Performance Report (*new*)
3. Reimbursement Information Form (*for new Sub-Grantees only*)
4. Reimbursement Request Instructions (*new*)
5. Reimbursement Request Form (*new*)
6. Evaluation Form (*new & required for classes*)
7. Training Roster Form (*new & required for classes*)
8. Sample Certificate

## Online Resources

### **Citizen Corps Council:**

<http://www.citizencorps.gov>

*\*\*The four programs that fall under Citizen Corps Councils are:*

1. Volunteers In Police Service Program:

<http://www.policevolunteers.org/>

2. Medical Reserve Corps:

<http://www.medicalreservecorps.gov/>

3. Neighborhood Watch Program:

<http://www.usaonwatch.org/>

4. **CERT:**

<http://training.fema.gov/emiweb/CERT/> (*GREAT RESOURCE!!!*)

FEMA's website provides information on:

- Starting a CERT (training, recruiting, funding, etc.)
- History of CERT
- Maintaining/using CERTs (refresher courses, volunteering, etc.)
- CERT Training Materials (Course books, videos, etc.)
- And much more!

### Other CERT websites:

AVERT (Association of Volunteer ERTs)

<http://www.avertdisasters.org> (they have good CERT info also)

Los Angeles CERT Home Page

<http://www.cert-la.com/> (lots of useful information for all to use)

The "Connection" at <http://www.naem.com/connection.html> is a newsletter about CERT programs around the country. Anyone can submit a story.

***Note:** These websites have been very helpful in understanding Citizen Corps and its four programs. The CERT websites are great resources for understanding, starting and improving **Community Emergency Response Teams!***

### **Other Useful Website:**

<http://www.ready.gov/> has information and downloads on citizen 'readiness'.

*\*\*For more information on resources contact the State CERT Program Manager\*\**

Alysia Beaudoin, CERT Program Manager

Office: 573.526.9250 Email: [abeaudoin@sema.state.mo.us](mailto:abeaudoin@sema.state.mo.us)

[www.sema.state.mo.us](http://www.sema.state.mo.us)

<b>Missouri State Emergency Management Agency</b>			<b>Grant: CERT 03</b>	
<b>Quarterly Progress Report</b>			<b>Federal Fiscal Year 2004</b>	
Report Completed by (please print name and title):				
1. Jurisdiction:		2. County:		3. Date:
4. Amt. of grant used this period:		5. Total amt. of grant used YTD:		6. Period Covered
				From:
				Through:
<b>**Fill in the total number for each activity during this reporting period**</b>				
7. # CERT Courses Taught:	8. # Participants Trained:	9. # Refresher Courses offered:	10. # Participants in Refreshers:	
11. Number of Public Education and Outreach Programs/Activities (describe in block 15):			12. Number and Type of Publications distributed (describe in block 15):	
13. Describe CERT activities this period. Include examples of emergency deployments AND non-emergency activities/special projects of CERTs in your community:				
14. Describe the type(s) of refresher courses offered. Also, list any additional training provided to CERT Participants, including the # of participants:				
15. Describe accomplishments this reporting period. Show progress towards quarter goals:				
16. Dates of upcoming classes:				
17. Comments, issues, needs or concerns? Provide any suggested remedies:				
Completed reports are due on or before given dates by email, fax or U.S. mail. Send all reports to Alysia Beaudoin, CERT Program Manager.				

**PROCEDURES FOR JURISDICTIONS TO FOLLOW REGARDING REIMBURSEMENT OF FUNDS FOR COMMUNITY EMERGENCY RESPONSE TEAM (CERT) GRANT EXPENDITURES.**

- 1. Complete Reimbursement Request Form. (Forms are available on SEMA's CERT web page)**
  - Enter Reporting Period
  - Enter Jurisdiction Requesting Reimbursement and address.
  - Enter Item/Event and Date.
  - Enter individual Invoice #'s (NOTE: Invoice must be paid to be reimbursed).
  - Enter Invoice Date.
  - Enter Check # that paid invoice (NOTE: Credit Card payments will NOT be accepted).
  - Enter Check Date.
  - Enter Amount of this Invoice.
  - Grand Total (Total amount of request for reimbursement).
  - Must be signed by authorized person (EMD, Commissioner or Mayor)
  - Print Name of Authority and Position.
  - Enter phone number of Delegated Authority.
  - Enter Date of Reimbursement Request.
  
