

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

September Session of the July Adjourned

Term. 2019

County of Boone

} ea.

In the County Commission of said county, on the

3rd

day of

September

20 19

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 to hire above the Flexible Hiring Maximum for position 788, Emergency Telecommunicator and does hereby authorize an appropriation of \$18.39 for the hourly pay rate of said position.

It is further ordered the Boone County Commissioners are hereby authorized to sign the attached Request to Hire Above Flexible Hiring Maximum Form.

Done this 3rd day of September 2019.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon
Clerk of the County Commission

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Fred J. Parry
Fred J. Parry
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

REQUEST TO HIRE ABOVE FLEXIBLE HIRING MAXIMUM BOONE COUNTY

Description of form: To request approval to hire between 86% - 120% of the salary range mid-point

Procedure:

1. The Administrative Authority or designee completes the form and prepares a schedule that demonstrates that funding is available within the salary and wage appropriation (account #10100) and calculates the amount for a budget revision, if needed. The Administrative Authority submits the form, the schedule, and the budget revision (if needed) to the Auditor for certification of funds availability.
2. The Auditor certifies funds availability and approves budget revision (if applicable) and forwards to Human Resource Director.
3. The Human Resource Director reviews the information, makes recommendation, and schedules the request on the Commission agenda for approval.
4. The County Commission will review all requests for a starting salary above the flexible hiring limit and will either approve or deny the request. After approval/denial, the County Commission will return this form to the Administrative Authority.
5. The Administrative Authority will list the Commission Order number approving this request on the electronic Personnel Action Form.

Name of prospective employee Carrie M. Johnson Department Joint Communications

Position Title Emergency Telecommunicator Position No. (will be 788)

Proposed Starting Salary (complete one only) Annual: _____ % of Mid-Point
 OR Hourly: \$ 18.39 % of Mid-Point 87.7

No. of employees in this job classification within your Department? 23

Justification (Describe the prospective employee's education and/or work experience which supports this proposed compensation level)

Ms. Johnson was originally hired by BCJC 10/07/2013 and separated 06/01/2019; her work performance was very good and she was an asset we would benefit from re-hiring. She was not gone long and deserves to be hired back at her last hourly rate of \$18.39/hour.

If proposed salary exceeds what other employees in the same job classification are paid, explain how the prospective employee's background exceeds others working in the same job classification:

What effect, if any, will this proposal have on salary relationships with other positions in your office and/or positions in other offices?
No effect.

Additional comments:

Ms. Johnson will be re-hired at the same rate that was in the 2019 Budget for this position.

Administrative Authority's Signature: [Signature] Date: 8-8-19

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

Auditor's Signature: Jane Pitchford by S Date: 8/28/19

Human Resource Director's Recommendations:

Recommended approved. Employee out of County service for a very short period of time returning @ prior salary

Human Resource Director's Signature: [Signature] Date: 8/29/19

County Commission Approve Deny
 Comment(s):

Presiding Commissioner's Signature: [Signature] Date: 9/3/19

District I Commissioner's Signature: [Signature] Date: 9/3/19

District II Commissioner's Signature: [Signature] Date: 9/3/19

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STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned

Term. 2019

In the County Commission of said county, on the 3rd day of September 2019

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

Now on this day, the County Commission of the County of Boone does hereby approve the following budget revision from Facilities Maintenance to move funds from Replacement Auto/Truck (92400) to Machinery & Equipment (91300) to cover the cost of a new tool purchase.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
6104	92400	Grounds Maintenance	Replacement Auto/Truck	1,682	
6100	91300	Facilities	Machinery & Equipment		1,682
				1,682	1,682

Done this 3rd day of September 2019.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon
Clerk of the County Commission

Daniel K. Atwill

Daniel K. Atwill
Presiding Commissioner

Fred J. Parry

Fred J. Parry
District I Commissioner

Janet M. Thompson

Janet M. Thompson
District II Commissioner

**BOONE COUNTY, MISSOURI
REQUEST FOR BUDGET REVISION**

To: County Clerk's Office
Comm Order # 374-2019
Please return purchase req with
back-up to Auditor's Office.

