

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned

Term. 20 18

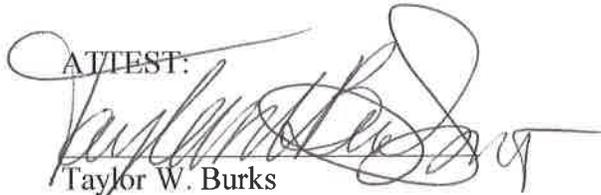
In the County Commission of said county, on the 11th day of September 20 18

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

Now on this day the County Commission of the County of Boone does hereby approve the utilization of the State of Missouri cooperative contracts CC182584001 with WW. Grainger, Inc., CC182584002 with MSC Industrial Supply, and CC182584003 with Fastenal Company for Maintenance, Repair, and Operating (MRO) and Industrial Supplies.

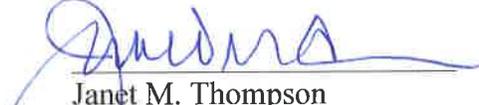
The terms of the cooperative contracts are stipulated in the attached Purchase Agreements. It is further ordered the Acting Presiding Commissioner is hereby authorized to sign said Purchase Agreements.

Done this 11th day of September, 2018.

ATTEST:

Taylor W. Burks
Clerk of the County Commission

Absent
Daniel K. Atwill
Presiding Commissioner


Fred J. Parry
Acting Presiding Commissioner


Janet M. Thompson
District II Commissioner

Boone County Purchasing

Liz Palazzolo, CPPO, C.P.M.
Senior Buyer



613 E. Ash St, Room 110
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Liz Palazzolo, Senior Buyer
DATE: September 11, 2018
RE: Facilities Maintenance, Repair, and Operating (MRO) and Industrial Supplies – Countywide Term and Supply Contracts – *Update with Corrections to Contract Numbers*

This memo corrects a typographical error in the contract numbers for the Facilities Maintenance, Repair, and Operating (MRO) and Industrial Supplies contracts approved by the Boone County Commission August 28, 2018 with Commission Order 399-2018.

What follows is *corrected text* for the memo from myself to the Commission dated July 26, 2018. This memo should supersede and replace the previous memo, and Commission Order 399-2018 should be rescinded.

“Purchasing requests permission to use contracts CC182584001 with W.W. Grainger, Inc., CC182584002 with MSC Industrial Supply, and CC182584003 with the Fastenal Company established by the State of Missouri using the NASPO Valuepoint cooperative contracts for MRO and Industrial Supplies.

The contracts run through June 30, 2019 with five (5) one-year renewal options available.

These are Countywide Term and Supply contracts.”

/lp

c: Contract Files

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In the County Commission of said county, on the 11th day of September 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 request by the Purchasing Department to dispose of the following attached list of surplus equipment by auction on GovDeals or by destruction for whatever is not suitable for auction.

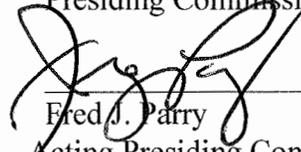
It is further ordered the Acting Presiding Commissioner is hereby authorized to sign said Request for Disposal forms.

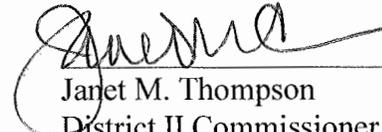
Done this 11th day of September, 2018.

ATTEST:

Taylor W. Burks
Clerk of the County Commission

Absent
Daniel K. Atwill
Presiding Commissioner


Fred J. Parry
Acting Presiding Commissioner


Janet M. Thompson
District II Commissioner

Boone County Purchasing
David Eagle
Purchasing Assistant



613 E. Ash Street
Columbia, MO 65201
Phone: (573) 886-4394

MEMORANDUM

TO: Boone County Commission
FROM: David Eagle
RE: Surplus Disposal
DATE: July 11, 2018

The Purchasing Departments requests permission to dispose of the following list of surplus equipment by auction on GovDeals or by destruction for whatever is not suitable for auction.

	Asset #	Description	Make & Model	Department	Condition of Asset	
1	14174	MICROIMAGER	KODAK IMAGELINE 30	CIRCUIT CLERK	FAIR	
2	16840	MOBILE SHELVING UNIT	SPACESAVER	PROCECUTING ATTORNEY	INCOMPLETE	

cc: Heather Acton. Auditor's office
Surplus File

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 6/27/18

Fixed Asset Tag Number: 14174

Description of Asset: Kodak Imageline Microimager 30

RECEIVED

JUN 28 2018

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain

BOONE COUNTY AUDITOR

Other Information (Serial number, etc.): 11249243

Condition of Asset: ~~Good~~ Fair

Reason for Disposition: Not using...out sourcing files for microfilming.....yearly maintenance expensive

Location of Asset and Desired Date for Removal to Storage: 1st Floor of Circuit Clerk's Office in the Family Division Area by Carol Rumble

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1221 Circuit Clerk's Office

Signature Debbie Lee

To be Completed by: AUDITOR

Original Acquisition Date 7-29-03

G/L Account for Proceeds 1190-3835 HA

Original Acquisition Amount \$129,304.70

Original Funding Source 2731-#19,304.70
2751-#13,000.00

Account Group 1601

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 412-2018

Date Approved 9.11.18

Signature [Signature]

Trns N Tag 14174 Tagged Y Tag Replaced N To _____ From _____ Last Posted _____
 Description MICROIMAGER 30 CAMERA Adjustments in Process 7 2007
 Acquired 7/29/2003 Acq Amt 29,304.70 Useful Life Months 48
 Acct Grp 1601 OFFICE EQUIPMENT _____ .00
 Category 60 READER/PRINTER Res Val % 0
 Location 8999 ASSETS PENDING DISPOSAL Tag in Book N
 Purch Dept 1221 CIRCUIT CLERK Book ID _____

Inventory Date 6/14/2018 Inv Status Found - No Change

Site Loc Assets Pending Disposal

Site Detl None

Make KODAK Model _____

Serial 11249243 Note _____

Invoice S009796-IN Check 102282

Vendor 10240 IMAGING OFFICE SYSTEMS INC

Bid# 29-22APR03

User _____

Calculated Fields Book Value

Dep St Dt _____

Adj Total _____ 29,304.70- Acn Dep Ytd _____ .00

Total Cost 29,304.70

F2=Key Scr F3=Exit

F11=Grant

F23=Bid F22=Hist F24=More

Dave Eagle

From: Aron Gish
Sent: Monday, July 9, 2018 9:02 PM
To: Dave Eagle
Subject: RE: KODAK IMAGELINE MICROIMAGER 30

Dave,

I am not super familiar with this machine, however, in researching this item it does not seem as if there would be any information stored in the unit itself.



Aron Gish • *Director of Information Technology*
Boone County Government, Missouri
Information Technology Department
801 E Walnut, Room 220, Columbia MO 65201
<tel:573-886-4315> [fax:573-886-4322](tel:573-886-4322) agish@boonecountymo.org
<http://www.showmeboone.com>

*** This message is only intended for the initial recipient(s). The content of this message is not to be copied or distributed without consent of the original author. ***

From: Dave Eagle
Sent: Monday, July 9, 2018 3:35 PM
To: Aron Gish <AGish@boonecountymo.org>
Subject: KODAK IMAGELINE MICROIMAGER 30

Aron

I received a disposal form for the above mentioned machine.

See attached.

If I sell this on GovDeals will I be compromising confidential info?

Sell or recycle?

Please let me know.

Thanks

Dave

BOONE COUNTY
Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 7/2/2018

Fixed Asset Tag Number: 16840

RECEIVED

Description of Asset: Mobile Shelving Unit

JUL 02 2018

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: **BOONE COUNTY AUDITOR**

Other Information (Serial number, etc.):

Condition of Asset: Good - Missing end pieces - We still have part of this unit in the PA Office (2 rolling shelves and 2 one-sided end pieces. The asset tag is still on the units that we have.

Reason for Disposition: We created an office in the space where part of this shelving unit was placed.

Location of Asset and Desired Date for Removal to Storage: 101 N 7th Street

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: PA Administration 1261

Signature Bonnie Adams

To be Completed by: AUDITOR

Original Acquisition Date _____

G/L Account for Proceeds 1190-3836 NA

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

_____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

_____ Trade _____ Auction _____ Sealed Bids

_____ Other Explain _____

Commission Order Number 412-2018

Date Approved 9-11-18

Signature [Signature]

7/10/18

Trns N Tag 16840 Tagged Y Tag Replaced N To _____ From _____ Last Posted _____
 Description SPACESAVER FILING SYSTEM Adjustments in Process 12 2011
 Acquired 12/31/2008 Acq Amt 20,617.15 Useful Life Months 36
 Acct Grp 1602 FURNITURE & FIXTURES _____ .00
 Category 40 FILING/SHELVING _____ Res. Val. % 0
 Location 1261 PROSECUTING ATTORNEY _____ Tag in Book N
 Purch Dept 4061 COURTHOUSE EXPANSION _____ Book ID _____
 Inventory Date 6/13/2018 Inv Status Found - No Change

Site Loc Boone County Courthouse
 Site Detl FL 4 - Prosecuting Attorney
 Make SPACESAVER Model _____
 Serial _____ Note TAG ON LOWER LEFT CORNER
 Invoice 10012673 Check 144797
 Vendor 13048 SPACESAVER STORAGE SYSTEMS INC
 Bid# _____
 User _____

Calculated Fields Book Value
 Dep St Dt _____
 Adj Total _____ 20,617.15- Acm Dep Ytd _____ .00

Total Cost 20,617.15

F2=Key Scr F3=Exit F11=Grant F23=Bid F22=Hist F24=More

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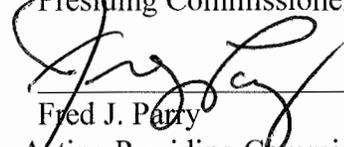
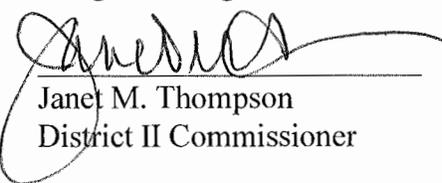
Now on this day the County Commission of the County of Boone does hereby award bid 27-14JUN18 – Consulting Services – Boone County Children’s Services Fund to The Curators of the University of Missouri (on behalf of the Institute of Public Policy).

Terms of the contract award are stipulated in the attached Agreement for Consulting Services. It is further ordered the Acting Presiding Commissioner is hereby authorized to sign said Agreement for Consulting Services.

Done this 11th day of September, 2018.

ATTEST

Taylor W. Burks
Clerk of the County Commission

Absent
Daniel K. Atwill
Presiding Commissioner

Fred J. Parry
Acting Presiding Commissioner

Janet M. Thompson
District II Commissioner

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing



613 E. Ash St., Room 110
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPO, CPPB
DATE: August 27, 2018
RE: RFP Award Recommendation: 27-14JUN18 – Consulting Services –
Boone County Children's Services Fund

Request for Proposal 27-14JUN18 – Consulting Services – Boone County Children's Services Fund closed on June 14, 2018. Two proposal responses were received.

The Salvation Army submitted a non-responsive proposal. Our RFP was for consulting services to conduct an assessment and evaluation of the progress made toward meeting the needs identified in the initial Community Input Report. Their proposal response was to provide an Emergency Shelter.

Recommendation for award is as follows:

Vendor: The Curators of the University of Missouri (on behalf of the Institute of Public Policy)
Contract from date of award through May 31, 2019
Not to exceed contract amount: \$46,124.62

Attached are the review team's evaluation and score sheets.

Invoices will be paid from department 2160 – Community Children's Services, account 71106 – Professional Services. \$50,000 is budgeted.

ATT: RFP Opening
Evaluation Team Score Sheets
Kelly Wallis Memorandum

cc: Proposal File, Kelly Wallis, Joanne Nelson, Children's Services

**Boone County Children's Services Fund
Request for Proposal (RFP) #27-14JUN18
Consulting Services**

Evaluator's Name: Nancy McKerrow, Wiley Miller

Agency Name: University of Missouri - Institute of Public Policy

Program Name: Consulting Services

Please assign a score based upon how well the applicant responds to the criteria.

Organization Eligibility, Experience, and Proposal Submission					
Organization Eligibility:	Not provided (0)	Unsatisfactory (1)	Satisfactory (2)	Above Average (3)	Excellent (4)
<p>Does the agency meet eligibility requirements:</p> <ul style="list-style-type: none"> • Any tax-exempt, not organized for profit Organization or government entity • In good standing with the state of Missouri • Conduct an annual independent financial audit • File a Federal 990 annually • Certified, accredited or licensed in the services for which funds are requested • Require annual background checks, including child abuse and neglect screenings on all employees and volunteers • 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 with all applicable provisions of Federal and State laws which prohibit discrimination in employment and the delivery of services • Comply with RSMo. §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 					4.00
<p>Does the organization provide the following attachments and amendments:</p> <ul style="list-style-type: none"> • Signed Response/Pricing Page (Attachment A) • Prior Experience Form (Attachment B) • 2018 Organization Assurance Sheet (Attachment C) • Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (Attachment D) • Work Authorization Certification (Attachment E) • Signed Amendments 					4
<p>Does the organization provide information which documents successful and reliable experiences in past performances, especially performances related to the requirements of this RFP?</p>					4
<p>Does the organization provide a listing of all government agencies for which work was performed within the preceding two years and the nature of services? (Information may be shown on the Attachment B)</p>					4.00
<p>Does the organization provide resumes of proposed consulting staff or description of criteria to be used in hiring consulting staff? Are the resumes reflective of qualifications needed to perform consulting services as described in the RFP?</p>				3.00	

Does the organization provide information which demonstrates the Offeror's financial stability and ability to perform the required services?					4.00
SUB TOTAL SCORES:	0.00	0.00	0.00	3.00	20.00
RAW SCORE FOR DELIVERABLES					23.00

Strengths - Well prepared to conduct this service since MU IPP has been contracted previously.

Concerns - Expressed concern of the project not having an Executive Director, only an Associate Director. Typically this level of report has a Senior Researcher involved and concerned on design oversight.

Deliverables, Timeline, and Costs

Organization Eligibility:	Not provided (0)	Unsatisfactory (1)	Satisfactory (2)	Above Average (3)	Excellent (4)
Does the organization propose to deliver an assessment and evaluation of the progress toward meeting the needs identified in the Community Input Report by Institute of Public Policy, Harry S. Truman School of Public Affairs, University of Missouri, July 2014? Does the information provided meet the needs of the BCCSB and criteria of the RFP?					4.00
Does the organization propose to identify unmet needs pertaining to eligible services pursuant to RSMo. §210.861? Does the information provided meet the needs of the BCCSB and criteria of the RFP?					4.00
Does the organization propose to provide the BCCSB with information to assist taxpayers in their understanding of BCCSB investment of tax revenues and to provide transparency and assure accountability? Does the information provided meet the needs of the BCCSB and criteria of the RFP?					4.00
Does the organization propose to collect information and input from beneficiaries, stakeholders, and providers regarding access to and quality of services funded by the Children's Services Fund? Does the information provided meet the needs of the BCCSB and criteria of the RFP?				3.00	
Does the organization describe what type of reports will be provided and how and in what time frame they will be delivered to the board throughout the contract period, including a final cumulative report? Does the information provided meet the needs of the BCCSB and criteria of the RFP?				3.00	
Does the organization describe any other scope of work/deliverables the Offeror believes should have been included with this project and that can be offered to the BCCSB?	This criteria does not receive a score, please add comments to the Timeline Comment section.				
SUB TOTAL SCORES:	0.00	0.00	0.00	6.00	12.00
RAW SCORE FOR DELIVERABLES					18.00

Deliverables Comments:

Strengths - Columbia Public Schools is on the Key Informant List. Suggestion from IPP to provide an analysis of outcomes from BCCS reports. Mentioned an ongoing evaluation.

Concerns - Request timeline be moved up 30 days to allow for board review and inform 2019 Open RFPs. Clients receive written surveys and providers have meetings, interviews, etc. Similar organizations but different professionals were listed. There could be a perceived conflict of interest since they are receiving CSF funding. Request IPP contact a different set of professionals for stakeholder interviews. Request key informant list be coordinated and finalized with the CSF board. Request other sectors/individuals be included in the key informant interviews. MU School of Education not included on the list. Also include a representative(s) from preschools and early childcare facilities, representative from family courts (guardian, judge, etc.)

Organization Eligibility:	Not provided (0)	Unsatisfactory (1)	Satisfactory (2)	Above Average (3)	Excellent (4)
Does the organization thoroughly describe the timeline for implementing the consulting services? Is the timeline appropriate?				3.00	
Does the timeline provide realistic, attainable goals within the allotted amount of time?					4.00
Are there any tasks overlooked in the timeline that are required to fulfill deliverables?	This criteria does not receive a score, please add comments to the Timeline Comment section.				
SUB TOTAL SCORES:	0.00	0.00	0.00	3.00	4.00
RAW SCORE FOR TIMELINE					7.00

Timeline Comments:

Strengths - MU IPP has experience conducting this service, streamline process established, and has an idea of an appropriate timeline.

Concerns - Move timeline up 30 days.

Organization Eligibility:	Not provided (0)	Unsatisfactory (1)	Satisfactory (2)	Above Average (3)	Excellent (4)
					4.00
Does the organization provide an estimate of cost for each deliverable and other charges associated with completion of this assignment? Is what is proposed appropriate?					4.00
Does the organization provide an estimated total cost for the entire project? Is what is proposed appropriate?					4.00
SUB TOTAL SCORES:	0.00	0.00	0.00	0.00	12.00
RAW SCORE FOR COSTS:					12.00

Costs Comments:

Strengths - Cost seems reasonable and perhaps room to increase the amount for conducting more key informant interviews.

Concerns - Rate seems low for the level of work.

FINAL SCORE: 48.00

Signature of Evaluators

Nancy McKerrow

Signature

8/9/18

Date

Wiley Milles

Signature

8/9/18

Date



AGREEMENT FOR CONSULTING SERVICES
The Curators of the University of Missouri
(on behalf of the Institute of Public Policy)

THIS AGREEMENT dated the 11th day of September, 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 **The Curators of the University of Missouri (on behalf of the Institute of Public Policy)** a tax-exempt, not organized for profit organization or governmental entity, hereinafter referred to as **IPP**.

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, IPP has submitted a complete Request for Proposal Application to the BCCSB detailing the services and other supports to be provided along with the expected cost to IPP thereof; and

WHEREAS, the BCCSB has approved the Request for 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 IPP

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 Request for Proposal #27-14JUN18 (Consulting Services) and IPP's response to the Request for Proposal, Request for Clarification, and responses to Requests for Clarification. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein for reference. In the event of conflict between any of the foregoing documents, the terms, conditions, provisions, and requirements contained in this Agreement shall prevail and control over the IPP's Proposal, Request for Clarification, responses to Requests for Clarification.

3. **Purchase.** The BCCSB agrees to purchase from IPP and IPP agrees to furnish the **Consulting Services** for the Boone County Children's Services Board, as described and in compliance with the original Request for proposal and as presented in IPP's response(s). Services/deliverables shall be provided as outlined in the attached proposal response(s). The total allowable compensation under this agreement shall not exceed **\$46,124.62** 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 May 31, 2019 subject to the provisions for termination specified below. This contract may at the sole discretion of the BCCSB and with the agreement of IPP be renewed for **an additional two, one-year periods**. IPP agrees and understands that the BCCSB may require supplemental information to be submitted by IPP prior to any renewal of this agreement.

5. **Billing and Payment.** For Request for Proposal #27-14JUN18 (Consulting Services) Contract, the payments to IPP will be made on a reimbursement basis. Invoices shall be submitted to the County by the 20th of the month following the month for which services were provided. The County agrees to pay all monthly invoices within 30 days of receipt of a correct and valid invoice and upon approval of any report due. 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 the IPP, 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 Request for Proposal #27-14JUN18 (Consulting Services) Application and Request for Clarification, and responses to Requests for Clarification to monitor service delivery and program expenditures. IPP agrees to provide monthly progress reports in the form of an email to Community Service Department staff to provide updates to the BCCSB. IPP will also produce a final report and a summary report. The first drafts of the final and summary reports are due May 1, 2019 and the final drafts must be submitted by May 28, 2019. The final report will be comprehensive and include a through analysis of all data collected and findings of this project. The smaller summary report will include a summary of key data and findings. IPP also agrees to provide in-person progress reports to the BCCSB at the mid-point (January 2019) and conclusion of project (May 2019).

8. **Audits.** IPP also agrees to make available to the BCCSB a copy of its annual audit within four months after the close of IPP'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 IPP, 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. **Modification or Amendment.** In the event IPP 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 IPP 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

10. **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 IPP's policies and procedures and in accordance with any local/state/federal regulations. IPP 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. IPP must comply with Missouri law regarding confidentiality of client records.

11. **Discrimination.** IPP 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.

12. **Accreditation/Licensure/Certifications.** IPP 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.

13. **Conflict of Interest.** IPP agrees that any conflicts of interest between its Board of Representatives or the University of Missouri Board of Curators and/or employees and IPP shall be appropriately identified and managed.

14. **Subcontracts.** IPP may enter into subcontracts for components of the contracted service as IPP 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, IPP 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.

15. **Employment of Unauthorized Aliens Prohibited.** IPP agrees to comply with Missouri State Statute section 285.530. IPP also agrees that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. IPP shall require each subcontractor to affirmatively state in its Agreement with the IPP 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.

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

17. **Board Ownership.** If IPP 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 IPP no longer uses capital equipment, materials, or buildings purchased with CSF funds for its original intent, IPP will need BCCSB approval to re-direct the use of such.

18. **Failure to Perform/Default.** In the event IPP, 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 IPP as set out herein. This contract will be terminated at the option of the BCCSB.

19. **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 IPP 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, IPP shall make every effort to reduce or cancel outstanding commitments and shall incur no additional expenses. BCCSB shall reimburse the IPP 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.

20. **Indemnification.** To the extent permitted under Missouri law and without waiving sovereign immunity, IPP 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 IPP (meaning anyone, including but not limited to consultants having a contract with IPP or subcontractor for part of the services), or anyone directly or indirectly employed by IPP, or of anyone for whose acts IPP 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.

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

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

23. **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.

24. **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.

25. **Record Retention Clause.** IPP 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.

26. **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 IPP shall be mailed or delivered to:

Curators of the University of Missouri

Institute of Public Policy
Attn: Emily Johnson
137 Middlebush Hall
Columbia, MO 65211

Curators of the University of Missouri

Office of Sponsored Programs - Administration
Attn: Karen Geren
115 Business Loop 70 W, Mizzou North, Rm 501
Columbia, MO 65211

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

**The Curators of the University of Missouri
(on behalf of the Institute of Public Policy)**

By: 
Signature

By: Michelle L. Leaton, Authorized Signer
Printed Name/ Title

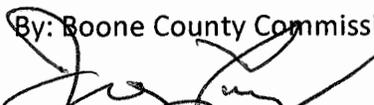
MU Project # 00063585

APPROVED AS TO FORM:


County Counselor

Boone County, Missouri

By: Boone County Commission


Fred J. Parry Acting Presiding Commissioner

By: Boone County Children's Services Board


Les Wagner, Board Chair

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.)


Signature

Date

(2161/71101/\$46,124.62)

Appropriation Account

An Affirmative Action/Equal Opportunity Employer

BOONE COUNTY – MISSOURI

PROPOSAL NUMBER AND DESCRIPTION: #27-14JUN18 – Consulting Services

WRITTEN CLARIFICATION FORM #1

This Clarification is issued in accordance with the Instructions to Offeror and is hereby incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this Clarification must be acknowledged and submitted by e-mail to mbobbitt@boonecountymo.org by 5:00 p.m. central time July 5, 2018.