- 2. Attach copies of paid invoices to Reimbursement Request Form.**
  
- 3. Send Reimbursement Request Form along with attached paid invoices to address below. Payment will be processed in 7-10 working days.**

State Emergency Management Agency  
ATTN: Alysia Beaudoin  
P.O. Box 116  
Jefferson City, MO. 65102-0116

Missouri State Emergency Management Agency Reimbursement Request				<b>Grant: CERT 03</b>			FOR SEMA USE ONLY	
CFDA # 83.565				Federal Fiscal Year 2004			Grant Coordinator Approval:	
Reporting Period		From	To				Date:	
Jurisdiction Requesting Reimbursement:			Address:			Fiscal Approval:		
						Date Processed:		
								<b>TOTAL</b>
	Item/Event	Date	Invoice #	Invoice Date	Check #	Check Date	Amount	
All Other Expenditures (please list separately)								
Non-Expendable Equipment (10% max.)								

Authorized Signature:

Date:

Phone Number:

Printed Name of Authority and Position:



# SEMA Participant Course Evaluation

Course Name: *Community Emergency Response Team* Course Date: \_\_\_\_\_

**\*\*On a scale of 1 to 5, with 5 being the highest, please rate the instructors\*\***

Instructor Name:	Instructor 1	Instructor 2	Instructor 3	Instructor 4
A. Well-prepared and demonstrated subject matter competency.	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
B. Communicated information clearly and concisely.	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
C. Addressed participant needs and encouraged involvement.	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
D. Instructional materials (visual aids, handouts, student manuals, etc.) were used effectively.	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

E. Comments (*Please, provide comments regarding each instructor so they may improve their technique.*)

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**Classroom Assessment: \*\*On a scale of 1 to 5, with 5 being the highest, please rate the facilities\*\***

A. Physical facilities provided a suitable setting for learning. 1 2 3 4 5      Comments: \_\_\_\_\_

B. Instructional equipment was adequate. 1 2 3 4 5      \_\_\_\_\_



# SEMA Training Registration Form

Course: Community Emergency Response Team

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

Location: \_\_\_\_\_

Instructor(s): \_\_\_\_\_

Local Offering

Train-the-Trainer

Name (Please Print) \_\_\_\_\_

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Social Security Number \_\_\_\_\_ POST

E-mail Address \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Social Security Number \_\_\_\_\_ POST

E-mail Address \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Social Security Number \_\_\_\_\_ POST

E-mail Address \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Social Security Number \_\_\_\_\_ POST

E-mail Address \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Social Security Number \_\_\_\_\_ POST

E-mail Address \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Social Security Number \_\_\_\_\_ POST

E-mail Address \_\_\_\_\_



# *Certificate of Achievement*

awarded to:

**FirstName LastName**

for completing the

Community Emergency Response Team Training  
(Local Offering)

held StartDate through EndDate  
City, State



(Appropriate Authority's Title)

---

(Appropriate Authority's Title)

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MODE = MEMORY TRANSMISSION

START=JAN-22 15:09

END=JAN-22 15:10

FILE NO.=123

STN NO.	COMM.	ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK		8864300	001/001	00:00:45

-BOONE COUNTY SHERIFF DEPT-

\*\*\*\*\* -573 874 8953 - \*\*\*\*\* - 573 874 8953- \*\*\*\*\*  
 STATE OF MISSOURI Jerry B. Uhlmann  
 Director