RECEIVED

8/13/19
EFFECTIVE DATE

AUG 13 2019

FOR AUDITORS USE

BOONE COUNTY AUDITOR

(Use whole \$ amounts)
Transfer From Transfer To
Decrease Increase

Dept	Account	Fund/Dept Name	Account Name	Transfer From Decrease	Transfer To Increase
6104	92400	Grounds Maintenance	Replacement Auto/Truck	1682	
6100	91300	Facilities	Machinery and Equipment		1682
				<u>1682</u>	<u>1682</u>

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

Purchase tool for install of press fittings for fan terminal and vav update project. Cost savings from the truck purchase made for Grounds can be transferred to Facilities for this purchase, as discussed with the Auditor's office.
RECLASS FUNDS - TOOL PURCHASE

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

[Signature]
Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached
- Unencumbered funds are available for this budget revision.
- Comments:

AGENDA

[Signature]
Auditor's Office
[Signature]
PRESIDING COMMISSIONER

[Signature]
DISTRICT I COMMISSIONER

[Signature]
DISTRICT II COMMISSIONER



Doug Coley, Director of Facilities
613 E. Ash Street, Room 107, Columbia MO 65201

Phone (573) 886-4400

Jody Moore, Admin. Assistant
Fax (573) 886-4402

August 13, 2019

Subject: purchase of press fit tool

Commissioners:

Facilities maintenance is in the process of updating our fan terminal units and VAV boxes in the courthouse. We completed the Government Center this spring and are currently working on ground floor CH. There are approximately 90 units to install new valves and controller. Each of these require extensive plumbing changes.

We have been using shark bite fittings to stay away from the flame involved with soldering multiple fittings at each unit. The shark bite fittings are about three times more expensive than press fit fittings. We've started using press fit and borrow the tool from Ferguson Supply. They loan the tool for one day as long as you buy the fittings from them. They are the most expensive of the suppliers. Off the job time is a concern. Takes about 35 to 40 minutes go check out the tool and the same to return it. Roundtrip time. Nonproductive time. This tool can be used for copper plumbing up to 1 1/8". It will allow us to do more plumbing during normal hours when we can't drain lines to solder.

The cost of the tool is \$1681.13. We are requesting to utilize cost savings from 2019 budgeted auto/truck replacement for the purchase.

Thank you for your consideration.
Doug Coley



FERGUSON - COLUMBIA MO #565
 1100 BUSINESS LOOP 70 WEST
 COLUMBIA, MO 65202-0003

Phone: 573-514-6012
 Fax: 573-442-0709

Deliver To: From: Chad Davidson Comments:

10:48:10 AUG 14 2019

Page 1 of 1

FERGUSON ENTERPRISES LLC #215

Price Quotation
 Phone: 573-514-6012
 Fax: 573-442-0709

Bid No: B484929
Bid Date: 08/14/19
Quoted By: CSD

Cust Phone: 573-886-4400
Terms: NET 10TH PROX

Customer: COUNTY OF BOONE
 BOONE COUNTY FACILITY MAIN
 613 E ASH RM 107
 COLUMBIA, MO 65201

Ship To: COUNTY OF BOONE
 BOONE COUNTY FACILITY MAIN
 613 E ASH RM 107
 COLUMBIA, MO 65201

Cust PO#: M12 PRESS TOOL

Job Name:

Item	Description	Quantity	Net Price	UM	Total
M247322	M12 1/2-1 FORCE LOGIC PRESS TOOL	1	1681.316	EA	1681.32

Net Total: \$1681.32
Tax: \$0.00
Freight: \$0.00
Total: \$1681.32

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

CONTACT YOUR SALES REPRESENTATIVE IMMEDIATELY FOR ASSISTANCE WITH DBE/MBE/WBE/SMALL BUSINESS REQUIREMENTS.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>
 Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with "NP" in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.



HOW ARE WE DOING? WE WANT YOUR FEEDBACK!