All information must be provided as the best and final offer for this proposed program.

Organization	The Curators of the University of Missouri on behalf of Institute of Public Policy
Name of Program	Consulting Services

1. The proposed time-line provided shows a September 2018 beginning and a June 2, 2019 end date. Could IPP start this work sooner and have the first draft of Final and Summary report submitted no later than May 1, 2019?

Action Required: Provide a response below.

IPP can begin the work on August 1, 2018 and will submit the first draft of the Final and Summary report on May 1, 2019 and the final draft on May 28, 2019. See Attachment A for a revised timeline.

2. The Boone County Children’s Services Board (BCCSB) would like to collaborate with IPP to approve and finalize the list of Key Informant Interview Participants prior to the interviews.

Action Required: Provide a response below.

IPP will work closely with BCCSB to identify and approve the final list of key informant interview participants.

3. The BCCSB is also interest in adding up to five additional Key Informant Interview Participants to represent different sectors of the community. Please provide what the additional cost would be to add additional Key Informant Interviews?

Action Required: Provide a response below.

The cost is \$1,000 per each additional key informant interview. Five additional interviews would bring the total budget to \$46,124.62.



INSTITUTE of PUBLIC POLICY

Harry S Truman School of Public Affairs

June 14, 2018

Boone County Purchasing Department
Attn: Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
Boone County Annex
613 E. Ash Street, Rm 110
Columbia, MO 65201

Dear Ms. Bobbitt,

I am pleased to submit the Institute of Public Policy's proposal for the RFP#: 27-14JUN18, Consulting Services for the Boone County Children's Services Fund. This proposal outlines the qualifications of the Institute of Public Policy and the proposed process to complete the scope of work and produce the deliverables as outlined in the RFP.

If you have questions for either me or a representative of the University, please use the contact information listed here.

Institute of Public Policy Contact

Emily Johnson
Associate Director
Institute of Public Policy
137 Middlebush Hall
University of Missouri-Columbia
Columbia, MO 65211
Telephone:(573) 884-5473
Email: johnsonemi@missouri.edu

University of Missouri Contact

Curators of the University of Missouri
Office of Sponsored Programs
Administration
University of Missouri-Columbia
Columbia, MO 65211
Telephone: (573) 882-7560
Fax: (573) 884-4078
Email: grantsdc@missouri.edu

Sincerely,

Emily Johnson (handwritten signature)

Emily Johnson

For the Curators of the University of Missouri,

Karen M. Geren (handwritten signature)

Karen M. Geren
(MU Project 00063585)

Statement of Qualifications

Founded in 2000, the Institute of Public Policy (IPP) is the research and public service arm of the Harry S Truman School of Public Affairs at the University of Missouri. IPP, with its highly qualified staff, has extensive technical and analytic experience in program evaluation, conducting focus groups, needs and assets assessments, monitoring services, research, training, survey design and dissemination, and policy analysis. Additionally, IPP maintains strategic partnerships across the University system to harness the specialized knowledge and research expertise of faculty scholars from a wide range of policy-relevant fields.

IPP works both directly and indirectly with program staff, clients, standardized reporting systems, and data collection tools. Consequently, IPP is highly capable and qualified to complete the scope, deliverables and expectation as outlined in the BCCSB RFP. This proposal is valid for a total of 180 days.

Financial Capacity

The Curators of the University of Missouri and the Institute of Public Policy have the financial capacity to meet the requirements as stated in the RFP. Within the Office of Finance and Administration of the University of Missouri System is the Office of the Controller that encompasses five primary functions: Accounting Services, Financial Compliance Training, Financial Information Systems, Payroll and Sponsored Programs Administration for the University of Missouri System. IPP follows the accounting standards and financial policies and procedures developed by the Office of the Controller and its various divisions. Within the Office of Finance

and Administration is the Offices of Sponsored Research Administration (OSPA). The OSPA is responsible for the fiscal administration of externally funded projects including grants, contracts, and special projects. Audited financial statements are available on request.

Technical Capacity

The Institute has extensive experience evaluating and managing initiatives by government agencies and nonprofit organizations that address such issues as community corrections, drug use prevention, teen pregnancy, violence prevention, rape prevention, education, women's health, maternal and child health, and health literacy. The Institute's evaluators work with these programs in many capacities and tailor services to best meet their needs. Through years of experience tailoring services to meet the needs of each client, the Institute has developed an integrated management structure of service delivery and project design to be able to quickly startup and perform the work within the specified timeframe. The Institute also has the capacity to work in a cooperative manner with the BCCSF staff and Board to ensure the best possible outcome. The Institute currently has the staff, faculty, and students in place to immediately begin work on this project and complete the project in the timeline indicated in this proposal.

Previous Work and Experience

The following section highlights three relevant projects that the Institute of Public Policy has completed to demonstrate IPP's experience to successfully perform the services as required in the BCCSF RFP.

Boone County Children's Services Board, Community Input and Inventory Project

The Boone County Children's Services Board (BCCSB) contracted with the Institute of Public Policy in an effort to better understand children's services in Boone County and prioritize the use of the

Children's Services Fund. The following is a list of IPP data collection strategies utilized to assist the Board in aligning and operationalizing their initiatives:

- #1: Create an inventory of Boone County providers and services eligible for funding
- #2: Construct a synthesizing document which draws from multiple county and local-level reports on children's services
- #3: Organize, moderate, and analyze five Community Input Sessions
- #4: Conduct and analyze ten key informant interviews

Youth Community Coalition Assessment and Inventory Project

The Youth Community Coalition has contracted with the Institute of Public Policy for the past four years to assess the work of the Coalition, identify areas of need, and provide an inventory of collaborative partners in the community. The following are the deliverables provided on an annual basis for the Coalition:

- #1: Conduct a Community Readiness Assessment for five municipalities to assess community readiness to address youth risky behavior.
- #2: Create a Community Resource Inventory to identify resources available in the community that support at-risk youth.
- #3: Complete the Annual Coalition Assessment for five communities to identify progress toward outputs and outcomes of the Coalition.

Data and Policy Analysis for the Ferguson Commission

The Institute of Public Policy was contracted in April 2015 to provide data, policy analysis, and support to the Ferguson Commission. IPP supported specific data and policy analysis requests

from the Commission to provide added capacity and vigor to the research-informed Commission process. IPP also provided diverse consulting services, research support to Commissioners and staff, and an in-depth evaluation of the Ferguson Commission process. On September 14, 2015, the Ferguson Commission released its report, "Forward through Ferguson: A Path toward Racial Equity." The Ferguson Commission report is the result of months of community input, research, data gathering, expert testimony, and thoughtful discussion. The Institute of Public Policy is proud to have played a role in the process and final product of the Ferguson Commission.

IPP provided the following services, support, and products to the Ferguson Commission during their contracted service:

#1: Provided administrative support through weekly meetings and Commission meetings.

#2: Provided working group and staff support by designing and implementing a strategy and methodology of support through:

- Data collection and analysis
- Policy research and analysis
- Literature review, examination of root causes and historical context
- Identifying best practices and model programs
- Determining the feasibility of proposed recommendations

#3: Conducted evaluation planning, support, and design

#4: Provided policy recommendation support

Proposed Approach

Background

In July 2014, the Institute of Public Policy completed the Community Input Report for the Boone County Children's Services Board. The report, which consisted of an inventory of providers and services in the County, a synthesis of existing reports, several community listening session summaries, and key informant interviews provided valuable information to BCCSF to help identify needs and set priorities. These priorities have guided BCCSF as they invest in meaningful programs which promote the well-being of children and youth and strengthen families. The primary needs identified in the report include access, structures and systems, and education.

Scope of Work

The Institute of Public Policy (IPP) proposes to conduct an assessment and evaluation of the progress made toward meeting the needs identified in the initial Community Input Report. Results of this assessment will assist BCCSB in understanding the scope and depth of their investments and ensure transparency and accountability. This data will also be useful to provide information to taxpayers to better understand the investment of their tax dollars. Additionally, the RFP requests the identification of any unmet needs and requires input from beneficiaries, stakeholders, and providers.

IPP will complete the scope of work and provide the required deliverables to the Boone County Children's Service Board utilizing the following five methods for meeting the needs of the BCCSF RFP:

- Review of administrative data from providers (i.e. outputs, outcomes, challenges, successes)
- Key informant and stakeholder interviews
- Provider focus groups
- Provider online surveys
- Beneficiary surveys

Method 1: Review of Administrative Data

IPP proposes to review the data contained in annual reports submitted by funded organization to the Boone County Children’s Services Board. IPP anticipates that these reports will contain information regarding outputs, outcomes, challenges and successes. Examples of potential relevant outputs include: the number of clients served, the type of service provided, and the volume or dosage of service provided. Potential relevant outcomes include the change or benefit to a client of the community due to of services provided. This data will provide a summary of the services that are currently being provided and will allow IPP to identify any unmet needs in the County.

Method 2: Key Informant/Stakeholder Interviews

IPP will repeat the key informant interviews that were conducted in 2014 with the same participants, if available. If the individual is not available, IPP will seek to interview the new occupant of each position. In 2014, IPP worked with the BCCSF to identify the sector and individuals that should be interviewed to provide insight into the mental health needs of children in the County. Table 1 identifies the individuals that were interviewed by sector.

Table 1. Key Informant Interview Participants 2014

Sector	Individuals	Agency/Home
Medical	John Lauriello, MD	Medical Director Missouri Psychiatric Center
	Randall Mueller, MD	Chief of Emergency Medicine Boone Hospital
	Gloria Crull	Executive Director Family Health Center
Local School	Peter Stiepleman, PhD.	Superintendent Columbia Public Schools
	Kelly Anderson (Rockbridge) Crisis Counselors	Columbia Public Schools
Academic Research	Aaron Thompson, PhD.	Assistant Professor School of Social Work University of Missouri
	Chuck Borduin, PhD.	Professor Department of Psychology Sciences University of Missouri
Provider	Christine Corcoran	Putting Kids First Organizer & Director of Regional Operations Lutheran Family Services
Community/ Primary Prevention	Ryan Worley	Coordinator Youth Community Coalition
	Darin Preis	Executive Director Central Missouri Community Action

The key informant interviews conducted in 2014 were tailored specifically to each position. IPP will once again tailor the questions to each position in order to gain the most valuable information. Examples of question topics include:

- Access to services
- Wait times
- Home-based and family-based services
- Evidence-based practices
- Roles of schools in prevention and early-intervention

- Stigma surrounding mental health

IPP will compare the 2014 responses to the new information gained from key informants and identify the similarities and differences among both sets of interviews.

Method 3 & 4: Provider Focus Groups and Online Surveys

IPP will utilize two methods to gain information from providers, focus groups and online surveys. IPP will conduct two focus groups with service providers to learn about their perspectives regarding the progress made toward the needs identified in the Community Input Report. One focus group will target services providers funded by the BCCSF and the other by providers not funded by BCCSF. IPP anticipates that each will provide valuable information about the needs and services in the community.

An online survey will also be developed to gain information from a larger group of service providers then can be reached through focus groups alone. Once again, IPP will target both those agencies that receive funding and those that do not in order to obtain balanced information regarding needs in the community. IPP will work with BCCSF staff to compile a list of email addresses of currently funded service providers. IPP will also develop a list of email addresses of agencies that are not funded by BCCSF. Each list will be emailed a link to an online survey to complete. IPP anticipates a response rate of 40% among BCCSF funded organizations and 10% among non-funded organizations. These estimates are based on research that indicates surveys distributed internally have a 30-40 percent response rate, those distributed externally have a response rate of 10-15 percent.

Method 5: Beneficiary Surveys

IPP will develop an online survey that will be completed by beneficiaries of BCCSF funded services. The online survey will be distributed through service providers. Providers will be asked to encourage their clients, and the parents of clients, to complete the online survey. The survey will be designed to gauge the client's or parent's satisfaction with the service provided, identify any unmet needs, and provide additional relevant feedback. Three surveys will be designed and available for three distinct audiences: children ages 8-14, youth ages 15-19, and parents of clients. Survey questions will be tailored to meeting the reading and comprehension level of each target audience.

Deliverables

IPP will produce a final report and a summary report. The final report will be comprehensive and include a thorough analysis of all data collected and findings of this project. The final report audience is Boone County Children's Service Board members, staff and relevant stakeholders. A smaller summary report will also be produced with a summary of key data and findings. The audience for the summary report includes service providers, community members, and the media. IPP will also provide monthly progress reports in the form of an email memo to board members and staff, if desired. IPP can also provide in-person progress reports to the Boone County Children's Services Board at the mid-point and conclusion of the project.

Suggestions for Additional Scope or Deliverables

IPP would recommend the Boone County Children’s Service Board consider a full outcome and impact evaluation of the work done by funded agencies in the community. An ongoing outcome evaluation can identify the impact taxpayer dollars have on individual and community level outcomes.

Timeline

Task	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Contract executed										
Planning meeting w/ BCCSF										
Receive administrative data from BCCSF staff										
Review of administrative data										
Develop online provider online survey										
Develop beneficiary online survey										
Launch provider online survey and collect data										
Launch beneficiary online survey and collect data										
Schedule key informant interviews										
Conduct key informant interviews										
Schedule provider focus groups										
Conduct provider focus groups										
Analyze collected data										
Begin drafting final and summary reports										
First draft of final and summary report due to BCCSF										June 1, 2019
Revisions and comments submitted by BCCSF										June 15, 2019

Final draft of report and summary report submitted to BCCSF										June 25, 2019
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Cost

Professional Staff Rates and Estimated Hours

Emily Johnson will serve as Principal Investigator on the contract and as the primary contact.

For resumes of all professional staff see page 15.

Name	Title	Hourly Rate	Estimated Hours	Total
Emily Johnson	Associate Director	\$31.77	433	\$13,768.63
Kristi Ressel	Policy Analyst	\$22.83	260	\$5,934.51
Zach Buckler	Policy Analyst	\$22.83	173	\$3,956.34
Tracey Potts	Coordinator	\$16.50	208	\$3,432.00
Total				\$27,091.48
Indirect Costs (15% on salary expenses only)				+\$4,063.72
Benefits (36.43%)				+\$9,869.42
Professional Staff Total				\$41,024.62
Printing and supplies				\$100.00
Project Total Cost				\$41,124.62

Cost by Deliverable

Task or Deliverable	Cost
Review of administrative data from providers (i.e. outputs, outcomes, challenges, successes)	\$4,260.53
Key informant interviews	\$12,781.50
Provider focus groups	\$6,390.75
Provider online surveys	\$4,112.60
Beneficiary surveys	\$4,632.19
Data Analysis	\$4,686.55
Production of final and summary reports	\$4,260.50
Total	\$41,124.62

Clients List from Preceding Two Years

Missouri Transect Project, Funder: National Science Foundation. Scope: Developing tools and policy briefs related to regional and community resilience in Missouri. *August 1, 2014 – July 31, 2018.*

Integrated Healthcare Program - Preferred Family Healthcare, Funder: Substance Abuse and Mental Health Services Administration. Scope: Outcomes evaluation for integrated healthcare project. *November, 2015-October 2018.*

MO Teen Pregnancy Prevention Project, Funder: Missouri Department of Health and Senior Services. Scope: Evaluation of comprehensive and abstinence only sex education programs. *October 1, 2017-September 30, 2018.*

Community Reentry Funding Initiative, Funder: Missouri Department of Corrections. Scope: Funding management and outcome evaluation of the Community Reentry Funding Initiative. *Aug. 2017- December 2018.*

Youth Community Coalition II, Funder: Youth Community Coalition. Scope: Evaluation and assessment of county coalitions. *Jan. 2017-Dec. 2018.*

Evaluation of the 21st Century Learning Grant, Funder: Missouri Department of Elementary and Secondary Education – Scope: Impact of after-school programs, Boonslick YMCA, CHALIS, and Boys and Girls Club. *June-Dec. 2018.*

Zika Virus and Birth Defects Focus Groups, Funder: Missouri Department of Health and Human Services, Scope: Six focus groups throughout the state on the topic. *Nov. 2017-June 2018.*

Appointments Project Research Brief, Funder: Women's Foundation. Scope: The Women's Foundation will contract with IPP to produce a policy brief focused on programs that aim to improve the representation of women on boards and commission similar to the Foundation's Appointments Project. *Jan. 2018-July 2018.*

St. Louis County – Restorative Justice Practices Program, Funder: St. Louis County, MO, Scope: Process evaluation of program for St. Louis County, Missouri. *June, 2018-Dec., 2018.*

Recently Completed

Missouri Auditor – Update of state comparison benchmarks. *April 2017.*

Mid-Missouri Legal Services – Strategic Planning Services. *Jan.-May 2017.*

National Home Builders Association – Online survey regarding construction standards for multifamily construction. *Jan-July, 2017.*

Women's Foundation – Occupational Licensing Reciprocity Policy Brief – *June-Sept. 2017.*

Women's Foundation – Occupational Licensing Alternatives to Licensing Policy Brief – *June-Sept. 2017.*

Résumés

Emily Johnson

137 E Middlebush Hall

Columbia, MO 65211

(573) 884-5473

johnsonemi@missouri.edu

Education

M.S. Politics and Government in the Applied Community and Economic Development Sequence.
2004 Illinois State University, Normal, IL

B.A. Interdisciplinary Studies: Women Studies, Peace Studies, and Political Science. 2000
University of Missouri-Columbia, Columbia, MO

Professional Experience

Associate Director and Chief Operating Officer, Institute of Public Policy, Truman School of Public Affairs, University of Missouri, Columbia, MO 1/2013 – present

- Supervises and evaluates the performance of staff, policy analysts, and graduate research assistants.
- Tracks and monitors program and organization budgets and resources.
- Reviews and edits products, publications, and website for quality and accuracy.
- Recommends and participates in the development and implementation of process improvements.
- Assists Director with preparing and monitoring organizational goals and priorities.
- Develops positive relationships with clients to ensure quality and satisfaction.
- Establishes and maintains positive working relationships both within and outside the organization.
- Works with Director, policy analysts, staff and students to identify and resolve organizational and program specific issues.
- Represents the Institute at public and professional meetings and events.
- Maintains official records, documents, and internal/external communication as appropriate.
- Maintains a working knowledge of significant developments and trends related to the organization, clients, and projects.
- Manages production of marketing materials, facilitate media coverage, and respond to media inquiries when appropriate.

Senior Policy Analyst, Institute of Public Policy, Truman School of Public Affairs, University of Missouri, Columbia, MO 1/2012 – 1/2013

Coordinator & Policy Analyst, Institute of Public Policy, Truman School of Public Affairs, University of Missouri, Columbia, MO 3/2007-1/2012

- Served as primary investigator and key personnel on a variety of Institute grants and contracts
- Designed and produced reports and products for funded grants and contracts
- Identified and drafted grant proposals for local, state, and federal funding opportunities
- Designed and conducted evaluation for community level organizations and state government agencies
- Facilitated site visits and internships for international students through the Global Scholars Program
- Provided program support and coordination for the Truman School Internship Program
- Designed, conducted and supported leadership and organizational training workshops

Community and Economic Development Program Coordinator, University of Illinois Extension, Bloomington, IL 4/2005-3/2007.

- Implemented, monitored, and evaluated Community and Economic Development programs of the University of Illinois Extension, McLean County.
- Researched and wrote grant proposals for local communities and non-profit organizations
- Maintained documentation and developed reports for evaluation of the Employment Within Business grant project through the Illinois Council on Developmental Disabilities
- Coordinated the activities of the McLean County EmployAlliance Chapter
- Designed program brochures, newsletters, and marketing materials for the CED Extension program

Youth and Development Program Assistant, McLean County Community Compact, University of Illinois Extension, Bloomington, IL 1/2003-4/2005.

- Designed, recruited students for, and presented the Job Readiness Training Curriculum to at-risk youth in McLean County
- Designed and presented workforce development programs for local youth organization
- Produced program brochures, newsletter, and marketing materials for CED programs and the programs of McLean County Community Compact

Community Health Promoter, United State Peace Corps, Guyana, S.A. 6/2000-9/2002.

- Established a health education program aimed at increasing health care and awareness in a local village.
- Taught the Peace Corps Life Skills Education Curriculum
- Co-wrote and implemented a Small Project Assistance grant for the construction of 50 lockers.
- Organized fundraising activities and events
- Provided one-on-one counseling to individuals on topics regarding infant nutrition, sexual health, immunization, and family planning.

Grants and Contracts

Principal Investigator – National Home Builders Association Online Survey (Jan. 2017-July 2017)

Principal Investigator – Data and Policy Analysis for the Ferguson Commission (April 2015-Dec. 2015)

Principal Investigator – Women’s Foundation – Status of Women in Missouri Policy Brief (June 2016- present)

Principal Investigator – Women’s Foundation – Women Entrepreneurs and Occupational Licensing in Missouri. (June 2016- Present)

Principal Investigator - Drug Free Communities Project Evaluation (2013-present)

Principal Investigator – Jackson County Community-Backed Anti-Drug Tax Evaluation. (2012)

Principal Investigator – 21st Century Community Learning Center Evaluation: Provide external evaluation, evaluation coordination and technical assistance to the Columbia Housing Authority. (2011-present)

Principal Investigator- Boone County Community Service Advisory Commission and Heart of Missouri United Way Evaluation of Children, Youth and Families Social Service Agencies.

Principal Investigator –Missouri Department of Corrections, Community Reentry Funding Manager: Provide grant management, program coaching, technical assistance, and evaluation services for 28 awardees throughout Missouri. (2009-present)

Principal Investigator- United States Election Assistance Commission: Help America Vote College Poll Worker Recruitment Program: Recruitment of college students with disabilities to serve as poll workers. (June 2009-Sept. 2011)

Principal Investigator- United States Election Assistance Commission: Help America Vote College Poll Worker Recruitment Program: Recruitment of college students to serve as poll workers in the 2008 Presidential Election. (June 2008-June 2009)

Key Personnel – Missouri Foundation for Health, Healthy & Active Communities Initiative: Provide technical assistance, program coaching, and evaluation for grantees and the imitative. (March 2007-Sept. 2009)

Kristi Ressel, MPH
137B Middlebush Hall
Columbia, Missouri 65211
(573) 999-0079
resselk@missouri.edu

Education

University of Missouri | Master of Public Health | Emphasis in Health Policy and Promotion
Graduated May 2013

University of Missouri | Bachelor of Arts: Biological Science | Minor: Spanish Language
Graduated July 2011

Professional Experience

Institute of Public Policy | Harry S Truman School of Public Affairs
Columbia, Missouri

Policy Analyst

October 2016 - Present

- Providing organizational, programmatic, and research support to the Institute with specific responsibilities in policy analysis, project management, evaluation research, writing, and outreach.
- Serving as Principal Investigator and project manager on applied research contracts funded by federal, state, and local grants.
- Conducting program evaluations by developing research design, surveys, and data collections tools.
- Supervising key project staff including graduate research assistants and administrative support staff.

City of Kansas City, Missouri | **Kansas City Health Department**

Kansas City, Missouri

Administrative Officer

August

2015 – May 2016

- Appointed as a member of the Environmental Division's management team.
- Performed as the Division's project analyst and quality improvement coordinator.
- Conducted and analyzed internal audits for Division improvement.
- Provided budget reporting including overseeing of grant opportunities.
- Represented Department and Division at local, state, and federal meetings.

