

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

August Session of the July Adjourned

Term. 20 18

County of Boone

} ea.

In the County Commission of said county, on the 14th day of August 20 18

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


Now on this day the County Commission of the County of Boone does hereby approve the attached General Consultant Services Agreement between Boone County and Anderson Engineering Inc.

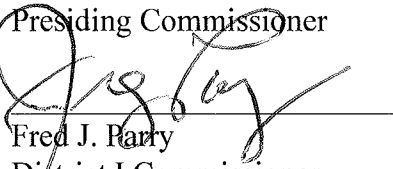
The terms of the Agreement are stipulated in the attached General Consultant Services Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said General Consultant Services Agreement.

Done this 14th day of August, 2018.

ATTEST:


Taylor W. Burks
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner


Fred J. Parry
District I Commissioner


Janet M. Thompson
District II Commissioner

GENERAL CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT dated this 14th day of August, 2018, by and between Boone County, Missouri, a first class county and political subdivision of the state of Missouri through its County Commission, (herein "Owner") and Anderson Engineering Inc (herein "Consultant").

IN CONSIDERATION OF the performance of the services rendered under this Agreement and payment for such services, the parties agree to the following:

1. **Agreement duration** – This contract shall be in effect beginning January 1, 2018 or the date of full execution; which ever is later and run through the calendar year ending on December 31, 2018. This agreement may be terminated in accordance with the terms and conditions set forth in this agreement.

2. **Services** - As authorized by the Owner in writing, the Consultant shall provide the Owner all engineering, surveying, and other professional services for the benefit of the Owner as prescribed by the Owner based upon requests for proposals for projects assigned during the term of this agreement and the Consultant shall provide the Owner, as applicable, with the services, reports, studies, surveys, plans, specifications, and other work required by the Owner's request for proposal. Consultant agrees to provide all such services in a timely manner as established by the Owner in writing for each assigned project, or in the absence of the designation, within a reasonable time after receipt of Owner directives. Consultant agrees to provide services by and through qualified personnel under standards and conditions generally accepted by professionals in the field or occupations for which services are provided. Services shall be provided based only upon requests for proposals provided to the Consultant by the Owner or Owner's representative and to which the Consultant prepares and submits a written proposal for services which is approved by the Owner in writing. No work shall be performed nor shall compensation be paid for Consultant work performed without an Owner approved written proposal for professional services. Proposals for services shall be in written form, as required by the request for proposal, and shall be specifically responsive to the criteria provided by the Owner in its request for proposal. All work performed by the Consultant, based upon Owner approved proposals submitted by the Consultant, shall be subject to the terms and conditions of this agreement unless otherwise specifically agreed upon by the Owner and Consultant in writing. All proposals for work submitted by the Consultant to the Owner for work shall at a minimum contain the following:

2.1 **Scope of Services** - Each proposal for services shall contain a detailed description of work to be performed by the Consultant. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to the request with the same or greater level of specificity required by the request for proposal. The Consultant shall specifically identify services which are included as basic services and those services which are excluded from basic services in the proposal. Services which the Consultant does not identify as excluded from basic services under the proposal and which are necessary for successful completion of the work in the judgment of the Owner shall be presumed to be a part of basic services under the proposal. If a request for proposal requires the Consultant to provide optional services, the Consultant's proposal shall respond to the options requested, or provide

reasons why the Consultant cannot provide or respond to the request for optional services.

2.2 Time for Completion - Each proposal for services shall contain a detailed description of the estimated time to complete each task or item of work to be performed by the Consultant under the proposal. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to any request for estimated or maximum completion times for work with the same or greater level of specificity required by the request for proposal.

2.3 Compensation - Each proposal for services shall state the basis of compensation on either: (1) an hourly fee plus expense basis with a statement of a maximum compensation to be charged, or, (2) a lump sum payment of compensation for all work to be performed, or, (3) a payment based upon unit prices. Proposals for compensation for an hourly fee plus expense basis shall provide detailed time and expense estimates to support a maximum contract amount to be charged and shall be consistent with the hourly rates, unit prices and reimbursement rates made a part of this agreement by reference in paragraph two (2) below. When the Owner or Owner's representative requests the Consultant to provide work on an hourly fee plus expense basis, the Consultant's proposal shall be responsive to the request and shall not propose payment on another basis unless otherwise authorized. Unit price proposals shall identify and estimate the quantity of units as a part of the proposal when they can be identified and estimated, or as necessary in response to a particular request for proposal requesting such information. Each proposal for services shall also state a proposed payment schedule at a frequency no greater than monthly in such amounts as are consistent with amount of work to be performed and billed. Reimbursable expenses proposed shall be specifically identified and estimated as a part of the proposal with a statement of the maximum amount to be charged unless the Owner's request for proposal specifies otherwise.

2.4 Signatures - Consultant proposals for services under this agreement shall be signed and dated by the Consultant or an authorized representative of the Consultant (as applicable), and shall be considered binding offers to contract open for acceptance by the Owner for an indefinite duration unless limited in the proposal or withdrawn prior to acceptance by the Owner. All proposals for services under this agreement shall be on forms approved by the Owner; use of the signature block shown in this agreement on a proposal for services shall be considered an adequate signature block. In the absence of an Owner provided form, the signature block shall contain a signature line for Boone County, Missouri by its Presiding Commissioner, a signature line for attestation by the County Clerk, a signature line approving the proposal by the Director of Resource Management, and a signature line for the County Attorney approving the proposal as to legal form. In addition, the signature block shall contain a line for insertion of the date the proposal is approved by the Owner.

3. Compensation - In consideration for the Consultant's provision of services under this agreement, the Owner agrees to compensate the Consultant for services rendered in accordance with the hourly rates, unit prices and reimbursement rates for expenses set forth in the schedule for hourly rates and expense charges to be in effect for the calendar year of this agreement which is either attached to this agreement or maintained on file with the Boone County Resource Management Department and is hereby incorporated by reference. No increases in the rates and charges set forth in the attached schedule shall be permitted for this

calendar year without the written authorization of the Owner. Payments shall be made within thirty (30) days of receipt of invoice by the Owner. Invoices shall be submitted periodically as mutually agreed upon by the Owner and Consultant, or in the absence of such agreement, upon completion of the work constituting the task or project for which services are provided. Invoices for services on an hourly fee plus expense basis shall individually describe the task or project by name, show hours expended by classes of personnel in increments of not less than one-half hour and rates applied, as well as describe work performed during the invoice period; reimbursable expenses shall be itemized. Invoices for services performed on a unit price basis shall identify the task or project by name, identify and quantify units charged for services during the invoice period. Invoices for services on a lump sum basis shall identify the task or project by name and the invoiced amount. Periodic invoices shall not exceed the amounts permitted in the Consultant's proposal approved by the Owner. The Owner reserves the right to withhold payment for inadequately documented invoices until documented as required herein. The Owner further reserves the right to withhold payments for unperformed work or work not performed on a timely basis in accordance with the Consultant's proposal when delays in performance of services are not attributable to the Owner, or as a result of a billing dispute between the Owner and Consultant. However, Owner agrees to pay interest at a rate of nine percent (9%) annum on any disputed billed amounts for which payments are withheld beyond thirty (30) days of invoice if and to the extent that those disputed amounts are resolved in favor of the Consultant.

4. **Owner Responsibilities** - Owner agrees to furnish Consultant with all current and available information for each task or project assigned to Consultant, along with any information necessitated by changes in work or services initiated by the Owner which may affect services rendered thereunder.

5. **Coordination of Work and Work Product** - Consultant shall coordinate all work with the Owner's designated representative for each task or project assigned to Consultant and submit to the Owner's representative all work product in written or graphic form (and in electronic form if requested) as applicable or required. All reports, surveys, test data, memoranda, samples, plans, specifications, and other documents or materials submitted by or to the Owner shall be considered the property of the Owner. When available and requested by the Owner, work product shall be provided in electronic form at actual cost in media compatible for use with Owner software and equipment.

6. **Insurance** - Consultant shall procure and maintain professional liability insurance in such amounts as are deemed mutually agreeable to the parties and approved by the Owner or the Owner's representative in writing within thirty (30) days of this Agreement. Consultant shall also maintain general public liability insurance with coverage's no less than \$2,000,000.00 per occurrence, and worker's compensation insurance as required by state law. Failure of Consultant to obtain or maintain such insurance during this contract, or to provide proper proofs thereof upon request of the Owner, shall not diminish, waive or otherwise reduce the Consultant's obligations to maintain such insurance coverage and Consultant shall indemnify and hold the Owner and all its personnel harmless from and against any and all claims, damages, losses and expenses, including reasonable attorney's fees and litigation costs, arising out of or resulting from the performance of services, provided that any such claim, damage, loss or expenses, is caused in whole or in part by the negligent act, omission and or liability of the Consultant, its agents or employees. The Consultant shall provide the Owner with certificates of insurance

exhibiting the coverage as specified above within thirty (30) days of execution of this agreement and thereafter within five (5) working days after request by the Owner. All certificates of insurance shall contain provision that insurance provided shall not be canceled or altered except upon ten (10) days written notice to the Owner.

7. **Delegation and Subcontracting** - Unless otherwise proposed and approved in the Consultant's proposal for services, the Consultant shall not delegate or subcontract any work to be performed by the Consultant under this agreement to any other person, business or entity without the express advance written approval of the Owner for such delegation or subcontract work.

8. **Records and Samples** - To the extent not otherwise transferred to the Owner's possession, Consultant agrees to retain and provide the Owner with reasonable access to all work product, records, papers and other documents involving transactions and work related to or performed under this agreement for a period of three (3) years after this agreement expires. When services involve testing or sampling, Consultant agrees to either retain all test products or samples collected by or submitted to Consultant, or return same to the Owner as mutually agreed upon. In absence of agreement, Consultant shall not dispose of test samples or products without notice to or consent by the Owner or the Owner's representative.

9. **Additional Services** - No compensation shall be paid for any service rendered by the Consultant considered an additional service beyond the scope of services approved by the Owner unless rendition of that service and expense thereof has been authorized in writing by the Owner in advance of performance of such service. Any additional services performed by the Consultant prior to such authorization by the Owner shall be deemed a part of basic services for work performed under an Owner approved proposal for services governed by this agreement, whether enumerated in this agreement or not, for which the Consultant shall be entitled to no additional compensation.

10. **Owner Authorization** -When the term Owner is used in this agreement, it shall mean the government of Boone County, Missouri or the Boone County Commission, as the context requires. Authorization by the Owner shall mean authorization obtained by recorded majority vote of the Boone County Commission. It is further understood and agreed that no person or party is authorized to bind the Owner to any proposed agreement for services under the auspices of this agreement without having obtained the prior approval of the Boone County Commission by recorded majority vote for such authorization. In this regard, it is understood and agreed that the Consultant shall not be entitled to rely upon verbal or written representations by any agent or employee of the Owner in deviation to the terms and conditions of this agreement, or as authorization for compensation for services except as may be approved by recorded vote of the Boone County Commission. When the term Owner's representative is used, it shall mean the Director of the Boone County Resource Management Department or his designee as specified in writing. It shall be presumed that such representative shall have all necessary decision making authority with respect to services provided under this agreement and Owner approved proposals for services except such representative shall have no authority to make decisions concerning changes to the Consultant's compensation or reimbursement, or with respect to services to be performed under this agreement or Owner approved proposal for services which involve or affect cost, expense or budgetary allowances.

11. **Termination** - The Owner may and reserves the right to terminate this agreement at any time with or without cause by giving the Consultant written notice of termination. Upon receipt of such notice, Consultant shall discontinue all services in connection with the performance of services authorized under this agreement or Owner approved proposal for services and Owner shall upon invoice remit payment for all authorized services completed up to the date of termination notice. Upon payment of this invoice, the Consultant shall deliver any and all work product including drawings, plans, and specifications, or other documents, prepared as instruments of service, whether complete or in progress. It is further agreed that if services are terminated the Consultant shall be compensated for all services rendered through the date of termination not to exceed the amount authorized for services through the date of termination. If the Owner questions the extent of work on a final invoice, the Consultant shall give the Owner the opportunity to review and evaluate all work upon which the invoice is based in the offices of the Consultant prior to payment. This agreement or work performed under the provisions of this agreement may also be terminated by the Consultant upon not less than seven days written notice in the event the Owner shall substantially fail to perform in accordance with the terms and conditions of this agreement, through no fault of the Consultant. In the event of termination by the Consultant, the other provisions concerning termination contained in this paragraph shall be applicable.

12. **Governing Law** - This agreement shall be governed by the laws of the state of Missouri and it is agreed that this agreement is made in Boone County, Missouri and that Boone County, Missouri is proper venue for any action pertaining to the interpretation or enforcement of any provision within or services performed under this agreement.

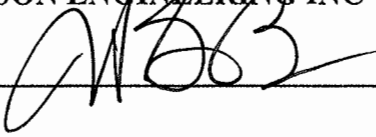
13. **Certification of Lawful Presence / Work Authorization** - Consultant shall complete and return the Work Authorization Certification attached hereto, and if applicable, the other required lawful presence documents for an individual Consultant.

14. **Miscellaneous** - This agreement constitutes the entire agreement of the parties superseding all prior negotiations, written or verbal, and may only be amended by signed writing executed by the parties through their authorized representatives hereunder.

IN WITNESS WHEREOF, the parties have executed this agreement by their duly authorized signatories effective the date and year first-above written.

ANDERSON ENGINEERING INC

By



Title

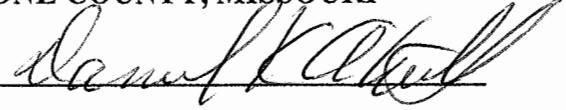
CEO

Dated:

7/23/18

BOONE COUNTY, MISSOURI

By



Presiding Commissioner

Dated:

8-14-18

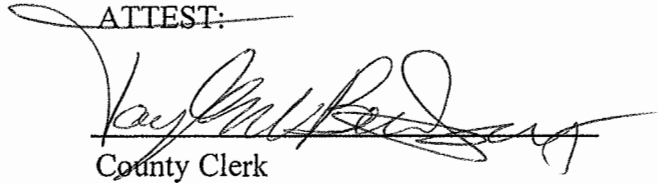
APPROVED AS TO FORM:

County Attorney



ATTEST:

County Clerk



APPROVED:

Director, Boone County Resource Management

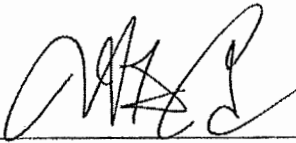


WORK AUTHORIZATION CERTIFICATION
PURSUANT TO 285.530 RSMo
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)

County of Greene)
)ss
State of Missouri)

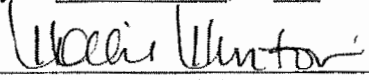
My name is Neil S. Brady. I am an authorized agent of Anderson Engineering, Inc. (Consultant). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached hereto.

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

 7/31/18
Affiant Date

Neil S. Brady
Printed Name

Subscribed and sworn to before me this 31 day of July, 2018.


Notary Public



HOLLIE HINTON
My Commission Expires
February 8, 2022
Christian County
Commission #14476238



**2018 Discipline List
Anderson Engineering Inc**

Instructions: Please place a check mark in the Services Offered box next to those disciplines provided by your firm

Discipline	Services Offered
Architecture	
Bridge Design	✓
Civil Engineering	✓
Construction Management	✓
Electrical Engineering	
Geotechnical Engineering	✓
Lab Testing	✓
Mechanical Engineering	
Planning	✓
Structural Engineering	
Surveying	✓
Traffic	
Transportation	✓
Acoustical	
Building Enclosure Consulting	
Control System Integration	
Design/Build	✓
Environmental	
Forensic	
GIS	✓
Industrial	
Interior Design	
Landscape Architecture	✓
Natural Gas	
Photogrammetry	
Telecommunications	
Water Resources	✓

Reviewed by: *Jm*



FEE SCHEDULE - ENGINEERING

THIS SCHEDULE IS PREPARED AS A METHOD OF CHARGING FOR SERVICES ON A UNIT AND HOURLY BASIS. THE RATES ARE BASED UPON THE SKILL AND KNOWLEDGE OF OUR PERSONNEL. INVOICES WILL BE SUBMITTED MONTHLY AND/OR UPON COMPLETION OF SERVICES. PAYMENT IS DUE ON RECEIPT OF THE INVOICE. ACCOUNTS OVER FORTY FIVE DAYS ARE SUBJECT TO 1 1/2% PER MONTH SERVICE CHARGE. SERVICES WILL BE PERFORMED IN ACCORDANCE WITH ACCEPTED STANDARD METHODS UTILIZING PROPERLY TRAINED, REGISTERED, LICENSED, OR CERTIFIED PERSONNEL AS REQUIRED. HOWEVER, WE CANNOT ASSUME RESPONSIBILITY FOR CONSTRUCTION METHODS, MATERIALS, PROCEDURES, PRODUCTS, SAMPLING OR ACTIONS OF OTHERS.

ANDERSON ENGINEERING, INC., BY:  EFFECTIVE: 01/01/2018 TO 12/31/2018
NEIL S. BRADY, P.E., PRESIDENT

BASIC CHARGES

PERSONNEL (HOURLY RATES):

PRINCIPAL.....	\$171.50
PROJECT MANAGER	\$158.00
PROJECT ENGINEER	\$141.00
ASSOCIATE ENGINEER	\$118.50
DESIGN ENGINEER.....	\$95.00
GEOLOGIST	\$95.00
TECHNICIAN IV – CADD TECHNICIAN/FIELD TECHNICIAN	\$94.50
TECHNICIAN III – CADD TECHNICIAN/FIELD TECHNICIAN	\$77.00
TECHNICIAN II – CADD TECHNICIAN/FIELD TECHNICIAN	\$64.50
TECHNICIAN I – CADD TECHNICIAN/FIELD TECHNICIAN	\$47.00
PROJECT DESIGNER	\$125.00
SENIOR DESIGNER	\$118.50
ASSOCIATE DESIGNER	\$109.00
PROJECT COORDINATOR.....	\$90.00
DESIGNER III	\$98.00
DESIGNER II	\$89.00
DESIGNER	\$80.50
GIS MANAGER	\$109.00
GIS SPECIALIST.....	\$82.50
CLERICAL.....	\$47.50

EXPENSES & EQUIPMENT CHARGES:

VEHICLE (3/4 TON OR LESS)	\$0.63/MILE
VEHICLE (SUBURBAN & 1 TON+)	\$0.68/MILE
COPIES.....	\$0.10/EACH
PRINTING PLANS	\$0.50/SQ. FT + TECHNICIAN TIME

REIMBURSABLES: (COST PLUS 15 PERCENT) TRAVEL EXPENSES (INCLUDING MEALS AND LODGING), OUTSIDE PRINTING, CONSUMABLE MATERIALS AND SUBCONTRACTOR EXPENSES.

OVERTIME (OVER 8 HOURS PER DAY, 40 HOURS PER WEEK, SATURDAYS, SUNDAYS, AND HOLIDAYS):

1.5 TIMES THE HOURLY RATE.

HOURLY RATES: APPLY TO MEETING & TRAVEL TIME **DEPOSITION/COURT TIME:** 1.5 TIMES THE HOURLY RATE

AndersonEngineeringInc.com

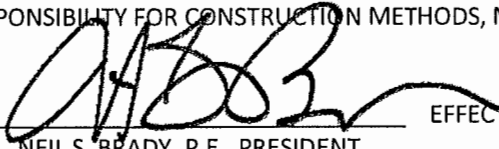
2045 W. Woodland, Springfield, Missouri 65807 • Phone: 417.866.2741 • E-mail: info@andersonengineeringinc.com

CIVIL ENGINEERING • SURVEYING • STRUCTURAL • GIS • MUNICIPAL • GEOTECHNICAL/DRILLING • MATERIALS TESTING



FEE SCHEDULE - MATERIALS TESTING

THIS SCHEDULE IS PREPARED AS A METHOD OF CHARGING FOR SERVICES ON A UNIT AND HOURLY BASIS. THE RATES ARE BASED UPON THE SKILL AND KNOWLEDGE OF OUR PERSONNEL. INVOICES WILL BE SUBMITTED MONTHLY AND/OR UPON COMPLETION OF SERVICES. PAYMENT IS DUE ON RECEIPT OF THE INVOICE. ACCOUNTS OVER FORTY FIVE DAYS ARE SUBJECT TO 1 1/2% PER MONTH SERVICE CHARGE. SERVICES WILL BE PERFORMED IN ACCORDANCE WITH ACCEPTED STANDARD METHODS UTILIZING PROPERLY TRAINED, REGISTERED, LICENSED, OR CERTIFIED PERSONNEL AS REQUIRED. HOWEVER, WE CANNOT ASSUME RESPONSIBILITY FOR CONSTRUCTION METHODS, MATERIALS, PROCEDURES, PRODUCTS, SAMPLING OR ACTIONS OF OTHERS.

ANDERSON ENGINEERING, INC., BY:  EFFECTIVE: 01/01/2018 thru 12/31/2018
NEIL S. BRADY, P.E., PRESIDENT

BASIC CHARGES

PERSONNEL (HOURLY RATES):

PRINCIPAL	\$171.50
PROJECT MANAGER	\$158.00
PROJECT ENGINEER.....	\$141.00
ASSOCIATE ENGINEER.....	\$118.50
DESIGN ENGINEER	\$95.00
GEOLOGIST.....	\$95.00
TECHNICIAN IV - SPECIALIST/LAB MANAGER.....	\$94.50
TECHNICIAN III - SENIOR LAB/FIELD TECHNICIAN.....	\$77.00
TECHNICIAN II - LAB/FIELD TECHNICIAN.....	\$55.50
TECHNICIAN I - TECHNICIAN AIDE.....	\$47.00
STRUCTURAL STEEL/AWS CERTIFIED WELD INSPECTOR.....	\$72.00
ASNT TC-1A ULTRASONIC, MAG PARTICLE & DYE TESTING - LEVEL II.....	\$89.00
DESIGNER.....	\$80.50
CAD TECHNICIAN III.....	\$77.00
CAD TECHNICIAN II.....	\$64.50
CLERICAL	\$47.50

EXPENSES & EQUIPMENT CHARGES:

VEHICLE (3/4 TON OR LESS).....	\$0.63/MILE
VEHICLE (SUBURBAN & 1 TON+).....	\$0.68/MILE
WATER TRUCK.....	\$75.00/DAY + \$0.68/MILE
COPIES.....	\$0.10/EACH
PRINTING PLANS	\$.50/SQ. FT + TECHNICIAN TIME

REIMBURSABLES: (COST PLUS 15 PERCENT) TRAVEL EXPENSES (INCLUDING MEALS AND LODGING), OUTSIDE PRINTING. CONSUMABLE MATERIALS AND SUBCONTRACTOR EXPENSES.

MINIMUM CHARGE: THERE IS A MINIMUM CHARGE OF 2 HOURS OF TECHNICIAN TIME PER JOB SITE VISIT, EXCEPT FOR CONCRETE CYLINDER AND SAMPLE PICKUP.

OVERTIME (OVER 8 HOURS PER DAY OR SATURDAYS, SUNDAYS, AND HOLIDAY WORK): 1.5 TIMES THE HOURLY RATE.

AndersonEngineeringInc.com

2045 W. Woodland, Springfield, Missouri 65807 • Phone: 417.866.2741 • E-mail: info@andersonengineeringinc.com

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FEE SCHEDULE
MATERIALS TESTING
JANUARY 01, 2018 THRU DECEMBER 31, 2018
PAGE 2 OF 3

HOURLY RATES: APPLY TO MEETING AND TRAVEL TIME, INCLUDING CONCRETE CYLINDER PICKUP, FOR ALL PERSONNEL CATEGORIES.

DEPOSITION OR COURT TESTIMONY: 1.5 TIMES THE HOURLY RATE.