Scan the QR code or use the link below to complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=565&on=270744>

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September Session of the July Adjourned

Term. 2019

County of Boone

In the County Commission of said county, on the

3rd

day of

September

2019

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

Now on this day, the County Commission of the County of Boone does hereby authorize the following new assets purchase by the Information Technology Department:

PC and Monitor – Office of Emergency Management

Done this 3rd day of September 2019.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon
Clerk of the County Commission

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Fred J. Parry
Fred J. Parry
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner



BOONE COUNTY

Department of Information Technology

ROGER B. WILSON BOONE COUNTY GOVERNMENT CENTER
801 E. Walnut, Room 220
Columbia, MO 65201-4890
573-886-4315

Aron Gish

Director

DATE: August 29, 2019

TO: Dan Atwill, Presiding Commissioner
Fred Parry, District I Commissioner
Janet Thompson, District II Commissioner

FROM: Aron Gish, IT Director

SUBJECT: Request to purchase new assets – PC and Monitor

CC: June Pitchford, County Auditor
Caryn Ginter, Budget Analyst
Chad Martin, Interim Director

The purpose of this request is to seek approval to purchase two new assets which are a PC and monitor for Office of Emergency Management. This PC and monitor were discussed as a 2018 Budget Request, but were not finalized and they are still needed. The PC and monitor will be assigned to the siren equipment and are critical to the work processes of the office.

I am requesting to use savings from Department 2703 (Information Technology-BCJC/EM) and account 92301 (Replc Computer Hdwr) for this purchase of \$1,411.03. A budget revision has been prepared transferring funds to Department 2703 (Information Technology-BCJC/EM) and account 91301 (Computer Hardware) for this purchase.

Total Purchase: \$1,411.03 (2703 – 91301)

Thank you for your consideration.

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County of Boone } ea.

September Session of the July Adjourned

Term. 2019

In the County Commission of said county, on the 3rd day of September 2019

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

Now on this day, the County Commission of the County of Boone does hereby approve the following budget revision from Information Technology to move funds from Replacement Computer Software (92301) to Computer Hardware (91301) to cover the cost of a new PC and Monitor for the siren equipment for the Office of Emergency Management.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2703	92301	IT-BCJC/EM	Replacement Computer Software	1,415	
2703	91301	IT-BCJC/EM	Computer Hardware		1,415
				1,415	1,415

Done this 3rd day of September 2019.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon
Clerk of the County Commission

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Fred J. Parry
Fred J. Parry
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

QUOTE CONFIRMATION



DEAR BETH BOOS,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KTWS691	8/8/2019	KTWS691	8935081	\$1,411.03

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HP Smart Buy EliteDesk 300 WSE Tower Core i7-8700 8GB RAM 256GB Win 10 Pro Mfg. Part#: 4NH74UT#ABA UNSPSC: 43211508 Contract: Sourcewell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)	1	5148129	\$1,255.84	\$1,255.84
Samsung SE450 S24E450DL 23.6" LED-backlit LCD - Black Mfg. Part#: S24E450DL UNSPSC: 43211902 Contract: Sourcewell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)	1	3740796	\$155.19	\$155.19

PURCHASER BILLING INFO	SUBTOTAL
Billing Address: BOONE COUNTY IT DEPT 801 E WALNUT ST RM 220 COLUMBIA, MO 65201-4890 Phone: (573) 886-4315 Payment Terms: Net 30 Days-Govt State/Local	\$1,411.03
	SHIPPING \$0.00
	SALES TAX \$0.00
	GRAND TOTAL \$1,411.03
DELIVER TO Shipping Address: BOONE COUNTY IT DEPT 801 E WALNUT ST RM 220 COLUMBIA, MO 65201-4890 Phone: (573) 886-4315 Shipping Method: UPS Ground (2- 3 Day)	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515

Need Assistance? CDW•G SALES CONTACT INFORMATION		
	Tom Doherty (866) 626-8514	tomdohe@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at [http://www.cdwg.com/contracts/standard-terms-conditions-of-sale-and-service-projects.html](#).
 For more information, contact a CDW account manager
 © 2019 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

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STATE OF MISSOURI

September Session of the July Adjourned

Term. 2019

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} ea.