Additional duties include: Department Social Media Team member. Represented Department on citywide Green Team to promote environmentally friendly policies. Served on the Cultural Competency Committee for Department and Community entities.

Field Supervisor

May

2015 – August 2015

- Supervised Health Inspectors on conducting inspections, handling complex issues, and making final accuracy checks of inspections.
- Facilitated inspector workload by prioritizing job assignments and compiling records and reports of activities completed.
- Oversaw data collection of inspection reporting for local, state, and national reporting methods.

Additional duties include: 2015 NAACHO National Conference Local Host Committee member. Principal author on the Kansas City Health Department 2015 Reclassification Personnel Study. Department Medicaid Expansion Review Project Coordinator.

Public Health Specialist

July

2013 – May 2015

- Operated as a Health Inspector for the Environmental Health Services Division to enforce local laws and regulations. Observed, documented, and advised corrective action of public health hazards in local food establishments.
- Conducted life safety and sanitation inspections of swimming pool, childcare, and lodging facilities.

University of Missouri | **Wellness Resource Center**

Columbia, Missouri

Off-Campus Living Coordinator

January

2012-May 2013

- Provided individual counseling services to students as the Off-Campus Living Coordinator and Wellness Coach.
- Promoted healthy and safe living for students off-campus through production and marketing of the Off-Campus Housing Resource Guide and website.
- Prepared annual budget and fee collection for Off-Campus programming.
- Served as Center's liaison to the University and community to promote student living policies.

Additional duties include: Center's Website and Social Media Team member.

Practicum Experience

Community Health Educator Internship (2012)

Bolivia, South America

- Interned with Engineers Without Borders from the Missouri University of Science & Technology.
- Analyzed a community health needs assessment to prioritize community concerns.
- Educated community members through active health interventions in first aid supplies & training, proper hygiene, and household mold treatment.
- Utilized teach-back methods to encourage sustainable community health promotion.
- Provided sustainable maternal and child health continuous education through the creation of a Community Health Educator position.
- Involved in international community engagement and cultural immersion, including working knowledge of the Spanish language.

Presentations and Training Activities

Ressel (Eftink), K. & White, C. (2015, July). *Effective Communication in a Multicultural World: Promoting Cultural Competency in Local Health Departments*. National Association of City and County Health Officials Annual Conference, Kansas City, MO.

Ressel (Eftink), K., Hilliard, L., & Pfister, M. (2013, April). *What's the buzz on getting buzzed? Exploring the impact of social media on college drinking behavior*. Meeting of the Minds Conference, Kansas City, MO.

Bowers, K. & Ressel (Eftink), K. (2013, March). *Educating a Community: Health Interventions in Rural Bolivia*. University of Missouri Research and Creative Activities Forum, Columbia, MO.

Bowers, K. & Ressel (Eftink), K. (2012, September). *Educating a Community: Health Interventions in Rural Bolivia*. University of Missouri Research and Creative Activities Forum, Columbia, MO.

Awards

May 2013 | *University of Missouri Master of Public Health Student Service Award* | University of Missouri Master of Public Health Program

April 2013 | *University of Missouri International Engagement Award Student Nominee* | University of Missouri International Affairs

May 2012 | *John D. Bies International Scholarship Recipient* | International Center, University of Missouri

October 2012 | *American Public Health Association (APHA) Student Assembly 140th Annual Meeting National Scholarship Award Recipient* | American Public Health Association

Professional Organizations

Missouri Environmental Health Association *President*

October 2016 – Present

Missouri Environmental Health Association *Vice President*

October 2015

– October 2016

Missouri Public Health Graduate Student Association *President*

August

2012 – May 2013 Missouri Public Health Advocacy Coalition *Founding Chair*

June 2012 – May 2013

Missouri Public Health Association Student *Coordinator*

August

2012 – May 2013

Zach Buckler
Institute of Public Policy
Harry S Truman School of Public Affairs
137 Middlebush Hall
Columbia, MO 65211
Phone: 573.884.7174
Email: bucklerz@missouri.edu

Education

University of Missouri – Harry S Truman School of Public Affairs
2014 - 2015

Columbia, MO

Master of Public Affairs with concentration in Public and Nonprofit Management

Truman State University

2008 - 2012

Kirksville, MO

Bachelor of Arts in Political Science and German

Graduated Magna Cum Laude

Collegium Palatinum - International House Heidelberg

May – July 2011

Heidelberg, Germany

Professional Experience

Research Analyst, Institute of Public Policy - Harry S Truman School of Public Affairs: Columbia, MO 2016 - present

- Evaluate programs – oversee the implementation process through oversight, data collection, and reporting so clients can understand the effectiveness of programs
- Research and data analysis – both primary and secondary data collection for use in formulating reports and briefs
- Composition of briefs and executive reports
- Orchestrate strategic planning sessions – including formulation of strategic plans
- Training outreach through workshops and group meetings to disseminate relevant information to audiences
- Aid in grant writing and project proposals for funding opportunities
- Maintain and support client relations for continued contracts and opportunities
- Oversee work of graduate research assistants

Legislative Assistant, Missouri House of Representatives: Jefferson City, MO

2013 - 2016

- Assisted with the legislative duties of a state representative
- Managed constituent concerns and worked to resolve their problems
- Provided assistance concerning policy and the Missouri legislative process
- Managed the office expense account and financing

- Maintained the day-to-day operations of the office
- Interacted with lobbyists, governmental liaisons, constituents, and interest groups on behalf of the state representative

Campaign Manager, McClanahan for Missouri: Kirksville, MO

2012

- Provided professional assistance for the candidate through advice, time management, campaign finance, and consultation
- Planned and scheduled events and fundraisers, while managing campaign staff and volunteers
- Coordinated marketing efforts through various advertising mediums, including social media, and dealt personally with several sales associates to purchase and maintain media buy schedules
- Wrote campaign messaging for advertising, email messaging to supporters, and news responses on behalf of the candidate

Presentations and Training Activities

- Co-hosted a workshop detailing how to use interactive tools developed for understanding regional resiliency (www.BuildingRegionalResilience.org). June 2017 Columbia, MO.
- Completed the 2017 Summer Evaluation Institute hosted by the American Evaluation Association. June 2017 Atlanta, GA.
- Co-hosted the third annual Partners in Governance Conference along with the Missouri Municipal League and the Center for Ethics in Public Life ([Partners in Governance 2017](#)). April 2017 Columbia, MO.
- Presented resiliency research at the All Hands Meeting as part of the Experimental Program to Stimulate Competitive Research (EPSCoR) through the National Science Foundation. February 2017 Columbia, MO.

ATTACHMENT A

RESPONSE/PRICING PAGE

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements for this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies.)

Organization Name: The Curators of the University of Missouri on behalf of Institute for Public Policy

Address: Office of Sponsored Programs Administration, 115 Business Loop 70W, Mizzou North, Rm 501
Columbia, MO 65211-0001

Telephone Number: 573-882-7560 Federal Tax ID (or Social Security #) 436003859

Email Address: grantsdc@missouri.edu

Total Amount Requested: \$41,124.62

By: Karen M. Geren 6/13/2018
Signature

By: Karen M. Geren, Authorized Signer/Pre-Award Manager, Grants and Contracts
Printed Name

MU Project #00063585

ATTACHMENT B
PRIOR EXPERIENCE FORM

1. Prior Service Performed for:

Company Name: Boone County Children's Services Board

Address: 605 E. Walnut St. Ste. A, Columbia, MO 65201

Contact Name: Kelly Wallis, Director

Telephone Number: 573-886-4298

Date of Contract: January 2014- May 2014

Length of Contract: 5 months

Description of Prior Services (include dates): Provided consulting services to the Boone County Children's Service Board including an inventory of services, community input sessions, key informant interview, an analysis of all data and a final report. Jan. 2014-May 2014.

2. Prior Service Performed for:

Company Name: Columbia Housing Authority Low-Income Services

Address: 201 Switzler St. Columbia, MO 65201

Contact Name: Becky Markt, Director, Resident Services

Telephone Number: 573-554-7040

Date of Contract: January 2018- December 2018

Length of Contract: 1 year for this contract. CHALIS has contracted for services from IPP for 12 years.

Description of Prior Services (include dates): Evaluation of the 21st Century Community Learning Center grant, a program, which provides enhanced afterschool programming in Columbia, MO. January 2018-December 2018.

3. Prior Service Performed for:

Company Name: Missouri Department of Health and Senior Services

Address: 920 Wildwood Dr, Jefferson City, MO 65109

Contact Name: Andra Jungmeyer, Adolescent Health Coordinator

Telephone Number: 573-526-0210

Date of Contract: October 2017- September 2018. DHSS has contracted for services from IPP for 8 years.

Length of Contract: 1 year

Description of Prior Services (include dates): Evaluation of the Missouri Teen Pregnancy Prevention Program, coordinating 20 contractors and 64 clubs throughout Missouri. October 2017-September 2018.

4. Prior Service Performed for:

Company Name: Women's Foundation

Address: 2100 Central Street, Suite 11E, Kansas City, MO 64108

Contact Name: Wendy Doyle, President and CEO

Telephone Number: 816-988-2000

Date of Contract: March 2018-December 2018

Length of Contract: 10 months

Description of Prior Services (include dates): IPP will provide data collection and policy analysis and complete a policy brief for the Women's Foundation regarding their statewide Appointments Project. March 2018- December 2018.

ATTACHMENT C
2018 ORGANIZATION ASSURANCE SHEET

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
- ▶ Organization Strategic Plan
- ▶ Organization Policy of Non-Discrimination
- ▶ Organization Policy for Screening of Staff and Volunteers for Child Abuse and Neglect
- ▶ Organization Statement of Confidentiality

Karen M. Geren, Authorized Signer/Pre-Award Manager, Grants & Contracts

Printed Name - Organization Executive Director/President/CEO

Date

Karen M. Geren

Signature - Organization Executive Director/President/CEO

6/13/2018

Date

NA

Printed Name - Organization Board Chair

Date

NA

Signature - Organization Board Chair

Date

MU Project #00063585

ATTACHMENT D

(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 Organization.

- (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.

Karen M. Geren, Authorized Signer/Pre-Award Manager, Grants & Contracts

Name and Title of Authorized Representative

Karen M. Geren

Signature

6/13/2018

Date

AFFIDAVIT OF WORK AUTHORIZATION ANNUAL RENEWAL DOCUMENT

The contractor who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization Annual Renewal Document.

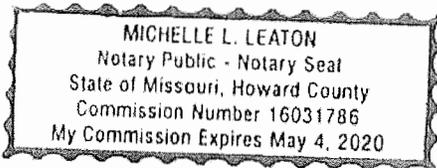
Comes now The Curators of the University of Missouri (Name of Business Entity Authorized Representative) as Pre-Award Lead (Position/Title) first being duly sworn on my oath, affirm The Curators of the University of Missouri (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that The Curators of the University of Missouri (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

<u>Karen M. Geren</u> Authorized Representative's Signature	<u>Karen M. Geren</u> Printed Name
<u>Pre-Award Lead</u> Title	<u>9/01/2017</u> Date
<u>grantsdc@missouri.edu</u> E-Mail Address	<u>62231</u> E-Verify Company ID Number

Subscribed and sworn to before me this 1 (DAY) of September 2017 (MONTH, YEAR) am commissioned as a notary public within the County of Howard (NAME OF COUNTY) State of Missouri (NAME OF STATE), and my commission expires on May 4, 2020 (DATE)

<u>Michelle L. Leaton</u> Signature of Notary	<u>9/1/2017</u> Date
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BOONE COUNTY, MISSOURI

Request for Proposal#: 27-14JUN18 - Consulting Services - Boone County
Children's Services Fund

ADDENDUM #1 - Issued May 10, 2018

This addendum is issued in accordance with the RFP Response Page in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum ***should be acknowledged*** and submitted with Offeror's *Response Form*.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

- I. The deadline for additional questions regarding this RFP is 5:00 p.m., June 4, 2018.
- II. Sign-In Sheet from the pre-proposal conference on May 10 are attached for informational purpose.
- III. DELETE the following line from Attachment C:

(Please complete and upload on the Proposal Cover Sheet in the Apricot System)

REPLACE with the following:

(Please complete and return with your proposal response per the instructions in Section 4 - Response to Proposal of the RFP)

- IV. The County received the following questions and is providing a response:

- a. Can you provide any budget guidelines or caps to help inform the scope of work?

Response: The RFP is funded through Professional Services. The 2018 Children's Services Fund budget provides for \$50,000 for Professional Services.

- b. Do you allow for indirect costs to be included in the budget or do you have policies limiting indirect costs?

Response: The Boone County Children's Services Board states that indirect expenses must be limited to 15% of salary expenses only. Please see funding policy at the

following link: <https://www.showmeboone.com/community-services/common/pdf/BCSSBFundingPolicy.pdf>

- c. Attachment C on page 15 refers to uploading on the Apricot System; is that required for this RFP?

Response: No. Please complete and return your proposal response per the instructions in *Section 4 - Response to Proposal*.

- d. What County collected data will the consultant have access to inform the deliverables?

Response: Consultants will have access to the Boone Indicators Dashboard. <http://booneindicators.org/>, as well as, reports submitted by funded organizations.

By:


Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined **Addendum #1** to Request for Proposal# **27-14JUN18- Consulting Services - Boone County Children's Services Fund**, receipt of which is hereby acknowledged:

Company Name: The Curators of the University of Missouri on behalf of Institute of Public Policy

Address: 115 Business Loop 70W, Mizzou North, Rm 501, Columbia, MO 65211-0001

Phone Number: 573-882-7560

Fax Number: 573-884-4078

E-mail: grantsdc@missouri.edu

Authorized Representative Signature: Karen M. Geren Date: 6/13/2018
Karen M. Geren

Authorized Representative Printed Name: Authorized Signer/Pre-Award Manager, Grants & Contracts

MU Project #00063585

PRE-PROPOSAL CONFERENCE SIGN IN SHEET
 27-14JUN18 - Consulting Services for the Boone County Children's Services Fund
 May 10, 2018, 3:00 p.m.

	Representative Name	Business Name	Telephone Number	Fax Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391	886-4390
2.	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	
3.	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	
4.		M	<i>[Handwritten]</i>	
5.	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	
6.	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	
7.	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	
8.	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	
9.	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	
10.	<i>[Handwritten]</i>	<i>[Handwritten]</i>	<i>[Handwritten]</i>	
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June 13, 2018

Melinda Bobbitt
Director of Purchasing
Boone County Purchasing Department
Boone County Annex
613 E. Ash, Rm 110
Columbia, MO 65201

RE: RFP 27-14June18--Consulting Services/Boone County Children's Services Fund 2018 Application

Enclosed please find the above-referenced proposal which is being submitted on behalf of The Curators of the University of Missouri. The project director is Emily Johnson at the University of Missouri-Columbia.

If our proposal is favorably received, we respectfully request the opportunity to negotiate the terms and conditions of any agreement forthcoming. In anticipation, we have reviewed the RFP's proposed terms and conditions. Our concerns include, but are not limited to, the following (proposed additions are underlined and deletions ~~stricken through~~):

2.4. Term/Termination of Contract Agreement:

2.4.2 The resulting contract agreement may be terminated by the County upon 15 days prior written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In addition, the contract agreement may be terminated at will by ~~the County~~ either party upon at least 30 days prior written notice to the ~~Contractor~~ other party.

3.6.1 Boone County Insurance Requirements: The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County. All policies shall be in amounts, form and companies satisfactory to the County which must carry A-6 or better rating as listed in the A.M. Best or equivalent rating guide.

Workers' Compensation Insurance: The Contractor shall take out and maintain during the lifetime of the this contract, Employee's Liability and Worker's Compensation Insurance for all their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers' Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the Contractor.

Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit.

Commercial Comprehensive General Liability Insurance: The Contractor shall take out and maintain during the life of this contract, such ~~comprehensive general liability insurance~~ or self-funded program as shall protect them from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or by anyone ~~directly or indirectly~~ employed by them. The amounts of insurance shall be not less than \$1,000,000.00 per limit for any one occurrence covering both bodily injury and property damage, including accidental death. If providing Comprehensive General Liability Insurance or self-funded program, then the Proof of Coverage of Insurance shall also be included. Proof of Coverage of Insurance – The Contractor shall furnish the County with Certificate(s) of Insurance ~~which name the County of Boone—Missouri as additional insured in an amount as required in this contract and requiring a thirty (30) day mandatory written cancellation notice.~~ In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the project.

~~The Contractor shall provide the County with proof of General Liability and Property Damage Insurance with the County as additional insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum limit of such insurance will be \$1,000,000.00 per occurrence combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply. Coverage working shall include hold harmless agreement as written below, subrogation waiver and protection against third party suits to further protect Boone County from liability belonging to the Contractor.~~

~~The Contractor is required to carry Professional Liability Insurance with a limit of no less than \$1,000,000.00 and naming Boone County as additional insured if applicable to scope of work.~~

Reasoning: *It is not possible to add an additional insured to the self-insurance plan and the University is not willing to obtain separate insurance for any specific project. The University is partially immune from tort liability since it is an instrumentality of the State of Missouri and the University carries insurance (commercial and/or self insurance) as permitted by State statute 537.610 RSMo., 1994. The University is qualified as a self-insurer under the Workers Compensation law of the State of Missouri. In addition, the University is also self-insured for general liability and for automobile liability insurance. These University self-insurance programs shall be used to cover any applicable claims concerning this project.*

3.6.2 Indemnity Agreement: To the fullest extent permitted by law and without waiving sovereign immunity, Contractor shall indemnify, hold harmless and defend 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 Contractor, (meaning anyone, including but not limited to consultants having a contract with Contractor or subcontractor for part of the services), of anyone directly or indirectly employed by the Contractor, or of anyone for whose acts the Contractor 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 own negligence.

Reasoning: *The University is a governmental entity of the State of Missouri. As such, it has sovereign immunity from most tort actions and cannot agree to indemnify and hold harmless others in situations in which the legislature has provided such sovereign immunity (Article VI, Section 26a, Missouri Constitution Sect. 172.250, RSMo., 1994)*

3.6.4 In performing all services under the resulting contract agreement, the Contractor shall comply with all applicable local, state, and federal laws.

Attachment C—2017 Agency Assurance Sheet

- Certificate of Corporate Good Standing

Reasoning: *We will be unable to provide a Certificate of Corporate Good Standing. RPR Section III Minimum Eligibility Criteria states "any tax-exempt, not organized for profit agency or governmental entity" should be eligible. We are a public corporation per the statute below:*

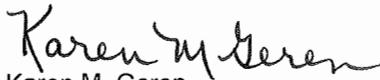
172.020. Pursuant to sections 9(a) and 9(b) of article IX of the Missouri Constitution, the state university is hereby incorporated and created as a body politic and shall be known by the name of "The Curators of the University of Missouri", and by that name shall have perpetual succession, power to sue and be sued, complain and defend in all courts; to make and use a common seal, and to alter the same at pleasure; to take, purchase and to sell, convey and otherwise dispose of lands and chattels, except that the curators shall not have the power to subdivide, sell or convey title to any land contained within a university campus or to subdivide, sell or convey title to any portion of any parcel of land containing in excess of twenty-five hundred contiguous acres unless such transaction is approved by the general assembly by passage of a concurrent resolution signed by the governor. The curators shall not sell, trade or otherwise

convey or permit the severance of timber, minerals or other natural resources, unless the curators comply with bidding procedures established by rule that mandate notice of the transaction be provided in a manner reasonably calculated to apprise prospective purchasers. Such rule or rules must at a minimum require at least one notice of the transaction be published in a newspaper of general circulation where the resources are located. The curators may act as trustee in all cases in which there be a gift of property or property left by will to the university or for its benefit or for the benefit of students of the university; to condemn an appropriate real estate or other property, or any interest therein, for any public purpose within the scope of its organization, in the same manner and with like effect as is provided in chapter 523 relating to the appropriation and valuation of lands taken for telegraph, telephone, gravel and plank or railroad purposes; provided, that if the curators so elect, no assessment of damages or compensation under this law shall be payable and no execution shall issue before the expiration of sixty days after the adjournment of the next regular session of the legislature held after such assessment is made, but the same shall bear interest at the rate of six percent per annum from its date until paid; and provided further, that the curators may, at any time, elect to abandon the proposed appropriation of property by an instrument of writing to that effect, to be filed with the clerk of the court and entered on the minutes of the court, and as to so much as is thus abandoned, the assessment of damages or compensation shall be void.

Please contact Megan White at 573-882-4223 or whiteme@missouri.edu for any administrative questions and/or negotiations. You may contact the PI directly for technical questions.

We appreciate your consideration of this proposal.

Sincerely,



Karen M. Geren
Authorized Signer and Pre-Award Manager
Office of Sponsored Programs Administration
University of Missouri | 115 Business Loop 70W | Mizzou North, Rm 501
Columbia, MO 65211-0001



BOONE COUNTY, MISSOURI

**Request for Proposal #: 27-14JUN18 – Consulting Services – Boone County
Children’s Services Fund**

ADDENDUM #1 - Issued May 10, 2018

This addendum is issued in accordance with the RFP Response Page in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum *should be acknowledged* and submitted with Offeror’s *Response Form*.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

- I. The deadline for additional questions regarding this RFP is 5:00 p.m., June 4, 2018.
- II. Sign-In Sheet from the pre-proposal conference on May 10 are attached for informational purpose.
- III. DELETE the following line from Attachment C:

(Please complete and upload on the Proposal Cover Sheet in the Apricot System)

REPLACE with the following:

**(Please complete and return with your proposal response per the instructions in
Section 4 – Response to Proposal of the RFP)**

- IV. The County received the following questions and is providing a response:

- a. Can you provide any budget guidelines or caps to help inform the scope of work?

Response: The RFP is funded through Professional Services. The 2018 Children’s Services Fund budget provides for \$50,000 for Professional Services.

- b. Do you allow for indirect costs to be included in the budget or do you have policies limiting indirect costs?

Response: The Boone County Children’s Services Board states that indirect expenses must be limited to 15% of salary expenses only. Please see funding policy at the

following link: <https://www.showmeboone.com/community-services/common/pdf/BCSSBFundingPolicy.pdf>

- c. Attachment C on page 15 refers to uploading on the Apricot System; is that required for this RFP?

Response: No. Please complete and return your proposal response per the instructions in *Section 4 – Response to Proposal*.

- d. What County collected data will the consultant have access to inform the deliverables?

Response: Consultants will have access to the Boone Indicators Dashboard, <http://booneindicators.org/>, as well as, reports submitted by funded organizations.

By: 
Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined **Addendum #1** to Request for Proposal# **27-14JUN18 – Consulting Services – Boone County Children’s Services Fund**, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

PRE-PROPOSAL CONFERENCE SIGN IN SHEET
 27-14JUN18 – Consulting Services for the Boone County Children’s Services Fund
 May 10, 2018, 3:00 p.m.