FIELD TESTING AND INSPECTION CHARGES

FIELD DENSITY (COMPACTION TEST)	BASIC CHARGES + \$ 8.50/EA.
CONE PENETROMETER	BASIC CHARGES + \$ 16.00/EA.
FLOOR FLATNESS EQUIPMENT	BASIC CHARGES + \$265.00/EA.
DYNAMIC CONE PENETROMETER.....	BASIC CHARGES + \$26.50/EA.
CORING EQUIPMENT CHARGES.....	BASIC CHARGES + \$106.00/DAY

LABORATORY TEST CHARGES

<u>AGGREGATES (ASTM)</u>	<u>UNIT CHARGE</u>	<u>SOIL TESTS (ASTM)</u>	<u>UNIT CHARGE</u>
L.A. ABRASION, SMALL AGG. (C131)	\$ 134.50	ATTERBERG LIMITS (D4318)	\$ 61.50
L.A. ABRASION, LARGE AGG. (C535)	\$ 164.25	SWELL TEST, 1/16 TSF (D4546)	\$ 164.25
SULFATE SOUNDNESS TEST (C88):		SWELL PRESSURE (D4546)	\$ 309.75
5-CYCLE	\$ 226.25	SHRINKAGE LIMIT (D4943)	\$ 61.50
10-CYCLE	\$ 315.00	MOISTURE CONTENT (C2216)	\$ 6.50
20-CYCLE	\$ 444.50	SIEVE + HYDROMETER	\$ 151.50
SIEVE ANALYSIS, DRY AGG (C136)	\$ 56.00	HYDROMETER ONLY (D422)	\$ 83.50
SIEVE ANALYSIS (C117)	\$ 68.00	USCS CLASSIFICATION	\$ 29.00
SIEVE ANALYSIS (C117, C136)	\$ 83.50	PERCENT PASSING #200	\$ 45.00
SPECIFIC GRAVITY, FINE AGG (C128)	\$ 61.50	SPECIFIC GRAVITY (D854)	\$ 78.50
SPECIFIC GRAVITY, COARSE AGG (C127)	\$ 61.50	UNCONFINED COMPRESSION	\$ 54.00
LIGHTWEIGHT PIECES IN AGG (C123)	\$ 95.25	UNCONFINED/TRIAXIAL, REMOLDED	\$ 83.50
ORGANIC IMPURITIES (C40)	\$ 56.00	TRIAxIAL TEST, PP, CU w/PP	\$ 327.75
FLAT & ELONGATED PIECES (D4791)	\$ 83.50	ORGANIC MATTER (D2974-C)	\$ 56.00
DELETERIOUS MATLS (MODOT TM71)	\$ 73.00	PENETROMETER	\$ 5.00
CLAY LUMPS & FRIABLE PARTICLES (C142)	\$ 90.00	SAMPLE PREP, PER HOUR	\$ 54.00
DRY RODDED UNIT WEIGHT (C29)	\$ 40.00	SHELBY TUBE DENSITY	\$ 34.00
		RESISTIVITY	\$ 168.50
<u>MASONRY TESTS (ASTM)</u>		PERMEABILITY, FALLING HEAD	\$ 404.00
COMPRESSIVE STRENGTH, 4" BLOCK	\$ 28.00	PERMEABILITY, FLEXIBLE WALL	\$ 381.75
COMPRESSIVE STRENGTH, 6" BLOCK	\$ 34.00	PERMEABILITY, CONSOLIDATION TEST	\$ 168.50
COMPRESSIVE STRENGTH, 8" BLOCK	\$ 47.00	CONSOLIDATION TEST, TO 8 TSF	\$ 427.50
COMPRESSIVE STRENGTH, 12" BLOCK	\$ 78.25	CONSOLIDATION TEST, LOAD INC. > 8 TSF, EA.	\$ 56.00
COMPRESSIVE STRENGTH, MORTAR MORTAR/GROUT CUBE	\$ 13.50	CALIFORNIA BEARING RATIO, LAB, PER POINT	\$ 112.25
GROUT PRISM	\$ 13.50	pH	\$ 56.00
MORTAR CYLINDER (2" X 4")	\$ 13.50		
ABSORPTION, MASONRY BLOCK	\$ 45.00		
LINEAR SHRINKAGE (SET OF 3)	\$ 337.25		
		<u>LABORATORY COMPACTION TESTS</u>	
<u>BITUMINOUS TESTING</u>		MOISTURE DENSITY RELATIONSHIP	
ASPHALT CONTENT	\$ 101.25	STD. PROCTOR (D698), MTH A & B	\$ 162.25
ASPHALT CONTENT & AGG. GRADATION	\$ 168.50	STD. PROCTOR (D698), MTH C	\$ 190.75
SEIVE ANALYSIS EXTRACTION	\$ 83.50	STD. PROCTOR (D698), 1 POINT	\$ 57.50
MARSHALL TEST, FIELD – 3 PUCKS	\$ 83.50	MOD. PROCTOR (D1557), MTH A & B	\$ 197.25
MARSHALL TEST, LAB – 3 PUCKS	\$ 124.00	MOD. PROCTOR (D1557), MTH C	\$ 266.25
RETAINED STABILITY	\$ 190.75	MOD. PROCTOR (D1557), 1 POINT	\$ 63.50
ASPHALT CORE DENSITY, EACH	\$ 28.00	RELATIVE DENSITY	\$ 405.25
THEORETICAL MAX. DENSITY	\$ 134.50		

FEE SCHEDULE
MATERIALS TESTING
JANUARY 01, 2018 THRU DECEMBER 31, 2018
PAGE 3 OF 3

CONCRETE/ROCK CORE

CORE TRIM & TEST	\$ 46.50
THICKNESS (AASHTO T148 /ASTM C174)	\$ 26.50

CONCRETE TESTING

4" X 8" OR 6" X 12" TEST MOLD	\$ 2.20
6" X 12" CYLINDER, TESTED & MOLD	\$ 16.00
6" X 12" CYLINDER, EXTRA & MOLD	\$ 11.50
4" X 8" CYLINDER, TESTED & MOLD	\$ 11.50
4" X 8" CYLINDER, EXTRA & MOLD	\$ 7.50
SAW CONCRETE CYLINDER	\$ 27.50
BEAM FLEXURAL STRENGTH	\$ 39.00
CONCRETE BEAM, NOT TESTED	\$ 22.00



FEE SCHEDULE
GEOTECHNICAL ENGINEERING & DRILLING SERVICES

THIS SCHEDULE IS PREPARED AS A METHOD OF CHARGING FOR SERVICES ON A UNIT AND HOURLY BASIS. THE RATES ARE BASED UPON THE SKILL AND KNOWLEDGE OF OUR PERSONNEL. INVOICES WILL BE SUBMITTED MONTHLY AND/OR UPON COMPLETION OF SERVICES. PAYMENT IS DUE ON RECEIPT OF THE INVOICE. ACCOUNTS OVER FORTY FIVE DAYS ARE SUBJECT TO 1 1/2% PER MONTH SERVICE CHARGE. SERVICES WILL BE PERFORMED IN ACCORDANCE WITH ACCEPTED STANDARD METHODS UTILIZING PROPERLY TRAINED, REGISTERED, LICENSED, OR CERTIFIED PERSONNEL AS REQUIRED. HOWEVER, WE CANNOT ASSUME RESPONSIBILITY FOR CONSTRUCTION METHODS, MATERIALS, PROCEDURES, PRODUCTS, SAMPLING OR ACTIONS OF OTHERS.

ANDERSON ENGINEERING, INC., BY: Neil S. Brady EFFECTIVE: 01/01/2018 thru 12/31/2018
NEIL S. BRADY, P.E., PRESIDENT

BASIC CHARGES

PERSONNEL (HOURLY RATES):

PRINCIPAL	\$171.50
PROJECT MANAGER	\$158.00
PROJECT ENGINEER.....	\$141.00
ASSOCIATE ENGINEER.....	\$118.50
DESIGN ENGINEER	\$95.00
GEOLOGIST.....	\$95.00
TECHNICIAN IV - SPECIALIST/LAB MANAGER.....	\$94.50
TECHNICIAN III - SENIOR LAB/FIELD TECHNICIAN	\$77.00
TECHNICIAN II - LAB/FIELD TECHNICIAN	\$55.50
TECHNICIAN I - TECHNICIAN AIDE.....	\$47.00
DESIGNER.....	\$80.50
CAD TECHNICIAN III.....	\$77.00
CAD TECHNICIAN II.....	\$64.50
CLERICAL	\$47.50

EXPENSES & EQUIPMENT CHARGES:

VEHICLE (3/4 TON OR LESS)	\$0.63/MILE
VEHICLE (SUBURBAN & 1 TON+).....	\$0.68/MILE
WATER TRUCK.....	\$75.00/DAY + \$0.68/MILE
COPIES.....	\$0.10/EACH
PRINTING PLANS	\$0.50/SQ. FT + TECHNICIAN TIME

REIMBURSABLES: (COST PLUS 15 PERCENT) TRAVEL EXPENSES (INCLUDING MEALS AND LODGING), OUTSIDE PRINTING, CONSUMABLE MATERIALS AND SUBCONTRACTOR EXPENSES.

OVERTIME (OVER 8 HOURS PER DAY OR SATURDAYS, SUNDAYS, AND HOLIDAY WORK): 1.5 TIMES THE HOURLY RATE.

HOURLY RATES: APPLY TO MEETING AND TRAVEL TIME FOR ALL PERSONNEL CATEGORIES.

DEPOSITION OR COURT TESTIMONY: 1.5 TIMES THE HOURLY RATE.

AndersonEngineeringInc.com

2045 W. Woodland, Springfield, Missouri 65807 • Phone: 417.866.2741 • E-mail: info@andersonengineeringinc.com

CIVIL ENGINEERING • SURVEYING • STRUCTURAL • GIS • MUNICIPAL • GEOTECHNICAL/DRILLING • MATERIALS TESTING

**FEE SCHEDULE
 GEOTECHNICAL ENGINEERING & DRILLING SERVICES
 JANUARY 1, 2018 THRU DECEMBER 31, 2018
 PAGE 2 OF 2**

HAZARDOUS OPERATION CHARGE: FOR LEVEL C: ONE AND ONE HALF TIMES THE BASIC CHARGE; FOR LEVEL B & A: TWO TIMES THE BASIC CHARGE.

DRILLING SERVICE CHARGES

ENGINEER, STANDBY TIME, STAKEOUT CREW & OFFICE PERSONNEL	BASIC CHARGES
MOBILIZATION - CME 55 RIGS.....	\$ 2.50/MILE (\$100.00 MINIMUM)
MOBILIZATION - CME 75 RIGS.....	\$ 3.02/MILE (\$100.00 MINIMUM)
MOBILIZATION - CME 550 RIG.....	\$ 3.02/MILE (\$150.00 MINIMUM)
CME 55 DRILL RIG AND TWO MAN CREW	\$195.50 PER HOUR
CME 75 DRILL RIG AND TWO MAN CREW	\$227.50 PER HOUR
CME 550 DRILL RIG AND TWO MAN CREW	\$227.50 PER HOUR
CORE BIT CHARGE	\$6.20 PER FOOT
ROCK CORE SET UP.....	\$77.25 PER BORING
DECONTAMINATION EQUIPMENT	\$154.50/DAY
GROUT MACHINE	\$257.50/DAY
PLUG & BACKFILL BORINGS (UP TO 20 FT. DEPTH)	\$12.25/EACH
ALL-TERRAIN DRILL RIG SURCHARGE.....	\$309.00/DAY

<u>DRILLING ITEM</u>	<u>DEPTH</u>			
	<u>0 TO 20'</u>	<u>20' TO 40'</u>	<u>40' TO 60'</u>	<u>60' TO 100'</u>
SOIL OVERBURDEN, 4" AUGER	\$ 8.25	\$ 9.25	\$ 10.25	\$ 11.50
SOIL OVERBURDEN, 6" HS AUGER	\$ 10.00	\$ 11.50	\$ 12.50	\$ 14.00
SOIL OVERBURDEN, 8" HS AUGER	\$ 10.00	\$ 12.50	\$ 15.00	\$ 17.50
SOIL OVERBURDEN, 10" HS AUGER	\$ 11.50	\$ 17.50	-	-
SOIL OVERBURDEN, 12" HS AUGER	\$ 14.00	\$ 17.50	-	-
ROCK PENETRATION	\$ 31.00	\$ 34.50	\$ 36.75	\$ 42.75
NQ CORING	\$ 40.00	\$ 42.75	\$ 48.25	\$ 55.50
STANDARD PENETRATION TEST	\$ 23.00	\$ 28.50	\$ 34.75	\$ 40.00
3" SHELBY TUBES	\$ 28.50	\$ 34.75	\$ 40.00	\$ 46.25

NOTE: A HIGHER PRICE WILL APPLY WHEN THERE IS AN INCREASED RISK OF LOSING OR BREAKING AUGERS OR CORE BARRELS.



FEE SCHEDULE - SURVEYING

THIS SCHEDULE IS PREPARED AS A METHOD OF CHARGING FOR SERVICES ON A UNIT AND HOURLY BASIS. THE RATES ARE BASED UPON THE SKILL AND KNOWLEDGE OF OUR PERSONNEL. INVOICES WILL BE SUBMITTED MONTHLY AND/OR UPON COMPLETION OF SERVICES. PAYMENT IS DUE ON RECEIPT OF THE INVOICE. ACCOUNTS OVER FORTY FIVE DAYS ARE SUBJECT TO 1 1/2% PER MONTH SERVICE CHARGE. SERVICES WILL BE PERFORMED IN ACCORDANCE WITH ACCEPTED STANDARD METHODS UTILIZING PROPERLY TRAINED, REGISTERED, LICENSED, OR CERTIFIED PERSONNEL AS REQUIRED. HOWEVER, WE CANNOT ASSUME RESPONSIBILITY FOR CONSTRUCTION METHODS, MATERIALS, PROCEDURES, PRODUCTS, OR ACTIONS OF OTHERS.

ANDERSON ENGINEERING, INC., BY:  EFFECTIVE: 01/01/2018 thru 12/31/2018
NEIL S. BRADY, P.E., PRESIDENT

BASIC CHARGES

PERSONNEL (HOURLY RATES):

PRINCIPAL	\$171.50
SURVEY MANAGER	\$149.50
PROJECT SURVEYOR.....	\$110.00
ASSOCIATE SURVEYOR.....	\$98.50
TECHNICIAN III – CADD TECHNICIAN/PARTY CHIEF	\$77.00
TECHNICIAN II - CADD TECHNICIAN/FIELD TECHNICIAN	\$64.50
TECHNICIAN I - CADD TECHNICIAN/FIELD TECHNICIAN.....	\$47.00
ONE MAN SURVEY CREW.....	\$111.00
TWO MAN SURVEY CREW.....	\$141.50
THREE MAN SURVEY CREW	\$188.50
FOUR MAN SURVEY CREW.....	\$235.50
GIS MANAGER	\$109.00
GIS SPECIALIST.....	\$82.50
DESIGNER III.....	\$98.00
DESIGNER II.....	\$89.00
DESIGNER	\$80.50
CLERICAL	\$47.50

EXPENSES & EQUIPMENT CHARGES:

VEHICLE (3/4 TON OR LESS)	\$0.63/MILE
VEHICLE (SUBURBAN & 1 TON+).....	\$0.68/MILE
LASER SCANNING EQUIPMENT	\$400.00/DAY
GPS EQUIPMENT.....	\$270.00/DAY
ROBOTIC TOTAL STATION	\$250.00/DAY
DRONE	\$400.00/DAY
PRINTING PLANS	\$0.50/SQ. FT

REIMBURSABLES: (COST PLUS 15 PERCENT) TRAVEL EXPENSES (INCLUDING MEALS AND LODGING), OUTSIDE PRINTING, CONSUMABLE MATERIALS AND SUBCONTRACTOR EXPENSES.

OVERTIME (OVER 8 HOURS PER DAY, 40 HOURS PER WEEK, SATURDAYS, SUNDAYS, AND HOLIDAYS):
1.5 TIMES THE HOURLY RATE.

HOURLY RATES: APPLY TO MEETING & TRAVEL TIME **DEPOSITION/COURT TIME:** 1.5 TIMES THE HOURLY RATE

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CERTIFIED COPY OF ORDER

STATE OF MISSOURI

County of Boone

} ea.

August Session of the July Adjourned

Term. 20 18

In the County Commission of said county, on the

14th

day of

August

20 18

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

Now on this day the County Commission of the County of Boone does hereby approve the attached Purchase of Service Contract for Technology Enhanced Mental Health between Boone County Children's Services Board and HeartSpace Clinic.

The terms of the agreement are stipulated in the attached Purchase of Service Contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase of Service Contract.

Done this 14th day of August, 2018.

ATTEST:

Taylor W. Burks
Clerk of the County Commission

Daniel K. Atwill
Presiding Commissioner

Fred J. Parry
District I Commissioner

Janet M. Thompson
District II Commissioner



AGREEMENT FOR PURCHASE OF SERVICES
Purchase of Service Contract
Technology Enhanced Mental Health

THIS AGREEMENT dated the 14th day of August, 2018 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, on behalf of the Boone County Children's Services Board, herein "**BCCSB**" and **HeartSpace Clinic** a tax-exempt, not organized for profit organization or governmental entity, hereinafter referred to as **HeartSpace Clinic**.

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

WHEREAS, HeartSpace Clinic has submitted a complete Strategic Innovation Opportunity Proposal Application to the BCCSB detailing the services and other supports to be provided along with the expected cost to HeartSpace Clinic thereof; and

WHEREAS, the BCCSB has approved the Strategic Innovation Opportunity Proposal in whole or in part as hereinafter set forth.

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

FUNDING ALLOCATION FOR SERVICES RENDERED BY HEARTSPACE CLINIC

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

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

2. **Contract Documents.** This agreement shall consist of the application for **Technology Enhanced Mental Health** as posted in the Apricot System.

3. **Purchase.** The BCCSB agrees to purchase from HeartSpace Clinic and HeartSpace Clinic agrees to furnish the **Technology Enhanced Mental Health** program for children and youth nineteen years of age or less and their families, as described and in compliance with the Strategic Innovation Opportunity Proposal Application and as presented in HeartSpace Clinic's response. Services/deliverables shall be provided as outlined in the attached proposal response(s). The total allowable compensation under this agreement shall not exceed **\$107,588.00** unless compensation for specific identified additional services is authorized and approved by BCCSB in writing in advance of rendition of such services for which additional compensation is requested.

4. **Contract Duration.** This agreement shall commence on the date of contract execution and extend through December 31, 2018 subject to the provisions for termination specified below.

This contract may at the sole discretion of the BCCSB and with the agreement of HeartSpace Clinic be renewed for **an additional one (1), one-year period**. HeartSpace Clinic agrees and understands that the BCCSB may require supplemental information to be submitted by HeartSpace Clinic prior to any renewal of this agreement.

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

Service Description	Unit Measurement	Unit Rate	Proposed # of Units	Total Amount Requested
Best Practices Training	One Individual	\$1,245.00	4	\$4,980.00
Computer-Assisted Intervention (HeartMath)	One Intervention	\$77.44	475	\$36,784.00
Computer-Assisted Intervention (Safe and Sound Protocol)	One Intervention	\$77.44	425	\$32,912.00
Behavioral Health Screening	One Screening	\$77.44	425	\$32,912.00

All billing shall be invoiced to BCCSB monthly by the 10th of the month following the month for which services were provided. The BCCSB agrees to pay all monthly statements within thirty days of receipt of a correct and valid invoice/monthly statement. In the event of a billing dispute, the BCCSB reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of HEARTSPACE CLINIC, the BCCSB agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

6. **Availability of Funds.** Payments under this contract are dependent upon the availability of funds or as otherwise determined by the BCCSB. This contract can be terminated

if funding becomes unavailable in whole or in part for cause shown, and the BCCSB shall have no obligation to continue payment.

REPORTING, MONITORING, AND MODIFICATION

7. **Reporting.** The BCCSB shall utilize the Strategic Innovation Opportunity Application and the Requests for Clarification, responses to Requests for Clarification, Requests for Additional Information, and Best and Final Offer Response, as submitted by HeartSpace Clinic to monitor service delivery and program expenditures. HeartSpace Clinic agrees to submit to the BCCSB a Year End Report by January 31, 2019, for the period of the date of contract execution through December 31, 2018. Variations on this date may be requested by HeartSpace Clinic and, if so stipulated, are noted on this contract document. Payments may be withheld from HeartSpace Clinic if reports designated here are not submitted on time, until such time as the reports are filed and approved. Reporting requirements will include but are not limited to information regarding agencies' outcomes and indicators, client demographic information, and other information and data deemed appropriate by the BCCSB. HeartSpace Clinic agrees to submit its reports through the Apricot by Social Solutions funding management system or another format if requested.

8. **Audits.** HeartSpace Clinic also agrees to make available to the BCCSB a copy of its annual audit within four months after the close of HeartSpace Clinic's fiscal year. The audit must be performed by an independent individual or firm licensed by the Missouri State Board of Accountancy. The audit is to include a complete accounting for funds covered by this agreement in accordance with generally accepted accounting principles. In addition, the BCCSB requires that the management report of any audit as it relates to BCCSB program activities be made available to BCCSB as part of the required audit. Payment may be withheld from HeartSpace Clinic, if reports designated here are not made available upon request. Audits shall be uploaded to the Organization Profile in the Apricot System and continually kept up to date.

9. **Monitoring.** HeartSpace Clinic agrees to permit the BCCSB, the Director of the Community Services Department and any staff of the Community Services Department, or designee of the BCCSB to monitor, survey and inspect HeartSpace Clinic's services, activities, programs, and client records, to determine compliance and performance with this contract, except as prohibited by laws protecting client confidentiality. In addition, HeartSpace Clinic hereby agrees that, upon notice of forty-eight (48) hours, it will make available to the BCCSB or its designee(s) all records, facilities, and personnel, for auditing, inspection, and interviewing, to determine the status of service, activities and programs covered hereunder, expenditure of CSF funds and all other matters set forth in the contract.

10. **Modification or Amendment.** In the event HeartSpace Clinic requests to make any change, modification, or an amendment to funded services, one-time items, activities, and/or programs covered by this contract, a request of the proposed modification or amendment must be submitted in writing to the Director of Community Services to share with the BCCSB for approval. A board resolution from HeartSpace Clinic may be required with the request. For

consideration of a request to modify or amend the contract, requests to the BCCSB must be submitted in writing at least two weeks prior to a regularly scheduled BCCSB meeting.

OTHER TERMS OF THIS CONTRACT

11. ***Violation of Client Rights.*** Any alleged case of a violation of a client's rights in a program funded through the Children's Services Fund shall be investigated in accordance with HeartSpace Clinic's policies and procedures and in accordance with any local/state/federal regulations. HeartSpace Clinic agrees to notify the BCCSB through the Director of Community Services of any such incidents that have been reported to the appropriate governmental body and must also authorize the governmental body to notify the BCCSB of any substantiated allegations. HeartSpace Clinic must comply with Missouri law regarding confidentiality of client records.

12. ***Discrimination.*** HeartSpace Clinic will refrain from discrimination on the basis of race, color, religion, sex, national origin, ancestry, disability, age, sexual orientation, genetic information, and familial status and comply will applicable provisions of federal and state laws, county or municipal statutes or ordinances, which prohibit discrimination in employment and the delivery of services.

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

14. ***Accreditation/Licensure/Certifications.*** HeartSpace Clinic must comply with all state/federal certification and licensing requirements and all applicable federal, state, and local laws and must remain in "good standing" with the applicable oversight entity.

15. ***Conflict of Interest.*** HeartSpace Clinic agrees that no member of its Board of Directors or its employees now has, or will in the future, have any conflict of interest between himself/herself and HeartSpace Clinic, and this shall include any transaction in which HeartSpace Clinic is a party, including the subject matter of this contract. Missouri law, as this term is used herein, shall define "Conflict of Interest".

16. ***Subcontracts.*** HeartSpace Clinic may enter into subcontracts for components of the contracted service as HeartSpace Clinic deems necessary within the terms of the contract. All such subcontracts require the written approval of the BCCSB or their designated representative. In performing all services under the resulting contract agreement, HeartSpace Clinic shall comply with all local, state, and federal laws. Any subcontractor shall be subject to the audit/monitoring requirements stated herein and all other conditions and requirements of this contract agreement.

17. ***Employment of Unauthorized Aliens Prohibited.*** HeartSpace CLINIC agrees to comply with Missouri State Statute section 285.530 in that they shall not knowingly employ,

hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. HeartSpace Clinic shall require each subcontractor to affirmatively state in its Agreement with the HeartSpace Clinic that the subcontractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. Provider shall also require each subcontractor to provide HeartSpace Clinic a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

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

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

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

21. **Termination.** This Contract may be terminated, with or without cause, by either party upon thirty (30) days written notice to the other party. In addition, this agreement may be terminated by the BCCSB upon 15 days' advance written notice for any of the following reasons or under any of the following circumstances:

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

b. BCCSB may terminate this agreement if key personnel providing services are changed such that in the opinion of the BCCSB delivery of services are or will be delayed or impaired, or if services are otherwise not in conformity with proposal specification, or if services are deficient in quality in the sole judgment of BCCSB, or

c. BCCSB may terminate this agreement should HeartSpace Clinic fail substantially to perform in accordance with its terms through no fault of the party initiating the termination, or

d. If appropriations are not made available and budgeted for any calendar year to fund this agreement.

Upon receipt of notice of termination, HeartSpace Clinic shall make every effort to reduce or cancel outstanding commitments and shall incur no additional expenses. BCCSB shall reimburse the HeartSpace Clinic for outstanding expenses incurred up to the date of termination, including uncancellable obligations and reasonable termination costs, but in no event, will such costs exceed the total funds presently allocated to this Contract.

22. **Indemnification.** To the extent permitted under Missouri law, HeartSpace Clinic agrees to hold harmless, defend and indemnify the BCCSB, the County, its directors, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of **HeartSpace Clinic** (meaning anyone, including but not limited to consultants having a contract with HeartSpace Clinic or subcontractor for part of the services), or anyone directly or indirectly employed by HeartSpace Clinic, or of anyone for whose acts HeartSpace Clinic may be liable in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its negligence.

23. **Publicity by the HeartSpace Clinic.** HeartSpace Clinic shall notify the BCCSB of contact with the media regarding CSF funded programs or profiles of participants in CSF funded programs. HeartSpace Clinic will acknowledge the BCCSB as a funding source whenever publicizing CSF funded programs. HeartSpace Clinic will collaborate with the BCCSB to inform the community about the ways its tax dollars are being invested in services and supports. HeartSpace Clinic agrees to acknowledge the Children's Services Fund as a funding source on written and electronic publications including brochures, annual reports, and newsletters.

24. **Independence.** This contract does not create a partnership, joint venture, or any other form of joint relationship between the BCCSB and HeartSpace Clinic. The BCCSB does not recognize any of the HeartSpace Clinic's employees, agents, or volunteers as those of the BCCSB.

25. **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.

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

27. **Record Retention Clause.** HeartSpace Clinic shall keep and maintain all records relating to this contract agreement sufficient to verify the delivery of services in accordance with the terms of this agreement for a period of three (3) years following expiration of this agreement and any applicable renewal.