In the County Commission of said county, on the

3rd

day of

September

20 19

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

Now on this day, the County Commission of the County of Boone does hereby approve the attached agreement between the Boone County Sheriff's Department and The Curators of the University of Missouri to provide additional safety and security for the period of July 1, 2019 through June 30, 2020.

Terms of the agreement are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Agreement.

Done this 3rd day of September 2019.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner


Fred J. Parry
District I Commissioner


Janet M. Thompson
District II Commissioner

AGREEMENT

THIS AGREEMENT is made and entered into by and between THE CURATORS OF THE UNIVERSITY OF MISSOURI, a public corporation of the State of Missouri, contracting on behalf of its' Police Department at the University of Missouri-Columbia (hereafter "University") and THE BOONE COUNTY SHERIFF'S DEPARTMENT (hereafter "County").

WITNESSETH:

WHEREAS, University is desirous of obtaining assistance in providing safety and security for the period from July 1, 2019 through June 30, 2020.

WHEREAS, County has the personnel and expertise to assist University in its' efforts; and

WHEREAS, the parties deem it to their mutual benefit to set forth the terms of their agreement in writing;

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

1. County will provide appropriately trained personnel and assistance as mutually agreed, when requested, during the period from July 1, 2019 through June 30, 2020.
2. University will consult with County in planning, scheduling and conducting the work to be performed pursuant to this agreement. University's representative for such purposes shall be Chief R. Douglas Schwandt or his designee; County's representative shall be Sheriff Dwayne Carey or his designee.
3. University shall compensate County for services rendered pursuant to this agreement at the rate of \$50.00 per hour. County will invoice University of Missouri Police Department, 901 Virginia Avenue, Columbia, MO 65211, or designated location per event, for services rendered at the conclusion of each event during the term of this agreement. Such invoices shall contain sufficient documentation to permit independent verification by University of amounts due.
4. The parties mutually agree that:
 - a. Work conducted under this agreement will be carried out according to procedures which are mutually acceptable to the parties.
 - b. County acts as an independent contractor for the purposes of this agreement, and shall not act as an agent for the University. Nor shall any individuals assigned by County to render services pursuant to this agreement be deemed to be employees of the University for any purposes whatsoever, including but not limited to Social Security, Employment Compensation, Workers Compensation or other insurance.

- c. University shall retain overall administrative and professional supervision of individuals rendering services pursuant to this agreement insofar as their presence affects the operations of the University.

IN WITNESS WHEREOF, the parties have executed this agreement by their duly authorized representatives as of the dates below their respective signatures.

THE CURATORS OF THE
UNIVERSITY OF MISSOURI

BOONE COUNTY

Signature


Signature

Title

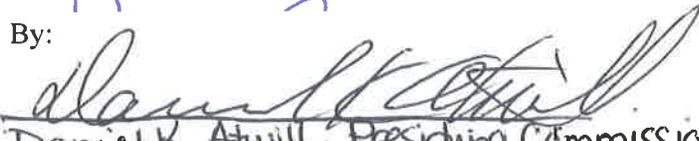

Title

Date


Date

BOONE COUNTY, MISSOURI - Continued

By:


Daniel K. Atwell, Presiding Commissioner

Attest:


Brianna L. Lennon, County Clerk

Approved as to Legal Form:


CJ Dykhouse, County Counselor

Acknowledged for Budgeting & Auditing Purposes:


June E. Pitchford, County Auditor

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STATE OF MISSOURI

} ea.

September Session of the July Adjourned

Term. 20 19

County of Boone

In the County Commission of said county, on the

3rd

day of

September

20 19

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

Now on this day, the County Commission of the County of Boone does hereby approve the attached 2020 State Cyber Crime Grant (SCCG) award in the amount of \$175,364.88 for the Boone County Sheriff's Department Cyber Crimes Task Force.