	Representative Name	Business Name	Telephone Number	Fax Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391	886-4390
2.	Jennifer Klosterman	CMCA	573-338-8208	
3.	Lori Benson	The Salvation Army	573-442-3229	
4.	Gus Carlo	UM	573-884-6301	
5.	Madison Elson	UM	661.333.6721	
6.	Jane Artz	UM Mission	5738822718	
7.	Emily Johnson	MU IPP	573-884-5473	
8.	Annette Triplett	PedNet Coalition	573.999.9894	
9.	Andrea Pauley	MU Peds/Health Care	573.884.8045	
10.	Meredith Cornelison	University Dept. of Child Health	573-882-2318	
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COUNTY OF BOONE - MISSOURI

REQUEST FOR PROPOSAL (RFP) #: 27-14JUN18

Consulting Services

Boone County Children's Services Fund 2018 Application

BOONE COUNTY CHILDREN'S SERVICES BOARD MISSION:

*To improve the lives of children, youth, and families in Boone County
by strategically investing in the creation and maintenance of integrated systems
that deliver effective and quality services for children and families in need.*

RFP TIMELINE:

Important Events	Location	Dates
Issue - Release Date	Boone County Purchasing 613 E. Ash Street, Room 110 Columbia, MO 65201	April 26, 2018
Initial Written Questions Due By	mbobbitt@boonecountymo.org	May 3, 2018 5:00 p.m. Central Time
Pre-Proposal Conference - Information Session	Boone County Commission Chambers 801 E. Walnut Columbia, MO 65201	May 10, 2018 3:00 p.m. Central Time
Response Submission Deadline	Boone County Purchasing Boone County Annex 613 E. Ash Street, Room 110 Columbia, MO 65201	June 14, 2018 1:00 p.m. Central Time
Proposal Opening – Names of Offerors Read Aloud	Boone County Commission Chambers 801 E. Walnut Columbia, MO 65201	June 14, 2018 1:30 p.m. Central Time

CONTACT INFORMATION:

Boone County Purchasing
Boone County Annex
613 E. Ash Street, Rm. 110, Columbia, MO 65201

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
Phone: (573) 886-4391 Fax: (573) 886-4390
Email: mbobbitt@boonecountymo.org

NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

BID #: 27-14JUN18 – Consulting Services

A pre-proposal conference has been scheduled for **Thursday, May 10, 2018, at 3:00 p.m.** Central Time in the Boone County Commission Chambers, 801 E. Walnut, Columbia, Missouri 65201.

The Request for Proposal is due by **1:00 p.m. Central Time on Thursday, June 14, 2018** in the Boone County Annex Building, Conference Room, 613 E. Ash Street, Columbia, Missouri 65201. Offeror's names will be read aloud during the Boone County Commission meeting in the Boone County Commission Chambers, 801 E. Walnut Street, Columbia, MO 65201, **Thursday, June 14, 2018 at 1:30 p.m.** Central Time. RFP opening listing proposer's names will be posted on the County web page following the opening at www.showmeboone.com. Select "Purchasing", then "2018 Bid Tabulations".

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4391; fax (573) 886-4390 or e-mail: mbobbitt@boonecountymmo.org. A copy may also be downloaded from our web page at www.showmeboone.com. Select Purchasing / Current Bids / 27-14JUN18.

Vendors may view Bids, Bid Tabulations, and Bid Awards on the Boone County Web Page at <http://www.showmeboone.com>.

Melinda Bobbitt, CPPO, CPPB

Director, Boone County Purchasing

Insertion: Thursday, April 26, 2018

COLUMBIA MISSOURIAN

1. INSTRUCTIONS AND GENERAL CONDITIONS

1.1 Delivery of Proposals:

Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

- a) If you have obtained this RFP document from our web page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addendums if we do not have you on our Vendor list for this RFP. Addendums can be viewed at [www.showmeboone.com /Purchasing /Current Bids/ 27-14JUN18](http://www.showmeboone.com/Purchasing/Current%20Bids/27-14JUN18).
- b) The County reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- c) Receipt of a proposal by the County or a submission of a proposal to the County offers no rights upon the Offeror nor obligates the County in any manner.
- d) No negotiations, decisions, or actions shall be initiated by any Organization as a result of any verbal discussion with any County employee prior to the opening of responses to the Request for Proposal. Boone County reserves the right to select the Offeror which best meets its goals and objectives, needs, fiscal constraints, quality levels and service expectations.

1.2. Ambiguity, Conflict, or Other Errors in the RFP:

- a) If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, they shall immediately notify the Department of such error in writing and request modification or clarification of the document. The County will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the County.
- b) The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the RFP prior to submitting the proposal or it shall be waived.
- c) Implied Requirements: Products and services that are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the Offeror, shall be included in the proposal.
- d) The County will not be liable in any way for any costs incurred by any Offeror in the preparation of their proposal in response to this RFP, nor for the presentation of their proposal and/or participation in any discussions or negotiations.

1.3. Rejection of Proposals:

The right is reserved to accept or reject in whole or in part any or all proposals submitted, to waive technicalities, and to accept the offer the County considers the most advantageous to the County. Further, the County shall reject the proposal of any Offeror that is determined to be non-responsive. The unreasonable failure of an Offeror to promptly supply information in connection with respect to responsibility may be grounds for a determination of non-responsiveness.

1.4. Acceptance of Proposals:

The County will accept for evaluation all proposals that are submitted properly and are responsive to the RFP. However, the County reserves the right to request clarifications or corrections to proposals.

1.5. Requests for Clarification of Proposals:

Requests by the Purchasing Department for clarification of proposals shall be in writing.

1.6. Validity of Proposals:

Offeror should state how many days or months proposals remain valid beyond the 120 days minimum.

1.7. Receipt and Opening of Advertised, Sealed Proposals:

The Offeror(s) and public are invited, but not required, to attend the formal opening of proposals. Offeror(s) names only will be read aloud to the public. No decisions related to an award of a contract or creation of any contractual or lease relationship, or purchase order will be made at the opening.

- a) Information provided in your response will be considered proprietary and will not be divulged during the selection process. The successful organization's proposal will become public record after its acceptance by the County Commission. All proposals and tabulation sheets are kept by the County for a period of time established by regulation or statutes after the award is made and are available for inspection at any time during regular working hours.
- b) The Request for Proposal is due by **1:00 p.m. Central Time on Thursday, June 14, 2018** in the Boone County Annex Building, Conference Room, 613 E. Ash Street, Columbia, Missouri 65201. Offeror's names will be read aloud during the Boone County Commission meeting in the Boone County Commission Chambers, 801 E. Walnut Street, Columbia, MO 65201, **Thursday, June 14, 2018 at 1:30 p.m. Central Time**. RFP opening listing proposer's names will be posted on the County web page following the opening at www.showmeboone.com. Select "Purchasing", then "2018 Bid Tabulations".
- c) Proposal responses are due by **Thursday, June 14, 2018 at 1:00 p.m. Central Time**. No late proposals will be accepted.

1.8. Withdrawal of Proposals:

Proposals may be withdrawn without prejudice any time before the deadline for receipt of proposals.

If a mistake or error is discovered by the Offeror or by the County after the proposal opening, the County has the right to call this error to the Offeror's attention and request verifications of the proposal. If the Offeror acknowledges the mistake and requests relief, the County will proceed in the following manner:

- a) **Withdrawal:** Permission to allow an Offeror to withdraw their proposal without prejudice may be given when clear and convincing evidence supports the existence of an error. If there is a significant and obvious disparity between the prices of the lowest Offeror and of the other Offerors, an Offeror may be permitted to withdraw without prejudice, upon submission of evidence that a non-intentional error occurred.

2. INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction:

- 2.1.1. This document constitutes a request for competitive, sealed proposals for the furnishing of statutorily eligible services pursuant to RSMo §210.861, as set forth herein.
- 2.1.2. Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following sections:
 - 1) Instructions and General Conditions
 - 2) Introduction and General Information
 - 3) Program Information and Requirements
 - 4) Response to Proposal
 - 5) Attachment A – Response/Pricing Page
 - 6) Attachment B – Prior Experience Form
 - 7) Attachment C - Organization Assurance Sheet
 - 8) Attachment D - Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
 - 9) Attachment E - Work Authorization Certification

2.2 Guideline for Written Questions:

- 2.2.1. All questions regarding this Request for Proposal should be submitted in writing, prior to the pre-proposal conference, no later than **5:00 p.m., May 3, 2018**. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPO, CPPB, Director of Purchasing. All such questions will be discussed at the pre-proposal conference and answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet and register as a Vendor for this RFP.

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
613 E. Ash Street, Room 110
Columbia, Missouri 65201

2.3. Pre-Proposal Conference

- 2.3.1 To assist interested Offerors in preparing a thorough proposal, a pre-proposal conference has been scheduled for **May 10, 2018 at 3:00 p.m.** Central Time in the Boone County Commission Chambers, 801 E. Walnut, Columbia, Missouri 65201.
- 2.3.2. All potential Offerors are **strongly** encouraged to attend this conference in order to ask questions and provide comment on the Request for Proposal. Attendance is not mandatory to submit a response; however, Offerors are encouraged to attend since information relating to this RFP will be discussed in detail. Minutes of the pre-proposal conference will not be recorded or published. Offerors should bring a copy of the RFP since it will be used as the agenda for the pre-proposal conference.
- 2.3.3. Offerors are strongly encouraged to advise the Purchasing Department of Boone County within five (5) days of the scheduled pre-proposal conference of any special accommodations needed for disabled personnel who will be attending the conference so that these accommodations can be made.

2.4. Term/Termination of Contract Agreement:

- 2.4.1. The initial term of the resulting contract agreement from this Request for Proposal for a Purchase of Service program will be negotiated. The negotiated contract may have an option for renewal.
- 2.4.2. The resulting contract agreement may be terminated by the County upon 15 days prior written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In addition, the contract agreement may be terminated at will by the County upon at least 30 days prior written notice to the Contractor.

3. PROGRAM INFORMATION AND REQUIREMENTS

3.1. Program Description:

The Boone County Children's Services Board (BCCSB), hereby solicits formal written proposals from qualified organizations for the provision and delivery of consulting services for the Boone County Children's Services Board.

3.2. Purpose Statement:

BCCSB desires to invest in meaningful programs which promote the well-being of children and youth and strengthen families. The BCCSB desires to assess the progress toward meeting the needs identified in the Community Input Report by Institute of Public Policy, Harry S. Truman School of Public Affairs, University of Missouri, July 2014. The BCCSB further desires to identify unmet needs pertaining to eligible services pursuant to RSMo. §210.861.

3.3. Background:

On November 6, 2012, the citizens of Boone County passed County of Boone Proposition 1, which created a Children's Services Fund for children and youth nineteen years of age or less in Boone

County. The Boone County Children's Services Board (BCCSB) has been appointed by the County Commission and entrusted to oversee this Fund. The Fund is created pursuant to RSMo §67.1775, RSMo §210.861, and the ballot language presented to the voters on November 6, 2012. RSMo §210.861 specifies the types of services that may be funded by the BCCSB. By statute, funds may be invested to address the following needs:

- up to thirty days of temporary shelter for abused, neglected, runaway, homeless or emotionally disturbed youth
- respite care services
- unmarried parent services
- outpatient chemical dependency and psychiatric treatment programs
- counseling and related services as a part of transitional living programs
- home-based and community-based family intervention programs
- prevention programs which promote healthy lifestyles among children and youth and strengthen families
- crisis intervention services, inclusive of telephone hotlines
- individual, group, or family professional counseling and therapy services
- psychological evaluations
- mental health screenings

Revenues collected and deposited in the community children's services fund **may not** be expended for inpatient medical, psychiatric, and chemical dependency services, or for transportation services.

3.4. Minimum Eligibility Requirements:

Agencies must, at a minimum, meet the following criteria to be eligible for funding:

- Any tax-exempt, not organized for profit Organization or governmental entity
- Be in good standing with the state of Missouri
- Conduct an annual independent financial audit
- File a Federal 990 annually
- Be certified, accredited or licensed in the services for which funds are requested
- Require annual background checks, including child abuse and neglect screenings on all employees and volunteers
- 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 with all applicable provisions of Federal and State laws which prohibit discrimination in employment and the delivery of services
- Comply with RSMo. §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

3.5. Scope of Work, Deliverables, and BCCSB Expectations:

Offeror shall demonstrate in their proposal response how they propose to deliver each of the following criteria, including cost and timeline:

- 3.5.1. An assessment and evaluation of the progress toward meeting the needs identified in the Community Input Report by Institute of Public Policy, Harry S. Truman School of Public Affairs, University of Missouri, July 2014.
- 3.5.2. Identification of unmet needs pertaining to eligible services pursuant to RSMo. §210.861.
- 3.5.3. Provide the BCCSB with information to assist taxpayers in their understanding of BCCSB investment of tax revenues and to provide transparency and assure accountability.
- 3.5.4. Collect information and input from beneficiaries, stakeholders, and providers regarding access to and quality of services funded by the Children's Services Fund.
- 3.5.5. Describe what type of reports will be provided and how and in what time frame they will be delivered to the board throughout the contract period, including a final cumulative report.
- 3.5.6. Describe any other scope of work/deliverables Offeror believes should have been included with this project and that can be offered to the BCCSB.

3.6. Contractor Organization Requirements:

- 3.6.1. **Boone County Insurance Requirements:** The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County. All policies shall be in amounts, form, and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide.

Compensation Insurance: The Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Worker's Compensation Insurance** for all their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor.

Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit.

Comprehensive General Liability Insurance: The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 per limit for any one occurrence covering both bodily injury and property damage, including accidental death. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included. **Proof of Coverage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name **the County of Boone – Missouri as additional insured** in an amount as required in this contract and requiring a thirty (30) day mandatory

written cancellation notice. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the project.

The Contractor shall provide the County with proof of General Liability and Property Damage Insurance with the County as additional insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum limit of such insurance will be \$1,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply. Coverage wording shall include hold harmless agreement as written below, subrogation waiver and protection against third party suits to further protect Boone County from liability belonging to the Contractor.

The Contractor is required to carry Professional Liability Insurance with a limit of no less than \$1,000,000.00 and naming Boone County as additional insured.

Commercial Automobile Liability: The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$1,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.

- 3.6.2. **Indemnity Agreement:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend 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 Contractor, (meaning anyone, including but not limited to consultants having a contract with Contractor or subcontractor for part of the services), of anyone directly or indirectly employed by Contractor, or of anyone for whose acts the Contractor 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 own negligence.
- 3.6.3. **Subcontracts:** The Contractor may enter into subcontracts for components of the purchase of service as the contract as the Contractor deems necessary to comply with the terms of the contract. All such subcontracts require the prior written approval of the County or their designated representative.
- 3.6.4. In performing all services under the resulting contract agreement, the Contractor shall comply with all local, state, and federal laws.

4. RESPONSE TO PROPOSAL

4.1. Submission of Proposals:

- 4.1.1. The Application Narrative cannot exceed 15 double-spaced pages, on standard white paper, with at least 12-point font and one-inch margins, excluding required attachments.
- 4.1.2. Please submit two original copies to:

Boone County Purchasing Department
Attn: Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
Boone County Annex
613 E. Ash Street, Rm 110
Columbia, MO 65201

- 4.1.3. Paper copies must be sealed in an envelope with RFP # and name of Offeror on the outside of the envelope. Proposals MUST be delivered no later than 1:00 p.m. Central Time, June 14, 2018. Proposals will not be accepted after this date and time and the County will return such late proposals to the Offeror.

Please submit an electronic copy after 1:00 p.m. Central Time, June 14, 2018 and before 2:30 p.m. Central Time, June 14, 2018, in Microsoft Word or PDF format to: mbobbitt@boonecountymo.org. Please do not submit the electronic copy prior to 1:00 p.m. Central Time, June 14, 2018.

- 4.1.4. The Offeror must, at a minimum, address requests presented in **Scope of Work, Deliverables, and BCCSB Expectations** and all sections of the RFP described herein. Responses will fully describe how the services will be performed.

- 4.1.5. Each proposal must include the following:

- An estimation of consultant staff, rates and hours for all staff working on this assignment for each task/deliverable.
- An estimate of cost for each deliverable and other charges associated with completion of this assignment.
- An estimated total cost for the entire project.

- 4.1.6. The signed Response/Pricing page (Attachment A), the Prior Experience Form (Attachment B), 2018 Organization Assurance Sheet (Attachment C), the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (Attachment D), the Work Authorization Certification (Attachment E), and all signed amendments should be placed at the beginning of the proposal response.

- 4.1.7. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the RFP sections, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.

- 4.1.8. Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all their questions or comments regarding the RFP, the

evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

4.2. Evaluation:

- 4.2.1. Experience and reliability of the Offeror's organization are considered subjectively in the evaluation process. Therefore, the Offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.
- 4.2.2. Provide a listing of all government agencies for which work was performed within the preceding two years and the nature of services. In the event your firm has not provided children's services consulting for government entities, then provide a list of institutional or business clients for whom work has been performed in the preceding two years. If references are unavailable, provide a detailed explanation of why references are not available.

The Offeror should provide the following information related to previous and current services/contracts performed by the Offeror's organization and any proposed subcontractors which are similar to the requirement of this RFP (This information may be shown on the Prior Experience Form attached as Attachment B to this RFP or in a similar manner):

- Name, address, and telephone number of client/contracting agency and a representative of that client/agency who may be contacted for verification of all information submitted;
 - Dates and locations of the service/contract; and
 - A brief, written description of the specific prior services performed and requirements thereof.
- 4.2.3. Resumes of proposed consulting staff or description of criteria to be used in hiring consulting staff must be included in the response.
 - 4.2.4. Information which demonstrates the Offeror's financial stability and ability to perform the required services. Audited financial statements may be required of those qualified as a result of this RFP.
 - 4.2.5. Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Therefore, the Offeror should present a written narrative, which demonstrates the method or manner in which the Offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.

4.3 Competitive Negotiation of Proposals:

The Offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

- 4.3.1. Negotiations may be conducted in person, in writing, or by telephone.
- 4.3.2. Negotiations will only be conducted with potentially acceptable proposals.
- 4.3.3. Terms, conditions, prices, methodology, or other features of the Offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Offeror may be required to submit supporting financial, pricing, and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.
- 4.3.4. The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.
- 4.3.5. The County may request presentations or interviews by Offerors and carry out negotiations for the purpose of obtaining best and final offers. Attendance cost for presentations/interviews at the Boone County designated location shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.
- 4.3.6. The County reserves the right to contact any references to obtain without limitation, information regarding the Offeror's performance on previous projects.

ATTACHMENT A
RESPONSE/PRICING PAGE

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements for this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies.)

Organization Name: _____

Address: _____

Telephone Number: _____ Federal Tax ID (or Social Security #): _____

E-mail Address: _____

Total Amount Requested: _____

By: _____
Signature

By: _____
Printed Name/Title

ATTACHMENT B
PRIOR EXPERIENCE FORM

1. Prior Service Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):

2. Prior Service Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):

3. Prior Service Performed for:

Company Name:

Address:

Contact Name:

Telephone Number

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):

(Add additional pages if needed)

ATTACHMENT C

2018 ORGANIZATION ASSURANCE SHEET

(Please complete and upload on the Proposal Cover Sheet in the Apricot System)

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
- Organization Strategic Plan
- Organization Policy of Non-Discrimination
- Organization Policy for Screening of Staff and Volunteers for Child Abuse and Neglect
- Organization Statement of Confidentiality

Printed Name - Organization Executive Director/President/CEO

Date

Signature - Organization Executive Director/President/CEO

Date

Printed Name - Organization Board Chair

Date

Signature - Organization Board Chair

Date

ATTACHMENT D

(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 Organization.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date



RE: University of Missouri Self-Funded Auto/General Liability/Self-Insured Workers' Compensation

To Whom It May Concern:

The Curators of the University of Missouri has a Self-funded Retention Program for its auto and general liability losses. The Self-funded Retention Program is used to provide payment for exposures and claims arising from the negligence of the University, its officers, agents and employees and for which the University, its officers, agents and employees are found to be liable.

The self-funded auto/general liability retention program has a limit of \$1,000,000 per occurrence and \$3,000,000 annual aggregate. Reserves for the program are determined annually and set aside by the University for the Self-funded Retention Program.

The Curators of the University of Missouri is an approved Missouri self-insurer for Workers' Compensation coverage. All employees, including some student employees, part-time employees and some volunteers are covered by Worker's Compensation. A specific fund is maintained, based on actuarial determination, to cover obligations arising from the Workers' Compensation Exposure.

Should you require additional information, please advise.

Sincerely,

Ed Knollmeyer

Ed Knollmeyer
Director, Risk & Insurance Management

EK

MISSOURI

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

September Session of the July Adjourned

Term. 20 18

County of Boone

} ea.

In the County Commission of said county, on the 11th day of September 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 department of Resource Management to establish a budget for the Greater Bonne Femme Watershed 319 Sub-Grant.

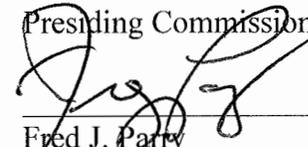
Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2142	3411	Bonne Femme Wtrshd	Federal Grant Reimburse		75,786
2142	23050	Bonne Femme Wtrshd	Other Supplies		5,680
2142	71101	Bonne Femme Wtrshd	Professional Services		35,284
2142	71202	Bonne Femme Wtrshd	Contractor Costs		25,000
2142	86300	Bonne Femme Wtrshd	Testing		9,072
					150,822

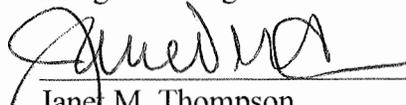
Done this 11th day of September, 2018.

ATTEST:

 Taylor W. Burks
 Clerk of the County Commission

Absent
 Daniel K. Atwill
 Presiding Commissioner


 Fred J. Parry
 Acting Presiding Commissioner


 Janet M. Thompson
 District II Commissioner



MISSOURI DEPARTMENT OF NATURAL RESOURCES

FINANCIAL ASSISTANCE AGREEMENT

Assistance as described herein is hereby offered and accepted effective upon signature of authorized officials for the dates indicated in Budget Period and Project Period below.