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

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

Any written notice or communication to HeartSpace Clinic shall be mailed or delivered to:

HeartSpace Clinic
Attn: Chris Lawrence
201 W. Broadway, Bldg. 2, Suite F
Columbia, MO 65203

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

HeartSpace Clinic

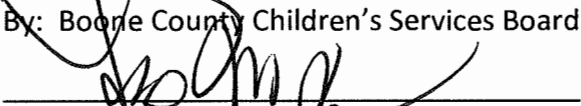
Boone County, Missouri


By: 
Signature

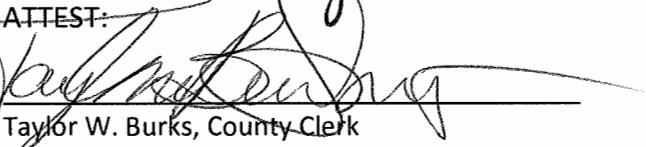
By: Boone County Commission

Daniel K. Atwill, Presiding Commissioner


By: Chris Lawrence, Director
Printed Name/ Title
Psychologist

By: Boone County Children's Services Board

Les Wagner, Board Chair

APPROVED AS TO FORM:

County Counselor

ATTEST:

Taylor W. Burks, 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.)

 8/1/2018 (2161/71100/\$107,588.00)
Signature Date Appropriation Account

An Affirmative Action/Equal Opportunity Employer

ATTACHMENT C

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

County of Boone)
)ss
State of Missouri)

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

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

Chris Lawrence 7/16/18
Affiant Date

Chris Lawrence
Printed Name

Subscribed and sworn to before me this 16th day of July, 2018.



CAROL JEAN BRUCE
My Commission Expires
December 4, 2021
Boone County
Commission #13420789

Carol Jean Bruce
Notary Public

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

ATTACHMENT A

2018 AGENCY ASSURANCE SHEET

(Please complete and return with Proposal Response)

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

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

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

Chris Lawrence

Printed Name - Agency Executive Director/President/CEO

7-12-18

Date



Signature - Agency Executive Director/President/CEO

7-12-18

Date

Kathy Rogers
Printed Name - Agency Board Chair

7/22/18

Date

Cathy Rogers
Signature - Agency Board Chair

7/23/18

Date

ATTACHMENT B

(Please complete and return with Proposal Response)

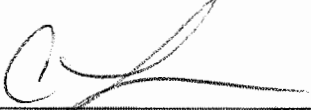
Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR
CERTIFICATION)

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

Chris Lawrence - Director, Psychologist
Name and Title of Authorized Representative


Signature

7/24/18
Date

STRATEGIC INNOVATION OPPORTUNITY
CONCEPT PAPER COVER SHEET

Applicant Information

Organization Name: HeartSpace Clinic

Federal EIN Number: 81-0810970

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

Address: 201 W Broadway, Bldg 2, Ste F

City, State, Zip Code: Columbia, MO 65203

Name of Executive Director of Organization: Chris Lawrence, Ph.D

Telephone: 573 214-0436 Email Address: clawrence2505@gmail.com

Website: _____

Project Information

Project Title: Technology Enhanced Mental Health

Amount Requested: \$108,265 Total Project Cost: \$129,265

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

Briefly describe how these funds will be used:

Funds will be used ^{to} purchase + implement two different technology interventions to be offered to clients who have experienced traumatic stress. Outcome data will be gathered to assess treatment efficacy.

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

Yes No

If yes, please indicate the following:

Name of Fiscal Agent Organization: _____

Contact Person: _____ Telephone: _____

Name of Project Director (if different from Executive Director): _____

Project Director Title: _____

Telephone: _____ Email Address: _____

Technology Enhanced Mental Health

Concept Paper

Submitted March 26 26, 2018
HeartSpace Clinic
Columbia MO

Problem or Community Need

Advances in brain development research have demonstrated the physical, physiological and emotional impact that chronic and situational stress and trauma have on children. Stressful and fear-based childhoods disrupt neurodevelopment and can alter normal brain structure and function. In turn, these brain changes can impair social, emotional and cognitive development, which contributes to the adoption of health-risk behaviors in order to cope with these impairments, resulting in long term consequences¹.

Boone County data indicates that youth and families are increasingly affected by stressful life events. The number of cases of substantiated abuse and neglect as well as the number of children entering or re-entering state custody increased from 2011 to 2015. The number of children living in poverty doubled from 2006 to 2015. Finally, there was a two to three-fold increase in the number of children who were hospitalized for behavioral health issues from 2005 to 2014².

Proposal

Recent advances in the area of neuropsychological interventions for toxic stress and trauma have led to creative and innovative treatment strategies. One such treatment is the *HeartMath* program, a type of biofeedback that targets heart rate variability. The second treatment strategy addressed in this grant proposal is the *Safe and Sound Listening* protocol, which targets auditory sensitivities found in those who have experienced trauma or traumatic stress.

HeartMath

Heart rate variability (HRV) is a measure of neurocardiac function and reflects heart/brain interactions and autonomic nervous system dynamics. HRV coherence has been found to be a valuable **measure of an individual's self-regulation, resilience and general health**³. Individuals can learn to directly impact their HRV, creating a **sustainable positive shift** in coherence. Self-regulation techniques can be taught to be used in a moment of distress to shift the emotional experience of a difficult situation and/or can be used over time to lead to lasting changes in self-regulation and resilience. The protocol involves teaching a variety of thought patterns and breathing activities, all while the individual's HRV is monitored by a small hand held device. The HeartMath assistive technologies provide immediate feedback regarding HRV data through the use of a noninvasive earlobe or finger pulse sensor. Participants are taught to adjust their breathing, thoughts and focus in response to the HRV feedback. Children can be taught the techniques with the assistance of software programs that provide feedback through games.

A wide variety of studies have found beneficial effects from the use of the HeartMath protocol. After three months of learning and practice, high school students' resting HRV and HRV overall coherence were both significantly improved. These positive changes in HRV were **significantly correlated with increased test scores and improved behaviors**⁴. Middle school students who participated in a HeartMath program exhibited significant improvements in stress and anger management, risky behavior, work management and focus and relationships with family, peers and teachers. These changes were maintained over six months⁵. Adults with health difficulties⁶ and trauma histories⁷ have all been found to benefit from the biofeedback techniques.

Safe and Sound Protocol (SSP)

This program is the result of Dr. Stephen Porges' 40 years of research that has resulted in The Polyvagal Theory. One focus of his research is the relationship between the autonomic nervous system, auditory sensitivities and social emotional processes. Dr. Porges has theorized that individuals who grow up in safe, nurturing environments have middle ears that develop the ability to attend discriminately to human vocalizations as a result of living in relative safety and having interactions with caregivers who use prosodic voices when interacting with the child. This results in normal listening and social engagement behaviors as a result of attending more discriminately to the human voice (high frequency) than to background noise (low frequency). However in the case of early childhood traumatic stress the middle ear does not become attuned to human vocalizations and instead is more attuned to low frequency sounds that are associated with danger. As a result, these individuals are distracted by background noises and do not attend to the human voice and thus miss out on social engagement opportunities.

The SSF intervention is designed to trigger the neural circuits involved with the neuroception of safety, which are normally triggered by prosodic voices similar to a mother calming her infant. The prosodic features of vocal music are amplified using custom designed computer algorithms. One study found that 50% of participants who received the SSF intervention had significantly improved auditory sensitivity and social engagement behaviors⁸. Porges theorizes that social engagement is improved due to decreased defensiveness (due to screening out of low frequency sounds) and increased social engagement (due to improved ability to tune into the human voice).

Methodology

The current proposal would utilize the HeartMath and Safe and Sound Protocol technology with both children and adults with a history of trauma. Three different groups would receive services over 12 to 15 months – one group of adults and children (25 of each) would receive the HeartMath program; one group would receive the Safe and Sound Protocol and one group would receive both. Those who complete the HeartMath program would then be given the HeartMath assistive device for free. Outcomes of the HeartMath program will be measured by giving pre and post measures of mood, behaviors and emotional regulation. Outcomes for the Safe and Sound program will be measured by giving pre and post measures of social engagement and prosocial behaviors.

Proposed Budget

Category	HM	Qty	Total	SSP	Qty	Total		Grand Totals
Training	\$1095	4	\$4380	\$150	4	\$600		\$4980
Supplies:								
HeartMath device	\$130	100	\$13,000					\$13,000
Laptops	\$900	3	\$2700					\$2700
Software	\$299	3						\$897
Questionnaires								\$300
Lease				\$199	12 mos.	\$2388		\$2388
Intervention Costs:	Hourly Cost			Hourly Cost				
Adults: HM (25 participants)	\$100/hr	5 sessions x 25	\$12,500					\$12,500
Children: HM (25 participants)	\$100/hr	6 sessions x 25	\$15,000					\$15,000
Adults: SSP (25 participants)				\$100/hr	5 sessions x 25	\$12,500		\$12,500
Children: SSP (25 participants)				\$100/hr	5 sessions x 25	\$12,500		\$12,500
Adults: both interventions	\$100/hr	5 sessions x 25	\$12,500	\$100/hr	5 sessions x 25	\$12,500		\$25,000
Children: both interventions	\$100/hr	6 sessions x 25	\$15,000	\$100/hr	5 sessions x 25	\$12,500		\$27,500
							SubTotal	\$129,265
							<i>Less 20% **</i>	\$21,000
							Final total	108,265

** Lawrence, Oliver and Associates will cover 20% of the intervention costs.

Agency Description

HeartSpace Clinic (HSC) is a 501(c)(3) non-profit organization that has the following mission and vision: **HSC Mission:** HeartSpace Clinic is a nonprofit organization providing trauma education, training, consultation and prevention services to children, families, organizations and the community at large. **HSC Vision:** A community united and empowered to compassionately respond to all members and groups who have experienced trauma and committed to the prevention of traumatic stress for all citizens.

HSC has a board of directors and is staffed by a Director (Dr. Chris Lawrence), several trauma trained mental health clinicians, an office manager and a billing specialist. HSC has been involved in activities such as consulting at two preschools, conducting a parenting group for foster and adoptive parents, presenting at a trauma conference and conducting numerous educational presentations within the community. HSC has written or co-written and secured two grants to implement or support trauma-informed services in the past year. The director, Dr. Chris Lawrence, has 28 years working in the mental health field in Columbia, has a history of successful program development in both for profit and non for profit agencies.

References

¹ <https://www.cdc.gov/violenceprevention/acestudy/index.html>

² MissouriKidsCountData.org

³ Ginsberg, J., Berry, M. & Powell, D. (2010). Cardiac Coherence and Posttraumatic Stress Disorder in Combat Veterans. *Alternative Therapies (16)*, 52-60; McCraty, R. & Shaffer, F. (2015). Heart Rate Variability: New Perspectives on Physiological Mechanisms, Assessment of Self –Regulatory Capacity and Health Risk, *Global Advances in Health and Medicine (4)*, 46-61.

⁴ McCraty, R., Tomasino, D., Atkinson, M., Aasen, P. & Thurik, J. HeartMath Research Center, Institute of HeartMath, Publication No. 00-010. Boulder Creek, CA, 2000.

⁵ McCraty, R., Atkinson, M., Tomasino, D., Goelitz, J. & Mayrovitz, H. (1999). The Impact of an Emotional Self-Management Skills Course on Psychosocial Functioning and Automatic Recovery to Stress in Middle School Children. *Integrative Physiological and Behavioral Science*, 34 (4), 246-268.

⁶ McCraty, R., Atkinson, M. & Tomasino, D. (2003). Impact of a Workplace Stress Reduction Program on Blood Pressure and Emotional Mental Health in Hypertensive Employees, *Journal of Alternative and Complementary Medicine* 9(3), 355-369.

⁷ Ginsberg, et al., 2010.

⁸ Porges, S., Bazhenova, O., Bal, E., Carlson, N., Sorokin, Y., Heilman, K., Cook, E. & Lewis, G. (2014). Reducing Auditory Sensitivities in Autistic Spectrum Disorder: Preliminary Findings Evaluating the Listening Protocol Project. *Frontiers in Pediatrics* 2(80).

Written Clarification for Strategic Innovation Opportunities

Heart Space Clinic

Technology Enhanced Mental Health

1. Provide a timeline that includes planning, implementation, and sustainability of the program. Make sure to include if the program will continue or end at a certain point.

A timeline would include the following points:

- Training for HeartMath and Safe and Sound Program: would begin immediately upon funding and conclude 45-60 days later
- Recruitment of participants: Would begin 30 days after training begins and would be ongoing until program is completed
- Implementation of interventions would begin 45 to 60 days after funding and would conclude 12 months later
- Sustainability: The plan is to continue to offer one or both programs as a part of individual therapy work with clients with trauma IF the data collected indicates that the intervention(s) have clinically significant benefits for patients, as evidenced by changes from pre to post data collection.

2. The proposal appears to be requesting funds to provide HeartMath and Safe and Sound programs to both children and adults with a history of trauma. Please provide more information about the adults in this project. Please remember that the Children's Services Fund services children and youth 19 years of age and younger and their families.

The plan is to offer both programs to children who have a history of trauma, as well as to one or both of their parents IF they have a history of trauma. Adults will only be offered the program if their children are participating in the program.

3. How will clients (children and adults) be recruited for the program? What will the initial screening/intake look like to determine if they are the best fit for the program?

Clients will be recruited through a variety of means including through Facebook, a local newsletter that is distributed to local therapists, counselors and psychologists once per month and letters sent to outpatient mental health clinics in the Boone County area.

Interested participants will complete a questionnaire designed to identify individuals with a history of trauma. In addition, questions will be included to assist with ruling out participants who meet the following exclusionary criteria: Diagnosed with Autism Spectrum Disorder and/or actively engaged in evidence based trauma treatment such as Eye Movement Desensitization Reprocessing or Trauma Focused Cognitive Behavioral Therapy. Individuals who are actively engaged in individual or group therapy will be asked not to attend therapy for the duration of their participation in the project to reduce the chance of other factors affecting the outcome data.

Trauma assessment questionnaires that will be used include:

Life Events Checklist (adult/adolescent)

Traumatic Events Screening Inventory (child – parent report) and/or Child Stress Disorders Checklist – Parent Report

**We reserve the right to adjust these tools as we continue to evaluate the best tool to use for screening.

4. Is there any specific training or credentials required to provide the HeartMath and the Safe and Sound programs? How many personnel are required to provide this program?

Integrated Listening Systems provides a training that can be accessed in person or online called the **Safe and Sound Protocol (SSP)** training course. The course is self-paced and can be completed by anyone who has a clinical or educational degree. Once the course is completed, clinicians are allowed to implement the protocol in a clinic.

The **HeartMath Institute** offers a certification program that instructs clinicians in how to teach HeartMath's core techniques and how to utilize assessment protocols for HeartRate Variability and how to teach the technology in a practice.

We have budgeted for 4 clinicians to be trained and implement the program.

5. Are there additional plans to use the research gathered from the program? The Strategic Innovation Opportunities committee seemed confused at the purpose of this project. Some wondered if it was going to be used for research or if it was strictly treatment. Please clarify in the box below.

The two interventions that we propose using are extremely promising, but still in the early stages of demonstrating their efficacy with patients with trauma via controlled studies. We are very interested in incorporating technology assisted services for clients who have a history of trauma, but want to be judicious about what services we offer. Therefore, we see the purpose of this project as helping us to identify if these two promising interventions are indeed effective with the individuals that we serve to help us decide whether to continue to provide this type of service. If we achieve good results with our clients, it would make sense to continue offering these services and we anticipate being able to do so. If results are not strong – we would not invest more time or money in the interventions.

6. Are there currently any other organizations offering these types of services in Boone County? If so, who are they and how do you plan to collaborate with this organization?

Heartrate variability biofeedback training is offered through the Student Health Center at the University of Missouri, but this service is only available for students.

No other organizations offer either intervention in the Boone County area that we are aware of.

7. What type of assessment(s) will be used for HeartMath Program that provides information for the pre- and post- measures of mood, behaviors, and emotional regulation? Provide information on the outcomes that you expect to see from clients.

Child measures: Mood: Short Mood and Feelings Questionnaire – Child
Short Mood and Feelings Questionnaire – Parent
Social Emotional Assessment – Parent
Or Minnesota Affect Rating Scale
Self-regulation: Fast Track Project Child Behavior Questionnaire and/or
Questionnaire on Self-Regulation

Adolescent measures: Mood: Patient Health Questionnaire – Adolescent
Self-regulation: Adolescent Self-Regulatory Inventory

Adult measures: Mood: Patient Health Questionnaire
Self-regulation: Self-Regulation Questionnaire

We would like to find a questionnaire that measures positivity to use for both children and adults but have yet to find one that is acceptable.

Expected outcomes would include decreased anxiety and depressive symptoms and behaviors; and improved ability to self-regulate.

** We would like to reserve the option to change measures if we identify others that are more appropriate prior to the start of the project.

8. What type of assessment(s) will be used for Safe and Sound Program that provides information for the pre- and post- measures of social engagement and prosocial behaviors? Provide information on the outcomes that you expect to see from clients.

See # 7 above – all assessments described above will also be used for the Safe and Sound program.

In addition, the following measures will be used:

BBC Sensory Scales – measures auditory sensitivity, which is hypothesized to be a mediating variable, in other words it is expected that the Safe and Sound program will **decrease** auditory sensitivity, as well as improving mood, behavior and self-regulation.

Because children younger than 6 can participate in the Safe and Sound Program, an additional tool will be utilized to assess their progress:

Social Emotional Assessment – Parent (ages 3-5)

9. Clarify how the equipment will be distributed?

HeartMath monitors are very small devices that attach to an individual's finger or earlobe. These devices can be connected to a laptop that has the associated software available in order to track biofeedback progress and results. Once participants complete the entire protocol that includes pre- and post-testing and intervention – they will be allowed to take the HRV device home. They will be shown how to download an app that allows them to continue to practice and monitor the skills they have learned on their own.

We would be very willing to create a longer term follow up plan for participants who have taken devices home. We would anticipate that this follow up would include a questionnaire about ongoing use and completion of questionnaires that were completed at pre- and post-intervention. Perhaps it would be interesting to facilitate coaching calls to encourage ongoing use and THEN follow up at 3 or 6 months. We could also ask questions about what could or would be more helpful to encourage ongoing practice and use of the device and skills. If we added this to the proposal, we would need to negotiate for the increased associated costs.

If we find that either or both of these interventions are effective for participants, our plan is to incorporate them into our ongoing work with individual trauma survivors and their families. For instance, we serve many foster and adoptive families and could include these services as part of the interventions we offer. Currently we are unable to offer these services due to the initial start-up costs associated with training and equipment purchase. These two interventions are extremely promising, but still in the early stages of demonstrating their efficacy via controlled studies. Therefore, if we achieve good results with our clients, it would make sense to continue offering these services and we anticipate being able to do so on our own. If results are not strong – we would not invest more time or money in the interventions.

10. What type of longitudinal information will be gathered on the clients after they “complete” the program(s)?

We did not budget for collection of “post” data at a distant time after participants complete the program. If the board requests this, we could include 3 month and 6 month post data using the same assessment tools that are used immediately after implementation of the interventions, however, this would require an additional cost to our budget. See #9 for more information.

11. The Concept Paper mentions that the HeartSpace Clinic has written or cowritten and secured two grants to implement or support trauma-informed services in the past year. Please provide more information on these grants in the box below.

In the Fall of 2017, HeartSpace Clinic (HSC) wrote and secured a targeted impact grant through the Catholic Charities of Central & Northern Missouri. Catholic Charities provided \$2400 in funds to assist with our Trauma Informed Parenting Group. Funds were used to provide scholarships for families who needed financial assistance, purchase group resources such as books and videos and to pay for trauma training for group facilitators.

In the Fall of 2017 and the Winter of 2018, HeartSpace Clinic assisted in providing services through a grant that was written by Columbia Montessori Preschool. HSC provided technical assistance in writing the grant and then implemented the trauma informed counseling, parent support and teacher training for two semesters. Columbia Montessori Preschool collected data and implemented the grant.

12. Provide information on why HeartSpace Clinic did not apply for funding for this program during the 2017 Open RFP.

We believe that this program fits with the criteria for the Strategic Opportunities fund as it is a "pilot innovative program". Please let us know if the board does not agree.

13. The Strategic Innovations Opportunity Committee would like you to submit data that supports both the HeartMath and the Safe and Sound programs. They would like you to submit actual research articles for their review with your response.

Articles are attached are included. Please note that there are research studies in place that are further evaluating the efficacy of the Safe and Sound program with individuals who have been impacted by emotional trauma. Conceptually it is suggested that there are similarities between individuals with Autism Spectrum Disorder (see attached articles) and individuals with trauma histories in terms of middle ear dysfunction, auditory processing difficulties and struggles with physiological state regulation. Studies extending the findings from individuals with ASD to individuals with trauma histories are currently in process. Below is a description of one such study.

A research project funded by the Australian Childhood Foundation (ACF) will be conducted in Australian facilities of the ACF to evaluate the effectiveness of the Listening Project Protocol (LPP) in children with a trauma history. The LPP is designed as a "neural exercise" to reduce auditory hypersensitivities, to improve auditory processing of speech, and to improve behavioral state regulation. The LPP uses acoustic stimulation to exercise the neural regulation of the middle ear structures to rehabilitate and to normalize the acoustic transfer function of the middle ear structures. The current study is being conducted to evaluate efficacy and feasibility of the LPP and will use objective measures to evaluate changes in acoustic transfer function of the middle ears structures, auditory processing skills, physiological state regulation, and sensory symptoms.

14. The concept paper requested funds for HeartMath devices, laptops, and software. Please explain the need for three laptops and three software products.

The HeartMath protocol utilizes computer software to provide feedback to individuals about their heartrate variability (HRV) while they are practicing the intervention. The software provides real time feedback so that individuals can see the direct impact of their practice on their HRV. For children, the software provides feedback to them via an interactive game that teaches children the techniques, with immediate feedback via the HRV monitor.

Three laptops and three software programs are requested to allow for the HeartMath intervention to be taught in individual meetings with children or adults. Because there will be four trained interventionists, it is highly possible that up to three clients could be receiving the interventions at a time. Our offices do not have computers and having laptops allows us to provide the intervention in any of our 7 offices.

15. The Children’s Services Fund should be utilized to provide services. If funded, the program will need to be broken into a Purchase of Service (POS) model that utilizes the Taxonomy of Services (see attachment). I’ve also included an attachment that describes how to calculate the unit rate/measure. Please utilize the chart below to provide information on the services proposed for this program. Do not include the Training Supplies listed in your Proposed Budget.

Service:	Unit Measure:	Unit Rate:	Total # of Units to be Provided:	Total # of Unduplicated Individuals
4.14 Computer assisted intervention	1 hour		1050	150
4.12 Social emotional screening	.5 hour		175	Same
			Grand Total: 1225	

Service: 4.12 and 4.14

Unit Measure: 1 hour

Program Expenses:

5 Staff (4 interventionists and 1 project coordinator) X .20 FTE each = 1.0 FT = \$60,000

Materials*: \$19,285

Indirect Expenses = (\$400 per month) \$4800

Total program Expenses = \$84,085

Total # of Anticipated Units = 1225

Total # of Unduplicated individuals to be served: 150

Unit Service Rate = Total program expenses/# of anticipated units = \$68.64 per hour

*Computers = \$2700
HM devices – \$13,000
Software – \$897
Questionnaires- \$300
Lease \$2388

Agreement Form - V3

Children's Services Fund - POS 2017 (Agreement...

Quick View Information

Quick View Information

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

Organization Name

HeartSpace Clinic

Program Name

Technology Enhanced Mental Health

Funder

Boone County

Funding Type

Children's Services Fund - POS 2017

Funding Cycle

#30-20JUL17

County-Children's Services - Service Type

Individual, group, or family professional counseling and therapy services

Record Lock

1

Agreement Information Form Instructions

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

Information should be based on the contract/agreement period.