### NCY MANAGEMENT AGENCY

DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE ADJUTANT GENERAL

PO Box 116, Jefferson City, Missouri 65102  
Phone: 573/526-9100 Fax: 573/634-7966  
E-mail: mosema@mail.state.mo.us  
Website: www.sema.state.mo.us



*Shawna*

October 20, 2003

**COPY**  
→ Bev. B.

Mr. James P. McNabb  
Boone County OEM  
17 N 7th Street - Suite A  
Columbia, MO 65205

Dear Mr. McNabb:

We want to thank you for participating in the Community Emergency Response Team (CERT) Grant Program. Disaster preparedness is extremely important, especially in times like these, and CERT training is an excellent way to prepare our communities. We truly hope that the sub-grant you receive will help to enhance your existing program.

Your ~~application~~ funding has been reviewed along with 62 other jurisdictions and ~~is pending~~ approval. All requirements for the FY2002 CERT sub-grant funding must be completed by December 31, 2003 to receive FY2003 CERT funding. Please, read the following memo for detailed information. As you may know our current funding is limited and we have made every effort to accommodate everyone's needs.

Your community, ~~Boone County~~ Boone, ~~has been awarded a sub-grant of \$7,200.00~~ The award process we have used to allocate this sub-grant considered several things: 1) your application; 2) current terrorist threat; 3) history/threat of natural disaster; and 4) the Census 2000 population data for your jurisdiction.

CERT Sub-Grant funding will be reimbursed quarterly upon receipt of required reports. We will remain in contact with you for quarterly progress reports and an end of the year accomplishments report. These funds received by your community are subject to audit and must be spent by August 6, 2004. If this presents a problem, please let Alysia Beaudoin know no later than May 14, 2004.

Several documents and forms have been included in this packet. Please, look them over and if you have any questions call Alysia Beaudoin, CERT Program Manager, at 573.526.9250.

Sincerely,

*Jerry B. Uhlmann*  
Jerry B. Uhlmann  
Director

JBU: ab  
Enclosures

1/26/2004

FY 2004  
Budget Amendments/Revisions  
Emergency Services & Dispatch (1287)

<u>Index #</u>	<u>Date Recd</u>	<u>Account</u>	<u>Account Name</u>	<u>\$Increase</u>	<u>\$Decrease</u>	<u>Reason/Justification</u>	<u>Comments</u>
I	1/23/2004	3411	Federal Grant Reimbursement	4,289		Establish budget - 2004 CERT grant	
		37240	Registration/Tuition	1,000			
		23050	Other Supplies	3,289			

# CERTIFIED COPY OF ORDER



STATE OF MISSOURI }  
County of Boone } ea.

February Session of the January Adjourned Term. 20 04

In the County Commission of said county, on the 10<sup>th</sup> day of February 20 04

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

Now on this day the County Commission of the County of Boone does hereby re-appoint Scott Cristal of the Missouri Township to the Boone County Community Services Advisory Committee for a term to expire on December 31, 2006.

Done this 10<sup>th</sup> day of February, 2004.

absent  
Keith Schnarre  
Presiding Commissioner

ATTEST:

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

Karen M. Miller  
Karen M. Miller  
District I Commissioner

Skip Elkin  
Skip Elkin  
District II Commissioner

43

Keith Schnarre, Presiding Commissioner  
Karen M. Miller, District I Commissioner  
Skip Elkin District II Commissioner



Boone County Government Center  
801 E. Walnut, Room 245  
Columbia, MO 65201  
573-886-4305 • FAX 573-886-4311  
E-mail: commission@boonecountymo.org