RECIPIENT INFORMATION			
RECIPIENT NAME Boone County Commission		RECIPIENT TELEPHONE NUMBER WITH AREA CODE (573) 886 - 4491	
ADDRESS 801 E. Walnut, Room 315		CITY Columbia	STATE MO
ZIP CODE 65201			
UNIQUE IDENTIFIER (DUNS NUMBER)	PROJECT NUMBER G19-NPS-01	BUDGET PERIOD 8/1/2018 - 7/31/2020	PROJECT PERIOD 8/1/2018 - 7/31/2020
RECIPIENT PROJECT MANAGER NAME Lynne Hooper		RECIPIENT PROJECT EMAIL ADDRESS Lhooper@boonecountymo.org	PROJECT MANAGER TELEPHONE NUMBER WITH AREA CODE (573) 886 - 4491

PROJECT INFORMATION			
RECIPIENT PROJECT TITLE AND PROJECT DESCRIPTION (ATTACH ADDITIONAL PAGES AS NECESSARY) Greater Bonne Femme Watershed Based Plan Development and Demonstration - A watershed plan that contains EPA's nine critical planning elements will be developed for the Greater Bonne Femme Watershed which will include Bonne Femme and Little Bonne Femme subwatersheds. The plan will be developed to help protect and improve water quality in the watershed by identifying pollutant sources and land management practices to be implemented, setting reachable goals and a timeline for implementation projects, and establishing an evaluation and monitoring program. The project will also implement two demonstration projects to inform the public about practices that can be installed to address the streams' bacteria impairment.			
TYPE OF ASSISTANCE New Award <input checked="" type="checkbox"/> Amendment <input type="checkbox"/>	SOURCE OF FUNDING Federal <input checked="" type="checkbox"/> State <input type="checkbox"/> Other <input type="checkbox"/>	CFDA NUMBER 66.460	CFDA NAME Nonpoint Source Implementation
STATE PROJECT MANAGER NAME John Johnson		STATE PROJECT MANAGER TELEPHONE NUMBER WITH AREA CODE (573) 522 - 2740	INDIRECT COST RATE FOR RECIPIENT %
RESEARCH AND DEVELOPMENT YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	RESEARCH AND DEVELOPMENT COMMENTS IF NEEDED		

PROJECT FUNDING	Original Amount	Original Percentage	Amended Amount	Amended Percentage	Total Amount	Total Percentage
Federal Award:	\$ 75,786.00	49.00 %	\$	%	\$ 75,786.00	49.00 %
State/Other Award:	\$	%	\$	%	\$ 0.00	0.00 %
Recipient Match:	\$ 77,534.00	51.00%	\$	%	\$ 77,534.00	51.00%
Total Award:	\$ 153,320.00	100.00%	\$	%	\$ 153,320.00	100.00%

AGREEMENT ADMINISTRATION					
THE RECIPIENT AGREES TO ADMINISTER THIS AGREEMENT IN ACCORDANCE WITH ALL APPLICABLE FEDERAL AND STATE REGULATIONS INCLUDING, BUT NOT LIMITED TO:					
APPLICABLE PROGRAM GUIDELINES Title 2 CFR Part 200—Uniform Administrative Requirements, Cost Principles				RECIPIENT APPLICATION, AS NEGOTIATED, DATED	
BUDGET PLAN Attachment # <u>B</u>	DETAILED SCOPE OF WORK Attachment # <u>A-1</u>	SPECIAL CONDITIONS Attachment # <u>C</u>	GENERAL TERMS AND CONDITIONS Attachment # <u>D</u>	SUSPENSION/DEBARMENT Attachment # _____	PUBLIC LAW Attachment # _____
PUBLICATIONS Attachment # _____	EPA MBE/WBE UTILIZATION Attachment # <u>G</u>	CERTIFICATE REGARDING LOBBYING Attachment # <u>H</u>	INVOICE Attachment # <u>A-2</u>	ADDITIONAL ATTACHMENTS Attachment # <u>A-3</u> Attachment # <u>A-4</u>	

AMENDMENT INFORMATION	
AMENDMENT ID	AMENDMENT DESCRIPTION (ATTACH ADDITIONAL PAGES AS NECESSARY)

FEDERAL AWARD INFORMATION (ATTACH ADDITIONAL PAGES AS NECESSARY)	
FEDERAL AWARD PROJECT TITLE AND DESCRIPTION C9007407-21 - FY2015 Section 319 Nonpoint Source Implementation (\$65,284) 780-0140-3440-3476-W5PD C9007407-23 - FY2017 Section 319 Nonpoint Source Implementation (\$10,502) 780-0140-3440-3476-NPAD	

FEDERAL AWARDING AGENCY EPA	FEDERAL AWARD ID NUMBER See above	PASS THROUGH ENTITY NAME MoDNR, SWCP
FEDERAL FUNDING YEAR See above	FEDERAL AWARD DATE See above	INDIRECT COST RATE FOR MoDNR 27.61%

APPROVAL		
DEPARTMENT OF NATURAL RESOURCES DIRECTOR OR DESIGNEE NAME (TYPED) Carol S. Comer, Director	SIGNATURE	DATE
RECIPIENT ORGANIZATION AUTHORIZED OFFICIAL NAME AND TITLE (TYPED) Daniel K. Atwill, Presiding Commissioner	SIGNATURE	DATE

Instructions for MoDNR staff completing Financial Assistance Agreement Form

Recipient Information: complete all fields

- Recipient Name – Must match the registered name in the System for Award Management (SAM). If the recipient is not yet registered in SAM, then they should be provided with information on how to register (<http://www.sam.gov>).
- Unique Identifier – Must match the unique identifier number in SAM. Currently it is the recipient's Data Universal Numbering System (DUNS) number which the recipient must have prior to the award. DUNS numbers may be obtained without charge at <http://fedgov.dnb.com/webform>.

Project Information: complete all fields

- CFDA Number – The Catalog of Federal Domestic Assistance (CFDA) number is found on the Notice of Award.
- CFDA Name – Is found on the Notice of Award.
- Research and Development Comments – Complete field if checking “Yes” in the Research and Development field.
- Project Funding – The Original Amount, Original Percent, Total Amount and Total Percentage fields must be completed. If the original agreement is being amended, the Amended Amount and Amended Percentage fields must also be completed.

Agreement Administration: complete all applicable fields.

Attachments included in the agreement packet should all be identified in this section.

Amendment Information: complete all fields if amending the agreement

- Amendment ID – Enter the amendment number (i.e., enter “1” if it is the first amendment, enter “2” if it is the second amendment, etc.).
- Amendment Description – Summarize what is being amended. Example: Original agreement amount is being increased by \$500,000 and the Budget Period and Project Periods are being extended six months.

Federal Award Information: Complete all fields if using federal funds for any part of the award. If the award is being funded by multiple federal grants, information on each grant must be included as an attachment.

- Federal Award Project Title and Description – Refer to the Notice of Award from the federal agency.
- Federal Awarding Agency – Designate from which federal agency MoDNR received pass through funds.
- Federal Award ID Number – Refer to the Notice of Award.
- Pass Through Entity Name – Enter information in this format: *Division, Program*.
- Federal Funding Year – Federal year the funding is provided.
- Federal Award Date – Date the federal award is signed by the authorized official of the Federal awarding agency. Refer to the Notice of Award.
- Total Amount of Federal Award – Enter the total amount awarded by the federal agency to include any amended amounts. Refer to the Notice of Award.
- Indirect Cost Rate for MoDNR – Current MoDNR rates can be found at <http://n-nr1intra.ads.state.mo.us/das/rates-current.htm> .

Approval: complete fields below

- Department of Natural Resources Director Or Designee – Enter the name of the MoDNR director.
- Recipient Organization Authorized Official Name and Title – Enter the name and title of the person who will be signing on behalf of the recipient organization, if known.

**ATTACHMENT
A-2**

INVOICE & MATCH REPORT

TO: Missouri Department of Natural Resources Division of Environmental Quality Soil and Water Conservation Program PO Box 176 Jefferson City, MO 65102 Attn: 319 Nonpoint Source	Date: Invoice No: Invoice Period: Agreement Amount: \$75,786
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Agreement Period: August 1, 2018 - July 31, 2020 Project Manager: Lynne Hooper (573) 886-4491 Project Title: Greater Bonne Femme Watershed Based Plan Development and Demonstration	Subgrant No: G19-NPS-01
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FEDERAL

Budget Category	Project Budget	Prior Expenses per Category	Expenses this Invoice Period	Federal Expenses to Date	Balance Remaining in Budget
Salary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$2,600.00	\$0.00	\$0.00	\$0.00	\$2,600.00
Contractual	\$69,756.00	\$0.00	\$0.00	\$0.00	\$69,756.00
Other	\$2,680.00	\$0.00	\$0.00	\$0.00	\$2,680.00
Indirect	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00
TOTAL	\$75,786.00	\$0.00	\$0.00	\$0.00	\$75,786.00

NONFEDERAL (MATCH)

Match Budget Category	Match Budget	Prior Match per Category	Match this Invoice Period	Match Expenses to Date	Balance Remaining in Match Budget
Salary	\$46,028.00	\$0.00	\$0.00	\$0.00	\$46,028.00
Fringe	\$31,506.00	\$0.00	\$0.00	\$0.00	\$31,506.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other/Volunteer Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect (*)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$77,534.00	\$0.00	\$0.00	\$0.00	\$77,534.00
				Match Required to Date	\$0.00
				Match (overage)/shortage	\$0.00

* Can include recipient's actual indirect rate on match expenses plus the difference of actual rate less any unrecoverable indirect on federal expenses.

MAKE CHECK PAYABLE TO: Boone County Commission

I certify that to the best of my knowledge and belief the data above are correct, and that all outlays were in accordance with the grant agreement, and that payment is due and has not been previously requested.

DNR Project Manager Approval: (sign and date here)

SUBMITTED BY: _____
 Financial Officer/Manager

ATTACHMENT A-1

TERMS OF AGREEMENT

I. SUBGRANT AWARD

The Missouri Department of Natural Resources, Division of Environmental Quality, Soil and Water Conservation Program (SWCP), and the Boone County Commission (the County) agree to the plan of work and administrative procedures outlined herein for a “Greater Bonne Femme Watershed Based Plan Development and Demonstration Project.”

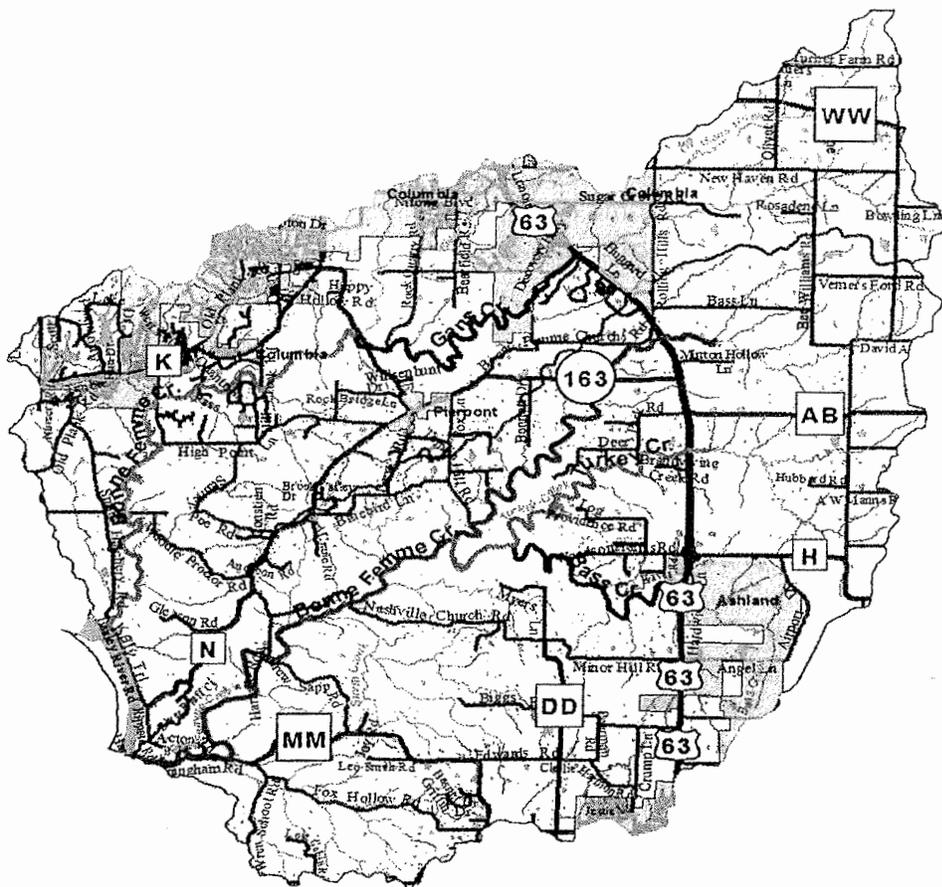
- A. The Department of Natural Resources (Department) agrees to pay the subgrantee an amount not to exceed \$75,786 during the budget and project periods of August 1, 2018 through July 31, 2020, for tasks specified in the Scope of Services and Schedule of Milestones. Included in this federal grant commitment is the Department-approved pre-award costs that were incurred by the County within 90 days prior to the award begin date as allowed by 319 grant guidance. The County will utilize \$45,106 for the development of a watershed based plan (WBP) for the Greater Bonne Femme Watershed (GBFW), which will include Bonne Femme Hydrologic Unit Code (HUC) #103001020902 and Little Bonne Femme (HUC #103001020903) subwatersheds. The remaining \$30,680 will support the implementation of a best management practice (BMP) demonstration project, and associated informational workshops and other public outreach activities. Federal funding is provided by the FY15 and FY17 Section 319 Nonpoint Source Implementation grants.
- B. The County will ensure the completion of tasks described and reporting required. The County will provide a match in the amount of \$77,534 for the budget and project periods of August 1, 2018 through July 31, 2020.
- C. Conditions set forth in Attachment C, Special Conditions and in Attachment D, General Terms and Conditions, shall be required and will govern the performance of this agreement. Additional subgrant administration requirements are specifically listed in the Agreement Administration section of the Financial Assistance Agreement signature page.
- D. A WBP will be developed for the Bonne Femme watershed and approved by the U.S. Environmental Protection Agency (EPA) within the grant project period. The plan will include the nine critical elements of a watershed plan as identified by the EPA.
- E. A Quality Assurance Project Plan (QAPP) will be developed for environmental data collection efforts. The QAPP must be reviewed and approved by the Department prior to the first date of sampling or use of secondary data. If monitoring activities are conducted under the Missouri Stream Team/Volunteer Water Quality Monitoring (VWQM) Program, their QAPP will be used to fulfill this requirement.

F. This project directly supports Goal II Missouri's Nonpoint Source Management Plan (<http://dnr.mo.gov/env/swcp/nps/mgmtplan/docs/2015-2019-mo-nonpoint-source-management-plan09-28-2015.pdf>). Goal II is to: Assess water quality at the HUC-8 watershed scale to support engagement, planning, and WBP development and implementation efforts. Support nonpoint source (NPS) total maximum daily loads (TMDLs) for informing watershed based plans. The objectives of Goal II are:

1. Annually evaluate watersheds following the statewide focus watershed groupings to determine NPS impairments.
2. Participate in collaborative watershed efforts to assist with identification of priority watersheds and critical source areas of NPS pollution.
 - Collaborate with other partners that conduct watershed-based water quality assessments.
 - Identify watersheds in need of water quality data and other watershed information to fill "gaps" in information.
 - Collaborate with watershed partners in assessing and prioritizing watersheds, including identification of NPS pollutants of concern, existing pollutant loads, water quality trends, and critical source areas of NPS pollution.
 - Support NPS TMDLs based on the Department's current TMDL development schedule through voluntary WBPs and conservation practice implementation.

II. BACKGROUND

The Bonne Femme and Little Bonne Femme creeks, along with their tributaries, in southern Boone County are the major focus of this project. These tributaries include Bass Creek, Turkey Creek, Fox Hollow Branch, Smith Branch, Devil's Icebox Branch, Gans Creek, Clear Creek, and Mayhen Creek. The geographic area comprises 92.4 square miles. Major land uses include row cropping, livestock grazing, residential development, and recreation. The majority of stream segments are owned by private landowners.



The watershed has several Outstanding State Resource streams combined with sensitive karst areas that are extremely vulnerable to water quality degradation. Because the watershed is an attractive area in close proximity to the rapidly growing cities of Columbia and Ashland, population growth over the last ten years has increased at a rate of 40%, and high growth rates are anticipated over the next few decades. Losing stream hydrology is a particularly important aspect of the watershed. Surface stream water, originating from the glacial upland areas, infiltrates directly into cave streams, as exemplified by the streams in Devils Icebox and Hunters Caves. Therefore, surface land-use and management practices have a direct impact on the water quality of the cave streams and their unique ecology.

Major threats to stream and water quality include the collapse of stream banks; deforestation of riparian areas; microbial contamination from on-site sewage systems; sediments, nutrients and pesticides in stormwater runoff from residential, commercial, and industrial sites; animal wastes in stormwater runoff from pastures; and sediments, nutrients, and pesticides in stormwater runoff from row crops.

Streams within the watershed have also been shown to have *E. coli* bacteria levels in excess of current whole body contact standards. Currently there are five streams in the GBFW that are on the Clean Water Act Section 303(d) list of impaired waters for exceeding the *E. coli* bacteria water quality standard [Little Bonne Femme – Water Body Identification number (WBID) 1003; Gans Creek – WBID 1004; Bonne Femme – WBID 753; Turkey Creek – WBID 751; Bass Creek

WBID 752]. Without the proper planning, future development will further degrade water quality of streams within the watershed.

A general watershed plan was completed for the Bonne Femme watershed in 2007 that provided goals and recommendations to preserve the sensitive karst area, encouraged low-impact development BMPs and maintain clean water within disrupting economic development (at www.cavewatershed.org). The plan was approved by Boone County, the city of Columbia, and the city of Ashland.

Since 2007, the County and the city of Columbia have made changes that protect environmental quality in the GBFW:

- Boone County Resource Management recommendation for development of properties in the watershed
- Adoption of a stream buffer ordinance
- Adoption of a stormwater design manual that prevents increase in peak flows from new development
- More restrictive stormwater regulations in Boone County in karst areas
- The city of Columbia and Boone County adoption of similar stormwater ordinances and design manuals that have stream protection requirements
- The city of Columbia allowance of a reduction in street width to reduce impervious cover
- Development and distribution of informational brochure about karst systems in Boone County

Although the current plan has created changes in the watershed, a plan with more information about pollutant sources, affected communities, and pollutant load reductions are needed to effectively protect the watershed and reduce pollutant loads to the stream. The 2007 Plan will be used as a guide in developing an EPA nine element WBP for GBFW.

III. OBJECTIVES

The primary goals and objectives are to identify the causes and/or sources of the pollutants, develop recommendations for remedies through identification of BMPs, estimate the costs of implementing the BMPs, and to inform the public of the need and necessity of a program to reduce pollutants in the watershed.

The nine critical planning elements addressed in the plan will be used to help meet the following objectives.

1. To protect and improve water quality in the subwatershed by identifying pollutant sources and gathering pertinent data.
2. Identify better management practices to be implemented.
3. Set realistic goals and a timeline for better management practices implementation.
4. Establish an evaluation and monitoring program to determine success of implemented projects/programs.

5. Increase success of future projects.
6. Help determine where water quality efforts should be focused.
7. Fulfill specific grant application requirements for securing future funding.
8. Assist other organizations and municipalities in water quality related efforts.
9. Provide insight for creation of more efficient implementation and/or education budgets for future projects.

IV. PROJECT DESCRIPTION

The project will develop a WBP for the Bonne Femme Watershed (HUC #103001020902 and Little Bonne Femme (HUC #103001020903) subwatersheds. The intent of the WBP is to provide guidance and action plans for identifying and mitigating existing and potential pollutant loads to the streams, and protecting the integrity and stability of the watershed. The WBP will include EPA's nine critical planning elements, including the development of public education, pollution reduction (including modeling showing load reduction), development of a water quality monitoring program and water quality parameters, and identifying implementation actions with schedules and proposed funding for mitigating pollutant sources. The County will focus on reducing pollutant loads with implementation of such measures as low impact development (LID), effective stormwater BMPs to filter pollutants, and stream buffers to protect water quality and stream structure. The plan will address NPS pollution issues related to both urban and rural land uses, occurring from sources like urban development, failing septic systems, livestock management and agriculture production. Urban and rural stakeholders will be invited to public meetings to discuss issues and provide input into the watershed plan development. The nine-element plan will incorporate criteria to evaluate whether load reductions are occurring on schedule. The criteria will include an adaptive management component so that methods of implementation and/or monitoring can be adjusted in response to perceived shortfalls in watershed recovery time. The project will also implement BMP demonstrations, to help landowners, governmental organization, planners, developers and other local stakeholders understand the stream water quality problems and identify possible measures they can implement to address them. The County will measure BMP effectiveness and inform the public about water quality and environmentally sound land management and water protection. While the watershed plan is being written, outreach and education events, along with a BMP demonstration project, will be implemented by Boone County. In addition to these activities, public meetings will occur for the citizens to comment and address concerns on the draft version of the WBP.

V. SCOPE OF SERVICES

Boone County Commission: The WBP development and project implementation will be overseen by the County Commission. The County will assign a Project Manager to oversee and administer the grant, complete quarterly reports, report on numbers and affiliations of project participants, develop an acceptable watershed management plan, and conduct educational activities and other related associated tasks during the project period. Feedback, evaluation, and measures of success will be documented throughout the project and in the final project report.

Steering Committee: A steering committee will be organized that will include members from Boone County, the city of Columbia, and the city of Ashland, to assist with the implementation of the project. The Committee will help with communication between project partners and support the watershed planning, education, and outreach activities.

Technical Advisory Team: A Technical Advisory Team will be used to encourage stakeholders (e.g., county/city officials, concerned citizens/landowners) representing the watershed to provide input and guidance through public meetings and workshops. The Technical Advisory Team will meet quarterly throughout the project to discuss the planning process. All technical meetings will be open for public attendance. The watershed Technical Advisory Team currently consists of representatives from Missouri Department of Natural Resources' Division of State Parks, Missouri Department of Conservation (MDC), University of Missouri, U.S. Department of Agriculture, Greenbelt Land Trust, city of Columbia, Boone County Regional Sewer District, city of Ashland, and the local agricultural community. New members added to the Technical Advisory Team will include Boone County Soil and Water Conservation District, University of Missouri Extension, and the Natural Resources Conservation Service (NRCS).

Project Manager: Lynne Hooper, Urban Hydrologist for Boone County, will serve as the project manager. The project manager will promote, manage, plan, and follow-up (and write minutes) on the meetings, conservation practices, and educational workshops that will take place within the subwatersheds. The project manager will also manage the scope, schedule, monitoring, and control activities associated with the production of the WBP; oversee and manage consultant work; coordinate volunteer support (including water quality monitoring); and complete other tasks as necessary.

The project manager will:

1. Coordinate and oversee the development of the Bonne Femme WBP.
2. Assist the various entities and committees with the development of a WBP for the GBFW.
3. Schedule and host advisory/technical committee meetings, maintain communication of committees, stakeholders, and the public about the plan and planning processes.
4. Participate in all committees planning meetings.
5. Implement the project information/outreach campaign.
6. Work closely with affected entities to provide outreach and technology transfer as described in project description (based on proposal) and milestones.
7. Work closely with stakeholders and partners to initiate and promote the implementation of approved best management practices designs.
8. Provide draft copy of articles, publications, and outreach agendas to the Department's project manager for review before informational materials are finalized.
9. Provide draft copy of the WBP to the Department's project manager for review before the document is finalized for acceptance.

Budget Administrator: Kelle Westcott, Budget Administrator for Boone County Resource Management, will manage the budget and related tasks for the duration of the project.

The Budget Administrator will:

1. Follow guidelines in the Invoicing and Reporting Guide prepared for Section 319 projects, prepare and submit financial invoices/reports, and Minority Business Enterprise/Women Business Enterprise (MBE/WBE) reports to the Department. Ensure a competitive bid process is followed and submitted to the Department for all contractual services.
2. Work closely with the Department's fiscal officer(s) to understand the necessary steps involved in adequate administration of project funds including tracking of project expenditures and timesheet maintenance.
3. Work closely with the contractor to obtain documentation needed for project administration, including establishment of contractual agreements, and preparation and submission of quarterly reports.

MOAs or Contract Agreements: The County will enter into a memorandum of agreement (MOA) or contractual agreement with partners or contract service providers for implementing various practices or programs (watershed modeling, microbial source tracking, QAPP, BMP demonstration, etc.) outlined within this agreement as necessary to maintain success of the project. Contract agreements will be developed through a competitive bid process conducted in compliance with the County policies and federal and state requirements.

Watershed Based Plan: A WBP will be developed for the Bonne Femme (HUC #103001020902) and Lower Bonne Femme (HUC #103001020903) subwatersheds, to help protect and improve water quality in the watershed. The County will use a planning process that encourages local stakeholder's participation and support. Because of the large size and variety of land uses, the planning efforts will be conducted in two southwestern HUC 12s in this watershed to allow for the creation of a more detailed and specific subwatersheds plan rather than a general plan. The County will work with the various agencies and committees to assist and coordinate planning efforts in developing the Greater Bonne Femme WBP. Throughout the process, stakeholder public meetings will be held to identify watershed problems, major pollutant sources, and management measures to be implemented. The data and information obtained from stakeholders meetings, research, and assessment will be compiled and used to complete a draft plan. The draft WBP will be presented to the technical and advisory committees, the Department, and the general public before finalizing the WBP by the end of this grant, for the acceptance by the Department and EPA.