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

*** Indicates Required Field**

Program Budget Instructions

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

Program Budget

PROGRAM REVENUE	PROPOSED BUDGET (P)	AGREEMENT BUDGET (A)
1. DIRECT SUPPORT		
A. Heart of Missouri United Way	(P) 1A. \$0.00	(A) 1A. \$0.00

B. Other United Ways	(P) 1B. \$0.00	(A) 1B. \$0.00
C. Capital Campaigns	(P) 1C. \$0.00	(A) 1C. \$0.00
D. Grants (non-governmental)	(P) 1D. \$0.00	(A) 1D. \$0.00
E. Fund Raising & Other Direct Support	(P) 1E. \$0.00	(A) 1E. \$21,671.00

2. GOVERNMENT CONTRACTS/SUPPORT

A. Boone County - Children's Services Funding	(P) 2A. \$108,173.00	(A) 2A. \$107,588.00
B. Boone County - Community Health Funding	(P) 2B. \$0.00	(A) 2B. \$0.00
C. Boone County - Other Funding	(P) 2C. \$0.00	(A) 2C. \$0.00
D. Funding from Other Counties	(P) 2D. \$0.00	(A) 2D. \$0.00
E. City of Columbia - Social Service Funding	(P) 2E. \$0.00	(A) 2E. \$0.00
F. City of Columbia - CDGB/Home Funding	(P) 2F. \$0.00	(A) 2F. \$0.00
G. City of Columbia - CHDO Funding	(P) 2G. \$0.00	(A) 2G. \$0.00
H. City of Columbia - Other Funding	(P) 2H. \$0.00	(A) 2H. \$0.00
I. Funding from Other Cities	(P) 2I. \$0.00	(A) 2I. \$0.00
J. Federal (Medicaid, Title III, etc.)	(P) 2J. \$0.00	(A) 2J. \$0.00
K. State (Purchase of Services, Grants, etc.)	(P) 2K. \$0.00	(A) 2K. \$0.00
L. Other (Schools, Courts, etc.)	(P) 2L. \$0.00	(A) 2L. \$0.00
3. Program Service Fees	(P) 3. \$0.00	(A) 3. \$0.00
4. Investment Income (realized & unrealized)	(P) 4. \$0.00	(A) 4. \$0.00
5. Other Revenue Items	(P) 5. \$0.00	(A) 5. \$0.00
TOTAL PROGRAM REVENUE	(P) Total Revenue 108173.00	(A) Total Revenue 129259

PROGRAM EXPENSES

1. Personnel	(P) 1. \$83,908.00	(A) 1. \$104,994.00
2. Non-Personnel	(P) 2. \$24,265.00	(A) 2. \$24,265.00
TOTAL PROGRAM EXPENSES	(P) Total Expenses 108173.00	(A) Total Expenses 129259

Yearly Amount Request from Children's Services Fund

	PROPOSED REQUEST (P)	AGREEMENT REQUEST (A)
<u>Year 1 Total Request</u>	(P) Year 1 Proposed Total Request \$108,265.00	(A) Year 1 Total Request \$107,588.00

Residence

<u>RESIDENCE</u>	PROPOSED RESIDENCE (P)	AGREEMENT RESIDENCE (A)
City of Columbia	(P) City of Columbia 135	(A) City of Columbia 135
Boone County (includes City of Columbia residents)	(P) Boone County (includes City of Columbia residents) 150	(A) Boone County (includes City of Columbia residents) 150
Cooper County	(P) Cooper County 0	(A) Cooper County 0
Howard County	(P) Howard County 0	(A) Howard County 0
Other Counties	(P) Other Counties 0	(A) Other Counties 0
RESIDENCE TOTAL	(P) Residence Total 150.00	(A) Residence Total: 150

Race

<u>RACE</u>	PROPOSED RACE (P)	AGREEMENT RACE (A)
White (alone)	(P) White (alone) 130	(A) White (alone) 130
Black or African American (alone)	(P) Black or African American (alone) 20	(A) Black or African American (alone) 20
Multiple Races	(P) Multiple Races 0	(A) Multiple Races 0
Asian (alone)	(P) Asian (alone) 0	(A) Asian (alone) 0

Native American Indian or Alaskan Native (alone)	(P) Native American Indian or Alaskan Native (alone) 0	(A) Native American Indian or Alaskan Native (alone) 0
Native Hawaiian or other Pacific Islander (alone)	(P) Native Hawaiian or other Pacific Islander (alone) 0	(A) Native Hawaiian or other Pacific Islander (alone) 0
Some Other Race	(P) Some Other Race 0	(A) Some Other Race 0
RACE TOTAL	(P) Race Total 150.00	(A) Race Total 150

Ethnicity

<u>ETHNICITY</u>	PROPOSED ETHNICITY (P)	AGREEMENT ETHNICITY (A)
Hispanic or Latino (of all race)	(P) Hispanic or Latino (of all race) 0	(A) Hispanic or Latino (of all race) 0
Not Hispanic or Latino	(P) Not Hispanic or Latino 150	(A) Not Hispanic or Latino 150
ETHNICITY TOTAL	(P) Ethnicity Total 150.00	(A) Ethnicity Total 150

Gender

<u>GENDER</u>	PROPOSED GENDER (P)	AGREEMENT GENDER (A)
Female	(P) Female 75	(A) Female 75
Male	(P) Male 75	(A) Male 75
Other Gender	(P) Other Gender 0	(A) Other Gender 0
GENDER TOTAL	(P) Gender Total 150.00	(A) Gender Total 150

Income

<u>INCOME</u>	PROPOSED INCOME (P)	AGREEMENT INCOME (A)
At or below 200% of FPL (Federal Poverty Level)	(P) At or below 200% of FPL 30	(A) At or below 200% of FPL 30
Over 200% of FPL	(P) Over 200% of FPL 120	(A) Over 200% of FPL 120
	(P) Income Total	(A) Income Total

INCOME TOTAL

150.00

150

Age (County-Children's Services Fund RFP)

<u>AGE</u>	PROPOSED AGE (A)	AGREEMENT AGE (A)
Infant/Toddler (birth - 2 years)	(P) Infant/Toddler (birth - 2 years) 0	(A) Infant/Toddler (birth - 2 years) 0
Preschool (3 years - 5 years)	(P) Preschool (3 years - 5 years) 25	(A) Preschool (3 years - 5 years) 25
School Age (6 years - 11 years)	(P) School Age (6 years - 11 years) 50	(A) School Age (6 years - 11 years) 50
Middle School (12 years - 14 years)	(P) Middle School (12 years - 14 years) 0	(A) Middle School (12 years - 14 years) 0
High School (15 years - 19 years)	(P) High School (15 years - 19 years) 0	(A) High School (15 years - 19 years) 0
Parent/Guardian (19 years and younger)	(P) Parent/Guardian (19 years and younger) 0	(A) Parent/Guardian (19 years and younger) 0
Parent/Guardian (age 20 and over)	(P) Parent/Guardian (age 20 and over) 75	(A) Parent/Guardian (age 20 and over) 75
Adult (age 20 and over - not a parent/guardian)	(P) Proposed Adult (age 20 and over - not a parent/guardian) 0	(A) Proposed Adult (age 20 and over - not a parent/guardian) 0
AGE TOTAL (CSF)	(P) Age Total (CSF) 0.00	(A) Age Total (CSF) 150

Consumer Demographics Narrative (optional)

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

Individuals Trained

	PROPOSED (P)	AGREEMENT (A)
Individuals to be Trained	(P) Individuals to be Trained 4	(A) Individuals to be Trained 4

Program Service and Performance

Instructions: Update the Agreement(A) Column with updated figures finalized through the approved contract.

Development/Start Up Service Funding

	PROPOSED DEVELOPMENTAL/START UP FUNDING (P)	AGREEMENT DEVELOPMENTAL/START UP FUNDING (A)
Amount Requested	(P) Amount Requested \$4,247.00	(A) Amount Requested \$0.00
Description of Funds	(P) Description of Funds Funds will be used to purchase 3 laptops and software programs to implement the HeartMath protocol with adults and children as well as 5 HeartMath monitors to start implementing the protocol with clients.	(A) Description of Funds HeartSpace will cover the developmental costs. Funds will be used to purchase 3 laptops and software programs to implement the HeartMath protocol with adults and children as well as 5 HeartMath monitors to start implementing the protocol with clients.

Program Service #1 - Outputs

Program Service #1 - Outputs:	#1 PROPOSED (P)	#1 AGREEMENT (A)
Service #1 Name	(P) Service #1 Best Practices Training	(A) Service #1 Best Practices Training
Total # of Units Provided #1	(P) Units #1 4	(A) Units #1 4
Unit Measure #1	(P) Unit Measure #1 One individual	(A) Unit Measure #1 One individual
Unit Rate #1	(P) Unit Rate #1 \$1,245.00	(A) Unit Rate #1 \$1,245.00
Total # of Unduplicated Individuals Served #1	(P) Unduplicated Individuals #1 4	(A) Unduplicated Individuals #1 4

Program Service #1- Funding

Funding Amount #1	(P) Proposed Amount #1 \$4,980.00	(A) Agreement Amount #1 \$4,980.00
Units #1	(P) Proposed Units #1 4.00	(A) Agreement Units #1 4

Program Service #1 - Performance Measures (Proposed)

(P) Program Service 1 Outcomes:	(P) Program Service 1 Indicators:	(P) Program Service 1 Method of Measurements:
(P) Outcome 1-1 1.) 100% of staff will demonstrate proficiency in knowledge of the protocol. 2.) 100% of staff will demonstrate proficiency in protocol implementation.	(P) Indicator 1-1 Participants will successfully complete training for implementation of both HeartMath and Safe and Sound programs.	(P) Method of Measurement 1-1 1.) All staff will receive certification in both HeartMath and Safe and Sound protocol. 2.) Each staff will videotape 1/10 sessions for both HeartMath and Safe and Sound. Videotapes will be viewed by Project Coordinator to ensure that protocols are being appropriately implemented.
(P) Additional Outcome 1-2 2	(P) Additional Indicator 1-2	(P) Additional Method 1-2

(P) Additional Outcome 1-3 **(P) Additional Indicator 1-3****(P) Additional Method 1-3****(P) Additional Outcome 1-4** **(P) Additional Indicator 1-4****(P) Additional Method 1-4****(P) Additional Outcome 1-5** **(P) Additional Indicator 1-5****(P) Additional Method 1-5****Program Service #1- Performance Measures (Agreement)****(A) Program Service 1 Outcomes:****(A) Program Service 1 Indicators:****(A) Program Service 1 Method of Measurements:****(A) Outcome 1-1**

Participants will successfully complete training for implementation of both HeartMath and Safe and Sound programs.

(A) Indicator 1-1

1.) 100% of staff will demonstrate proficiency in knowledge of the protocol.

2.) 100% of staff will demonstrate proficiency in protocol implementation.

(A) Method of Measurement 1-1

1.) All staff will receive certification in both HeartMath and Safe and Sound protocol.

2.) Each staff will videotape 1/10 sessions for both HeartMath and Safe and Sound. Videotapes will be viewed by Project Coordinator to ensure that protocols are being appropriately implemented.

(A) Additional Outcome 1-2**(A) Additional Indicator 1-2****(A) Additional Method 1-2****(A) Additional Outcome 1-3****(A) Additional Indicator 1-3****(A) Additional Method 1-3****(A) Additional Outcome 1-4****(A) Additional Indicator 1-4****(A) Additional Method 1-4****(A) Additional Outcome 1-5****(A) Additional Indicator 1-5****(A) Additional Method 1-5****Program Service # 2 - Outputs**

Program Service 2 Outputs:

#2 Proposed (P)

#2 Agreement (A)

Service #2 Name

(P) Service #2

Computer-Assisted Intervention (HeartMath)

(A) Service #2

Computer-Assisted Intervention (HeartMath)

Total # of Units #2

(P) Units #2

550

(A) Units #2

550

Unit Measure #2

(P) Unit Measure #2

One intervention

(A) Unit Measure #2

One intervention

Unit Rate #2

(P) Unit Rate #2

\$58.52

(A) Unit Rate #2

\$77.44

Total # of Unduplicated Individuals Served #2

(P) Unduplicated Individuals #2

100

(A) Unduplicated Individuals #2

100

Program Service #2- Funding

Funding Amount #2

(P) Proposed Amount #2

\$32,186.00

(A) Agreement Amount #2

\$36,784.00

Units #2

(P) Proposed Units #2

550.00

(A) Agreement Units #2

475

Program Service #2 - Performance Measures (Proposed)

(P) Program Service 2 Outcomes: (P) Program Service 2 Indicators: (P) Program Service 2 Method of Measurements:

(P) Outcome 2-1

Improved mood and behavior.

(P) Indicator 2-1

- 1.) 50% of adults will improve mood and behavior from pre intervention to the final post test.
- 2.) 50% of children will improve mood and behavior from pre intervention to the final post test.

(P) Method of Measurement 2-1

- 1). PHQ - 9; Generalized Anxiety Questionnaire; Short Mood and Feelings Questionnaire 2). Preschool and Kindergarten: Minnesota Affect Rating Scale; Elementary Age Child: Generalized Anxiety Questionnaire; CES Depression Scale; Short Mood and Feelings Questionnaire

(P) Additional Outcome 2-2

Decreased symptoms of trauma.

(P) Additional Indicator 2-2

- 1.) 50% of adults will have lessened symptoms of trauma from pre intervention to the final post test.
- 2.) 50% of children will have lessened symptoms of trauma from pre intervention to the final post test.

(P) Additional Method 2-2

- 1). PTSD Questionnaire
- 2). Child Stress Disorders Checklist (parent report)

(P) Additional Outcome 2-3

Improved self regulation.

(P) Additional Indicator 2-3

- 1.) 50% of adults will have improved self regulation from pre intervention to the final post test.
- 2.) 50% of children will have improved self regulation from pre intervention to the final post test.

(P) Additional Method 2-3

- 1). Questionnaire on Self Regulation; Self Regulation Questionnaire (SRQ)
- 2). School age Child: Questionnaire on Self Regulation; Self Regulation Questionnaire (SRQ)

(P) Additional Outcome 2-4

Improved social emotional skills.

(P) Additional Indicator 2-4

- 50% of children will demonstrate improved social emotional skills from pre intervention to the final post test.

(P) Additional Method 2-4

Social Emotional Assessment - Parent Report

(P) Additional Outcome 2-5

Improved coping skills.

(P) Additional Indicator 2-5

- 1.) 50% of adults will report improved coping skills from pre intervention to the final post test.
- 2.) 50% of children will report improved coping skills from pre intervention to the final post test.

(P) Additional Method 2-5

COPE

Program Service #2 - Performance Measures (Agreement)

(A) Program Service 2 Outcomes: (A) Program Service 2 Indicators: (A) Program Service 2 Method of Measurement

(A) Outcome 2-1

Improved mood and behavior.

(A) Indicator 2-1

- 1.) 50% of adults will improve mood and behavior from pre intervention to the final post test.
- 2.) 50% of children will improve mood and behavior from pre intervention to the final post test.

(A) Method of Measurement 2-1

- 1). PHQ - 9; Generalized Anxiety Questionnaire; Short Mood and Feelings Questionnaire 2). Preschool and Kindergarten: Minnesota Affect Rating Scale; Elementary Age Child: Generalized Anxiety Questionnaire; CES Depression Scale; Short Mood and Feelings Questionnaire

(A) Additional Outcome 2-2

Decreased

(A) Additional Indicator 2-2

- 1.) 50% of adults will have lessened symptoms of trauma from pre intervention to the final post test.

(A) Additional Method 2-2

- 1). PTSD Questionnaire
- 2). Child Stress Disorders Checklist (parent report)

symptoms of trauma.

2.) 50% of children will have lessened symptoms of trauma from pre intervention to the final post test.

(A) Additional Outcome 2-3

Improved self regulation.

(A) Additional Indicator 2-3

1.) 50% of adults will have improved self regulation from pre intervention to the final post test.

2.) 50% of children will have improved self regulation from pre intervention to the final post test.

(A) Additional Method 2-3

- 1). Questionnaire on Self Regulation; Self Regulation Questionnaire (SRQ)
- 2). School age Child: Questionnaire on Self Regulation; Self Regulation Questionnaire (SRQ)

(A) Additional Outcome 2-4

Improved social emotional skills.

(A) Additional Indicator 2-4

50% of children will demonstrate improved social emotional skills from pre intervention to the final post test.

(A) Additional Method 2-4

Social Emotional Assessment - Parent Report

(A) Additional Outcome 2-5

Improved coping skills.

(A) Additional Indicator 2-5

1.) 50% of adults will report improved coping skills from pre intervention to the final post test.

2.) 50% of children will report improved coping skills from pre intervention to the final post test.

(A) Additional Method 2-5

COPE

Program Service #3 - Outputs

Program Service 3 Outputs:	#3 Proposed (P)	#3 Agreement (A)
Service #3 Name	(P) Service #3 Computer-Assisted Intervention (Safe and Sound Protocol)	(A) Service #3 Computer-Assisted Intervention (Safe and Sound Protocol)
Total # of Units #3	(P) Units #3 500	(A) Units #3 500
Unit Measure #3	(P) Unit Measure #3 One intervention	(A) Unit Measure #3 One intervention
Unit Rate #3	(P) Unit Rate #3 \$58.52	(A) Unit Rate #3 \$77.44
Total # of Unduplicated Individuals Served #3	(P) Unduplicated Individuals #3 100	(A) Unduplicated Individuals #3 100

Program Service #3- Funding

Funding Amount #3	(P) Proposed Amount #3 \$26,760.00	(A) Agreement Amount #3 \$32,912.00
Units #3	(P) Proposed Units #3 457.28	(A) Agreement Units #3 425

Program Service #3 - Performance Measures (Proposed)

(P) Program (P) Program Service 3 (P) Program Service 3 Method of Measurements;
Program Indicators:

Service 3
Outcomes:

(P) Outcome 3-1 Improved mood and behavior.	(P) Indicator 3-1 1.) 50% of adults will improve mood and behavior from pre intervention to the final post test. 2.) 50% of children will improve mood and behavior from pre intervention to the final post test.	(P) Method of Measurement 3-1 1). PHQ - 9; Generalized Anxiety Questionnaire; Short Mood and Feelings Questionnaire 2). Preschool and Kindergarten: Minnesota Affect Rating Scale; Elementary Age Child: Generalized Anxiety Questionnaire; CES Depression Scale; Short Mood and Feelings Questionnaire
(P) Additional Outcome 3-2 Decreased symptoms of trauma	(P) Additional Indicator 3-2 1.) 50% of adults will have lessened symptoms of trauma from pre intervention to the final post test. 2.) 50% of children will have lessened symptoms of trauma from pre intervention to the final post test.	(P) Additional Method 3-2 1). PTSD Questionnaire 2). Child Stress Disorders Checklist (parent report)
(P) Additional Outcome 3-3 Improved self regulation	(P) Additional Indicator 3-3 1.) 50% of adults will have improved self regulation from pre intervention to the final post test. 2.) 50% of children will have improved self regulation from pre intervention to the final post test.	(P) Additional Method 3-3 1). Questionnaire on Self Regulation; Self Regulation Questionnaire (SRQ) 2). School age Child: Questionnaire on Self Regulation; Self Regulation Questionnaire (SRQ)
(P) Additional Outcome 3-4 Improved social emotional skills.	(P) Additional Indicator 3-4 50% of children will demonstrate improved social emotional skills from pre intervention to the final post test.	(P) Additional Method 3-4 Social Emotional Assessment - Parent Report
(P) Additional Outcome 3-5 Improved coping skills.	(P) Additional Indicator 3-5 1.) 50% of adults will report improved coping skills from pre intervention to the final post test. 2.) 50% of children will report improved coping skills from pre intervention to the final post test.	(P) Additional Method 3-5 1 and 2). COPE

Program Service #3 - Performance Measures (Agreement)

(A) Program Service 3 Outcomes: (A) Program Service 3 Indicators: (A) Program Service 3 Method of Measurement.:

(A) Outcome 3-1 Improved mood and behavior.	(A) Indicator 3-1 1.) 50% of adults will improve mood and behavior from pre intervention to the final post test. 2.) 50% of children will improve mood and behavior from pre intervention to the final post test.	(A) Method of Measurement 3-1 1). PHQ - 9; Generalized Anxiety Questionnaire; Short Mood and Feelings Questionnaire 2). Preschool and Kindergarten: Minnesota Affect Rating Scale; Elementary Age Child: Generalized Anxiety Questionnaire; CES Depression Scale; Short Mood and Feelings Questionnaire
(A) Additional Outcome 3-2 Decreased symptoms of trauma	(A) Additional Indicator 3-2 1.) 50% of adults will have lessened symptoms of trauma from pre intervention to the final post test. 2.) 50% of children will have lessened symptoms of trauma from pre intervention to the final post test.	(A) Additional Method 3-2 1). PTSD Questionnaire 2). Child Stress Disorders Checklist (parent report)
(A) Additional Outcome 3-3 Improved self regulation	(A) Additional Indicator 3-3 1.) 50% of adults will have improved self regulation from pre intervention to the final post test.	(A) Additional Method 3-3 1). Questionnaire on Self Regulation; Self Regulation Questionnaire (SRQ) 2). School age Child: Questionnaire on Self Regulation; Self Regulation Questionnaire (SRQ)

2.) 50% of children will have improved self regulation from pre intervention to the final post test.

(A) Additional Outcome 3-4

Improved social emotional skills.

(A) Additional Indicator 3-4

50% of children will demonstrate improved social emotional skills from pre intervention to the final post test.

(A) Additional Method 3-4

Social Emotional Assessment - Parent Report

(A) Additional Outcome 3-5

Improved coping skills.

(A) Additional Indicator 3-5

1.) 50% of adults will report improved coping skills from pre intervention to the final post test.
2.) 50% of children will report improved coping skills from pre intervention to the final post test.

(A) Additional Method 3-5

1 and 2). COPE

Program Service 4 - Outputs

Program Service 4 Outputs:	#4 Proposed (P)	#4 Agreement (A)
Service #4 Name	(P) Service #4 Behavioral Health Screening	(A) Service #4 Behavioral Health Screening
Total # of Units #4	(P) Units #4 500	(A) Units #4 500
Unit Measure #4	(P) Unit Measure #4 1 screening	(A) Unit Measure #4 1 screening
Unit Rate #4	(P) Unit Rate #4 \$80.00	(A) Unit Rate #4 \$77.44
Total # of Unduplicated Individuals Served #4	(P) Unduplicated Individuals #4 150	(A) Unduplicated Individuals #4 150

Program Service #4- Funding

Funding Amount #4	(P) Proposed Amount #4 \$40,000.00	(A) Agreement Amount #4 \$32,912.00
Units #4	(P) Proposed Units #4 500.00	(A) Agreement Units #4 425

Program Service #4 - Performance Measures (Proposed)

(P) Program Service 4 Outcomes:	(P) Program Service 4 Indicators:	(P) Program Service 4 Method of Measurements:
(P) Outcome 4-1 Completed pre or post questionnaires	(P) Indicator 4-1 85% of questionnaires will be answered in a complete manner	(P) Method of Measurement 4-1 Pre and post copies of questionnaires.
(P) Additional Outcome 4-2	(P) Additional Indicator 4-2	(P) Additional Method 4-2
(P) Additional Outcome 4-3	(P) Additional Indicator 4-3	(P) Additional Method 4-3
(P) Additional Outcome 4-4	(P) Additional Indicator 4-4	(P) Additional Method 4-4
(P) Additional Outcome 4-5	(P) Additional Indicator 4-5	(P) Additional Method 4-5

Program Service #4 - Performance Measures (Agreement)

(A) Program Service 4 Outcomes:	(A) Program Service 4 Indicators:	(A) Program Service 4 Method of Measurements:
(A) Outcome 4-1 Screenings will provide support in demonstrating HeartMath validity.	(A) Indicator 4-1 1.) 100% of pre- screenings are completed for clients. 2.) 85% of post- screenings are completed for clients.	(A) Method of Measurement 4-1 Pre and post copies of questionnaires.
(A) Additional Outcome 4-2 Screenings will provide support in demonstrating Safe and Sound validity.	(A) Additional Indicator 4-2 1.) 100% of pre- screenings are completed for clients. 2.) 85% of post- screenings are completed for clients.	(A) Additional Method 4-2 Pre and post copies of questionnaires.
(A) Additional Outcome 4-3	(A) Additional Indicator 4-3	(A) Additional Method 4-3
(A) Additional Outcome 4-4	(A) Additional Indicator 4-4	(A) Additional Method 4-4
(A) Additional Outcome 4-5	(A) Additional Indicator 4-5	(A) Additional Method 4-5

Program Service 5 - Outputs

Program Service 5 Outputs:	#5 PROPOSED (P)	#5 AGREEMENT (A)
Service Name #5	(P) Service #5	(A) Service #5
Total # of Units Provided #5	(P) Units #5 0	(A) Units #5 0
Unit Measure #5	(P) Unit Measure #5	(A) Unit Measure #5
Unit Rate #5	(P) Unit Rate #5 \$0.00	(A) Unit Rate #5 \$0.00
Total # of Unduplicated Individuals Served #5	(P) Unduplicated Individuals #5 0	(A) Unduplicated Individuals #5 0

Program Service #5- Funding

Funding Amount #5	(P) Proposed Amount #5 \$0.00	A) Agreement Amount #5 \$0.00
Units #5	(P) Proposed Units #5 0.00	(A) Agreement Units #5 0

Program Service #5 - Performance Measures (Proposed)

(P) Program Service 5 Outcomes:	(P) Program Service 5 Indicators:	(P) Program Service 5 Method of Measurements:
(P) Outcome 5-1	(P) Indicator 5-1	(P) Method of Measurement 5-1
(P) Additional Outcome 5-2	(P) Additional Indicator 5-2	(P) Additional Method 5-2
(P) Additional Outcome 5-3	(P) Additional Indicator 5-3	(P) Additional Method 5-3

(P) Additional Outcome 5-4**(P) Additional Indicator 5-4****(P) Additional Method 5-4****(P) Additional Outcome 5-5****(P) Additional Indicator 5-5****(P) Additional Method 5-5****Program Service #5 - Performance Measures (Agreement)****(A) Program Service 5 Outcomes:****(A) Program Service 5 Indicators:****(A) Program Service 5 Method of Measurements:****(A) Outcome 5-1****(A) Indicator 5-1****(A) Method of Measurement 5-1****(A) Additional Outcome 5-2****(A) Additional Indicator 5-2****(A) Additional Method 5-2****(A) Additional Outcome 5-3****(A) Additional Indicator 5-3****(A) Additional Method 5-3****(A) Additional Outcome 5-4****(A) Additional Indicator 5-4****(A) Additional Method 5-4****(A) Additional Outcome 5-5****(A) Additional Indicator 5-5****(A) Additional Method 5-5****Links for Agreement Form (V3)****Linked 'Interim Report - V3' Records****Link Instructions**

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

August Session of the July Adjourned

Term. 2018

County of Boone

In the County Commission of said county, on the

14th

day of

August

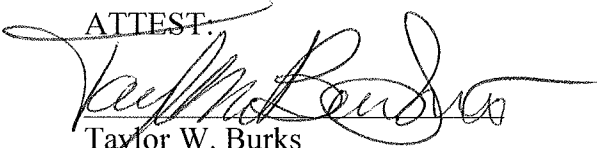
2018

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

Now on this day the County Commission of the County of Boone does hereby approve the attached 2019 State Cyber Crime Grant (SCCG) award in the amount of \$184,594.61 for the Boone County Sheriff's Department Cyber Crimes Task Force.