Community Services Advisory  
Commission

# Boone County Commission

REPPPLY - 3yr term expiring 12/31/2006

## BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

Board or Commission: Boone County Community Service Advisory Comm Term: 3yr

Current Township: Missouri Today's Date: 1/10/04

Name: Scott Cristal

Home Address: 10650 W. Kings Lane Rochport, Mo Zip Code: 65279

Business Address: PO Box 40 Columbia, MO Zip Code: 65205

Home Phone: 573-447-7193 Work Phone: 573 446-0600 999-387

Fax: same E-mail: scristal@midamerica.net

Qualifications: Having served several terms on the commission I have become one of the senior members allowing me to provide insides as well as historic memory regarding different issues (almost would make me old if I wasn't ageless... u) In my work, I run into many people who can benefit from the services organizations that come before the commis offer. As a result, I can guide them on where to go. I am not a social worker at a @

Past Community Service: was part of the group that started Worley Street Project Board of KOPN vice chair Cultural Affairs Commission of Columbia, member Columbia Chamber of Commerce on Government Affairs committee, Small Business Committee, + Executive @

References: Almeta Crayton, Marc Hunter, Phil Steinhart, ~~Robert~~ Judge Kelly, Elizabeth Schmidt, Dave Griggs, Kay Callison, ~~Dr.~~ Dr. Howard Lypton, Jonathan Erblich

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

Applicant Signature

Return Application To: Boone County Commission Office  
Boone County Government Center  
801 East Walnut, Room 245  
Columbia, MO 65201  
Fax: 573-886-4311

*no interviews requested 1-14*

*LETTER RECEIVED*

Keith Schnarre, Presiding Commissioner  
Karen M. Miller, District I Commissioner  
Chip Elkin, District II Commissioner



Roger B. Wilson  
Boone County Government Center  
801 East Walnut Room 245  
Columbia, MO 65201-7732  
573-886-4305 • FAX 573-886-4311

# Boone County Commission

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December 31, 2003

Scott Cristal  
10650 W. Kings Lane  
Rocheport, MO 65205

Dear Mr. Cristal:

Your term on the Boone County Community Services Advisory Commission expires on December 31, 2003. Boone County Commission policy requires new applications to be submitted. Your new application will allow our office to update our files in case of any changes in address, telephone numbers, or other pertinent information. You may be asked to schedule a fifteen-minute interview with each of the Commissioners. This allows the Commissioners to meet current and prospective board members.

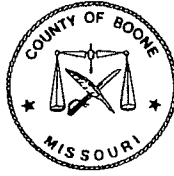
I have enclosed an application should you wish to reapply for this position. Please mail the application to the Boone County Commission by January 31st, 2004, if you will be reapplying. If you have any questions or concerns, please contact me at 886-4305.

Sincerely,

Carol Gragg

Enclosure

Keith Schnarre, Presiding Commissioner  
Karen M. Miller, District I Commissioner  
Chip Elkin, District II Commissioner



Roger B. Wilson  
Boone County Government Center  
801 East Walnut Room 245  
Columbia, MO 65201-7732  
573-886-4305 • FAX 573-886-4311

# Boone County Commission

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January 22, 2004

Scott Cristal  
10650 W. Kings Lane  
Rocheport, MO 65279

Dear Mr. Cristal:

We received your recent re-application for the Boone County Community Services Advisory Commission. Thank you very much for your interest by offering your time and talents to serve your community and we appreciate your past years of service to the citizens of Boone County.

Applications for the current board openings are accepted through January 31, 2004. The Commissioners have chosen not to request an interview. Board appointments are usually made soon after the application cut-off date. Our office will notify you, shortly thereafter, of the Commission's decision.

If you have any further questions, please feel free to contact me at the Boone County Commission Office. My telephone number is 886-4305.

Thank you again for applying for the position on the Boone County Community Services Advisory Commission.

Sincerely,

A handwritten signature in cursive script that reads "Carol S Gragg".

Carol S Gragg  
Secretary

Enclosures

cc: Phil Steinhaus, Office of Community Services

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

February Session of the January Adjourned Term. 20 04


In the County Commission of said county, on the 10<sup>th</sup> day of February 20 04

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

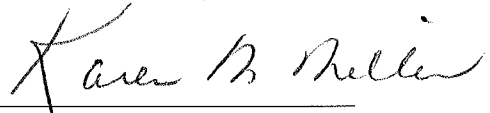
Now on this day the County Commission of the County of Boone does hereby re-appoint Jeane Grace of the Rocky Fork Township to the Boone County Senior Board for a term to expire on January 31, 2008.