The WBP will address the following nine key elements as identified by EPA.

1. An identification of the causes and sources or groups of similar sources that will need to be controlled to achieve the load reductions estimated in the watershed-based plan.
2. An estimate of the load reductions expected for the management measures.
3. A description of the NPS management measures that will need to be implemented to achieve the load reductions estimated in the plan.
4. An estimate of the amounts of technical and financial assistance needed associated costs, and/or the sources and authorities that will be relied upon to implement the plan.
5. An information/education component that will be used to enhance public understanding of the project and encourage their early and continued participation in selecting, designing, and implementing the NPS management measures that will be implemented.

6. A schedule for implementing the NPS management measures identified in the plan that is reasonably expeditious.
7. A description of interim, measurable milestones for determining whether NPS management measures or other control actions are being implemented.
8. A set of criteria that can be used to determine whether loading reductions are being achieved over time and substantial progress is being made towards attaining water quality standards.
9. A monitoring component to evaluate the effectiveness of the implementation efforts over time measured against the criteria.

BMP Demonstration Project(s): A conservation practice demonstration will be implemented to illustrate effective methods that can be used to address the NPS pollutants that are affecting the water quality in stream in the Bonne Femme watershed. The demonstration will consist of retrofitting two detention/retention basins using green bioengineering designs that will help improve the stormwater infiltration and increase the pollutant removal efficiencies for the basins. The practices must meet the Standards and Specifications in the NRCS Field Office Technical Guide or, if not applicable, the Department of Natural Resources, Missouri Department of Health and Senior Services, and MDC guidelines. Professional technicians will oversee the design and construction of the BMP(s) and certify they are installed correctly. Practice components like native plant species selection will be approved by the Department's project manager before installation occurs. All permitting procedures for any local, state and federal laws or ordinances will be followed. The 319 grant funds will not be used to install practices required under any National Pollutant Discharge Elimination System (NPDES) permit. All BMPs installed using 319 NPS funds will be maintained by agreement for the estimated useful life span of the practice. Estimated cost is \$25,000 for the demonstration project.

Education and Outreach: Education programs will be implemented that focus on informing and educating the general public about water quality issues in the GBFW. Educational events will introduce the communities to the concept of a watershed, how to preserve and protect the watershed they live in, and why there is a need to develop a WBP. Community educational and feedback meetings will be conducted to provide a forum to invite public input and comments. The meetings will be publicized in local newspapers, city and association websites. Information will be distributed to the general public in the form of brochures, public service announcements, and newsletters. Education and outreach efforts will occur throughout the grant period. In addition to these efforts, Boone County Resource Management has produced several educational brochures which are available to members of the public. Estimated cost is \$5,680 for the education and outreach programs.

Outreach and Education events that will be implemented during the project period include:

- **Land Management Workshop**: The Bonne Femme watershed project Technical Advisory Team will be addressing various topics for landowners in the watershed.
- **Spring and Fall Monitoring Blitz**: Conducted in the Rock Bridge Memorial State Park area, this event is in collaboration with Missouri Stream Teams. Six sites in and around the park are monitored for macroinvertebrates and chemical parameters using the VWQM protocol.

- **Water Festivals at Rock Bridge Memorial State Park:** Approximately 150 – 200 attendees learn about various aspects of water quality including macroinvertebrate diversity and identification, fish diversity and identification, sources of water pollution, and efforts to protect and restore water quality in the watershed.
- **Annual Conservation Day** at a public school located in Boone County. Various agency partners will attend a day at a selected school, and provide information about various aspects of water quality, land management, and conservation.

Monitoring and Modeling: Water quality monitoring and watershed modeling will be addressed in the WBP to obtain information and address the critical elements related to NPS pollution loading from runoff in the targeted geographical area. This monitoring/modeling section of the WBP will give valuable information to help create a greater understanding of the impacts of urban, agricultural, and/or stormwater runoff on water quality within the watershed focus area. The County will follow a written QAPP (approved by the Department) for proper sampling, handling and analysis to ensure monitoring data quality. The QAPP will include more detailed information about the monitoring program that will be conducted in the project.

1. Microbial Source Tracking (MST) analysis in the spring of 2019: Two separate collection windows are planned at 6 sites during 3 separate flow regimes, for a total of 36 samples. The design for the MST sampling is as follows: The first round of sampling (18 samples) will look for DNA markers from human and ruminant (deer and cow) sources. The second round of sampling (18 samples) will look for DNA markers from human and cow sources. The MST analysis will help identify the source(s) of the bacterial impairment in the GBFW. If the source is primarily agricultural (livestock) the partners will need to focus more efforts on establishing best management practices in critical areas in the watershed. If the source is primarily human (wastewater from septic systems) the watershed partners will need to focus more efforts on outreach and education activities for citizens living in the watershed. University of Missouri employees working in the lab of the USDA Agricultural Research Service (USDA-ARS) (Bob Lerch and Kristen Veum) will assist with filtering the samples before they are shipped to Source Molecular for DNA analysis. Estimated cost is \$9,072 for the source tracking monitoring.
2. Water Quality Monitoring: Quarterly monitoring for various water quality parameters (nutrients, agricultural chemicals, *E. coli*) will continue throughout the duration of the implementation schedule for the nine element plan. This monitoring schedule will mirror the schedule in place during the 4th quarter of 2016 through the year 2017 – weekly monitoring at 10 sites in the watershed the first four weeks of each quarter of the year. The monitoring will include an adaptive management component so that methods of implementation and/or monitoring can be adjusted in response to perceived shortfalls in watershed recovery time.

Pollutant Load Reduction & Assessment: Assessment data will be used to produce plans or prioritize lists aimed at planners, developers, and residents to help with BMP retrofitting solutions. Historical baseline data is currently not available for flow and discharge relationships in the GBFW, which is required to develop a stage/discharge rating curve that

would be integrated with the Environmental Protection Agency's load duration curve for bacteria. Use of the load duration curve is necessary to calculate bacteria loading in the various impaired streams, and by implication to calculate any load reductions necessary to develop restoration strategies. The County and partners will collect data for load reduction calculation to create load duration curves. The County recently installed three gauging stations on streams in the watershed – on Turkey Creek at Tom Bass Road, on Little Bonne Femme Creek at Woodie Proctor Road, and on Bonne Femme Creek at Nashville Church Road. The stage data from these stations will be used in combination with cross-sections calculated at designated points in the streambed below the stations to calculate rating curves for the streams. USDA-ARS in collaboration with the University of Missouri have the necessary equipment and staff to assist the County with rating curve development and have completed the necessary training for the cross-section work to begin. The work on the load duration rating curves will happen over several months. Once completed, USDA-ARS will develop load duration curves and assist with calculation of load for the three gaged streams. Reasonable load reduction milestones over time will be estimated after loading has been calculated. The ultimate objective will be to reduce bacteria loading to the point where the water quality standard for *E. coli* is not exceeded in any stream in the GBFW.

3. Watershed Modeling: A detailed sensitivity analysis was developed during the Chapter 319 grant process in the GBFW which concluded in 2007. The modeling will be revised as needed to be used in the development the Bonne Femme nine elements WBP. Using the sensitivity analysis, the partners will identify areas in the watershed that are particularly sensitive to erosion and runoff. These areas would be likely sources of bacteria loading from the landscape and will be designated as critical areas. Once critical areas are identified, BMPs will be identified that could be installed to address the stream impairment. Potential BMPs include: BMPs to reduce agricultural *E. coli* loading into watershed streams (terraces, border strips, livestock exclusion and alternate water sources. etc.) and BMPs to reduce human *E. coli* loading into watershed streams (upgrade of septic systems, cleaning of septic tanks, etc.). Modeling will also be used to determine the water quality benefits/impacts of BMPs and prioritize the BMPs according to predicted pollutant removal effectiveness as determined by the model. Estimated cost is \$35,284 for the modeling.

Project Products

- Watershed-based Plan (EPA approved)
- Public meetings for WBP development
- Technical Advisory Team meeting
- Quality Assurance Project Plan (Department approved)
- Web site development
- Watershed database by sub-watersheds
- Target mailing (or e-mail)
- Demonstration project – 2 detention basin retrofits
- Demonstration field day
- Educational signs and events
- Quarterly Reports
- Annual Reports

- Minority Business Enterprise/Women Business Enterprise (MBE/WBE) Reports
- Final Report

Partners Involvement:

- Boone County Commission: Board of Directors; technical advice
- USDA – Agriculture Research Service: monitoring, technical advice
- City of Columbia: management support, citizen volunteers
- City of Ashland: management support, citizen volunteers
- Boone County Soil and Water Conservation District: project support, technical advice
- University Missouri-Columbia: project support; technical advice
- Missouri Department of Conservation: project support; technical advice
- Natural Resources Conservation Service: project support; technical advice
- Stream Teams: project support, stream monitoring

VI. SCHEDULE OF MILESTONES

Schedule of Milestones	Responsible Entity	Targeted Completion Date	Percent Complete
Task 1 ~ <i>Project Management</i> Attend meetings with Department staff for orientation and further process meetings	Project Manager; Boone County	Aug 2018 July 2019 April 2020	0% 0% 0%
Task 2 ~ <i>Host Technical Meetings</i> Host regularly scheduled Technical Advisory Team meetings	Project Manager; Technical Advisory Team	At least once per quarter	0%
Task 3 ~ <i>Host Steering Committee meetings</i> Host Steering Committee meetings for WBP development	Project Manager; Technical Advisory Team	At least once per quarter	0%
Task 4 ~ <i>Memorandums of Agreement (MOAs) or Contract Agreements</i> Establish MOAs or contracts with project partners/contractors outlining duties and responsibilities (USDA-ARS, University Missouri, modeling consultant, BMP demonstration contractor).	Project Manager; Boone County	September 2018	0%
Task 5 ~ <i>QAPP</i> Work with the Department staff to obtain approval for the QAPP before water quality monitoring begin	Project Manager	Aug 2018	0%

Schedule of Milestones	Responsible Entity	Targeted Completion Date	Percent Complete
Task 6 ~ <i>Conduct Monitoring</i> Conduct water quality monitoring and microbial source tracking to determine causes and sources of pollutant	Project Manager; Boone County; Modeling Consultant	Ongoing until July 2020	0%
Task 7 ~ <i>Educational Materials</i> Conduct targeted mailings/e-mails to stakeholders informing of meetings &/or various events; compile and distribute information in various forms to general public (prior approval by DNR)	Project Manager; Boone County	Ongoing until July 2020	0%
Task 8 ~ <i>Modeling and Assessment</i> Conduct watersheds assessment and evaluate land use data (past and present), using the revised sensitivity analysis to determine water quality impacts and BMP implementation a) Hire modeling consultant through procurement process b) Analysis	Project Manager; Boone County	a) Summer 2018 b) Ongoing until July 2020	0% 0%
Task 9 ~ <i>Educational Events</i> Conduct four outreach/educational events: a) Land Management Workshops b) Spring Monitoring Blitzes c) Water Festivals d) Fall Monitoring Blitzes	Project Manager; Boone County	a) Feb 2019 & 2020; Sept 2019 & July 2020 b) March 2019 & 2020 c) July 2019 & 2020 d) Oct 2019 & July 2020	0% 0% 0% 0%
Task 10 ~ <i>BMP Demonstration Project</i> Retrofit 2 stormwater detention/retention basins using green bioengineering design a) Hire construction contractor through bid process b) Construct demonstration project c) Purchase and install demonstration project sign	Project Manager; Boone County; Construction Contractor	a) Summer 2018 b) Fall 2018 c) Fall 2018	0% 0% 0%

Schedule of Milestones	Responsible Entity	Targeted Completion Date	Percent Complete
<p>Task 11 ~ <i>Draft WBP</i> The watershed-based plan will address the nine planning elements that are required by EPA</p>			
<p><i>(Recommended: EACH element/section of the WBP to be submitted to DNR for review and comments throughout the drafting process)</i></p>			
<p>a) Identification of causes and sources or groups of similar sources that will need to be controlled to achieve the load reductions estimated in this watershed-based plan</p>	<p>Project Manager; Boone County; Modeling Consultant</p>	<p>July 2019</p>	<p>0%</p>
<p>b) Estimation of load reductions expected for the management measures</p>	<p>Project Manager; Boone County; Modeling Consultant</p>	<p>Aug 2019</p>	<p>0%</p>
<p>c) Description of NPS management measures that need to be implemented to achieve the load reductions estimated</p>	<p>Project Manager; Boone County; Modeling Consultant</p>	<p>Aug 2019</p>	<p>0%</p>
<p>d) Estimate amounts of technical and financial assistance needed, associated costs, and/or the sources and authorities to be relied upon to implement this plan</p>	<p>Project Manager; Boone County; Modeling Consultant; Technical Advisory Team</p>	<p>Sept 2019</p>	<p>0%</p>
<p>e) Information/education component that will enhance public understanding and participation in selecting, designing, & implementing the NPS management measures to be implemented</p>	<p>Project Manager; Boone County</p>	<p>Sept 2019</p>	<p>0%</p>
<p>f) Schedule for implementing NPS management measure identified in this plan that is reasonably expeditious</p>	<p>Project Manager; Boone County; Technical Advisory Team</p>	<p>Sept 2019</p>	<p>0%</p>

Schedule of Milestones	Responsible Entity	Targeted Completion Date	Percent Complete
g) Description of interim, measureable milestones for determining whether NPS management measures or other control actions are being implemented	Project Manager; Modeling Consultant; Technical Advisory Team; Boone County	Sept 2019	0%
h) Establish a set of criteria to determine whether loading reductions are being achieved and progress made towards attaining water quality standards	Project Manager; Modeling Consultant; Technical Advisory Team; Boone County	Sept 2019	0%
i) Development of a monitoring component to evaluate the effectiveness of the implementation efforts over time, measured against the established criteria.	Project Manager; Modeling Consultant; Technical Advisory Team; Boone County	Sept 2019	0%
Task 12 ~ <i>Submit 1st Draft of WBP</i> for review	Project Manager; Boone County;	a) Oct 1, 2019	0%
a) The County will send draft WBP to the Department, EPA, and partners for initial review	Technical Advisory Team	b) Nov 30, 2019	0%
b) The Department and EPA return comments within 60 days of receiving draft for revisions		c) Dec 15, 2019	0%
c) Hold meeting with EPA and the Department to discuss/clarify comments and required updates (if needed)			

Schedule of Milestones	Responsible Entity	Targeted Completion Date	Percent Complete
<p>Task 13 ~ <i>Submit 2nd Draft of WBP</i> for review</p> <p>a) The County will make suggested changes and resubmit the plan to the Department, EPA and partners for a final review within 30 days of receiving the 1st draft comments</p> <p>b) The Department and EPA review and return final comment within 60 days of receiving 1st draft, for revisions</p> <p>c) Hold meeting with EPA and the Department to discuss/clarify comments and required updates (if needed)</p>	<p>Project Manager; Technical Advisory Team; Boone County</p>	<p>a) Jan 1, 2020 b) Feb 28, 2020 c) March 15, 2020</p>	<p>0% 0% 0%</p>
<p>Task 14 ~ Finalize WBP updates and distribute revised plan</p> <p>a) Final plan draft submitted to EPA and Department for plan approval (60 days review period)</p> <p>b) Final plan review conducted by EPA and Department. (<i>Department email to the County notifying of final approval</i>)</p> <p>c) Post revised plan for public use (website, library, etc.). Make hard copies for key partners.</p>	<p>Project Manager; Technical Advisory Team; Boone County</p>	<p>a) April 1, 2020 b) May 31, 2020 c) June 2020</p>	<p>0% 0% 0%</p>
<p>Task 15 ~ <i>Distribute Approved WBP</i> Print and create electronic copies of approved WBP to distribute to stakeholders and project partners</p>	<p>Project Manager; Boone County</p>	<p>June 2020</p>	<p>0%</p>
<p>Task 16 ~ <i>Host Public Meetings</i> Hold public meeting to present and explain the approved WBP (if needed)</p>	<p>Project Manager; Boone County</p>	<p>June 2020</p>	<p>0%</p>
<p>Task 17 ~ <i>Quarterly Reports and Invoices</i> Develop and submit quarterly report and invoice to the Department</p>	<p>Project Manager</p>	<p>Quarterly until July 2020</p>	<p>0%</p>

Schedule of Milestones	Responsible Entity	Targeted Completion Date	Percent Complete
Task 18 ~ <i>Annual Reports and MBE/WBE</i> Develop and submit annual reports and MBE/WBE to the Department	Project Manager	Oct 15 Yearly and July 31, 2020	0%
Task 19 ~ Submit a Subrecipient Informational Form (FFATA) to the Department	Boone County; Project Manager	Aug 1, 2018 July 1, 2019	0% 0%
Task 20 ~ Submit draft of final report to the Department for review	Project Manager	July 1, 2020	0%
Task 21 ~ Submit Final Report, Annual Report, Final invoice and MBE/WBE report to the Department	Project Manager; Boone County	July 31, 2020	0%

Measures of Success:

Pre- and post-survey results will be studied for comparisons of before-and-after knowledge learned from workshops implemented in the project. Pre- and post-test results will be evaluated to determine participant knowledge gained from the any of the three educational workshops and/or related activities. Level of attendance and participation of all educational events will be tracked. Reduction in pollution will be calculated to determine the BMPs effectiveness and help the general public understand the principles of implementing NPS pollution reduction practices.

Evaluation/Feedback Mechanisms:

1. A pre- and post-survey will be given to participants of workshops to develop an understanding of the general public's perception of implementing stormwater retention practices.
2. A pre- and post-test will be administered to students and the general public to assess knowledge gained from lessons presented during any stormwater education activities.
3. Education/Outreach efforts will be quantified by amount of materials distributed and information requested. Evaluation of overall effectiveness and repeatability of outreach projects in the area will be accomplished through comprehensive pre- and post-project surveys of the general public included in the project.
4. Efforts will be made to evaluate the options for BMPs in the sub-watersheds and to assess their effectiveness in the sub-watersheds and potential influence on pollutant loading. Calculations of load reductions will be done both directly by continued monitoring in areas where a treatment is located and indirectly based on the application of modeling results to assumptions of load reduction strategies at the watershed-scale.

BMP Operation and Maintenance (if applicable):

Sub-recipient will assure continued proper operation and maintenance of all NPS management practices that have been implemented and funded under this agreement. Such practices shall be operated and maintained for an appropriate number of years in accordance with commonly accepted standards. The sub-recipient shall include a provision in every applicable sub-agreement or contract awarded under this subgrant requiring that the management practices for the project be properly operated and maintained.

VII. PROJECT BUDGET

**Greater Bonne Femme Watershed-based Plan Development and Demonstration
Boone County Commission
August 1, 2018 – July 31, 2020**

Total Federal Contribution	\$ 75,786
Total Nonfederal Contribution	77,534
Total Project Cost	\$ 153,320

(See Attachment B for budget breakout.)

VIII. PAYMENT SCHEDULE

- A. Reimbursement to the subgrantee for the tasks described in the Scope of Services will be made according to the following schedule:

MAXIMUM EXPENSES	REIMBURSEMENT SCHEDULE	SUBMIT TO	PROJECT PERIOD	INVOICE FORMAT
\$75,786	Quarterly	319 Nonpoint Source Unit	8/1/2018 – 7/31/2020	Attachment A-2

- B. Requests for reimbursement must be accompanied by a summary of the federal expenditures by budget category. For match reporting only, if applicable, detailed documentation (such as paid bills, time sheets, receipts, invoices, cost-share/incentive agreements, etc.) must be provided for cost-share and in-kind services. The Department reserves the right to require submittal of all supporting documentation from first time project recipients and recipients that have previously failed to meet grant requirements. Expenditures must be incurred within the budget period August 1, 2018 through July 31, 2020. See Attachment A-2, Invoice and Match Report, and Attachment D, General Terms and Conditions, for additional requirements.
- C. Invoices, including expenditure summaries, must be submitted at a minimum frequency of semi-annually. Final reimbursement will be made to the subgrantee upon documentation of adequate match and completion of all required quarterly reports and the final project report/

evaluation. The subgrantee must request final reimbursement no later than 60 calendar days after the project end date at which time any remaining balance of project funds will be deobligated.

- D. Invoices shall be signed by the recipient's **Financial Officer/Manager** in order to receive payment. The recipient's Finance or Accounting Office shall designate a fiscal staff contact with the Department's Soil and Water Conservation Program, Nonpoint Source Unit.
- E. Match expenditures and documentation shall be submitted with quarterly invoices at least twice per year in accordance with the federal and match percentage ratio as described in the Project Funding section of the Financial Assistance Agreement signature page. Failure to provide match in proportion to the federal expenses biannually, at minimum, may result in denial of federal reimbursement or the Department requesting a refund of federal funds.
- F. Up to twenty percent (20%) of the total federal award amount may be withheld pending satisfactory completion of the final project report/evaluation and submission to the Department.

IX. REPORTING REQUIREMENTS

- A. Quarterly progress reports will be due November 15, February 15, May 15, and August 15 of each calendar year of the project period. Please send one **electronic** copy via the Internet to john.johnson@dnr.mo.gov. Reports will describe project status, compare progress to scheduled milestones, and explain any variances from expected progress. The reports shall follow the format shown on Attachment A-3, Quarterly Report.
- B. An **electronic** copy of an annual report must be submitted to the Department's project manager by October 15th each year throughout the project period and at the close of the project. The reports shall follow the format shown on Attachment A-4, NPS Annual Report Worksheet.
- C. An **electronic** copy of the final product and final project report must be submitted to the Department's project manager by July 31, 2020, with a draft due by July 1, 2020. The final report, at a minimum, should describe accomplishments, how the goals/objectives described in the subgrant agreement were met, describe the tasks completed, products produced, and an assessment of the impact of the project in addressing NPS concerns. The report should make recommendations, where relevant, on how the results or experiences of the project could be applied elsewhere. A final budget should also be included that describes the funds spent, the match contribution, and leftover funds, if any.

- D. A copy of the annual audit report or relevant portions of the audit report that pertains to the project award are to be submitted to the Department's project manager, if required under Code of Federal Regulations, Title 2 Part 200—Uniform Administrative Requirements, Cost Principles, Subpart F Audit Requirements, and as described in the Department's General Terms and Conditions, Attachment D.
- E. Recipients are allowed to earn program income in order to defray the cost of project activities funded by a 319 grant. Program income must be documented and reported through the receipt and expenditure invoicing process. Program income generated from supported activities including fees for services, rental income acquired under the grant, proceeds from the sale of articles fabricated under the grant, registration fees for a 319 sponsored event such as conferences, workshops, and training are some examples that must be reported. Program income shall be deducted from the federal funds committed to this project equal to the amount gained by the program income.
- F. Recipients must request any needed time extension to the award no later than 90 days prior to the current project period expiration date. Failure to request an extension in this timely manner may result in denial of the extension request.
- G. Recipients with awards equal or greater than \$25,000 are required to submit a *Subrecipient Informational Form* (end of Attachment #D) if their award period for the project exceeds 12 months. This form shall be updated and returned to the Department at the end of each 12-month period from the approved project start date.
- H. Recipient agrees that:
1. Reports and documents developed as part of a project funded by a 319 assistance agreement shall contain the following statement:
"This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement (number) to (recipient). The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does mention of trade names or commercial products constitute endorsement or recommendation for use."
 2. Signage developed as part of a project funded by a 319 assistance agreement shall contain the EPA logo. A graphic file of the EPA logo and specifications on its use will be provided by U.S. EPA for use by the grantee. If the physical design of the sign allows, it should also include the following text:
"This project has been funded through the Section 319 of the Clean Water Act" **or** "This cooperative project has been funded in part through the Section 319 of the Clean Water Act."
 3. Announcements through the web or print materials for Workshop, conference, demonstration days or other events as part of a project funded by a 319 assistance agreement shall contain the EPA logo. A graphic file of the EPA logo and

specifications on its use will be provided by U.S. EPA for use by the grantee. If the physical design of the announcement allows, it should also include:

“This project/event has been funded through the Section 319 of the Clean Water Act” **or** “This cooperative project/event has been funded in part through the Section 319 of the Clean Water Act.”