Done this 14th day of August, 2018.

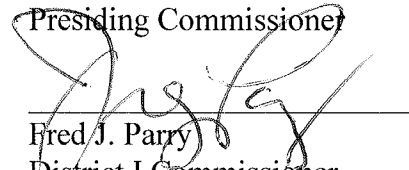
ATTEST



Taylor W. Burks
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Fred J. Parry
District I Commissioner



Janet M. Thompson
District II Commissioner



MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR



STATE CYBER CRIME GRANT (SCCG)
2019 CERTIFIED ASSURANCES

Subrecipient:	Boone County, Cyber Task Force	Subaward Number:	2019-SCCG-001
Project Title:	Boone County Sheriff's Department Cyber Crimes Task Force		

The Subrecipient hereby assures and certifies compliance with all the following certified assurances:

General:

- Governing Directives:** The Subrecipient assures that it shall comply, and all its subcontractors shall comply, with the applicable provisions of the "SCCG Solicitation", the "DPS Financial and Administrative Guide", the "DPS Subrecipient Travel Guidelines", and other applicable state laws or regulations.
- Compliance Training:** As a recipient of state funds, the Subrecipient is required to participate in any applicable Compliance Training hosted by the Missouri Department of Public Safety. The Compliance Training may be hosted in-person or as a webinar to provide post-award information to include, but not limited to, subaward acceptance, project implementation, reporting requirements, subaward changes, civil rights compliance, monitoring responsibilities, record retention, internal controls, and accounting responsibilities.
- Non-Supplanting:** The Subrecipient assures that state funds made available under this subaward will not be used to supplant other federal, state, or local funds but will be used to increase the amount of funds that would, in the absence of these funds, be made available for the activities of this project.
- Change in Personnel:** The Subrecipient agrees to notify, within a timely manner, the Missouri Department of Public Safety if there is a change in or temporary absence as it affects the 'My Profile' module, 'Contact Information' form, and/or 'Budget' form within WebGrants. The notification shall be sent through the 'Correspondence' component of WebGrants to the appropriate Internal Contact with the *Change of Information Form* attached.
- Subaward Adjustments:** The Subrecipient understands that any deviation from the approved subaward must have prior approval from the Missouri Department of Public Safety. No additional funding shall be awarded to a Subrecipient (unless specifically notified by the Missouri Department of Public Safety of additional funding being awarded), but changes from one budget line to another budget line may be possible if the request is allowable and within the scope of the guidelines. Prior approval must be requested via the 'Subaward Adjustment' component of WebGrants.
- Monitoring:** The Subrecipient agrees to maintain the records necessary to evaluate the effectiveness of the project. In addition, the Subrecipient assures that all documentation or records relating to this subaward shall be made available to monitoring representatives of the Missouri Department of Public Safety, the Office of Missouri State Auditor, or any of their authorized representatives immediately upon request. The Subrecipient 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 shall prescribe, will be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this subaward.

Subrecipient Authorized Officials Initials: _____

7. **Criminal Activity:** The Subrecipient assures to formally report to the Missouri Department of Public Safety within 48 hours of notification if an individual funded, in whole or in part, under this subaward is arrested for or formally charged with a misdemeanor or felony regardless if the criminal offense is related to the individual's employment. The Missouri Department of Public Safety reserves the right to suspend or terminate grant funding pending the adjudication of the criminal offense.
8. **Reporting Potential Fraud, Waste, and Abuse:** The Subrecipient shall not make false statements or claims in connection with any funds subawarded by the Missouri Department of Public Safety. The result of such false statements or claims includes fines, imprisonment, and debarment from participating in state and federal grants or contracts, and/or other remedy by law. The Subrecipient must promptly refer to the Missouri Department of Public Safety (DPS) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or any other person has, in connection with funds under this subaward, either:
- (a) Submitted a claim that violates the False Claims Act; or
 - (b) Committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this subaward, must be reported to the DPS by one of the following methods:

Mail: Missouri Department of Public Safety
Office of the Director
Attn: CJ/LE Unit
P.O. Box 749
1101 Riverside Drive
Jefferson City, MO 65102-0749

Email: dpsinfo@dps.mo.gov

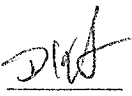
DPS Office: Phone – (573) 751-4905 or Fax – (573) 751-5399

The Missouri Department of Public Safety reserves the right to suspend or terminate grant funding pending the review of a report of fraud, waste, or abuse relating to funds under this subaward.

9. **Non-Disclosure Agreements:** The Subrecipient assures that it will not prohibit or otherwise restrict, or purport to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to the Missouri Department of Public Safety or other agency authorized to receive such information.

In accepting this subaward, the Subrecipient:

- (a) Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or subcontractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or subcontractors from reporting waste, fraud, or abuse as described above; and
 - (b) Certifies that, if it learns or is notified that it is or has been requiring its employees or subcontractors to exercise agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the Missouri Department of Public Safety, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by the Missouri Department of Public Safety.
10. **Fair Labor Standards Act:** All Subrecipients of state and/or federal funds will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act.

Subrecipient Authorized Officials Initials: 

11. **Employment of Unauthorized Aliens:** Pursuant to Section 285.530.1 RSMo, the Subrecipient assures that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri, and shall affirm, by sworn affidavit and provision of documentation, its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Further, the Subrecipient shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

In accordance with Sections 285.525 to 285.550, RSMo a general contractor or subcontractor of any tier shall not be liable when such general contractor or subcontractor contracts with its direct subcontractor who violates subsection 1 of Section 285.530, RSMo if the contract binding the contractor and subcontractor affirmatively states that the direct subcontractor is not knowingly in violation of subsection 1 of Section 285.530, RSMo and shall not henceforth be in such violation and the contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States.

12. **Relationship:** The Subrecipient agrees that they will represent themselves to be an independent Subrecipient offering such services to the general public and shall not represent themselves or their employees to be employees of the Missouri Department of Public Safety. (This provision is not applicable to the Missouri Department of Public Safety or any of its divisions or programs.) Therefore, the Subrecipient shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc.
13. **Texting While Driving:** The Missouri Department of Public Safety encourages the Subrecipient to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this subaward, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
14. **Drug-Free Workplace:** The Subrecipient certifies and assures that it will, or will continue to, provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an on-going drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The Subrecipient's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of work funded by this subaward be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment funded by this subaward, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
 - (e) Notifying the Missouri Department of Public Safety, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Subrecipients of convicted employees must provide notice, including position title of any such convicted employee, to the Missouri Department of Public Safety by one of the following methods:

Subrecipient Authorized Officials Initials: 

Mail: Missouri Department of Public Safety
Office of the Director
Attn: CJ/LE Unit
P.O. Box 749
1101 Riverside Drive
Jefferson City, MO 65102-0749

Email: dpsinfo@dps.mo.gov


- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted:
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; and
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Civil Rights:

1. **Unlawful Employment Practices:** The Subrecipient assures compliance with Section 213.055 RSMo in regards to non-discrimination in employment practices as it relates to race, color, religion, national origin, sex, ancestry, age, or disability.
2. **Discrimination in Public Accommodations:** The Subrecipient assures compliance with Section 213.065 RSMo in regards to non-discrimination in public accommodations as it relates to accommodations, advantages, facilities, services, or privileges made available in place of public accommodations.

Financial:

1. **Fund Availability:** The Subrecipient understands all subawards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is understood and agreed upon that, in the event funds from state sources are not appropriated and continued at an aggregate level sufficient to cover the costs under this subaward, or in the event of a change in state law relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.
2. **Release of Funds:** The Subrecipient acknowledges no funds will be disbursed under this subaward until such time as all required documents are signed by the Subrecipient Authorized Official and Subrecipient Project Director and returned to the Missouri Department of Public Safety for final review and signature by the Director or his/her designee.
3. **Duplicative Funding:** The Subrecipient agrees that if it currently has an open award of federal and/or state funds or if it receives an award of federal and/or state funds other than this subaward, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this subaward, the Subrecipient will promptly notify, in writing, the Missouri Department of Public Safety. If so requested and allowed by the Missouri Department of Public Safety, the Subrecipient shall submit a Subaward Adjustment for a budget revision or program revision to eliminate any inappropriate duplication of funding.

Subrecipient Authorized Officials Initials: 

4. **Allowable Costs:** The Subrecipient understands that only allowable and approved expenditures will be reimbursed under this subaward. These monies may not be utilized to pay debts incurred by other activities. The Subrecipient agrees to obligate funds no later than the last day of the project period. (Funds are obligated when a legal liability to pay a determinable sum for services or goods is incurred and will require payment during the same or future period.) The Subrecipient also agrees to expend funds no later than the date identified in the "SCCG Solicitation". (Funds are considered to be expended when payment is made.) Any funds not properly obligated and/or expended will lapse. Any deviation from the approved subaward must have prior approval from the Missouri Department of Public Safety. The Subrecipient shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety. The Subrecipient certifies that all expendable and non-expendable property purchased funds under this subaward shall be used for approved project purposes only.
5. **Financial Reporting Requirements:** The Subrecipient agrees to complete and submit any financial reports required for this program as outlined in the "SCCG Solicitation". Failure to submit reports by the deadline dates may result in delay for reimbursement requests and/or cancellation of the subaward.
6. **Project Income:** The Subrecipient agrees to account for project income generated by the activities of this subaward, and shall report receipts and expenditures of this income on the monthly Claim report. The Subrecipient understands that all project income generated as a result of this subaward shall be expended during the life of the project period, unless otherwise stated.
7. **Procurement:** The Subrecipient assures that all procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner to provide maximum open and free competition. In addition, the Subrecipient assures that all procurement transactions will meet the minimum standards set forth in the "DPS Financial and Administrative Guidelines" and identified here:
 - (a) All quotations and the rationale behind the selection of a source of supply shall be retained, attached to the purchase order copy, and placed in the accounting files.
 - (b) Purchases to a single vendor totaling less than \$3,000 may be purchased with prudence on the open market.
 - (c) Purchases estimated to total between \$3,000 but less than \$25,000 to a single vendor, must be competitively bid, but need not be solicited by mail or advertisement.
 - (d) Purchases with an estimated total of \$25,000 or over to a single vendor shall be advertised for bids in at least two daily newspapers of general circulation in such places as are most likely to reach prospective bidders at least five days before bids for such purchases are to be opened.
 - (e) Where only one bid or positive proposal is received, it is deemed to be sole source procurement.
 - (f) Sole source procurement on purchases to a single vendor of \$3,000 and over requires prior approval from the Missouri Department of Public Safety.
8. **Buy American:** The Subrecipient acknowledges Sections 34.350-34.359 RSMo regarding the Missouri Domestic Products Procurement Act (or commonly referred to as the Buy American Act) and the requirement to purchase or lease goods manufactured or produced in the United States, unless exceptions to the Buy American Act mandate in Section 34.353 RSMo are met.
9. **Buy Missouri:** The Subrecipient also acknowledges Sections 34.070 and 34.073 RSMo regarding the preference given to all commodities and tangible personal property manufactured, mined, produced, or grown within the state of Missouri and to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals, or which maintain Missouri offices or places of business, when quality is equal or better and delivered price is the same or less, quality of performance promised is equal or better and the price quoted is the same or less, or when competing bids are comparable.

Subrecipient Authorized Officials Initials: DKA

10. **Debarment/Suspension:** The Subrecipient acknowledges, pursuant to debarment and suspension regulations implemented at 1 CSR 40-1.060, and to other related requirements, that the State does not consider bids submitted by a suspended or debarred vendor. The Subrecipient therefore certifies that it will not consider bids submitted by a suspended or debarred vendor for procurements made as a result of this subaward.
11. **Audit:** The Subrecipient acknowledges that an audit is required for the agency fiscal year when state financial assistance (which consists of all monies received from the State or state funds passed through state agencies), of \$375,000 or more is expended by the Subrecipient. The Subrecipient assures a copy of the financial audit report will be submitted to the Missouri Department of Public Safety within 60 days of the project period start date if they have met the requirements to have an audit.
12. **Suspension/Termination of Subaward:** The Missouri Department of Public Safety reserves the right to suspend or terminate any subaward entered into as a result of this subaward at its sole discretion and without penalty or recourse by giving written notice to the Subrecipient of the effective date of suspension or termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the Subrecipient under the subaward shall, at the option of the Missouri Department of Public Safety, become property of the State of Missouri.

In the event a subaward is suspended or permanently terminated, the Missouri Department of Public Safety may take action as deemed appropriate to recover any portion of the subaward funds remaining or an amount equal to the portion of the subaward funds wrongfully used.

13. **Enforceability:** If a Subrecipient fails to comply with all applicable state requirements governing these funds, the State of Missouri may withhold or suspend, in whole or in part, funds awarded under the subaward, or recover misspent funds following an audit. This provision is in addition to all other remedies provided to the State of Missouri for recovery of misspent funds available under all applicable state and federal laws.

Programmatic:

1. **Uniform Crime Reporting (UCR):** The Subrecipient assures, where the project agency is a law enforcement agency, that the law enforcement agency is in compliance with the state provisions of Section 43.505 RSMo relating to uniform crime reporting and will remain in full compliance for the duration of the project period.
2. **Racial Profiling:** The Subrecipient assures, where the project agency is a law enforcement agency, that the law enforcement agency is in compliance with the state provisions of Section 590.650 RSMo relating to racial profiling and will remain in full compliance for the duration of the project period.
3. **Federal Equitable Sharing Funds:** The Subrecipient assures, where the project agency is a law enforcement agency, that the law enforcement agency is in compliance with the state provisions of Section 513.653 RSMo relating to participation in the federal forfeiture system and the reporting of proceeds received therefrom to the Missouri Department of Public Safety and the Missouri State Auditor.
4. **Custodial Interrogations:** The Subrecipient assures, where the project agency is a law enforcement agency, that the law enforcement agency is in compliance with the state provisions of Section 590.700 RSMo relating to custodial interrogations and has adopted a written policy to record custodial interrogations of persons suspected of committing or attempting to commit the felony crimes described in subsection 2 of this section.
5. **DWI Law – Law Enforcement:** The Subrecipient assures, where the project agency is a law enforcement agency, that the law enforcement agency is in compliance with the state provisions of Section 43.544 RSMo relating to the "DWI Law" and has adopted a written policy to forward arrest information for all intoxication-related traffic offenses to the central repository as required by Section 43.503 RSMo.

Subrecipient Authorized Officials Initials: DKA

6. **Information Sharing:** The Subrecipient agrees to share information and cooperate with the Missouri Department of Social Services, Missouri State Highway Patrol, and existing Internet Crimes Against Children (ICAC) task force programs.
7. **Data Reporting Requirements:** The Subrecipient agrees to complete and submit any data or statistical reports required for this program as outlined in the "SCCG Solicitation". Failure to submit reports by the deadline dates may result in delay for reimbursement requests and/or cancellation of the subaward.
8. **Time Records Requirement:** The Subrecipient assures that, all project personnel funded through this subaward will maintain timesheets that detail 100% of their time along with the activities/services provided. The timesheets should be signed by both the employee and the appropriate approving official. These timesheets must be provided to the Missouri Department of Public Safety personnel upon request.

The Subrecipient Authorized Official and Subrecipient Project Director hereby certifies, by signature, the terms and conditions specified or incorporated by reference herein, including those stated in the funding opportunity solicitation.

Daniel Atwill

Subrecipient Authorized Official Name



Subrecipient Authorized Official Signature

8-14-18

Date

Dwayne Carey

Subrecipient Project Director Name

Subrecipient Project Director Signature

Date

Subrecipient Authorized Officials Initials: 



Grant Details

Grant: 2019-SCCG-001 - Boone County Sheriff's Department Cyber Crimes Task Force - 2019

Status: Underway
Program Area: State Cyber Crime Grant (SCCG)
Grantee Organization: Boone County, Cyber Task Force
Program Officer: Heather Haslag
Awarded Amount: \$184,594.61

Personnel

Line Number	Name	Title	Position	Employment Status	Salary per Pay Period	Number of Pay Periods	% of Funding Requested	Total Cost
1001	Andy Evans	Detective	Retained	FT	\$2,008.80	26.0	100.0	\$52,228.80
1002	Cody Bounds	Detective	Retained	FT	\$2,029.60	26.0	100.0	\$52,769.60
								\$104,998.40

Personnel Justification

Personnel Justification

If personnel is not included in the budget, skip this section.

If personnel is included in the budget, provide the following justification for each position (preferably in the same order as the position is listed in the budget category):

If the position is new (created):

- Provide a description of the job responsibilities the individual will be expected to perform
- Where applicable to the posted position, identify any experience and/or certification that will be expected of the individual

If the position exists (retained):

- Provide a description of the job responsibilities
- Provide a description of the experience possessed by the individual
- Identify any certification the individual possesses as it relates to the position

If a salary change is included, address the individual's eligibility (or reason) for such change, the percentage of change, and the effective date of the change.

Andrew Evans has been a certified law enforcement officer for 15 years. Detective Evans was assigned to the Task Force in July 2014. Detective Evans primary responsibility is reactive and proactive

investigations involving crimes against children through the Internet. Additional duties include surveillance details, testimony in State and Federal criminal proceedings, obtaining and serving search warrants, preparing and participating in public awareness and education programs and attending any additional training for his position. Detective Evans has attended several ICAC classes, to include, IT and UC training courses, basic and advanced online ads investigation training, and BitTorrent peer to peer training. All courses will assist Evans in his current duties in the Task Force.

Cody Bounds has been a certified law enforcement officer for 7 years. Detective Bounds was assigned to the Task Force in January 2014. Detective Bounds completed a certification in Comp TIA A+ Hardware and Software and has maintained that certification. Detective Bounds has completed over 500 hours in forensics training, to include All Access Online Pass, FTK AccessData Bootcamp, certified Cellebrite mobile examiner, and IACIS Basic Certified Forensics training. Detective Bounds' primary responsibility is forensic examinations of electronic evidence, testimony in State and Federal criminal proceedings, obtaining search warrants and preparing evidence for court and attending further training for his position.

Personnel Benefits

Line Number	Category	Item	Salary/Premium	Percentage/# of Periods	% of Funding Requested	Total Cost
2001	FICA/Medicare	FICA/Medicare	\$104,998.40	0.0765	100.0	\$8,032.38
						\$8,032.38
2002	Medical Insurance	Medical Insurance	\$1,080.00	12.0	100.0	\$12,960.00
						\$12,960.00
2003	Pension/Retirement	Pension 401 (A) Match	\$50.00	26.0	100.0	\$1,300.00
						\$1,300.00
2004	Workers Comp	Workers Comp	\$104,998.40	0.0235	100.0	\$2,467.46
						\$2,467.46
						\$24,759.84

Personnel Benefits Justification

Benefits Justification

If personnel benefits are not included in the budget, skip this section.

If personnel benefits are included in the budget, provide justification for each fringe benefit (preferably in the same order as the cost is listed in the budget category) to identify the cost and why it is needed.

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

FICA/Medicare is contributed by the employer to the IRS at the rate of 7.65% of salary as set by the federal government for Social Security and Medicare.

Medical Insurance HDHP is contributed by the employer under a High Deductible Health Plan at a rate of \$540.00 per month, per employee, to provide coverage in the event of illness or injury.

Pension/Retirement is contributed by the employer to the employee's 401(A) at a rate of \$25.00 bi-weekly, per employee, as a tax deferred savings.

Workers Compensation is contributed by the employer at an approximate rate of 2.35% of salary to provide wage replacement and medical benefits to employees injured in the course of employment. Workers Compensation benefits are contracted through the Missouri Association of Counties Workers' Compensation Trust.

Personnel Overtime

Line Number	Name	Title	Hourly Overtime Pay	Hours on Project	% of Funding Requested	Total Cost
3001	Andy Evans	Detective	\$37.67	100.0	100.0	\$3,767.00
3002	Cody Bounds	Detective	\$38.06	100.0	100.0	\$3,806.00
3003	Tracy Perkins	Detective	\$41.55	100.0	100.0	\$4,155.00
						\$11,728.00

Personnel Overtime Justification

Overtime Justification

If overtime is not included in the budget, skip this section.

If overtime is included in the budget, provide the following justification:

- description of the job responsibilities, experience possessed, and any certification possessed as it relates to the proposed project for any personnel positions not included in the Personnel budget category
- description of why overtime funding is necessary to the project
- rationale for the number of hours budgeted for overtime, per position where applicable

If a change in overtime pay rate is included, address the individual's eligibility (or reason) for such change, the percentage of change, and the effective date of the change.

Detective Andy Evans is a full-time investigator for the Task Force. Detective Evans works both reactive and proactive investigations. Detective Evans currently works a majority of reactive cases, but continues to focus on proactive, to include undercover operations and peer to peer. Both reactive and proactive cases can be labor intensive. Detective Evans shares the responsibility to present public awareness and education programs. The amount of hours being requested averages out to 8.3 hours a month. Detective Evans' would use the overtime to work on current caseload, after hours presentations and any extra time to work on proactive investigations, to include UC chats and peer-to-peer investigations. Detective Evans will work approximately 100 hours of overtime on the proposed project.

Detective Cody Bounds is the only full-time forensic examiner for the Task Force. The Task Force has been consistently backlogged 4 to 7 months on forensic examinations. Detective Bounds is a valuable asset to this unit with his knowledge and experience. In 2017, Detective Bounds completed approximately 146 examinations. This included hard drives, cell phones, and other electronic devices. The amount of hours being requested averages out to 8.3 hours a month. Detective Bounds would use the overtime to work on backlog cases. Detective Bounds will work approximately 100 hours of overtime on the proposed project.

Detective Tracy Perkins has been assigned to the Task Force since 2007 working proactive and reactive investigations. Detective Perkins currently works reactive investigations generated from self-reported and CyberTips. In 2014, Detective Perkins began managing the SCCG budget, and quarterly reporting, this includes managing the daily administrative duties, phone calls and oversight of the Task Force operations. Detective Perkins shares the responsibility on presenting to the community and schools. The

extra duties greatly affects a timely turnaround on the investigations assigned to Detective Perkins. In mid-2017, Detective Perkins received her Cellebrite certification. This enabled Detective Perkins to help with cell phone examinations. The amount of hours being requested averages out to 8.3 hours a month. Detective Perkins' would use the overtime to work investigations, after-hours presentations, and cell phone forensics. Detective Perkins will work approximately 100 hours of overtime on the proposed project.

Personnel Overtime Benefits

Line Number	Category	Item	Overtime/Premium	Percentage/# of Periods	% of Funding Requested	Total Cost
4001	FICA/Medicare	FICA/Medicare	\$11,728.00	0.0765	100.0	\$897.19
						\$897.19
4002	Workers Comp	Workers Comp	\$11,728.00	0.0235	100.0	\$275.61
						\$275.61
						\$1,172.80

Personnel Overtime Benefits Justification

Overtime Benefits Justification

If overtime benefits are not included in the budget, skip this section.

If overtime benefits are included in the budget, provide justification for each fringe benefit (preferably in the same order as the cost is listed in the budget category) to identify the cost and why it is needed.

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

FICA/Medicare is contributed by the employer to the IRS at the rate of 7.65% of salary as set by the federal government for Social Security and Medicare.

Workers Compensation is contributed by the employer at an approximate rate of 2.35% of salary to provide wage replacement and medical benefits to employees injured in the course of employment. Workers Compensation benefits are contracted through the Missouri Association of Counties Workers' Compensation Trust.

Travel/Training

Line Number	Category	Item	Unit Cost	Duration	Number	% of Funding Requested	Total Cost
9001	Fuel	ISP for Mobile Device Forensics	\$30.00	1.0	1.0	100.0	\$30.00

		Training - Fuel					
9002	Lodging	ISP for Mobile Device Forensics Training - Lodging	\$140.00	5.0	1.0	100.0	\$700.00
9003	Meals	ISP for Mobile Device Forensics Training - Meals	\$45.00	6.0	1.0	100.0	\$270.00
9004	Rental Car	ISP for Mobile Device Forensics Training - Rental Car	\$280.00	1.0	1.0	100.0	\$280.00
9005	Airfare/Baggage	ISP for Mobile Device Forensics Training - Airfare/Baggage	\$600.00	1.0	1.0	100.0	\$600.00
9006	Airport Parking	ISP for Mobile Device Forensics Training - Airport Parking	\$12.00	6.0	1.0	100.0	\$72.00
9007	Registration Fee	ISP for Mobile Device Forensics Training - Registration	\$3,950.00	1.0	1.0	100.0	\$3,950.00
							\$5,902.00

Travel/Training Justification

Travel/Training Justification

If travel/training is not included in the budget, skip this section.