Done this 10<sup>th</sup> day of February, 2004.

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

absent  
Keith Schnarre  
Presiding Commissioner

  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner



Keith Schnarre, Presiding Commissioner  
Karen M. Miller, District I Commissioner  
Skip Elkin District II Commissioner



Boone County Government Center  
801 E. Walnut, Room 245  
Columbia, MO 65201  
573-886-4305 • FAX 573-886-4311  
E-mail: commission@boonecountymo.org

*Boone County Senior Board*

# Boone County Commission

*REAPPLY for Term expires 1-31-2008*

## BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

Board or Commission: *Boone Board* *Renew*  
Term: 1-01-

Current Township: *Rockyfork* Today's Date: *1/13/04*

Name: *Jeanne Grace*

Home Address: *11900 Owens School Hallsville MO* Zip Code: *65255*

Business Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: *573 696 3890* Work Phone: \_\_\_\_\_

Fax: *573 696 0007* E-mail: \_\_\_\_\_

Qualifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Past Community Service: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

References: \_\_\_\_\_  
\_\_\_\_\_

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

*Jeanne Grace*  
Applicant Signature

Return Application To: Boone County Commission Office  
Boone County Government Center  
801 East Walnut, Room 245  
Columbia, MO 65201  
Fax: 573-886-4311

*LETTER of RECEIPT ✓  
1-22*

Keith Schnarre, Presiding Commissioner  
Karen M. Miller, District I Commissioner  
Bkip Elkin, District II Commissioner



Roger B. Wilson  
Boone County Government Center  
801 East Walnut Room 245  
Columbia, MO 65201-7732  
573-886-4305 • FAX 573-886-4311

# Boone County Commission

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January 22, 2004

Jeane Grace  
11900 Owens School  
Hallsville, MO 65255

Dear Ms. Grace:

We received your recent application for the Boone County Senior Board. Thank you very much for your interest by offering your time and talents to serve your community and thank you for your past years of service.

Applications for the current board openings are accepted through January 31, 2004. Board appointments are usually confirmed soon after the application cut-off date. Our office will notify you, shortly thereafter, of the Commission's decision.

I have enclosed an updated list of the current board members. If you have any further questions, please feel free to contact me at the Boone County Commission Office. My telephone number is 886-4305.

Thank you again for applying for the position on the Boone County Senior Board.

Sincerely,

A handwritten signature in cursive script, appearing to read "Carol S Gragg".

Carol S Gragg  
Secretary

Enclosures

cc: Ann Gowans, Chair

Keith Schnarre, Presiding Commissioner  
Karen M. Miller, District I Commissioner  
Chip Elkin, District II Commissioner



Roger B. Wilson  
Boone County Government Center  
801 East Walnut Room 245  
Columbia, MO 65201-7732  
573-886-4305 • FAX 573-886-4311

# Boone County Commission

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December 31, 2003

Jeane Grace  
11900 Owens School Road  
Hallsville, MO 65255

Dear Ms. Grace:

Your term on the Boone County Senior Board expires on January 31, 2004. Boone County Commission policy requires new applications to be submitted. Your new application will allow our office to update our files in case of any changes in address, telephone numbers, or other pertinent information. Upon reapplying, you may be asked to schedule a short interview with one or more of the Commissioners.

Your past service, on the Senior Board, has been greatly appreciated. I have enclosed an application should you wish to reapply for this position. Please mail the application to the Boone County Commission by January 31, 2004. If you have any questions, please call 886-4305.

Sincerely,

A handwritten signature in cursive script that reads "Carol".

Carol Gragg

Enclosure

cc: Ann Gowans, Chairperson