MISSOURI DEPARTMENT OF NATURAL RESOURCES
Federal Financial Assistance Agreements
General Terms and Conditions

These general terms and conditions highlight requirements which are especially pertinent to federal assistance agreements made by the Missouri Department of Natural Resources (MDNR). These general terms and conditions do not set out all of the provisions of the applicable laws and regulations, nor do they represent an exhaustive list of all requirements applicable to this award. These terms and conditions are emphasized here because they are frequently invoked and their violation is of serious concern.

In addition to these terms and conditions, the recipient must comply with all governing requirements of their financial assistance agreement, including the Title 2 Grants and Agreements, Chapter II Part 200 of the Code of Federal Regulation, under the title "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." The regulations can be found at http://www.ecfr.gov/cgi-bin/text-idx?SID=da74e925e27b89e7f8625019850377cf&tpl=/ecfrbrowse/Title02/2tab_02.tpl.

I. Administrative Requirements

- A. **Method of Payment.** The recipient will be reimbursed by the MDNR for all allowable expenses incurred in performing the scope of services. The recipient shall report project expenses and submit to the MDNR original payment requests as required by division/program per the financial assistance agreement. The form must be completed with the MDNR payment request amount and local share detailed, if applicable. Payment requests must provide a breakdown of project expenses by the budget categories contained in the financial assistance agreement budget. Payment requests must be received by the MDNR per the financial assistance agreement. No reimbursement will be made for expenditures prior to award unless approval for pre-award costs has been granted. No reimbursements will be made for expenditures incurred after the closing budget date unless a budget time period extension has been granted by the MDNR prior to the closing budget date.
1. Payments under non-construction grants will be based on the grant sharing ratio as applied to the total agreed project cost for each invoice submitted unless the financial assistance agreement specifically provides for advance payments. Advance payments may only be made upon a showing of good cause or special circumstances, as determined by the MDNR and must be as close as is administratively feasible to the actual disbursement. Advance payments will only be made to cover estimated expenditures as agreed. The MDNR will not advance more than 25% of the total amount of the grant unless the recipient demonstrates good cause.

2. All payment requests must have the following certification by the authorized recipient official: By signing this report, I certify to the best of my knowledge and belief the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the financial assistance agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

B. Retention and Custodial Requirements for Records. The recipient shall retain financial records, supporting documents, statistical records and all other records pertinent to the financial assistance agreement for a period of five years starting from the date of submission of the final payment request. Authorized representatives of federal awarding agencies, the Federal Inspectors General, the Comptroller General of the United States, the State Auditor's Office, the MDNR or any of their designees shall have access to any pertinent books, documents, and records of recipient in order to conduct audits or examinations. The recipient agrees to allow monitoring and auditing by the MDNR and/or authorized representative. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the five year period, the recipient shall retain records until all litigations, claims or audit findings involving the records have been resolved and final action taken.

C. Program Income.

1. The recipient is encouraged to earn income to defray program costs. Program income means gross income earned that is directly generated by a supported activity or earned as a result of the financial assistance agreement during the period of performance. Program income includes but is not limited to income from: fees for services performed, the use or rental of real or personal property acquired with financial assistance funds, the sale of commodities or items fabricated under the financial assistance agreement, license fees and royalties on patents and copyrights and payments of principal and interest on loans made with financial assistance funds. Program income does not include items such as rebates, credits, discounts, or refunds and interest earned.
2. Program income shall be deducted from total outlays to determine net allowable costs. With approval of the federal awarding agency, program income may be added to the federal award or used to meet cost sharing or matching requirements. The default deductive alternative requires that program income be deducted from total allowable costs to determine the net allowable amount to which the respective matching ratios are applied.

For example, 50/50 share ratio agreement with total allowable costs of \$10,000 that earns \$1,000 in program income would result in \$4,500 net share and a \$4,500 net financial assistance share.

D. Match or Cost Share Funding. In general, match or cost sharing represents that portion of project costs not borne by state appropriations. The matching share will usually be prescribed as a minimum percentage. In-kind (noncash) contributions are allowable project costs when they directly benefit and are necessary and reasonable for the accomplishment of the project or program objectives. Any in-kind match must be assigned a fair market value consistent with those paid for similar work in the labor market and be documented and verifiable. Neither costs nor the values of third party in-kind contributions count towards satisfying a cost sharing or matching requirement of a grant agreement if they have been or will be counted towards satisfying a cost sharing or matching requirement of another federal financial assistance agreement, a federal procurement contract, or any other award of federal funds. Federal funds from another federal grant or financial assistance agreement shall not count towards satisfying a cost sharing or matching requirement of a grant agreement.

1. Match or cost share funding will be established by the MDNR through negotiation with the recipient. Signature by both the MDNR and recipient on the financial assistance agreement form firmly affixes the match or cost sharing ratios. Full expenditure of recipient match or cost share funding is required over the life of the financial assistance agreement. Recipient must submit payment requests to the MDNR, as required by the financial assistance agreement, and provide financial records for total expenditure of state and match or cost share funding. The MDNR will reimburse the recipient for its percentage portion agreed to less any negotiated withholding.
2. Failure to provide 100% of the match or cost share ratio of total expenditures as identified in the financial assistance agreement may cause the recipient to become ineligible to receive additional financial assistance from the MDNR. Failure to provide the required match may result in other enforcement remedies as stated in Y. for noncompliance.

E. Financial Management Systems. The financial management systems of the recipient must meet the following standards:

1. **Financial Reporting.** Accurate, current, and complete disclosure of financial results of financially assisted activities must be made in accordance with the financial reporting requirements of the financial assistance agreement;

2. Accounting Records. Maintain records which adequately identify the source and application of funds provided for financially assisted activities to include the CFDA title and number, Federal Award Identification Number (FAIN) and year, name of the federal agency and pass-thru entity. These records must contain information pertaining to financial assistance awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income;
 3. Internal Control. Effective written internal controls and accountability must be maintained for all recipient cash, real and personal property, and other assets. The recipient must adequately safeguard all such property and must assure that it is used solely for authorized purposes. These internal controls should be in compliance with guidance in the “Standards for Internal Control in the Federal Government” and the “Internal Control Integrated Framework”;
 4. Budget Control. Actual expenditures or outlays must be compared with budgeted amounts for each financial assistance agreement;
 5. Allowable Costs. OMB cost principles, applicable federal agency program regulations, and the financial assistance agreement scope of work will be followed in determining the reasonableness, allowability and allocability of costs;
 6. Source Documentation. Records must adequately identify 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. The documentation must be made available by the recipient at the MDNR’s request or any of the following: authorized representatives of the federal awarding agency, the Federal Inspector General, the Comptroller General of the United States, State Auditor’s Office or any of their designees;
 7. The recipient shall have written procedures in place to minimize the time lapsed between money disbursed by the MDNR and spent by the recipient.
- F. **Reporting of Program Performance.** The recipient shall submit to the MDNR a performance report for each program, function, or activity as specified by the financial assistance agreement or at least annually and/or after completion of the project. Performance report requirements, if not expressly stated in the scope of work, should include, at a minimum, a comparison of actual accomplishments to the goals established, reasons why goals were not met, including analysis and explanation of cost overruns or higher unit cost when appropriate, and other pertinent information. Representatives of the MDNR, the federal awarding

agency, the Federal Inspector General, the Comptroller General of the United States, State Auditor's Office or any of their designees shall have the right to visit the project site(s) during reasonable hours for the duration of the contract period and for five years thereafter.

- G. **Budget and Scope of Work Revisions.** The recipient is permitted to rebudget within the approved direct cost budget to meet unanticipated requirements. The following is a non-exclusive listing of when a recipient must request approval in writing to revise budgets and scopes of work under the following conditions:
1. For non-construction grants, the recipient shall obtain the prior approval of the MDNR, unless waived by the MDNR, for cumulative transfers among direct cost categories, or, if applicable, among separately budgeted programs, projects, functions or activities when the accumulative amounts of such transfers exceed or are expected to exceed 10% of the current total approved budget whenever the MDNR's share exceeds the simplified acquisition amount threshold.
 2. For construction and non-construction projects, the recipient shall obtain prior written approval from the MDNR for any budget revision which would result in the need for additional funds.
 3. For combined non-construction and construction projects, the recipient must obtain prior written approval from the MDNR before making any fund or budget transfer from the non-construction to construction or vice versa.
 4. A recipient under non-construction projects must obtain prior written approval from the MDNR whenever contracting out, subgranting, or otherwise obtaining a third party to perform activities which are central to the purpose of the award.
 5. Changes to the scope of services, including changes to key personnel described in the financial assistance agreement, must receive prior approval from the MDNR. Approved changes in the scope of work or budget shall be incorporated by written amendment to the financial assistance agreement.
 6. The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.
 7. Changes in the amount of approved cost-sharing or matching provided by the recipient. No other prior approval requirements for specific items may be imposed unless a deviation has been approved.

8. Initiate a one-time extension of the period of performance by up to 12 months unless one or more of the conditions outlined below apply. For one-time extensions, the recipient must notify the MDNR in writing with the supporting reasons and revised period of performance at least 90 calendar days before the end of the period of performance specified in the financial assistance agreement. This one-time extension may not be exercised merely for the purpose of using unobligated balances. Extensions require explicit prior approval from MDNR when:
 - a. The terms and conditions of the financial assistance agreement prohibit the extension.
 - b. The extension requires additional funds.
 - c. The extension involves any change in the approved objectives or scope of the project.
 - d. Carry forward unobligated balances to subsequent period of performance.
9. Extending the agreement past the original completion date requires approval of the MDNR.

H. **Equipment Use.** The recipient agrees that any equipment purchased pursuant to this agreement shall be used for the performance of services under this agreement during the term of this agreement. The recipient may not use equipment purchased pursuant to this agreement for any other purpose without approval from the MDNR. The equipment shall not be moved from the State of Missouri without approval from the MDNR. State agencies shall follow the Code of State Regulations. The following standards shall govern the utilization and disposition of equipment acquired with financial assistance funds:

1. Title to equipment acquired under this financial assistance agreement will vest with the recipient on acquisition. Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost \$5,000 and greater.
 - a. Equipment shall be used by the recipient in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by MDNR funds. When no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by the MDNR or the federal agency. If the MDNR puts the recipient on notice that it believes assistance assets are not

being used for the intended purpose, the recipient shall not sell, give away, move or abandon the assets without the MDNR's prior written approval.

- b. The recipient shall also make equipment available for use on other projects or programs currently or previously supported by the MDNR, providing such use will not interfere with the work on the projects or program for which it was originally acquired. User fees should be considered if appropriate.
- c. The recipient must not use equipment acquired with funding from this financial assistance agreement to provide services for a fee to compete unfairly with private companies that provide equivalent services, unless specifically permitted or contemplated by state or federal law. This fee may be considered program income under Section C, Program Income.
- d. When acquiring replacement equipment, the recipient may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property, subject to the approval of the MDNR.

2. Equipment Management. The recipient's procedures for managing equipment, whether acquired in whole or in part with financial assistance funds, will, at a minimum, meet the following requirements until disposition takes place:

- a. The recipient must maintain property records that include a description of the equipment, a serial number or other identification number, the source of funding, the acquisition date, cost of the property, percentage of federal or state participation in the cost of the property, the location, use and condition of the property and disposition information including the date of the disposal and sale price of the property.
- b. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
- c. A control system must be developed to ensure adequate safeguards to prevent against loss, damage, or theft of the property. Any loss, damage, or theft shall be reported to and investigated by local authorities. The recipient shall procure and maintain insurance covering loss or damage to equipment purchased with a financial assistance agreement, with financially sound and reputable insurance companies or through self-insurance. Amounts and

coverage of such risks should be that which are usually carried by companies engaged in the same or similar business and similarly situated.

- d. The recipient must develop adequate maintenance procedures to keep the property in good condition.
- e. If the recipient is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

3. Disposition. When original or replacement equipment acquired under the financial assistance agreement is no longer needed for the original project or program or for other activities currently or previously supported by the MDNR, the recipient shall dispose of the equipment as follows:

- a. Items of equipment with a current per-unit fair market value \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the MDNR.
- b. For items of equipment with a current per unit fair market value of more than \$5,000, the MDNR shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the MDNR's share of the equipment. Disposition instructions must be requested from the MDNR when equipment is no longer needed.
- c. In cases where a recipient fails to take appropriate disposition actions, the MDNR may direct the recipient how to dispose of the equipment.
- d. If the MDNR puts the recipient on notice that it believes assistance assets are not being used for the intended purpose, the recipient shall not sell, give away, move or abandon the asset without MDNR's written approval.

I. **Supplies.** The recipient agrees that all supplies purchased pursuant to this agreement shall be used for the performance of services under this agreement during the term of this agreement. Title to supplies acquired under a financial assistance agreement will vest, upon acquisitions, with the recipient. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate fair market value upon termination or completion of the award, and if the supplies are not needed for any other federally sponsored programs or projects, the recipient shall compensate the department for its share. The recipient must not use supplies acquired with funding from this financial assistance agreement to provide services

for a fee to compete unfairly with private companies that provide equivalent services, unless specifically permitted or contemplated by state or federal law. This fee may be considered program income under Section C, Program Income.

- J. **Inventions and Patents.** If any recipient produces subject matter, which is or may be patentable in the course of work sponsored by this financial assistance agreement, the recipient shall promptly and fully disclose such subject matter in writing to the MDNR. In the event that the recipient fails or declines to file Letters of Patent or to recognize patentable subject matter, the MDNR reserves the right to file the same. The MDNR grants to the recipient the opportunity to acquire an exclusive license, including the right to sublicense, with a royalty consideration paid to the MDNR. Payment of royalties by recipient to the MDNR will be addressed in a separate royalty agreement.
- K. **Copyrights.** Except as otherwise provided in the terms and conditions of this financial assistance agreement, the author or the recipient is free to copyright any books, publications, or other copyrightable material developed in the course of this agreement. However, the MDNR and federal awarding agency reserve a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, with the approval of MDNR, the work for government purposes.
- L. **Prior Approval for Publications.** The recipient shall submit to the MDNR two draft copies of each publication and other printed materials which are intended for distribution and are financed, wholly or in part, by financial assistance funds. The recipient shall not print or distribute any publication until receiving written approval by the MDNR.
- M. **Mandatory Disclosures.** The recipient agrees that all statements, press releases, requests for proposals, bid solicitations, and other documents describing the program/project for which funds are now being awarded will include a statement of the percentage of the total cost of the program/project which is financed with federal and state money, and the dollar amount of federal and state funds for the program/project.
- N. **Procurement Standards.** The recipient shall use their own documented procurement procedures that reflect applicable state and local laws and regulations provided that procurement conforms to standards set forth in the "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards."
1. No work or services paid for wholly or in part with state or federal funds, will be contracted without the written consent of the MDNR.

2. The recipient agrees that any contract, interagency agreement, or equipment to be procured under this award which was not included in the approved work plan must receive formal MDNR approval prior to expenditure of funds associated with that contract, interagency agreement, or equipment purchase.
- O. **Audit Requirements.** The MDNR and the State Auditor's Office have the right to conduct audits of recipients at any time. The recipient shall arrange for independent audits as prescribed in "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, Subpart F", as applicable. Audits must confirm that records accurately reflect the operations of the recipient; the internal control structure provides reasonable assurance that assets are safeguarded, and recipient is in compliance with applicable laws and regulations. When the recipient has its yearly audit conducted by a governmental agency or private auditing firm, the relevant portion(s) of the audit report will be submitted to the MDNR. Other portions of the audit shall be made available at the MDNR's request.
- P. **Freedom of Information Act.** In response to a Freedom of Information Act (FOIA) request for research data relating to published research findings produced under a Federal award that were used by the Federal government in developing an agency action that has the force and effect of law, the MDNR must request, and the recipient must provide, within a reasonable time, the research data so that they can be made available to the public through the procedures established under the FOIA. If the MDNR obtains the research data solely in response to a FOIA request, the MDNR may charge the requester a reasonable fee equaling the full incremental cost of obtaining the research data. This fee should reflect costs incurred by the MDNR and the recipient. This fee is in addition to any fees the Federal awarding agency may assess under the FOIA (5 U.S.C. 552(a)(4)(A)).
- Q. **Conflicts of Interest.** The recipients must have written standards and policies covering conflicts of interest. No party to this financial assistance agreement, nor any officer, agent, or employee of either party to this assistance agreement, shall participate in any decision related to such assistance agreement which could result in a real or apparent conflict of interest, including any decision which would affect their personal or pecuniary interest, directly or indirectly. The recipient is advised that, consistent with Chapter 105, RSMo, no state employee shall perform any service for consideration paid by the recipient for one year after termination of the employee's state employment by which the former state employee attempts to influence a decision of a state agency. A state employee who leaves state employment is permanently banned from performing any service for any consideration in relation to any case, decision, proceeding, or application in which the employee personally participated during state employment.

- R. **State Appropriated Funding.** The recipient agrees that funds expended for the purposes of this financial assistance agreement must be appropriated and made available by the Missouri General Assembly for each fiscal year included within the financial assistance agreement period, as well as being awarded by the federal or state agency supporting the project. Therefore, the financial assistance agreement shall automatically terminate without penalty or termination costs if such funds are not appropriated and/or granted. In the event that funds are not appropriated and/or granted for the financial assistance agreement, the recipient shall not prohibit or otherwise limit the MDNR's right to pursue alternate solutions and remedies as deemed necessary for the conduct of state government affairs. The requirements stated in this paragraph shall apply to any amendment or the execution of any option to extend the financial assistance agreement.
- S. **Eligibility, Debarment and Suspension (SubPart C).** By applying for this financial assistance agreement, the recipient verifies that it, its board of directors, and all of its principals are currently in compliance with all state and federal environmental laws and court orders issued pursuant to those laws, and that all environmental violations have been resolved (for example, no pending or unresolved Notice of Violation (NOV)) at the time of application. If compliance issues exist, the recipient shall disclose to the MDNR all pending or unresolved violations noted in a NOV, administrative order, or civil and criminal lawsuit, but only where those alleged violations occurred in the State of Missouri. If a NOV occurs during the financial assistance period, the recipient must notify the MDNR immediately. The MDNR will not make any award or payment at any time to any party which is debarred or suspended, under federal or state authority, or is otherwise excluded from or ineligible for participation in federal assistance under Executive Order 12549, "Debarment and Suspension." The recipient may access the Excluded Parties List at www.sam.gov.
- T. **Restrictions on Lobbying.** No portion of this agreement may be expended by the recipient to pay any person for influencing or attempting to influence the executive or legislative branch with respect to the following actions: awarding of a contract; making of an assistance agreement; making of a loan; entering into a cooperative agreement; or the extension, continuation, renewal, amendment or modification of any of these as prohibited by Section 319, Public Law 101-121 (31 U.S.C. 1352).

In accordance with the Byrd Anti-Lobbying Amendment, any recipient who makes a prohibited expenditure under Title 40 CFR Part 34 or fails to file the required certification or lobbying forms shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.

- U. **Recycled Paper.** Consistent with Federal Executive Order 13423 and EPA Executive Order 1000.25, the recipient shall use recycled paper consisting of at least 30% post-consumer fiber and double sided printing for all reports which are prepared as a part of this assistance agreement and delivered to the MDNR. The

recipient must use recycled paper for any materials that it produces and makes available to any parties. The chasing arrows symbol representing the recycled content of the paper will be clearly displayed on at least one page of any materials provided to any parties.

V. **Contracting with Small and Minority Firms, Women's Business Enterprise, and Labor Surplus Area Firms.** In accordance with Missouri Executive Order No. 15-06 and federal administrative provisions, all recipients shall make every feasible effort to target the percentage of goods and services procured from certified minority business enterprises (MBE) and women business enterprises (WBE) to 10% and 10%, respectively, when utilizing financial assistance funds to purchase supplies, equipment, construction and services related to this financial assistance agreement.

1. The recipient agrees to take all necessary affirmative steps required to assure that small and minority firms and women's business enterprises are used when possible as sources when procuring supplies, equipment, construction and services related to the financial assistance agreement. The recipient agrees to include information about these requirements in solicitation documents. Affirmative steps shall include:
 - a. Placing qualified small and minority business and women's business enterprises on solicitation lists;
 - b. Ensuring that small and minority business and women's business enterprises are solicited whenever they are potential sources;
 - c. Dividing total requirements, when economically feasible, into small tasks or quantities to permit maximum participation by small and minority business and women's business enterprises;
 - d. Establishing delivery schedules, where the requirements of work will encourage participation by small and minority business and women's business enterprises;
 - e. Using the services of the Small Business Administration, the Minority Business Development Agency of the U.S. Department of Commerce and the MO Office of Equal Opportunity, and;
 - f. Requiring any prime contractor or other subrecipients, if subagreements are to be allowed, to take the affirmative steps in subparagraphs a. through e. of this section.
2. For EPA funded financial assistance agreements, the recipient agrees to include disadvantaged business enterprises in the affirmative steps indicated above.

3. For EPA funded financial assistance agreements, the recipient shall utilize EPA form 5700-52A to report to MDNR procurements under the financial assistance agreement.

W. **Disputes.** The recipient and the MDNR should attempt to resolve disagreements concerning the administration or performance of the financial assistance agreement. If an agreement cannot be reached, the MDNR will provide a written decision. Such decision of the MDNR shall be final unless a request for review is submitted to the division director within ten (10) business days after the decision. Such request shall include: (1) a copy of the MDNR's final decision; (2) a statement of the amount in dispute; (3) a brief description of the issue(s) involved; and (4) a concise statement of the objections to the final decision. A decision by the MDNR shall constitute final action.

X. **Termination**

1. **Termination for Cause.** The MDNR may terminate any financial assistance agreement, in whole or in part, at any time before the date of completion whenever it is determined that the recipient has failed to comply with the terms and conditions of the financial assistance agreement. The MDNR shall promptly notify the recipient in writing of such a determination and the reasons for the termination, together with the effective date. The MDNR reserves the right to withhold all or a portion of agreement funds if the recipient violates any term or condition of this financial assistance agreement. Termination for cause may be considered for evaluating future applications. The recipient may object to terminations with cause and may provide information and documentation challenging the termination.
2. **Termination for Convenience.** Both the MDNR and the recipient may terminate the financial assistance agreement, in whole or in part, when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds.
3. Financial assistance agreements are not transferable to any person or entity.
4. MDNR and the recipient remain responsible for compliance with all closeout requirements.