If non-training/non-meeting travel costs are included in the budget, address the following information for each cost (preferably in the order listed in the budget category):

- description of why the cost is necessary to the success of the proposed budget
- rationale for the budgeted cost

If training/meeting travel costs are included in the budget, at a minimum, address the following information for each training/meeting (preferably in the order listed in the budget category):

- the location of the training/meeting (if unknown, clearly identify the location of the training/meeting is TBA)
- the date(s) of the training/meeting (if unknown, clearly identify the date(s) of the training/meeting is TBA)
- who will be attending the training/meeting
- a synopsis of the training/meeting
- anticipated benefit of the training/meeting, making sure to clarify why the training/meeting is pertinent to the person(s) attending

If the person attending the training/meeting is not budgeted within the Personnel or Personnel Overtime budget category, be sure to also clarify who the person is, their role/job responsibilities with the proposed project, and any training they currently possess as it relates to the proposed project.

In-System Programming (ISP) for Mobile Device Forensics is a 5-day course held in Saint Augustine, Florida from October 8, 2018 through October 12, 2018. The training provides instruction on how to acquire data from mobile devices installed with newer eMMC and eMCP memory chips. Using this method of physical acquisition, which bypasses certain restrictions such as user password protections, can acquire data from many damaged devices. This training is non-vendor specific, and acquired data can be analyzed using software currently utilized by the Task Force. This training will be attended by Detective Cody Bounds, who is a Certified Forensic Computer Examiner (CFCE) through IACIS and a Certified Mobile Device Examiner (CMDE) through Cellebrite. The ISP for Mobile Device Forensics training will build upon Detective Bounds' existing qualifications and will add significant new forensic capabilities to the Task Force. This training requires dismantling the device to be examined and soldering to attachment points within the onboard circuitry, and requires specialized tools, and approval of this course should be considered contingent upon approval of the Teel Technologies ISP equipment purchase request.

Equipment

Line	Item	Description	Unit	Quantity	Source of	% of Funding	Total
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Number			Cost		Bid	Requested	Cost
10001	ISP Equipment Acquisition Hardware	Acquisition hardware	\$7,979.00	1.0	Teel Technologies	100.0	\$7,979.00
10002	Laptop	Forensic notebook computer	\$1,474.99	1.0	Amazon	100.0	\$1,474.99
10003	Write Blocker Kit	UltraKit v4.1 Tableau	\$1,817.00	1.0	Digital Intelligence	100.0	\$1,817.00
							\$11,270.99

Equipment Justification

Equipment Justification

If equipment is not included in the budget, skip this section.

If equipment is included in the budget, provide the following for each budget line item (preferably in the same order listed in the budget category):

- What is the item?
- How will the item be used?
- Who will use the item?
- Is the item a replacement to current equipment, in addition to current equipment, or something the agency doesn't currently have?

ISP Equipment Acquisition Hardware - the purchase is contingent upon approval for the In-System Programming (ISP) mobile device training course. The equipment is necessary to perform the data acquisition method taught during the course. This equipment includes workbench tools for detailed soldering capabilities, a digital magnifier to assist in the detailed soldering procedures required, and the hardware necessary to connect to and extract data from the mainboards of mobile device evidence. Currently, no other forensic unit in the mid-Missouri Task Force has this type of capabilities besides traveling 2 hours for this type of examination of password protected evidence. The Task Force would be the only forensic unit that would be performing this type of acquisition in mid-Missouri service area. This equipment will be used by Detective Cody Bounds.

Laptop - a forensic laptop is primarily used for the on-scene triage and analysis of computer and mobile device media, and is essential to successful digital evidence previewing and collection in the field. The laptop hardware specifications on this computer is sufficient to run forensic analysis software during triage process. Such software often requires higher processing and storage capabilities. The computer will maintain a clean software environment free of malware or virus contamination which could adversely affect potential evidence, and should therefore not consist of a laptop which is also used for investigative purposes. A forensic laptop can also be used within the lab alongside existing non-portable forensic machines to more proficiently reduce an already backlogged caseload. Currently, the Task Force has two forensic examiners, but only one forensic laptop suited for forensic previewing and analysis. This computer will be assigned and used by Detective Dustin Heckmaster.

Write Blocker Kit - this item will replace an existing write blocker kit which was originally purchased more than 10 years ago. The new write blocker kit provided by Digital Intelligence contains several updated write blockers, providing the necessary interfaces to acquire digital evidence in the field from today's technologies, including the ability to extract data from hard drives with an SAS interface. Furthermore, the equipment is designed with USB 3.0 connections for output, allowing for data transfer rates up to ten times faster than our current, outdated, write blocker kit. The increased transfer rates will make triage or in house acquisition of digital evidence more feasible when needed. This update is an essential part of Task Force operations. This item will be used by Detective Cody Bounds and Detective Dustin Heckmaster.

Supplies/Operations

Line Number	Item	Basis for Cost Estimate	Unit Cost	Quantity	% of Funding Requested	Total Cost
11001	10TB Hard Drives (5)	One-Time	\$319.00	5.0	100.0	\$1,595.00
11001	4TB Hard Drives (10)	One-Time	\$130.00	10.0	100.0	\$1,300.00
						\$2,895.00

Supplies/Operations Justification

Supplies/Operations Justification

If supplies/operations are not included in the budget, skip this section.

If supplies/operations are included in the budget, provide the following justification for each expense (preferably in the same order listed in the budget category):

- why the supply or operational cost is necessary for the proposed project, making sure to clearly identify how the item will be used
- who will use (or benefit from) the supply or operational cost

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

10TB Hard Drives - the items will be used to maintain and store forensic copies of evidence, and to archive a secondary copy of evidence to protect against data loss due to failed equipment or natural disaster. Hard disk drives are the only evidence storage method available to our Task Force, as we do not have networked storage available for this purpose, and this item is therefore a necessity to forensic operations. These specific hard disk drives are of a large enough capacity to facilitate the seizure and analysis of large capacity storage media which has become more commonly encountered when collecting electronic evidence. These hard drives will be used by Detective Cody Bounds and Detective Dustin Heckmaster.

4TB Hard Drives - the items will be used to maintain and store forensic copies of evidence, and to archive a secondary copy of evidence to protect against data loss due to failed equipment or natural disaster. Hard disk drives are the only evidence storage method available to our Task Force, as we do not have networked storage available for this purpose, and this item is therefore a necessity to forensic operations. These hard drives will be used by Detective Cody Bounds and Detective Dustin Heckmaster.

Contractual

Line Number	Item	Basis for Cost Estimate	Unit Cost	Quantity	% of Funding Requested	Total Cost
12001	AccessData FTK License Renewal (2)	Annual	\$2,374.30	1.0	100.0	\$2,374.30
12002	ADF Digital Evidence Investigator License Renewal	Annual	\$1,299.00	1.0	100.0	\$1,299.00
12003	Air Card Service	Monthly	\$40.75	12.0	100.0	\$489.00
12004	Cellebrite UFED 4PC License Renewal (2)	Annual	\$7,326.00	1.0	100.0	\$7,326.00
12005	Cellebrite UFED Cloud Analyzer License	Annual	\$2,625.00	1.0	100.0	\$2,625.00

	Renewal					
12006	DeepSpar Disk Imager 4 License Renewal	Annual	\$350.00	1.0	100.0	\$350.00
12007	DeepSpar Disk Imager 4 Network & Forensics License Add-ons	Annual	\$1,625.00	1.0	100.0	\$1,625.00
12008	GetData Forensic Explorer License Renewal	Annual	\$495.00	1.0	100.0	\$495.00
12009	Internet Service	Monthly	\$79.94	12.0	100.0	\$959.28
12010	Magnet Forensics Internet Evidence Finder (IEF) License	Annual	\$3,250.00	1.0	100.0	\$3,250.00
12011	Magnet Forensics Internet Evidence Finder (IEF) License Renewal	Annual	\$1,075.00	1.0	100.0	\$1,075.00
						\$21,867.58

Contractual Justification

Contractual Justification

If contractual or consultant services are not included in the budget, skip this section.

If contractual or consultant services are included in the budget, provide the following justification for each expense (preferably in the same order listed in the budget category):

- why the item is necessary for the proposed project, making sure to clearly identify how the item is used
- who will benefit from the item

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

Access Data FTK License Renewal (2) - This is an annual renewal for (2) Forensic Tool Kit software by Access Data. FTK will be used by Detectives Cody Bounds with Boone County Sheriff's Department and Dustin Heckmaster with the University of Missouri Police Department. Both forensic examiners have passed the ACE certification for this software through AccessData. This software provides forensic examiners comprehensive processing and indexing of computers, hard drives, and other digital media to assist with analyzing evidence recovered in an investigation. Both detectives have completed the All AccessData Online pass which covers FTK Bootcamp, computer registry, Windows Operating system, and other various types of recovery associated with this software. The renewal cost per license is \$1187.15. The license is scheduled for renewal October 30, 2018 and October 31, 2018, for both licenses.

ADF Digital Evidence Investigator Software Renewal (1) - This software is an annual renewal. This software is used to triage computer evidence, and can be used on a wide variety of file systems, including those common to Windows, Apple, and Linux operating systems. Furthermore, this software can be used on both live Windows machines and machines which are in a powered-off state. The purpose of this software is to assist in quickly locating evidence while conducting on-scene triage during an active investigation, and to help eliminate the seizure of non-evidentiary items, thereby reducing unfruitful forensic examinations in the lab. ADF Digital Evidence Investigator accomplishes this task by automatically scanning a computer for evidence known to be valuable in forensic investigations. Additionally, this software can be tailored by the investigator to include and automatically scan for evidence unique to a specific investigation, including file names and hash values. The capabilities of this software will help to more quickly locate evidence and establish probable cause during an active investigation. This software will be primarily used by Detective Cody Bounds and Detective Dustin Heckmaster, though multiple instances of the software can also be dispersed to other investigators as needed, as the licensing agreement allows for duplication to multiple USB devices. This software will be renewed on October 15, 2018.

Air Card Service - This renewal allows investigators to access the Internet from remote sites. This device is used for enticement investigations when the decoy investigator needs to be at a meeting site or further investigation beyond normal business hours. This service allows investigators to access the Internet when away from the office area in surrounding counties. This is a continuation of our current air card account.

Cellebrite UFED 4PC License Renewal (2) - This is an annual renewal for (2) Cellebrite licenses. In March 2018, the Task Force switched from the Cellebrite UFED Ultimate Touch 1 to the UFED 4PC software. The change will allow the Task Force be more portable and flexible on using Cellebrite for on scene triage. The software is designed to meet the challenges of recovering the massive amount of data stored in the modern mobile devices. The UFED software is able to extract, decode, analyze and report data. Detectives Cody Bounds and Tracy Perkins will utilize the UFED 4PC software located at the Boone County Task Force and Detective Dustin Heckmaster will utilize the second license at the University of Missouri Police Department. Each license renewal is \$3663.00. The Task Force has a contract with vendor, Carahsoft for 2018 for the renewal cost. License renewal is scheduled for October 30, 2018 and December 1, 2018.

Cellebrite UFED Cloud Analyzer License Renewal - The software is an annual renewal. The Cellebrite Universal Forensic Extraction Device (UFED) Cloud Analyzer is a software utility used to expand upon the data collected during the examination of mobile devices. This task is accomplished by using the login data located during analysis of locally stored mobile device evidence to extract additional information stored on the Cloud by third party software applications, including those common to Task Force investigations, such as Facebook, Kik, and Dropbox. Cellebrite UFED Cloud Analyzer extracts this data in a forensically sound manner, and can be an invaluable tool to obtaining data before it is deleted by the account holder. Investigations conducted by the Task Force have increasingly found that evidence is being stored by various Cloud services, and many third-party software applications have begun storing valuable data to the user account on the Cloud, rather than saving this information locally to the user device. This software will therefore help to retrieve valuable evidence which may otherwise be irretrievable. This software will be used by Detective Cody Bounds, Detective Dustin Heckmaster and Detective Tracy Perkins. The renewal cost is \$2625.00. The renewal is scheduled on February 5, 2019.

DeepSpar Disk Imager 4 License Renewal - This software is a renewal. This software is a disk imaging system capable of obtaining data from hard drives undergoing physical failure common to head degradation. This system and similar systems are a common tool to many forensic labs and allow for the obtainment of data which cannot be acquired by traditional forensic imaging means. It is not uncommon to encounter evidence stored on a hard drive in a state of physical failure, and often, this evidence can simply not be analyzed as a result. DeepSpar Disk Imager 4 will help to overcome this obstacle and retrieve this evidence. This device will be used by Detective Cody Bounds and Detective Dustin Heckmaster. This hardware renewal cost is \$350. The renewal is scheduled on January 25, 2019.

DeepSpar Data Disk Imager 4 Network & Forensic License Add-ons is a disk imaging system capable of obtaining data from hard drives undergoing physical failure, and is a current tool used by the Task Force. The network upgrade to this system will allow for targeted data recovery and acquisition based on the installed file system, making it possible to obtain specific data or evidence from a failing hard drive rather than copying the entire contents of the hard drive. This add-on is specifically useful for hard drives in advanced states of failure, where copying the entire contents may not be possible. The forensics upgrade to this system will allow for the output of a detailed report precisely pinpointing which disk sectors could be recovered and which ones could not. This add-on is useful in showing exactly what evidence could or could not be recovered from a hard disk drive, and can be used to better show the recovery process during discovery or other court proceedings related to a case. These upgrades will be used by Detective Cody Bounds and Detective Dustin Heckmaster.

GetData Forensic Explorer License Renewal - This software is a renewal. GetData Forensic Explorer is a forensic analysis software program, and the only one of its kind capable of easily virtualizing a forensic image. Image virtualization is an important step to forensic analysis of computer evidence, as it allows the examiner to essentially use the computer in the same manner and view in which it was used by the suspect, but without altering the actual evidence. By virtualizing the forensic image, an examiner can confirm the meaning of their forensic findings, which is a necessary and highly recommended step to completing a thorough forensic examination and providing additional confidence for the forensic artifacts reported upon. Additionally, it is widely regarded as beneficial for juries to view the evidence as it was seen by a defendant, which can be easily presented using this software. This software will be used by Detective Cody Bounds. The renewal cost is \$495.00. The software is scheduled for renewal on November 8, 2018.

Internet Service - This is an undercover Internet account for investigators to have Internet access to areas necessary for their investigations, yet restricted through governmental Internet account. The Internet service provider will be CenturyLink.

Magnet Forensics Internet Evidence Finder (IEF) License - This is a new purchase. The second license will be used by Detective Dustin Heckmaster at the University of Missouri Police Department. The software program used to forensically analyze digital data from a wide variety of systems, including computers, mobile devices, mass storage media, and gaming consoles. The automated fashion in which

IEF operates will increase productivity and help to reduce the current backlog of evidence. IEF is widely considered a software necessity amongst forensic labs nationwide. It is consistent knowledge amongst the digital forensic community that the use of IEF frequently results in the discovery of additional evidence. Currently, the Task Force has a single Magnet IEF license for one year and the Task Force has seen an increase in productivity as expected, but has resulted in the location of important evidence which would not have been found otherwise. The attached vendor quote for this item is \$3650. When the budget application was initially submitted \$3250 was requested. The task force will seek other funding options to make up the difference of \$400.

Magnet Forensics Internet Evidence Finder (IEF) License Renewal - this license is a renewal of an existing software application. Magnet IEF is an essential part of forensic operations for the Task Force and is used during nearly every forensic examination. This software often results in finding digital evidence which would have not been found otherwise, and is capable of analyzing computers, mobile devices, and gaming systems. Specifically, this is the only software application used by the Task Force which specializes in finding Internet based artifacts, including those which are of particular importance to proving intent for child pornography distribution and possession, such as peer-to-peer related downloads, Internet history from all popular web browsers, and parsing of user entered Google search terms. This license will be used by Detective Cody Bounds. The renewal expires August 31, 2018.

Total Budget

Total Project Cost: \$184,594.61

MICHAEL L. PARSON
Governor

CHARLES A. (DREW) JUDEN
Director

GREGGORY J. FAVRE
Deputy Director



Lewis & Clark State Office Bldg.
Mailing Address: P.O. Box 749
Jefferson City, MO 65101-0749
Telephone: 573-751-4905
Fax: 573-751-5399

STATE OF MISSOURI
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR

July 23, 2018

Lieutenant Britt Shea
2121 E County Dr
Columbia, MO 65202

Re: **Subrecipient Name:** Boone County, Cyber Task Force
Subaward Number: 2019-SCCG-001
Project Title: Boone County Sheriff's Department Cyber Crimes Task Force

Dear Lieutenant Shea:

The status of the above referenced application under the 2019 State Cyber Crime Grant (SCCG) funding opportunity has changed from "Approved" to "Awarded".

Enclosed are the *Subaward* and *Certified Assurances* pertaining to the subaward. The proper Authorized Official and Project Director, as identified on the forms, must sign each document. If there are personnel changes, please contact my office. The signatures must be original; stamped signatures will not be accepted!

The following documents must be received by our office as soon as possible:

- Subaward*, signed by both the Authorized Official and the Project Director
- Certified Assurances*, initialed in the lower right-hand corner of each page by the Authorized Official and signed on the final page by both the Authorized Official and the Project Director
- Printed copy of your 2019 SCCG Application, which can be printed from WebGrants via the My Grants module

Please print the subaward documents and application single-sided (not duplexed on both sides of the paper). Also, please do not staple your documents – use a paper clip or binder clip instead where desired.

The above referenced documents should be mailed or hand-delivered to:

Missouri Department of Public Safety
Attn: CJ/LE Unit
PO Box 749
1101 Riverside Drive
Jefferson City, MO 65102

The Missouri Department of Public Safety retains the original, signed copy of the subaward documents for its files. A scanned copy of the signed subaward documents will be returned for your records. If you require an original, please return an extra original copy of the signed documents, and they will be forwarded back to you via mail.

If you have questions, please contact Laura Robinson at (573) 526-1928 or Becky Block at (573) 751-5951.

Sincerely,

A handwritten signature in cursive script that reads "Heather Haslag".

Heather Haslag
CJ/LE Program Manager

cc: File

Enclosures



MISSOURI DEPARTMENT OF PUBLIC SAFETY
 OFFICE OF THE DIRECTOR
 SUBAWARD

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

Subrecipient Name:		Subrecipient DUNS Number:	
Boone County, Cyber Task Force		182739177	
DPS Funding Opportunity Title:	Project Period Start Date:	Project Period End Date:	
2019 SCCG	06/01/2018	05/31/2019	
Project Title:		Subaward Number:	
Boone County Sheriff's Department Cyber Crimes Task Force		2019-SCCG-001	
Project Description:			
<p>The major focus of the Boone County Sheriff's Department Cyber Crimes Task Force is the detection and investigation of Internet crimes committed against children. Investigations may include Internet enticement of children, promoting and possession of child pornography, trafficking of children for prostitution, cyber bullying, obscenity directed towards minors, and other crimes perpetrated through the use of computers, the Internet, or other electronic media.</p> <p>The Task Force also provides forensic examinations of computers and other electronic media to law enforcement agencies and prosecuting attorneys.</p> <p>To improve public safety, investigators assigned to this Task Force participate in public awareness and education programs to educate schools, parents, the community and other law enforcement agencies about the dangers of the Internet.</p>			
Subaward Total:	CFDA Number and Name:		
\$184,594.61	N/A		
<p>This Subaward is made in the amount and for the project period referenced above to the Subrecipient identified above. This Subaward is subject to compliance with the general conditions governing grants and subawards and any attached Certified Assurances or Special Conditions. This Subaward is subject to compliance with all federal and state laws and all guidelines identified in the above mentioned DPS Funding Opportunity.</p> <p>The undersigned Subrecipient Authorized Official hereby acknowledges he/she is authorized to legally bind the Subrecipient and certifies acceptance of the above-described Subaward on the terms and conditions specified or incorporated by reference above and those stated in the approved application.</p>			
Subrecipient Authorized Official (AO) Name:		Subrecipient Project Director (PD) Name:	
Daniel Atwill		Dwayne Carey	
Subrecipient AO Signature:	Date:	Subrecipient PD Signature:	Date:
<p>This Subaward shall be in effect for the duration of the project period stated above and funds shall be made available on the Subaward Date with return of this signed document to the Missouri Department of Public Safety and upon full execution by signature of the Authorized Official of the Missouri Department of Public Safety, Office of the Director.</p>			
Authorized Official, Missouri Department of Public Safety			Subaward Date
			06/01/2018

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

August Session of the July Adjourned

Term. 20 18

County of Boone

} ea.

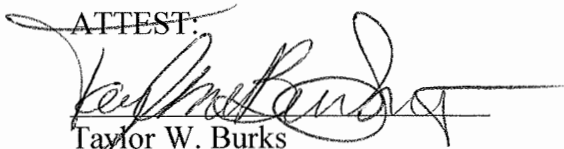
In the County Commission of said county, on the 14th day of August 20 18

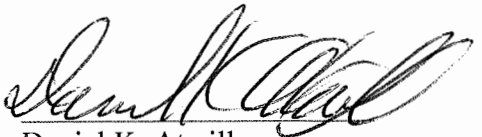
the following, among other proceedings, were had, viz:

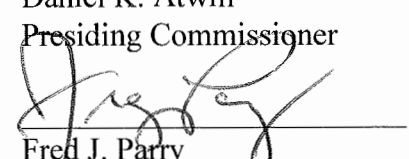
Now on this day the County Commission of the County of Boone does hereby acknowledge the following budget amendment from the Sheriff's Department to establish a revenue and expenditure budget for the 2017 Justice Assistance Grant.

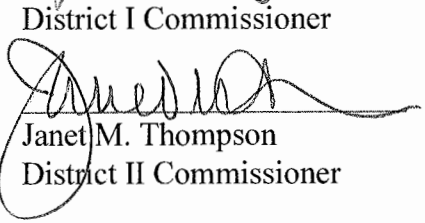
Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2537	3411	Justice Assistance Grant	Federal Grant Reimburse		37,463
2537	23300	Justice Assistance Grant	Uniforms		4,007
2537	23850	Justice Assistance Grant	Minor Equipment		9,181
2537	71250	Justice Assistance Grant	Fed Grant pmt to subrecipient		22,478
2537	91300	Justice Assistance Grant	Machinery & Equipment		1,797
					74,926

Done this 14th day of August, 2018.

ATTEST:

 Taylor W. Burks
 Clerk of the County Commission


 Daniel K. Atwill
 Presiding Commissioner


 Fred J. Parry
 District I Commissioner


 Janet M. Thompson
 District II Commissioner

BOONE COUNTY, MISSOURI
REQUEST FOR BUDGET AMENDMENT
RECEIVED

8/1/18
 EFFECTIVE DATE

AUG - 1 2018

FOR AUDITORS USE

(Use whole \$ amounts)


Transfer From
Decrease Transfer To
Increase

BOONE COUNTY AUDITOR
Account Name

Dept	Account	Fund/Dept Name	Account Name	Transfer From Decrease	Transfer To Increase
2537	3411	Justice Assistance Grant	Federal Grant Reimburse		37,463
2537	23300	Justice Assistance Grant	Uniforms		4,007
2537	23850	Justice Assistance Grant	Minor Equip		9,181
2537	71250	Justice Assistance Grant	Fed Grant pmt to subrecipient		22,478
2537	91300	Justice Assistance Grant	Machinery & Equip		1,797
				-	74,926

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):

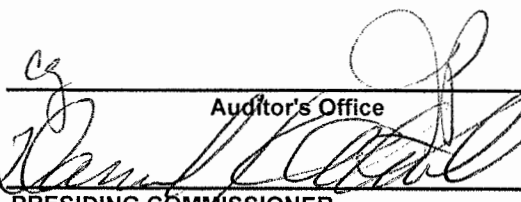
To establish a revenue and expenditure budget for 2017 Justice Assistance Grant.
 EST BGET 17 JUSTICE ASST GRANT


 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


 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

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ca.

October Session of the October Adjourned

Term. 20 17

In the County Commission of said county, on the 26th day of October 20 17

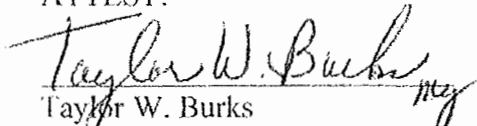
the following, among other proceedings, were had, viz:

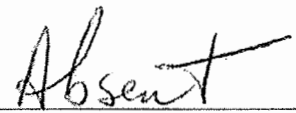
Now on this day the County Commission of the County of Boone does hereby approve the attached Intergovernmental Agreement between the City of Columbia and Boone County regarding the Edward Byrne Memorial Justice Assistance Grant (JAG) Program, FY2017 Local Solicitation.

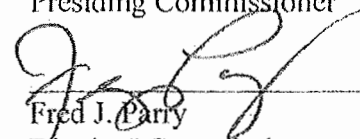
The terms of the Agreement are stipulated in the attached Agreement. It is further ordered the Acting Presiding Commissioner is hereby authorized to sign said Intergovernmental Agreement.

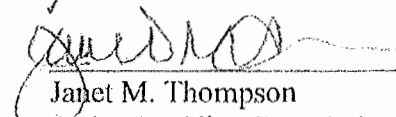
Done this 26th day of October, 2017.

ATTEST:


Taylor W. Burks
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner


Fred J. Parry
District I Commissioner


Janet M. Thompson
Acting Presiding Commissioner

THE STATE OF MISSOURI
COUNTY OF BOONE

CONTRACT NO. 474-2017

**INTERGOVERNMENTAL AGREEMENT BETWEEN
THE CITY OF COLUMBIA, MISSOURI AND COUNTY
OF BOONE, MISSOURI**

**EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM
FY 2017 LOCAL SOLICITATION**

This Agreement is made and entered into this 26th day of October, 2017, by and between The **COUNTY of BOONE**, acting by and through its governing body, the County Commission, hereinafter referred to as COUNTY, and the **CITY of COLUMBIA**, acting by and through its City Manager, hereinafter referred to as CITY, both of Boone County, State of Missouri.