Y. **Enforcement; Remedies for Noncompliance.** If the recipient falsifies any award document or materially fails to comply with any term of this financial assistance agreement, the MDNR may take one or more of the following actions, as appropriate:

1. Suspend or terminate, in whole or part, the current agreement;
 2. Disallow all or part of the cost of the activity or action not in compliance;
 3. Temporarily withhold cash payments pending the recipient's correction of the deficiency;
 4. Withhold further awards from the recipient;
 5. Order the recipient not to transfer ownership of equipment purchased with assistance money without prior MDNR approval; or
 6. Take other remedies that may be legally available, including cost recovery, breach of contract, and suspension or debarment.
- Z. **Subgrantee's Signature.** The recipient's signature on the application and the award documents signifies the recipient's agreement to all of the terms and conditions of the financial assistance agreement.
- AA. **Human Trafficking. This requirement applies to non-profit recipients or subrecipients.** The recipient, their employees, subrecipients under this agreement, and subrecipients' employees may not engage in severe forms of trafficking in persons during the period of time that the agreement is in effect; procure a commercial sex act during the period of time that the award is in effect; or use forced labor in the performance of the agreement or subagreements under the award. The department has the right to terminate unilaterally: (1) implement section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended, noncompliance that are available to the recipient under this agreement.
- BB. **Illegal Immigration.** Any municipality that enacts or adopts a sanctuary policy will be ineligible for moneys provided through financial assistance agreements administered by any state agency or department until the policy is repealed or is no longer in effect (Missouri Statutes – RSMo 67.307 (2)). No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri (RSMo 285.525 – 285.530).
- CC. **Management Fees.** Management fees or similar charges in excess of the direct costs and approved indirect rates are not allowable. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs which are not allowable under this agreement. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

- DD. **Federal Funding Accountability and Transparency Act (FFATA) Requirements.** If the original assistance agreement amount is less than \$25,000 and an amendment increases the award amount to \$25,000 or greater, the recipient must submit the following to the MDNR prior to MDNR signing the amendment (Subrecipient Informational Form):
1. Location of the entity receiving the financial assistance and primary location of performance under the award, including city, state, congressional district and county;
 2. A unique entity identifier of the entity receiving the financial assistance;
 3. A unique entity identifier of the parent entity of the recipient; and
 4. Names and total compensation for the five most highly compensated officers for the preceding completed fiscal year
- EE. **Executive Compensation.** If FFATA reporting requirements apply and if the agreement period will exceed 12 months, the recipient must provide to the MDNR updated compensation information for their five most highly compensated officers using the Subrecipient Informational Form at the end of each 12 month period.
- FF. **Competency.** The recipient ensures that all personnel associated with this financial assistance agreement, including staff, contractors and subrecipients, possess adequate education, training and experience to satisfactorily perform all technical tasks to be performed in order to fulfill the requirements of this agreement.

II. Statutory Requirements

The recipient must comply with all federal, state and local laws relating to employment, construction, research, environmental compliance, and other activities associated with grants from the MDNR. Failure to abide by these laws is sufficient grounds to cancel the agreement. For a copy of state and federal laws that typically apply to financial assistance agreements contact the MDNR. By applying for this financial assistance agreement, the recipient certifies that the recipient, its board of directors and principals are in compliance with the specific federal and state laws set out below. Further, the recipient shall report to the MDNR any instance in which the recipient or any member of its board of directors or principals is determined by any administrative agency or by any court in connection with any judicial proceeding to be in noncompliance with any of the specific federal or state laws set forth below. Such report shall be submitted within ten (10) working days following such determination. Failure to comply with the reporting requirement may be grounds for termination of this financial assistance agreement or suspension or debarment of the recipient.

- A. Laws and regulations related to nondiscrimination:

1. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, including Limited English Proficiency (LEP);
2. Title VII of the Civil Rights Act of 1964 found at 42 U.S.C. §2000(e) et.seq. which prohibits discrimination on the basis of race, color, religion, national origin, or sex;
3. Title IX of the Education Amendments of 1972, as amended (U.S.C. §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex;
4. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability;
5. Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 621-634), which prohibits discrimination on the basis of age;
6. Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
7. Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
8. Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
9. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
10. Chapter 213 of the Missouri Revised Statutes which prohibits discrimination on the basis of race, color, religion, national origin, sex, age, and disability.
11. The Americans with Disabilities Act (P. L. 101-336), 42 U. S. C. §12101 et seq., relating to nondiscrimination with respect to employment, public services, public accommodations and telecommunications.
12. Any other nondiscrimination provisions in the specific statute(s) and regulations under which application for federal assistance is being made.
13. The requirements of any other nondiscrimination statute(s) and regulations which may apply to the application.

- B. State and Federal Environmental Laws:
1. The Federal Clean Air Act, 42 U.S.C. § 7606, as amended, prohibiting award of assistance by way of grant, loan, or contract to noncomplying facilities.
 2. The Federal Water Pollution Control Act, 33 U.S.C. § 1368, as amended, prohibiting award of assistance by way of grant, loan, or contract to noncomplying facilities.
 3. The National Environmental Policy Act of 1969, 42 U.S.C. § 4321 et seq., as amended, particularly as it relates to the assessment of the environmental impact of federally assisted projects.
 4. The National Historic Preservation Act of 1966, 16 U.S.C. § 470 et seq., as amended, relating to the preservation of historic landmarks.
 5. Earthquakes - Seismic Building and Construction Ordinances, §§ 319.200 - 319.207, RSMo (Cum. Supp. 1990), relating to the adoption of seismic design and construction ordinances by certain cities, towns, villages and counties.
 6. The Missouri Clean Water Law, Sections 644.006 to 644.141, RSMo.
 7. The Missouri Hazardous Waste Management Law, Section, 260.350 to 260.430, RSMo.
 8. The Missouri Solid Waste Management Law, Sections 260.200 to 260.245, RSMo.
 9. The Missouri Air Conservation Law, Sections 643.101 to 643.190, RSMo.
- C. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. §§ 4601 and 4651 et seq., relating to acquisition of interest in real property or any displacement of persons, businesses, or farm operations.
- D. The Hatch Act, 5 U.S.C. § 1501 et seq., as amended, relating to certain political activities of certain State and local employees.
- E. The Archaeological and Historic Preservation Act of 1974 (Public Law 93-291) relating to potential loss or destruction of significant scientific, historical, or archaeological data in connection with federally assisted activities.

- F. The Wild and Scenic Rivers Act of 1968 (16 U.S.C. § 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- G. The flood insurance purchase requirements of § 102(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- H. The Privacy Act of 1974, P.L. 93-579, as amended prohibiting the maintenance of information about any individual in a manner which would violate the provision of the Act.
- I. Public Law 93-348 regarding the protection of human subjects involved in research, development and related activities supported by this award of assistance.
- J. The Laboratory Animal Welfare Act of 1966 (P. L. 89-544), 7 U.S.C. § 2131 et seq., pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- K. The following additional requirements apply to projects that involve construction:
 - 1. The Davis-Bacon Act, as amended, 40 U.S.C. § 276a et seq., respecting wage rates for federally assisted construction contracts in excess of \$2000.
 - 2. The Copeland (Anti-Kickback) Act, 18 U.S.C. § 874, 40 U.S.C. § 276c.
 - 3. The Contract Work Hours and Safety Standards Act, 40 U.S.C. § 327 et seq.
 - 4. Convict labor shall not be used on construction projects unless by convicts who are on work release, parole, or probation.
 - 5. The Lead-Based Paint Poisoning Prevention Act (42 U. S. C. § 4801 et seq.) which prohibits the use of lead paint in construction or rehabilitation of residence structures.

ATTACHMENT B

BUDGET

**Greater Bonne Femme Watershed-based Plan Development and Demonstration
Boone County Commission**

August 1, 2018 – July 31, 2020

	319 Federal Funds	Nonfederal Match
Salary	\$ -0-	\$ 46,028
Fringe	-0-	31,506
Travel	-0-	-0-
Equipment	-0-	-0-
Supplies	2,600	-0-
Contractual	69,756	-0-
Other	2,680	-0-
Indirect	750	-0-
TOTALS	\$75,786	\$77,534
TOTAL PROJECT COST:	\$153,320	

ATTACHMENT C

MISSOURI DEPARTMENT OF NATURAL RESOURCES

Federal Subgrants SPECIAL TERMS AND CONDITIONS

Any recipient employed under this agreement shall comply with the following special terms and conditions. It is understood that no recipient will receive payment unless the following conditions are complied with. These terms and conditions are in addition to all other terms and conditions contained in the financial assistance agreement.

I. PUBLIC INFORMATION GUIDELINE REQUIREMENTS:

1. The recipient must agree that all statements, press releases, requests for proposals, bid solicitations, and other documents describing the program/project for which funds are being awarded, will include a statement of the percentage of the total cost of the program/project which is financed with Environmental Protection Agency (EPA) money, the dollar amount of EPA funds for the program/project, and that the funds are provided through the Missouri Department of Natural Resources (MDNR). On-the-ground projects must have a sign bearing this information and the names of other project partners.
2. All public information projects, including but not limited to, reports, publication, audio-visual products, website development, and materials developed for public distribution supported by this assistance agreement must meet MDNR's quality standards, as outlined in the style sheet (attached) and MDNR's style manual. All recommendations made by a departmental review of the publications must be followed by the recipient.
3. The recipient will provide to MDNR an electronic copy of final products produced under the award agreement including but not limited to: videos, project photos, final reports, education materials, water quality monitoring data, brochures, maps, education curriculum and materials, other print materials at requested, etc.
4. The recipient agrees that any reports, publications, audio-visual products, websites, and materials developed for public distribution supported by this assistance agreement shall include the following statement:

“This project has been funded wholly or in part by the United States Environmental Protection Agency (EPA) and the Missouri Department of Natural Resources under assistance agreement (number) to (recipient). It has been subjected to the EPA and the department's product and administrative review and has been approved for production. The contents of this document do not necessarily reflect the views and policies of the EPA or the department, nor does the EPA or the department endorse trade names or recommend the use of commercial products mentioned in this document.”
5. These conditions above shall be followed unless otherwise specified in Attachment A-1, Terms of Agreement.

See also Attachment D, General Terms and Conditions for additional publication requirements.

II. ADMINISTRATION REQUIREMENTS:

1. Audit Requirements. Audits must report on fair presentation of the organizations financial statements in conformity with generally accepted accounting principles, the internal control structure, and compliance with applicable laws and regulations. The audits must be conducted in accordance with generally accepted auditing standards as promulgated by the American Institute of Certified Public Accountants.

The amended Single Audit Act of 1996 (revised June 27, 2003), which applies to all non-federal entities expending \$500,000 or more in federal awards in a fiscal year, takes effect for fiscal years beginning after December 31, 2003 and prior to December 26, 2014, in accordance with OMB Circular A-133. In accordance with section 200.501 of the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F, the single audit threshold is \$750,000 for audit fiscal years after December 26, 2014. This statutory requirement supersedes any other effective date in federal agency guidance, so the same effective date will apply to all agencies and all recipients of federal funds.

- a. Universities and Non-Profit Organizations. Universities or Non-Profit recipients must submit a copy of an independent audit as prescribed in OMB Circular A-133 if applicable. If Circular A-133 does not apply, Universities or Non-Profit recipients having federal expenditures of \$500,000 or more in a fiscal year prior to December 26, 2014, must provide a copy of an independent auditor's report. For audit fiscal years after December 26, 2014, an audit is required when expenditures in a fiscal year are \$750,000 or more.
 - b. Government Organizations. Units of state or local governments must provide the department a copy of an independent auditor's report for expenditures of \$500,000 or more in a fiscal year prior to December 26, 2014. For audit fiscal years after December 26, 2014, an audit is required when expenditures in a fiscal year are \$750,000 or more.
 - c. Audit waiver. Grant awards primarily for the purchase of equipment (i.e., when equipment purchases make up 80% of the total project costs) will not require an audit irrespective of the amount of the award.
 - d. Review of Expenditures \$750,000 or less (or \$500,000 or less prior to December 26, 2014). The recipient may be asked to provide documentation of project activity, financial statements, reports of various aspects of compliance at the request of the department if their expenditures are less than the \$750,000 (or less than \$500,000 prior to December 26, 2014) threshold in a fiscal year. On-site monitoring and reviews by the department will be conducted if necessary that focus on compliance and controls over compliance. Any findings noted during the process will be handled in the same manner as any exceptions noted under a single or program-specific audit.
 - e. Recipients of federal funds, which can be reviewed by the MDNR, EPA, Inspector General, State Auditor, GAO, or their representatives, shall address all deficiencies identified in the review to their satisfaction. Recipients failing to address deficiencies identified in the review will not be eligible to receive any further funding, and may be required to repay any and all disbursements of federal grant funds awarded by the MDNR.
2. Bid Procedures. Bids for purchases of goods or services must be solicited whenever the total purchase is expected to cost more than \$3,000 from any one vendor.

The greater than \$3,000 bid limit is the limit established under the procurement requirements of the State of Missouri, Office of Administration, Purchasing Division. Therefore, the greater than \$3,000 limit will be used for any federal funds passed through to recipient or purchasing purposes within federal grant projects. If federal funds are passed from the recipient to any other participant to spend on the project, then the participant is to follow the same guidelines. A minimum of three bids is to be solicited.

A recipient of federal grant funds is required under Title 40 part 33 and/or 2 CFR Parts 200 and 1500, to make a “good faith effort” with disadvantaged business enterprises when procuring construction, equipment, services and supplies under an EPA financial assistance agreement. Minority and women business enterprises are to be solicited in the bid process whenever possible. The bidding process is mandatory for purchases reimbursed with federal grant funds as well as purchases used to meet required match commitments. Further bid procedure and purchasing guidelines are found in the appropriate OMB circulars of Administrative Requirement of Grants and Agreements under Competition and Procurement procedures.

3. Payment to Consultants – Participation in the salary rate (excluding overhead) paid to individual consultants retained by the recipient or by the recipient’s contractors or subcontractors shall be limited with federal funds to the maximum daily rate for Level IV of the Executive Schedule, available at: (<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/#url=2015>), to be adjusted annually. (Recipients may pay more than this amount, however, not with federal funds.) This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. This rate does not include transportation and subsistence costs for travel performed (the recipient will pay these in accordance with their normal travel reimbursement practices).

Recipients with firms for services which are awarded using the procurement requirements in Subpart D of 2 CFR 200 are not affected by this limitation unless the terms of the contract provide the recipient with responsibility for the selection, direction, and control of the individuals who will be providing services under the contract at an hourly or daily rate of compensation. See 2 CFR 1500.9.

4. Travel. Travel will be conducted according to the recipient’s written travel policy and procedures with the following additional limitations imposed by the Grantee (MDNR) and conditions based on Internal Revenue Service guidelines:
 - a. Out-of-state travel must be approved in advance of travel by the designated MDNR Project Manager. Recipient must provide a written justification for the purpose of the trip and how it relates to the scope of the project. The recipient shall not incur out-of-state travel expenses on project business until receiving written approval by the MDNR Project Manager.
 - Travel expenses are limited to actual expenses that are “reasonable and necessary.” The method of travel shall be that which is more economical and advantageous to the grant funds.
 - For out-of-state trips in a vehicle where it makes more sense to drive than fly, meals will not be reimbursed unless the employee is in 12-hour or overnight travel status as specified below (b).
 - Travel by personal vehicle, instead of air travel, shall be limited to the recipient’s established mileage allowance as stated in their written travel policy (not to exceed the federal rate) plus any actual expenses that would have been allowed or provided if taking air transportation.
 - If traveling by air, the total allowable costs cannot exceed the reasonable coach fare available at the time to the same destination.
 - No meals, additional lodging, or incidentals will be reimbursed for personal extended stays while traveling.
 - Reimbursement for travel outside the state by train or bus instead of air travel shall be limited to the actual cost of the train or bus fare plus any actual expenses that would have been allowed or provided if taking air transportation.
 - b. Meal costs will be allowed during project related travel only if there are twelve or more continuous hours of travel involved. Recipient will indicate on the travel expense voucher “twelve hour travel status” and provide time records as supporting documentation. Twelve-hour travel status includes the allowable breaks for meals in the recipient’s travel policy.

Eligible meal is defined as follows:

- When overnight lodging is indicated:
 - Breakfast* – is eligible on the day of departure if travel status begins no later than 7:00 a.m. plus any other day until employee returns.
 - Lunch* – is eligible on the day of departure if travel status begins no later than 10:00 a.m. plus any other day where travel status continues past 2:00 p.m. until employee returns.
 - Dinner* – is eligible on the day of departure if travel status begins no later than 5:00 p.m. plus any other day where travel status continues past 7:00 p.m. until employee returns.
- When employee is in twelve-hour travel status, eligible meals are the same as above.
- When in overnight or twelve-hour travel status and attending a meeting or conference, you may claim the meal per diem for those meal times where you document that no meal was provided.

c. Reimbursement will be provided for reasonable meal and hotel expense as specified in the Federal Travel Regulations or recipient's Travel policy, whichever is less. The website link provided can be utilized as reference for Federal Domestic Per Diem Rates. (<http://www.gsa.gov/mie>).

5. Light Refreshments and/or Meals. Food purchases (other than eligible meals as described in the Travel condition above) for events, meetings, tours, field days, etc., shall not be purchased until receiving written approval by the MDNR Project Manager. The events must fit the scope of work and provide a benefit to the success of the project. Effective cost control is a management issue, therefore, subgrant recipients are expected to establish sufficient and effective controls to ensure agency provided food expenses are incurred only when appropriate and in conformance with this condition.

The MDNR may allow the recipient to provide light refreshments and/or meals in conjunction with official grant business and grant sponsored activities as described in the approved financial assistance agreement workplan. The recipient must obtain prior written approval from MDNR for the use of grant funds for light refreshments and/or meals served at meetings, conferences, training workshops and outreach activities (events). The recipient must send requests for approval to the MDNR Project Manager and include:

- 1) An estimated budget and description for the light refreshments, meals, and/or beverages to be served at the event(s);
- 2) A description of the purpose, agenda, location, length and timing for the event; and
- 3) An estimated number of participants in the event and description of their roles.

Note: U.S. General Services Administration regulations define light refreshments for morning, afternoon or evening breaks to include, but not be limited to, coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins. (41 CFR 301-74.11)

Recipients may address questions about whether costs for light refreshments and/or meals for events may be allowable to the recipient's MDNR Project Manager; however, the Federal Agency Award Official and/or MDNR Project Manager will make final determinations on allowability. Agency policy prohibits the use of EPA grant funds for receptions, banquets and similar activities that take place after normal business hours unless the recipient has provided a justification that has been expressly approved by EPA's Award Official and/or the MDNR Project Manager.

Specific parameters are outlined below with prior approval:

- 1) Recipients may purchase light refreshments and/or meals in conjunction with its official grant business functions when it is determined that providing light refreshments or beverage service (no alcohol permitted) will promote the efficient conduct of a specific project activity (i.e., field days, training sessions, board and commission meetings, demonstration tours).

- 2) During meeting breaks, light snacks and beverages may be provided. Costs for snacks and beverages should be at a nominal charge per person.
- 3) Official business functions must include more than just attendance of employees of the recipient's organization. Light refreshments and/or meals will not be allowed for the recipient's general staff meeting function of day-to-day operation.

6. Third-Party Volunteer Match (effective for projects awarded on/after January 1, 2011)

- a. Employees of other organizations: When an employer other than a grantee, subgrantee, or cost-type contractor furnishes free of charge the services of an employee in the employee's normal line of work, the services will be valued at the employee's regular rate of pay exclusive of the employee's fringe benefits and overhead costs. (2 CRF Part 200.306 (f))
- b. Volunteers performing tasks/duties outside of their professional capacity shall be valued at the rates listed below by labor category.

Four general categories have been created to capture the typical volunteer tasks/duties performed in subgrant projects. These rates will apply for volunteers meeting the criteria under b. above. The two references below will be used when updating these rates based on the most current data reported by the Independent Sector and the Bureau of Labor Statistics.

Independent Sector (http://www.independentsector.org/volunteer_time) The rate can change annually; therefore, **check the website periodically for updated rates;**

The Bureau of Labor Statistics (www.bls.gov/oes/current/oes_mo.htm) mean hourly wages are from the (last updated) March 29, 2013, Missouri State Occupational Employment and Wage Estimates. **Please refer to this website for the most current wages for Missouri.**

Technical Administration: (must show previous knowledge/education/skill level where applicable).

Examples: steering/stakeholder committee; Board of Directors; trained Stream Team Volunteer Water Quality Monitors; nutrient and pest management plan development/writer and soil testing; Geographic Information Systems (GIS) mapping/location; modeling

Wage: Current Independent Sector volunteer wage for the state of Missouri

Design: (must show previous knowledge/education/skill level where applicable).

Examples: best management practice (BMP) design; website development/design/maintenance; educational programs, curriculum design and/or educational presenter; and newsletter or brochure development.

Wage: Current Independent Sector volunteer wage for the state of Missouri

Laborer: Examples: BMP installation; e.g., rain garden planting, storm drain stenciling, tree planting, litter pick-ups; survey/data collector/documenting BMPs; set-up/take down.

Wage: **(Use aggregate total of below three occupations as per the Bureau of Labor Statistics)**

Building and Grounds Cleaning and Maintenance Occupations

- ❖ Occupation Code: 37-2012 – Maids and Housekeeping Cleaners (set-up/take down)
- ❖ Occupation Code: 37-3011 – Landscaping and Groundskeeping Workers

Transportation and Material Moving Occupations

- ❖ Occupation Code: 53-7081 – Refuse and Recyclable Material Collectors

Administrative: Examples: Clerical, e.g., reporting, mailings, receptionist, and other general office work; Fiscal, e.g., invoicing, bills, documentation tracking, procurement, fiscal and fund reports, payroll, minority business enterprises/women business enterprises (MBE/WBE) documentation.

Wage: (Use aggregate total of the below occupation as per the Bureau of Labor Statistics)

Office and Administration Support Occupations

❖ Occupation Code: 43-0000 – Office and Administration Support Occupations

These wages will be updated and provided to grant recipients as the sources of rate information is updated.

The Bureau of Labor Statistics has hourly wages by occupation that were used to determine the value of the specialized skills in section (b) above. The wages are based on Missouri specific wages.

(<http://www.bls.gov/bls/blswage.htm>)

7. Environmental Data. The recipient agrees, by entering into this agreement that it has demonstrated prior to award, or alternatively, where a pre-award demonstration of competency is not practicable, recipient agrees to demonstrate competency prior to carrying out any activities under the award involving the generation or use of environmental data. The recipient shall maintain competency for the duration of the project period of this agreement. A copy of the policy is available online at http://www.epa.gov/fem/lab_comp.htm or a copy may be requested by contacting the MDNR Project Manager.

Organizations performing activities involving the use or generation of environmental data under covered assistance agreements awarded after May 14, 2013, and are expected to exceed \$200,000 (in federal funding) shall provide MDNR with:

- Quality documentation such as a quality management plan (QMP), and/or other documentation that demonstrates conformance to U.S. EPA quality program requirements;
- and
- Demonstration of competency in the field(s) of expertise.

Demonstration of competency may include (but not be limited to):

- Current participation in accreditation or certification programs that are applicable to the environmental data generated under the Agency-funded assistance;
- Ongoing participation by the organization in proficiency testing (PT) or round robin programs conducted by external organizations;
- Ongoing U.S. EPA accepted demonstrations and audits/assessments of proficiency; and
- Other pertinent documentation that demonstrates competency (e.g., past performance to similar statement of work [SOW]).



EPA Project Control Number

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Typed Name & Title of Authorized Representative

Signature and Date of Authorized Representative

The public reporting and recordkeeping burden for this collection of information is estimated to average 15 minutes per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.