WHEREAS, both parties are empowered to enter into cooperative agreements for the purposes herein stated pursuant to Section 70.220 RSMo; and

WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party; and

WHEREAS, each governing body finds that the performance of this Agreement is in the best interests of both parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this agreement; and

WHEREAS, the parties anticipate a total allocation under this grant in the amount of \$37,463.00 hereinafter referred to as JAG funds, to COUNTY; and

WHEREAS, the COUNTY and CITY believe it to be in their best interests to reallocate the JAG funds.

NOW THEREFORE, the COUNTY and CITY agree as follows:

Section 1.

COUNTY agrees to pay CITY a total of Sixty Percent (60%) of JAG funds received herein, or an anticipated \$22,477.80 of JAG funds. COUNTY is the Applicant / Fiscal Agent for the joint funds.

Section 2.

COUNTY agrees to use a total of Forty Percent (40%) of JAG funds received herein for approved program(s), or an anticipated \$14,985.20 of JAG funds.

Section 3.

Each party to this agreement will be responsible for its own actions in providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

Section 4.

The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

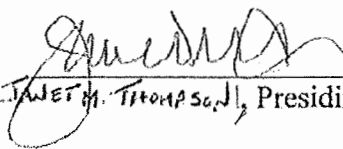
Section 5.

By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

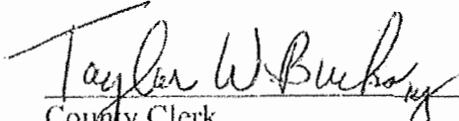
BOONE COUNTY, MISSOURI

Through Its County Commission

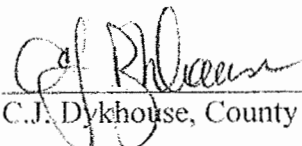
By:



James H. Titon, Presiding Commissioner (ACTING)

ATTEST:



County Clerk

APPROVED AS TO FORM:


C.J. Dykhouse, County Counselor

CERTIFICATION:
I certify that this contract is within the
purpose of the appropriation to which it is
to be charged and there is an unencumbered
balance of such appropriation sufficient
to pay the costs arising from this contract.
June Patchford by  10/16/2017
Auditor Date
Budget Amendment to 651102


CITY OF COLUMBIA, MISSOURI

By: 
Mike Matthes, City Manager

ATTEST:


Sheela Amin, City Clerk

APPROVED AS TO FORM:


Nancy Thompson, City Counselor

023320
MAY 18 2017
CITY OF COLUMBIA, MISSOURI

Introduced by Treece

First Reading 9-5-17

Second Reading 9-18-17

Ordinance No. 023320

Council Bill No. B 271-17

AN ORDINANCE

authorizing an intergovernmental agreement with the County of Boone, Missouri relating to the Edward Byrne Memorial Justice Assistance Grant (JAG) Program and the allocation of FY 2017 funding; and fixing the time when this ordinance shall become effective.

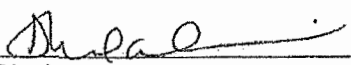
BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The City Manager is hereby authorized to execute an *intergovernmental agreement with the County of Boone, Missouri relating to the Edward Byrne Memorial Justice Assistance Grant (JAG) Program and the allocation of FY 2017 funding. The form and content of the agreement shall be substantially in the same form as set forth in "Exhibit A" attached hereto.*

SECTION 2. This ordinance shall be in full force and effect from and after its passage.

PASSED this 10th day of September, 2017.

ATTEST:

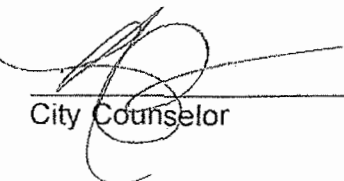


City Clerk



Mayor and Presiding Officer

APPROVED AS TO FORM:



City Counselor

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

September Session of the July Adjourned

Term. 20 17

County of Boone

In the County Commission of said county, on the

5th

day of

September

20

17

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

Now on this day the County Commission of the County of Boone does hereby approve the attached grant application by the Boone County Sheriff's Department for the FY2017 Edward Byrne Memorial Justice Assistance Grant.

The Commission further authorizes the Presiding Commissioner to sign or authorize grant certifications and assurances as may be reasonably required by the US Department of Justice in order to effectuate this grant.

Done this 5th day of September, 2017.

ATTEST:

Taylor W. Burks
Taylor W. Burks
Clerk of the County Commission

Daniel K. Atwill

Daniel K. Atwill
Presiding Commissioner

Fred J. Parry

Fred J. Parry
District I Commissioner

Absent

Janet M. Thompson
District II Commissioner

2017 MISSOURI LOCAL JAG ALLOCATIONS

Listed below are all jurisdictions in the state that are eligible for FY 2017 JAG funding, as determined by the JAG formula. For additional details regarding the JAG formula and award calculation process, with examples, please refer to the updated JAG Technical report here: <https://www.bja.gov/jag/pdfs/JAG-Technical-Report.pdf> and current JAG Frequently Asked Questions here: <https://www.bja.gov/Funding/JAGFAQ.pdf>

Finding your jurisdiction:

(1) Disparate jurisdictions are listed in shaded groups below, in alphabetic order by county.

(2) Eligible individual allocations are listed alphabetically below the shaded, disparate groupings.

(3) Counties that have an asterisk (*) under the "Eligible Individual Allocation" column did not submit the level of violent crime data to qualify for a direct award from BJA, but are in the disparate grouping indicated by the shaded area. The JAG legislation requires these counties to remain a partner with the local jurisdictions receiving funds and must be a signatory on the required Memorandum of Understanding (MOU). A sample MOU is provided online at:

<https://www.bja.gov/Funding/JAGMOU.pdf>. Disparate jurisdictions do not need to abide by the listed individual allocations, which are provided for information only. Jurisdictions in a funding disparity are responsible for determining individual amounts within the Eligible Joint Allocation and for documenting individual allocations in the MOU.

State	Jurisdiction Name	Government Type	Direct Allocation	Joint Allocation
MO	BOONE COUNTY	County	*	
MO	COLUMBIA CITY	Municipal	\$37,463	\$37,463
MO	BUCHANAN COUNTY	County	*	
MO	ST JOSEPH CITY	Municipal	\$29,477	\$29,477
MO	CAPE GIRARDEAU COUNTY	County	*	
MO	CAPE GIRARDEAU CITY	Municipal	\$18,232	\$18,232
MO	COLE COUNTY	County	*	
MO	JEFFERSON CITY CITY	Municipal	\$13,004	\$13,004
MO	GREENE COUNTY	County	*	
MO	SPRINGFIELD CITY	Municipal	\$160,702	\$160,702
MO	JACKSON COUNTY	County	*	
MO	INDEPENDENCE CITY	Municipal	\$39,906	
MO	KANSAS CITY CITY	Municipal	\$486,100	\$526,006
MO	JASPER COUNTY	County	\$11,165	
MO	JOPLIN CITY	Municipal	\$21,464	\$32,629
MO	PETTIS COUNTY	County	*	
MO	SEDALIA CITY	Municipal	\$11,244	\$11,244
MO	SCOTT COUNTY	County	*	
MO	SIKESTON CITY	Municipal	\$20,492	\$20,492
MO	FERGUSON CITY	Municipal	\$10,666	
MO	JEFFERSON COUNTY	County	\$30,685	
MO	JENNINGS CITY	Municipal	\$16,919	
MO	ST LOUIS CITY	Municipal	\$425,649	
MO	ST LOUIS COUNTY	County	\$102,380	
MO	UNIVERSITY CITY	Municipal	\$15,553	
	Local total		\$1,451,101	

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE		State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier
5. APPLICANT INFORMATION			
Legal Name Boone County		Organizational Unit Sheriff	
Address 801 East Walnut Columbia, Missouri 65201-7732		Name and telephone number of the person to be contacted on matters involving this application German, Gary (573) 875-1111	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 43-6000350		7. TYPE OF APPLICANT County	
8. TYPE OF APPLICATION New		9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.738 CFDA Edward Byrne Memorial Justice Assistance TITLE: Grant Program		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Boone County & City of Columbia FY 2017 Edward Byrne Memorial Justice Assistance Grant (JAG) Budget Assistance Project	
12. AREAS AFFECTED BY PROJECT County of Boone, Missouri			
13. PROPOSED PROJECT Start Date: October 01, 2017 End Date: September 30, 2020		14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project MO04	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
Federal	\$37,463		
Applicant	\$0		
State	\$0		
Local	\$0		

Other	\$0	This preapplication/application was made available to the state executive order 12372 process for review on 08/14/2017
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
TOTAL	\$37,463	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.		

Close Window

Project Abstract: FY 2017 Byrne JAG Grant Application Number: 2017-II2246-MO-DJ.

Applicant name: County of Boone, Missouri.

Title of the project: Boone County & City of Columbia FY 2017 Byrne JAG Budget Assistance Project.

Goal of the project/objective/problem to be addressed: To purchase law enforcement equipment not attainable within our current operating budgets.

Targeted area/population: The targeted area for our programs is the County of Boone, Missouri. These programs will cover an estimated resident population of 176,594 (July 1, 2016 Census estimate), per the United States Census.

Description of the strategies to be used/outcomes: We will use contracts already in place and/or use established purchasing policies to obtain the equipment in this grant proposal. The manpower for the programs outlined in this grant application are dedicated to technology. This will allow the projects to be completed in a more timely fashion.

Each entity will work independently on the programs as none of them have been designed to be joint projects. The Applicants have agreed to split the local allocation in a 60/40 manner as a disparate jurisdiction. Both entities have worked together in the past on similar projects to properly disburse and track the grant funds. The Boone County Sheriff's Department has been chosen as the fiscal agent for this application due to experience in applying and reporting on Justice Assistance Grants.

The major outcome of this application will be to provide both of our agencies with much needed equipment that is not attainable with our current operating budgets.

Project identifiers: Equipment – General.

Boone County Sheriff's Department and the Columbia Police Department

FY 2017 Edward Byrne Memorial Justice Assistance Grant: 2017-H2246-MO-DJ

Program Narrative:

This is a joint application on behalf of the County of Boone and the City of Columbia, Missouri. This application is submitted for the FY 2017 Edward Byrne Memorial Justice Assistance Grant Program: Local Solicitation.

Since this is a joint application, the funding will support a variety of needs in Boone County, Missouri. This funding will be split two ways between the Boone County Sheriff's Department and the City of Columbia Police Department.

The County of Boone and the City of Columbia are routing an agreement through both governing bodies as certified disparate jurisdictions to divide the grant funds in a 40/60-split manner. The County of Boone, specifically the Sheriff's Department, has agreed to apply for the grant on behalf of both entities. Pursuant to this agreement, the County of Boone will receive \$14,985.20 (40%) of the total \$37,463.00 local award. The City of Columbia will receive the balance of \$22,477.80 (60%).

PROGRAM DESCRIPTIONS:

Columbia Police Department Digital Portable Radio Communications Program:

The City of Columbia Missouri is a growing community. The city has a population of over 118,000 people and encompasses more than 50 square miles. It is the home of several institutions of higher learning including, the University of Missouri, Columbia College and Stephens College. These institutions bring thousands of students to our community adding to our population.

The Columbia Missouri Police Department has the primary responsibility of policing the community. The over 173 commissioned staff is faced with many different day to day policing challenges. Their duties require constant, reliable communications in various and sometimes hazardous environments. Radio communications often include safety information for responding public safety personnel in emergency situations. Durable, high-quality radio equipment is essential to maintain this form of communication.

The Columbia Police Department has numerous portable radios currently being utilized that are well past the recommended life span. Part of our technology plan calls for the replacement of these radios. The amount of the radio purchase is beyond the funding of our current budget.

Standard Features and Benefits of the EF Johnson Viking VP900 Dual Band Portable

Radio include, but are not limited to:

- It has a light-weight, compact design
- It has excellent durability
 - It can be submerged up to 1 meter for 30 minutes
 - It is dust proof
 - It meets all applicable military specifications
 - It has a special housing that protects against shock, vibration and other environmental hazards
- It offers several forms of encryption
- It offers different system interoperability platforms increasing inter-agency communications during emergency situations
- It has an electronic filter that separates voice from background noise
- It will continue to send an emergency signal even if the power is turned off.
- It is easily adaptable and expandable with program ability
- P25 trunking

The EF Johnson Viking VP900 Dual Band Portable Radio will not only meet the new FCC requirements that went into effect 2013, but it will bring the Columbia Missouri Police Department up-to-date in communications technology. This new technology will greatly enhance our effectiveness in emergency situations that call for a multi-agency response. The ability to communicate in this way is important when situations develop that call for resources beyond what the City of Columbia can provide. This is possible because the radios will function with other radio systems that outside agencies such as the Boone County Sheriff's Department,

Missouri State Highway Patrol, the University of Missouri-Columbia currently operate on and have the ability to operate on the 700-800MHZ range. This radio is compliant with the Missouri Statewide Communication Interoperability Plan per the Missouri Department of Public Safety-Missouri Interoperability Center.

The Columbia Missouri Police Department's role in providing law enforcement service to the community hinges on efficient communications. Our department has determined the EF Johnson Portable Radio is the most effective and efficient solution at maintaining and improving this service.

If funding is approved, the Columbia Police Department plans to purchase (8) EF Johnson Viking VP900 Dual Band Portable Radios (based on current price estimates) through a competitive bid process created from previous radio purchases. This process helps ensure the funding is used efficiently and the cost of the services is appropriate.

Boone County Sheriff's Department Enhanced Ballistic Protection Program:

The Boone County Sheriff's Department issues current NIJ approved soft body armor to enforcement personnel. The department has a mandatory wear policy for uniformed personnel. Over the last few years the number of violent crimes involving firearms has increased in our community. A disturbing recent trend involves the use of high powered rifles during the commission of felonies. In 2016 the FBI Law Enforcement Officers Killed and Assaulted Program (LEOKA) released preliminary statistics for law enforcement officers killed in the line of duty showing they increased 61% compared to 2015. These statistics further noted that of the 66 felonious deaths, 37 incidents involved handguns and 25 incidents involved rifles or a

shotgun. The Boone County Sheriff's Department is in the process of purchasing a quick deployable rifle ballistic protection plate carrier for all uniformed personnel. If approved the department would like to utilize monies from the Justice Assistance Grant to purchase type IV threat plates for the Detective Unit. The Detective Unit currently has an external body armor system that can accept soft body armor panels and the type IV threat plates. Existing funds do not allow for a full implementation to all staff.

The Boone County Sheriff's Department would like to utilize monies from the Justice Assistance Grant to purchase ProTech type IV armor piercing threat plates for the Detective Unit this would afford maximum protection for the detectives. Detectives are already issued an external ballistic carrier that will accept the rifle plates.

Standard Features and Benefits of the ProTech type IV armor piercing threat plates and carriers include, but are not limited to:

- Type IV compliant (7.62x63mm, 166 gr AP) 1 impact
- Stand-alone special threat against rifle threats
- 6.9 pounds per plate
- Curved plate for increased comfort and better fit
- Quick release buckles for ease of removal
- Can pre-load for quick donning and adjustment
- It is easily adjustable for a variety of body sizes and shapes
- Molle attachment system for attaching various accessories

If funding is approved under this grant application, the Boone County Sheriff's Department plans to purchase 28 (14 sets-1 front, 1 back) ProTech level IV armor piercing threat plates through an existing state contract competitive bid process or by following Boone County purchasing policy. This process helps ensure the funding is used efficiently and the cost of the product is appropriate.

Boone County Sheriff's Department Patrol Rifle Optics Program:

The Boone County Sheriff's Department implemented a patrol rifle program in 2006. As the program has evolved the department firearms committee identified the need for optics on the patrol rifles. The optics allow for a larger field of view, quick target acquisition and faster sight alignment compared to the current iron sights. In addition, the firearms committee identified the need to co-witness the optics by having a backup system available for quick deployment. A very similar set up was deployed in 2013-2014 with the Special Weapons and Tactics Team (SWAT).

Standard Features and Benefits of the Vertex Strikefire II Red Dot Optic include, but are not limited to:

- Includes lower 1/3 co-witness 30mm cantilever mount
- Excellent durability
 - VIP Warranty-unconditional, unlimited lifetime warranty
 - It is dust and moisture proof
 - Nitrogen gas purging delivers fogproof, waterproof performance
 - Rugged construction withstands recoil and impact

- Rated operating temperature -22 to +140 degrees Fahrenheit
- Non-critical eye relief for rapid target acquisition
- Offers 10 variable illumination settings-including 2 night vision compatible settings
- Auto-shutdown after 12 hours maximizes battery life
- Typical battery life is 300 hours to 6,000 hours depending on brightness setting
- Low glare matte finish
- Fully multi-coated anti-reflective coatings on all air-to-glass surface
- 1X magnification
- Parallax Free

Standard Features and Benefits of the Troy Industries Flip-up rear sight include, but are not limited to:

- Quick and locking deployment of rear sight
- T6 Aircraft Aluminum construction
- MIL-SPEC Type III hard coated
- 0.5 Minute of Angle adjustment
- 2 peep aperatures
- Ease of installation
- Low profile snag resistant design

If funding is approved under this grant application, the Boone County Sheriff's Department plans to purchase thirty-three (33) Vertex Strikefire II Red Dot sights and thirty-three (33) Troy Industries flip-up rear sight utilizing Boone County Purchasing policies or a competitively bid

process. This process helps ensure the funding is used efficiently and the cost of the product is appropriate.

Boone County Sheriff's Department Digital Full Frame Sensor Camera Program:

The Boone County Sheriff's Department Crime Scene Investigation (CSI) Unit currently uses limited or cropped frame sensor cameras. The CSI Unit identified the need for a digital full frame sensor camera for high quality, low light, true angle (no conversion), depth of field photography situations. The camera would enhance the capabilities of CSI Unit when processing a multitude of crime scenes. The Nikon D750 DSLR camera body will meet these needs. The Nikon D750 DSLR camera body will work with the current camera lenses that the department currently has.

Standard Features and Benefits of the Nikon D750 DSLR camera body include, but are not limited to:

- 24.3 mega pixel FX-Format CMOS sensor
- 3.2" 1,229k-dot color tilting LCD monitor
- Full HD 1080p video recording at 60 frames per second
- Native ISO 12800, extended to ISO 51200
- Continuous shooting up to 6 frames per second
- Time lapse shooting and exposure smoothing
- Built-in Wi-Fi connectivity
- EXPEED 4 image processor
- Multi-CAM 3500FX II 51-point AF sensor

- Dual SD memory card slots for extended file storage

If funding is approved under this grant application, the Boone County Sheriff's Department plans to purchase one (1) Nikon D750 DSLR camera body utilizing Boone County's purchasing policies. This process helps ensure the funding is used efficiently and the cost of the product is appropriate.

PERFORMANCE MEASURES:

Both applicants within this request are required by Department Policy or State Law to maintain records on various different levels of incidents. This requirement will allow us to query existing data and measure the results of the work performed with the equipment gained from this funding request. Both entities in this application currently follow grant reporting guidelines and have proficiency in accurate and timely reporting.

CLOSING:

As per the Memorandum of Understanding, the Boone County Sheriff's Department will be responsible for the application, drawdown and dissemination of funds to the City of Columbia. The Sheriff's Department will also be responsible for fulfilling all reporting requirements of this grant program. The Sheriff's Department was chosen for this due to their experience handling JAG funds.

The tracking and reporting of all monies received and disbursed relating to this grant will be accomplished through the use of separate funds and/or accounts established for such purposes. All monies received from this grant will be recorded, tracked and reported in such a manner as to identify and account for them separately from other County resources.

Since this funding will go toward equipment, both recipients plan to start work on these programs immediately. As soon as the grant funds have been deposited we will route a Budget Amendment proposal through a public hearing at a regular Commission meeting to approve the spending as outlined in this grant application.

The assistance of these grant funds will allow us to purchase much needed equipment that would otherwise not be attainable with our current budget shortfall. On behalf of both applicants encompassed in this application, we would like to thank the Edward Byrne Memorial Justice Assistance Grant program, and the reviewers, for this opportunity. As the economy has improved the department has lagged in keeping pace with the evolving technology demands. We have worked hard at maintaining a certain level of customer satisfaction; however, the economic situation over the past several years has made this an overwhelming task. These grant funds will certainly help our ailing budget and allow us to focus on more needs in future budget years.

Boone County Sheriff's Department and the Columbia Police Department

FY 2017 Edward Byrne Memorial Justice Assistance Grant: 2017-H2246-MO-DJ

Budget Detail Worksheet and Budget Narrative:

This is a joint application on behalf of the County of Boone and the City of Columbia, Missouri. This application is submitted for the FY 2017 Edward Byrne Memorial Justice Assistance Grant Program: Local Solicitation.

Since this is a joint application, the funding will support a variety of needs in Boone County, Missouri. This funding will be split two ways between the Boone County Sheriff's Department and the City of Columbia Police Department.

The County of Boone and the City of Columbia have an agreement pending due process that defines us as disparate jurisdictions to divide the grant funds in a 40/60-split manner. The County of Boone, specifically the Sheriff's Department, has agreed to apply for the grant on behalf of both entities. Pursuant to this agreement, the County of Boone will receive \$14,985.20 (40%) of the total \$37,463.00 local award. The City of Columbia will receive the balance of \$22,477.80 (60%).

Boone County and the City of Columbia are aware the allocation is \$37,463.00. We are aware a match is not required. The City of Columbia included \$1,714.20 to expand justice funds to purchase the radios listed in the budget. The County of Boone included \$536.72 to expand justice funds to purchase the camera, rifle plate carrier system and rifle optics program listed in the budget.

The funds will be allocated for the following items under the category of equipment due to our local capitalization policy for classification of equipment. Costs for the equipment listed below were obtained from our current contract holder using existing competitively bid cooperative contract pricing and vendor quotes.

Budget Detail:

<u>Category</u>	<u>Amount</u>
A. Personnel	\$0.00
B. Personnel Benefits	\$0.00
C. Travel	\$0.00
D. Equipment	

Boone County Sheriff's Department Enhanced Ballistic Protection Program:

ProTech Threat IV plates -- 28 @ \$143.10 each \$4,006.80

Boone County Sheriff's Department Patrol Rifle Optics Program:

Vertex Strikefire II Red Dot Sight -- 33 @ \$179.00 each \$5,907.00

Troy Industries Folding Rear Sight -- 33 @ \$115.49 each \$3,811.17

Boone County Sheriff's Department Full Frame Sensor Camera Program:

Nikon D750 DSLR camera -- 1 @ \$1,996.95 each \$1,796.95

Columbia Police Department Digital Portable Radio Communications Program :

EF Johnson Viking VP900 Radio -- 8 @ \$3,024.00 each \$24,192.00

E. Supplies \$0.00

F. Construction \$0.00

G. Consultants/Contracts \$0.00

H. Other Costs \$0.00

I. Indirect Costs \$0.00

Budget Summary:

A. Personnel \$0.00

B. Personnel Benefits \$0.00

C. Travel \$0.00

D. Equipment \$39,713.92

E. Supplies \$0.00

F. Construction \$0.00

G. Consultants/Contracts \$0.00

H. Other Costs \$0.00

I. Indirect Costs \$0.00

Local match \$2,250.92

Federal Request \$37,463.00

Total budget for all programs including local match \$39,713.92

If awarded these grant funds, items already on bid or below the bid threshold will be ordered as soon as funds are received and local budgets are established. Items that are not

currently on bid will be sent through "Request for Proposal" or "Request for Bid" process in accordance with both the City of Columbia and the County of Boone Purchasing Policies. If the vendor is determined to be a sole source provider, local procurement policies for sole source purchases will be followed. Both entities will procure the equipment items listed above in the most cost effective manner possible.

Boone County Sheriff's Department and the Columbia Police Department

FY 2017 Edward Byrne Memorial Justice Assistance Grant: 2017-H2246-MO-DJ

Review Narrative:

The City of Columbia and the County of Boone have been certified as disparate jurisdictions, and are filing this application jointly. Both entities have come to the agreement that the County of Boone, specifically the Boone County Sheriff's Department, will be the Authorized Representative for this application and any subsequent reporting of expended funds. Both entities have agreed on how the FY2016 Byrne JAG funds will be divided and what equipment and programs will be supported by this grant through the respective departments.

The City of Columbia and the County of Boone have drafted an Intergovernmental Agreement which as of the date of this application submission is still in process for signatures. The agreement must pass through two Columbia City Council meetings and two Boone County Commission meetings. Once the agreement is finalized by both entities we can provide a copy of the fully executed document. A copy of the draft agreement has been supplied with this application.

The aforementioned agreement establishes that the City of Columbia and the County of Boone agree to divide the award using a 60/40 split calculation. The City of Columbia agrees that the County of Boone will receive \$14,985.20 of the allotted \$37,463.00 under this joint application; with the balance of \$22,477.80 going to the City of Columbia. The agreement was drafted under the same guidelines as previous years and therefore we see no reason it will not go through.

Notice of the application was read in public forum on August 31, 2017 and made available to the Boone County Commission for the required review. The application was further advertised for a second hearing in the Boone County Commission and September 5, 2017 a second reading in a public meeting was conducted. Public notices of all Boone County Commission meetings are made by web site posting, local newspaper notice and email distribution. The application was approved by the Boone County Commission on September 5, 2017; a copy of the signed Commission Order has been submitted with this application.

Being subject to review under Executive Order 12372, information for this application was submitted to the State of Missouri for review and returned on August 29, 2017 (a copy of the letter is included with this application).

The County of Boone and the City of Columbia, Missouri

FY 2017 Edward Byrne Memorial Justice Assistance Grant: 2017-H2246-MO-DJ

Disclosure of Pending Applications:

The City of Columbia and the County of Boone have no pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same projects being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

The County of Boone and the City of Columbia, Missouri

FY 2017 Edward Byrne Memorial Justice Assistance Grant: 2017-H2246-MO-DJ

Disclosure of Pending Applications Table:

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
Not Applicable	Not Applicable	Not Applicable

The County of Boone and the City of Columbia, Missouri

FY 2017 Edward Byrne Memorial Justice Assistance Grant: 2017-H2246-DJ

Disclosure of High Risk Status:

The City of Columbia and the County of Boone are not currently designated high risk by any federal grant making agency.



**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329
Expiration Date: 12/31/2018

FINANCIAL MANAGEMENT AND SYSTEM OF INTERNAL CONTROLS QUESTIONNAIRE

The financial management system of each non-Federal entity must provide for the following

- Retention requirements for records
- Requests for transfer of records
- Methods for collection, transmission and storage of information
- Access to records
- Restrictions on public access to records

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.
- (7) Written procedures for determining the allowability of costs.

APPLICANT ORGANIZATIONAL INFORMATION

1. Name of Organization and Address:

Organization Name:

Street1:

Street2:

City:

State:

Zip Code:

2. Authorized Representative's Name and Title:

Prefix: First Name: Middle Name:

Last Name: Suffix:

Title:

3. Phone: 4. Fax:

5. Email:

6. Year Established: <input type="text" value="1820"/>	7. Employer Identification Number (EIN): <input type="text" value="48-6000350"/>	8. DUNS Number: <input type="text" value="1827391770000"/>
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9. Type of Organization:

State
 Municipality
 Non-Profit
 Higher Education
 Tribal
 For-Profit
 Other:



**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329
Expiration Date: 12/31/2018

AUDIT INFORMATION

An audit is conducted using generally accepted auditing standards (GAAS) or Generally Accepted Governmental Auditing Standards (GAGAS) and results in an audit report with an opinion.

10. The organization has undergone the following types of audit(s)(Please check all that apply):

- OMB A-133 Single Audit
- Financial Statement Audit
- Defense Contract Agency Audit (DCAA)
- None
- Programmatic Audit & Agency:

Missouri State Cyber Crimes Grant & Missouri Dept. of Public Safety.

Other Audit & Agency:

11. Most Recent Audit: Within the past 12 months Within the past two years More than two years

Name of Audit Agency/Firm: Rubin Brown LLP

AUDITOR'S OPINION:

12. On the most recent audit, what was the auditor's opinion?

- Unqualified Opinion
- Qualified Opinion
- Disclaimer, Going Concern or Adverse Opinions

Please enter the number of findings: 0

Please enter the amount of questioned costs: \$0.00

Were material weaknesses noted in either the Financial Statement or Single Audit? Yes No

ACCOUNTING SYSTEM

13. Which of the following best describes your accounting system:

- Manual
- Automated
- Combination

14. Does the accounting system identify the receipt and expenditure of program funds separately for each grant?

Yes No Not Sure

15. Does the accounting system provide for the recording of expenditures for each grant/contract by budget cost categories shown in the approved budget?

Yes No Not Sure

16. Does your accounting system have the capability to document the recording of cost sharing or match for each grant? Can you determine if documentation is available to support recorded match or cost share?

Yes No Not Sure

17. Are time distribution records maintained for each employee that specifically identify effort charged to a particular grant or cost objective?

Yes No Not Sure

18. Does the accounting/financial system include budgetary controls to preclude incurring obligations or costs in excess of total funds available or by budget cost category (e.g. Personnel, Travel, etc.)?

Yes No Not Sure

19. Is the organization familiar with the existing Federal regulation and guidelines containing the Cost Principles and procedures for the determination and allowance of costs in connection with Federal grants?

Yes No Not Sure



**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329
Expiration Date: 12/31/2018

PROPERTY STANDARDS, PROCUREMENT STANDARDS, AND TRAVEL POLICIES

PROPERTY STANDARDS

20. Does your property management system(s) provide for maintaining:
(1) a description of the equipment; (2) an identification number; (3) source of the property, including the award number; (4) where title vests; (5) acquisition date; (6) federal share of property cost; (7) location and condition of the property; (8) acquisition cost; & (9) ultimate disposition information?

Yes No Not Sure

PROCUREMENT STANDARDS

21. Does your organization maintain written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services?

Yes No Not Sure

22. Does your procurement system provide for the conduct to determine selection on a competitive basis and documentation of cost or price analysis for each procurement action?

Yes No Not Sure

23. Does your procurement system include provisions for checking the "Excluded Parties List" system for suspended or debarred sub-grantees and contractors, prior to award? Please visit www.sam.gov.

Yes No Not Sure

TRAVEL POLICY

24. Does your organization:

(a) maintain a standard travel policy?

Yes No

(b) adhere to the Federal Travel Regulation? (FTR)

Yes No

SUBRECIPIENT MANAGEMENT AND MONITORING

25. (For Pass-through entities only). Does your organization have controls in place to monitor activities of subrecipients, as necessary, to determine that Federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of the award and that performance goals are achieved (2 CFR200)?

Yes No Not Sure
 N/A (Your organization does not make subawards.)

STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS AND APPLICANT CERTIFICATION

I certify that the above information is complete and correct to the best of my knowledge. This document must be certified by the organization's Authorized Representative, Executive Director, Chief Financial Officer, Chairman of the Board of Directors, or similar position.

Name:

Gary German

Date: 2017-08-20

Title:

Executive Director Chief Financial Officer Chairman
 Other Captain

Phone:

(573) 876-6101

Project Certifications and Assurances by Chief Executive: FY 2017 Byrne JAG Grant
Application Number: 2017-H2246-MO-DJ.

Applicant name: County of Boone, Missouri.

Title of the project: Boone County & City of Columbia FY 2017 Byrne JAG Budget Assistance Project.

Boone County and the City of Columbia have discussed this requirement and are working out the details for compliance with this new requirement. We believe this should be completed prior to an award or within the next 60 to 90 days.

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

State or Local Government: FY 2017 Certification of Compliance with 8 U.S.C. § 1373

On behalf of the applicant government entity named below, and in support of its application, I certify under penalty of perjury to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

- (1) I am the chief legal officer of the State or local government of which the applicant entity named below is a part ("the jurisdiction"), and I have the authority to make this certification on behalf of the jurisdiction and the applicant entity (that is, the entity applying directly to OJP). I understand that OJP will rely upon this certification as a material representation in any decision to make an award to the applicant entity.
- (2) I have carefully reviewed 8 U.S.C. § 1373(a) and (b), including the prohibitions on certain actions by State and local government entities, -agencies, and -officials regarding information on citizenship and immigration status. I also have reviewed the provisions set out at (or referenced in) 8 U.S.C. § 1551 note ("Abolition ... and Transfer of Functions"), pursuant to which references to the "Immigration and Naturalization Service" in 8 U.S.C. § 1373 are to be read, as a legal matter, as references to particular components of the U.S. Department of Homeland Security.
- (3) I (and also the applicant entity) understand that the U.S. Department of Justice will require States and local governments (and agencies or other entities thereof) to comply with 8 U.S.C. § 1373, with respect to any "program or activity" funded in whole or in part with the federal financial assistance provided through the FY 2017 OJP program under which this certification is being submitted ("the FY 2017 OJP Program" identified below), specifically including any such "program or activity" of a governmental entity or -agency that is a subrecipient (at any tier) of funds under the FY 2017 OJP Program.
- (4) I (and also the applicant entity) understand that, for purposes of this certification, "program or activity" means what it means under title VI of the Civil Rights Act of 1964 (see 42 U.S.C. § 2000d-4a), and that terms used in this certification that are defined in 8 U.S.C. § 1101 mean what they mean under that section 1101, except that the term "State" also shall include American Samoa (cf. 42 U.S.C. § 901(a)(2)). Also, I understand that, for purposes of this certification, neither a "public" institution of higher education (*i.e.*, one that is owned, controlled, or directly funded by a State or local government) nor an Indian tribe is considered a State or local government entity or -agency.
- (5) I have conducted (or caused to be conducted for me) a diligent inquiry and review concerning both—
 - (a) the "program or activity" to be funded (in whole or in part) with the federal financial assistance sought by the applicant entity under this FY 2017 OJP Program; and
 - (b) any prohibitions or restrictions potentially applicable to the "program or activity" sought to be funded under the FY 2017 OJP Program that deal with sending to, requesting or receiving from, maintaining, or exchanging information of the types described in 8 U.S.C. § 1373(a) or (b), whether imposed by a State or local government entity, -agency, or -official.
- (6) As of the date of this certification, neither the jurisdiction nor any entity, agency, or official of the jurisdiction has in effect, purports to have in effect, or is subject to or bound by, any prohibition or any restriction that would apply to the "program or activity" to be funded in whole or in part under the FY 2017 OJP Program (which, for the specific purpose of this paragraph 6, shall not be understood to include any such "program or activity" of any subrecipient at any tier), and that deals with either— (1) a government entity or -official sending or receiving information regarding citizenship or immigration status as described in 8 U.S.C. § 1373(a); or (2) a government entity or -agency sending to, requesting or receiving from, maintaining, or exchanging information of the types (and with respect to the entities) described in 8 U.S.C. § 1373(b).

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 42 U.S.C. § 3795a), and also may subject me and the applicant entity to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and §§ 3801-3812). I also acknowledge that OJP awards, including certifications provided in connection with such awards, are subject to review by USDOJ, including by OJP and by the USDOJ Office of the Inspector General.


Signature of Chief Legal Officer of the Jurisdiction

Charles J. Dykhouse
Printed Name of Chief Legal Officer

8/24/2017
Date of Certification

County Counselor
Title of Chief Legal Officer of the Jurisdiction

County of Boone, Missouri
Name of Applicant Government Entity (*i.e.*, the applicant to the FY 2017 OJP Program identified below)

FY 2017 OJP Program: Byrne Justice Assistance Grant ("JAG") Program

NOTE: You must click on the "Accept" button at the bottom of the page before closing this window



OMB APPROVAL
NUMBER 1121-0140

EXPIRES 05/31/2019

U.S. DEPARTMENT OF JUSTICE

OFFICE OF JUSTICE PROGRAMS

CERTIFIED STANDARD ASSURANCES

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the Office of Justice Programs (OJP), U.S. Department of Justice ("Department"), that all of the following are true and correct:

- (1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any OJP decision to make an award to the Applicant based on its application.
- (2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.
- (3) I assure that, throughout the period of performance for the award (if any) made by OJP based on the application--
 - a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
 - b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
 - c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.
- (4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by OJP based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--
 - a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
 - b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 815(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d(c)); section 1407(e) of the Victims of Crime Act of 1984 (42 U.S.C. § 10604(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (42 U.S.C. § 13925(b)(13)) also may apply;
 - c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and

- d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

(5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by OJP based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), and 46 (human subjects protection).

(6) I assure that the Applicant will assist OJP as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by OJP based on the application.

(8) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by OJP based on the application--

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, 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.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 42 U.S.C. § 3795a), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that OJP awards, including certifications provided in connection with such awards, are subject to review by the Department, including by OJP and by the Department's Office of the Inspector General.

Accept

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Justice Assistance Grant (JAG) Program

Body Armor Mandatory Wear Policy Certification

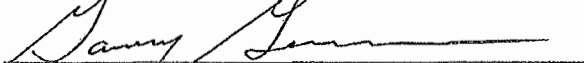
On behalf of the applicant entity named below, I certify the following to the Office of Justice Programs, U.S. Department of Justice:

I have personally read and reviewed the section entitled "Body Armor Certification" in the program announcement for the grant program identified above. I certify that our agency currently has a written "mandatory wear" policy in effect.

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Program grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs, and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant entity (that is, the entity applying directly to the Office of Justice Programs).

Fiscal Year of JAG Award: 2017



Signature of Certifying Official

Gary German

Printed Name of Certifying Official

Captain

Title of Certifying Official

County of Boone

Full Name of Applicant Entity

8-30-17

Date



Eric R. Greitens
Governor

State of Missouri
OFFICE OF ADMINISTRATION

Sarah Steelman
Commissioner

Post Office Box 809
Jefferson City, Missouri 65102
Phone: (573) 751-1851
Fax: (573) 751-1212

August 29, 2017

Captain Gary German
Boone County
801 East Walnut
Columbia, MO 65201-7732

Subject SAI: 1802017
 Legal Name: Boone County
 Justice
 16.738 - Edward Byrne Memorial Justice Assistance Grant Program
 Project Description: Boone County & City of Columbia FY2017 Edward Byrne
 Memorial Justice Assistance grant (JAG) Budget Assistance Project

The Missouri Federal Assistance Clearinghouse, in cooperation with state and local agencies interested or possibly affected, has completed the review on the above project application.

None of the agencies involved in the review had comments or recommendations to offer at this time. This concludes the Clearinghouse's review.

A copy of this letter is to be attached to the application as evidence of compliance with the State Clearinghouse requirements.

Sincerely,

A handwritten signature in blue ink that reads "Sara VanderFeltz".

Sara VanderFeltz
Administrative Assistant

cc: Mid-Missouri

THE STATE OF MISSOURI

CONTRACT NO. _____

COUNTY OF BOONE

**INTERGOVERNMENTAL AGREEMENT BETWEEN
THE CITY OF COLUMBIA, MISSOURI AND COUNTY
OF BOONE, MISSOURI**

**EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM
FY 2017 LOCAL SOLICITATION**

This Agreement is made and entered into this _____ day of _____, 2017, by and between The **COUNTY of BOONE**, acting by and through its governing body, the County Commission, hereinafter referred to as **COUNTY**, and the **CITY of COLUMBIA**, acting by and through its City Manager, hereinafter referred to as **CITY**, both of Boone County, State of Missouri.

WHEREAS, both parties are empowered to enter into cooperative agreements for the purposes herein stated pursuant to Section 70.220 RSMo; and

WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party; and

WHEREAS, each governing body finds that the performance of this Agreement is in the best interests of both parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this agreement; and

WHEREAS, the parties anticipate a total allocation under this grant in the amount of \$37,463.00 hereinafter referred to as JAG funds, to **COUNTY**; and

WHEREAS, the **COUNTY** and **CITY** believe it to be in their best interests to reallocate the JAG funds.

NOW THEREFORE, the **COUNTY** and **CITY** agree as follows:

Section 1.

COUNTY agrees to pay **CITY** a total of Sixty Percent (60%) of JAG funds received herein, or an anticipated \$22,477.80 of JAG funds. **COUNTY** is the Applicant / Fiscal Agent for the joint funds.

Section 2.

COUNTY agrees to use a total of Forty Percent (40%) of JAG funds received herein for approved program(s), or an anticipated \$14,985.20 of JAG funds.

Section 3.

Each party to this agreement will be responsible for its own actions in providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

Section 4.

The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

Section 5.

By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

BOONE COUNTY, MISSOURI

Through Its County Commission

By: _____

Daniel K. Atwill, Presiding Commissioner

ATTEST:

County Clerk

APPROVED AS TO FORM:

C.J. Dykhouse, County Counselor

CITY OF COLUMBIA, MISSOURI

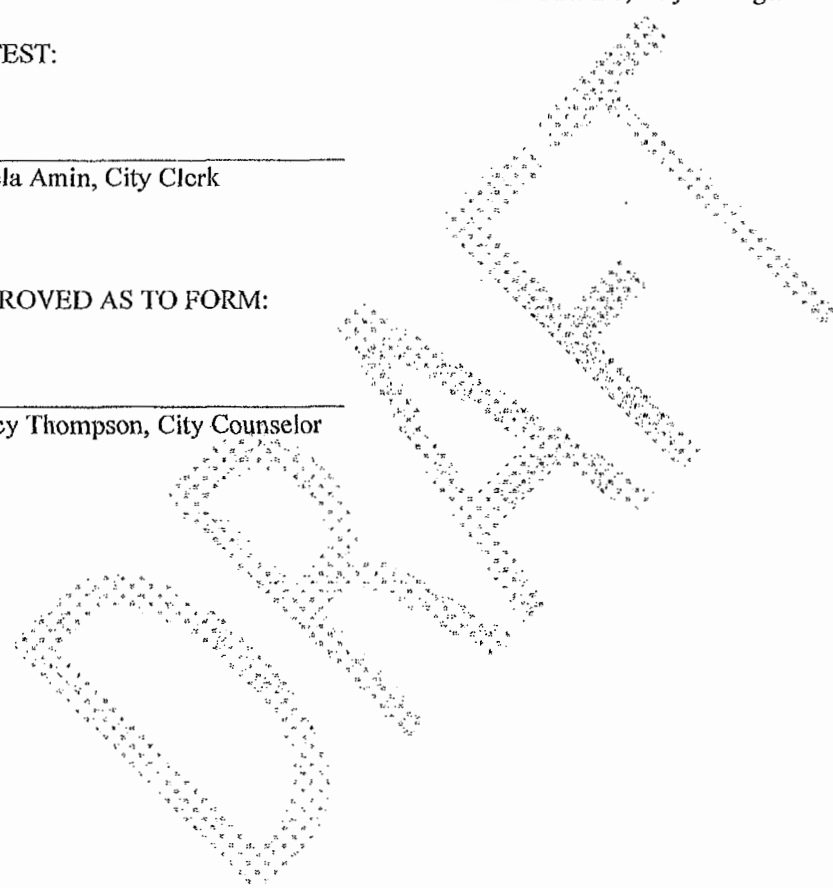
By: _____
Mike Matthes, City Manager

ATTEST:

Sheela Amin, City Clerk

APPROVED AS TO FORM:

Nancy Thompson, City Counselor



CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

August Session of the July Adjourned

Term. 20 18

In the County Commission of said county, on the 14th day of August 20 18

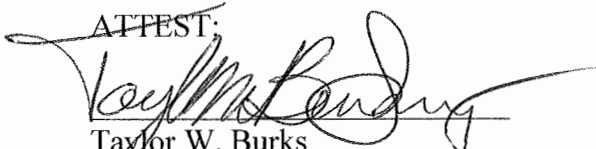
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby acknowledge the following budget amendment from the office of Emergency Management Operations to establish a budget for Local Emergency Planning Committee (LEPC) expenses.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2101	86850	LEPC/CEPF	Contingency	22,500	
2101	23050	LEPC/CEPF	Other Supplies		6,396
2101	37210	LEPC/CEPF	Training/Schools		18,250
2101	37230	LEPC/CEPF	Meals & Lodging-Training		371
2101	84300	LEPC/CEPF	Advertising		139
				22,500	25,156

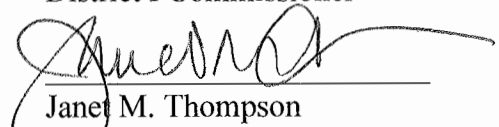
Done this 14th day of August, 2018.

ATTEST:


Taylor W. Burks
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner


Fred J. Parry
District I Commissioner


Janet M. Thompson
District II Commissioner

GENLSCR BOONE GENERAL LEDGER INQUIRY MAIN SCREEN 7/23/18 16:05:28
 Year, 2018 Opening Balance, 35,759.61
 Fund, 210 LOCAL EMERG PLANNING COMMITTEE Actual, YTD, Credits, 25,187.19
 Acct, 1000 CASH & INVEST IN TREASURY Actual, YTD, Debits, 263.00
 Account, Type, A ASSET
 Normal, Balance, D DEBIT Current, Balance, 10,835.42

Period	Debits	Credits	Current, Balance
January	70.93		35,830.54
February	28.83		35,859.37
March	45.89		35,905.26
April	85.52		35,990.78
May	31.83	170.79	35,851.82
June		5,740.00	30,111.82
July		19,276.40	10,835.42
August			
September			
October			
November			
December			
Post Closing			

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

210 LOCAL EMERG PLANNING COMMITTEE

2101 LEPC-CEPF GRANT

DEPT	ACCOUNT					ORIGINAL BUDGET				REMAINING BALANCE
TRANSCODE	EFFECT DATE	PROCESS DATE	DOCUMENT	DESCRIPTION			BUDGET ADJUSTS	REVENUE/EXPEND	ENCUMBRANCES	
2101	23050 OTHER SUPPLIES			<u>BEGINNING BALANCE*****</u>		.00	.00	.00	.00	.00
50 10	7/17/2018	7/19/2018	2018 3426	BOONE COUNTY FIRE PROTECTION D		.00	.00	6,395.68	.00	
	23050 OTHER SUPPLIES			<u>ENDING BALANCE*****</u>		.00	.00	6,395.68	.00	6,395.68-
	20000 MATERIALS & SUPPLIES			<u>CLASS TOTALS*****</u>		.00	.00	6,395.68	.00	6,395.68-
	37210 TRAINING/SCHOOLS			<u>BEGINNING BALANCE*****</u>		.00	.00	.00	.00	.00
50 10	6/01/2018	6/07/2018	2018 2595	FEDERAL RESOURCES SUPPLY COMPA		.00	.00	5,450.00	.00	
50 10	7/13/2018	7/19/2018	2018 3375	EMERGENCY OPERATIONAL SOLUTION		.00	.00	10,000.00	.00	
50 10	7/13/2018	7/19/2018	2018 3376	EMERGENCY OPERATIONAL SOLUTION		.00	.00	2,800.00	.00	
	37210 TRAINING/SCHOOLS			<u>ENDING BALANCE*****</u>		.00	.00	18,250.00	.00	18,250.00-
	37230 MEALS & LODGING-TRAINING			<u>BEGINNING BALANCE*****</u>		.00	.00	.00	.00	.00
45	6/21/2018	6/28/2018	2018 6	MCALISTER'S # 1277		.00	.00	290.00	.00	
50 10	7/03/2018	7/06/2018	2018 3228	SAMS CLUB DIRECT		.00	.00	80.72	.00	
	37230 MEALS & LODGING-TRAINING			<u>ENDING BALANCE*****</u>		.00	.00	370.72	.00	370.72-
	30000 DUES TRAVEL & TRAINING			<u>CLASS TOTALS*****</u>		.00	.00	18,620.72	.00	18,620.72-
	84300 ADVERTISING			<u>BEGINNING BALANCE*****</u>		.00	.00	.00	.00	.00
50 10	5/22/2018	5/24/2018	2018 2404	COLUMBIA DAILY TRIBUNE		.00	.00	138.96	.00	
	84300 ADVERTISING			<u>ENDING BALANCE*****</u>		.00	.00	138.96	.00	138.96-
	86850 CONTINGENCY			<u>BEGINNING BALANCE*****</u>		.00	.00	.00	.00	.00
22	1/01/2018	1/02/2018	2018 1644	***** ORIGINAL BUDGET *****		22,500.00	.00	.00	.00	
	86850 CONTINGENCY			<u>ENDING BALANCE*****</u>		22,500.00	.00	.00	.00	22,500.00
	80000 OTHER			<u>CLASS TOTALS*****</u>		22,500.00	.00	138.96	.00	22,361.04
	TOTAL EXPENDITURES			*****		22,500.00	.00	25,155.36	.00	2,655.36-

Fund Statement - Local Emergency Planning Committee Fund 210 (Nonmajor)

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
FINANCIAL SOURCES:				
Revenues				
Property Taxes	\$ -	-	-	-
Assessments	-	-	-	-
Sales Taxes	-	-	-	-
Franchise Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental	15,257	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Interest	202	317	310	-
Hospital Lease	-	-	-	-
Other	-	-	-	-
Total Revenues	15,459	317	310	-
Other Financing Sources				
Transfer In from other funds	-	-	-	-
Proceeds of Long-Term Debt	-	-	-	-
Other (Sale of Capital Assets, Insurance Proceeds, etc)	-	-	-	-
Total Other Financing Sources	-	-	-	-
Fund Balance Used for Operations	-	24,839	24,846	-
TOTAL FINANCIAL SOURCES	\$ 15,459	25,156	25,156	-
FINANCIAL USES:				
Expenditures				
Personal Services	\$ -	-	-	-
Materials & Supplies	50	6,396	6,396	-
Dues Travel & Training	4,146	18,621	18,621	-
Utilities	-	-	-	-
Vehicle Expense	-	-	-	-
Equip & Bldg Maintenance	-	-	-	-
Contractual Services	211	-	-	-
Debt Service (Principal and Interest)	-	-	-	-
Emergency	-	-	-	-
Other	138	139	139	-
Fixed Asset Additions	-	-	-	-
Total Expenditures	4,545	25,156	25,156	-
Other Financing Uses				
Transfer Out to other funds	-	-	-	-
Early Retirement of Long-Term Debt	-	-	-	-
Total Other Financing Uses	-	-	-	-
TOTAL FINANCIAL USES	\$ 4,545	25,156	25,156	-
FUND BALANCE:				
FUND BALANCE (GAAP), beginning of year	\$ 24,399	35,313	35,313	10,467
Less encumbrances, beginning of year	-	-	-	-
Add encumbrances, end of year	-	-	-	-
Fund Balance Increase (Decrease) resulting from operations	10,914	(24,839)	(24,846)	-
FUND BALANCE (GAAP), end of year	35,313	10,474	10,467	10,467
Less: FUND BALANCE UNAVAILABLE FOR APPROPRIATION, end of year	-	-	-	-
NET FUND BALANCE, end of year	\$ 35,313	10,474	10,467	10,467
Net Fund Balance as a percent of expenditures	776.96%	41.64%	41.61%	#DIV/0!