It is furthered ordered the Presiding Commissioner is hereby authorized to sign and initial the attached grant award letter.

Done this 3rd day of September 2019.

ATTEST:

Brianna L. Lennon

Brianna L. Lennon
Clerk of the County Commission

Daniel K. Atwill

Daniel K. Atwill
Presiding Commissioner

Fred J. Parry

Fred J. Parry
District I Commissioner

Janet M. Thompson

Janet M. Thompson
District II Commissioner

MICHAEL L. PARSON
Governor

SANDRA K. KARSTEN
Director



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

STATE OF MISSOURI
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR

August 19, 2019

Lt. Britt Shea
2121 E County Dr
Columbia, Mo 65202

Re: **Subrecipient Name: Boone County, Cyber Task Force**
Subaward Number: 2020-SCCG-001
Project Title: Boone County Sheriff's Department Cyber Crimes Task Force

Dear Lt. Shea:

Congratulations, the status of the above referenced application under the 2020 State Cyber Crime Grant (SCCG) funding opportunity has changed from "Approved" to "Awarded".

Enclosed are the *Subaward* and *Certified Assurances* documents. The proper Authorized Official and Project Director, as identified on each of the forms, must sign in the applicable sections of each document. **The signatures must be original; stamped signatures will not be accepted!** Signatures different than the names printed will not be accepted either!

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

- Subaward*, signed by both the Authorized Official and the Project Director
- Certified Assurances*, initialed in the lower right-hand corner of each page by the Authorized Official and signed on the final page by both the Authorized Official and the Project Director
- Printed copy of your 2020 SCCG Application, printed from WebGrants via the My Grants module

Please print all documents single-sided. **Do not duplex or print on both sides of the paper!** Also, please do not staple your documents – use a paper clip or binder clip instead, where desired.

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

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

The Missouri Department of Public Safety retains the original, signed copy of the subaward documents for its files. A scanned copy of the signed subaward documents will be provided for your records via the "Subaward Documents – Final" component of the grant within WebGrants. If your agency requires an original set, please return an extra original set of the signed documents, and they will be forwarded back to your agency via mail.

If you have experienced a change in personnel affecting the names listed on the *Subaward* and/or *Certified Assurances* document, please notify me by email at heather.haslag@dps.mo.gov or by telephone at (573) 751-1318 so that replacement documents can be generated and forwarded for signature. Do not cross out the names printed or have alternative individuals sign in place of the identified person(s).

If you have questions pertaining to the 2020 SCCG program, please contact either of the SCCG staff: Laura Robinson at (573) 526-1928 or Becky Block at (573) 751-5951.

Again, congratulations on the award of your 2020 SCCG application!

Sincerely,



Heather Haslag
CJ/LE Program Manager

cc: File

Enclosures



MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
SUBAWARD

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

Subrecipient Name:		Subrecipient DUNS Number:	
Boone County, Cyber Task Force		182739177	
DPS Funding Opportunity Title:	Project Period Start Date:	Project Period End Date:	
2020 SCCG	06/01/2019	05/31/2020	
Project Title:		Subaward Number:	
Boone County Sheriff's Department Cyber Crimes Task Force		2020-SCCG-001	
Project Description:			
<p>The Boone County Sheriff's Department Cyber Crimes Task Force is a cooperative effort between participating Mid-Missouri law enforcement agencies across a seven-county area. The primary focus of the Task Force is the detection and investigation of Internet crimes committed against children.</p> <p>The Task Force also provides forensic examinations of computers, cellular phones, and other electronic media to law enforcement agencies and prosecuting attorneys.</p> <p>Additionally, in an effort to improve public safety for children and the community, the Task Force organizes and participates in educational programs and public awareness events. The goal is to mitigate the potential dangers and negative consequences that come with the use of social media, the Internet, and related technology.</p>			
Subaward Total:	CFDA Number and Name:		
\$175,364.88	N/A		
<p>This Subaward is made in the amount and for the project period referenced above to the Subrecipient identified above. This Subaward is subject to compliance with the general conditions governing grants and subawards and any attached Certified Assurances or Special Conditions. This Subaward is subject to compliance with all federal and state laws and all guidelines identified in the above mentioned DPS Funding Opportunity.</p> <p>The undersigned Subrecipient Authorized Official hereby acknowledges he/she is authorized to legally bind the Subrecipient and certifies acceptance of the above-described Subaward on the terms and conditions specified or incorporated by reference above and those stated in the approved application.</p>			
Subrecipient Authorized Official (AO) Name:		Subrecipient Project Director (PD) Name:	
Daniel Atwill		Dwayne Carey	
Subrecipient AO Signature:	Date:	Subrecipient PD Signature:	Date:
	8-30-19		
<p>This Subaward shall be in effect for the duration of the project period stated above and funds shall be made available on the Subaward Date with return of this signed document to the Missouri Department of Public Safety and upon full execution by signature of the Authorized Official of the Missouri Department of Public Safety, Office of the Director.</p>			
Authorized Official, Missouri Department of Public Safety			Subaward Date



MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR



STATE CYBER CRIME GRANT (SCCG)
2020 CERTIFIED ASSURANCES

Subrecipient:	Boone County, Cyber Task Force	Subaward Number:	2020-SCCG-001
Project Title:	Boone County Sheriff's Department Cyber Crimes Task Force		

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

General:

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

Subrecipient Authorized Officials Initials: 

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

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

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

Email: dpsinfo@dps.mo.gov

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

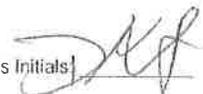
The Missouri Department of Public Safety reserves the right to suspend or terminate grant funding pending the review of a report of fraud, waste, or abuse relating to funds under this subaward.

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

In accepting this subaward, the Subrecipient:

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

Subrecipient Authorized Officials Initials



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

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

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

Subrecipient Authorized Officials Initials: 

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

Email: dpsinfo@dps.mo.gov

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

Civil Rights:

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

Financial:

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

Subrecipient Authorized Officials Initials: 

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

Subrecipient Authorized Officials Initials: DKA

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

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

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

Programmatic:

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

Subrecipient Authorized Officials Initials: 

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

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

Daniel Atwill

Subrecipient Authorized Official Name



Subrecipient Authorized Official Signature

8-30-19

Date

Dwayne Carey

Subrecipient Project Director Name

Subrecipient Project Director Signature

Date

Subrecipient Authorized Officials Initials:





Application

99841 - 2020 SCCG - Final Application

101227 - Boone County Sheriff's Department Cyber Crimes Task Force
State Cyber Crime Grant (SCCG)

Status:	Awarded	Original Submitted Date:	03/11/2019 1:32 PM
		Last Submitted Date:	08/14/2019 10:55 AM

Applicant Information

Primary Contact:

Name:*	Lt. <small>Title</small>	Britt <small>First Name</small>	Shea <small>Last Name</small>
Job Title:*	Lieutenant		
Email:*	bshea@boonecountymo.org		
Mailing Address:*	2121 E County Dr		
Street Address 1:			
Street Address 2:			
	Columbia <small>City</small>	Missouri <small>State/Province</small>	65202 <small>Postal Code/Zip</small>

Phone:* 573-875-1111 6254
Ext.

Fax:* 573-874-8953

Organization Information

Applicant Agency:* Boone County, Cyber Task Force

Organization Type:* Government

Federal Tax ID#:* 436000349

DUNS #:* 182739177

CCR Code: 4KKC8 10/15/2019
Valid Until Date

Organization Website: www.showmeboone.com

Mailing Address:* 801 E. Walnut Street

Street Address 1:

Street Address 2:

City* Columbia Missouri 65201 7732
City State/Province Postal Code/Zip + 4

County:* Boone

Congressional District:* 04

Phone:* 573-886-4305

Ext.

Fax:* 573-886-4311

Contact Information

Authorized Official

The Authorized Official is the individual that has the ability to legally bind the applicant agency in a contract. Refer to the above mentioned Grant Solicitation for further instructions.

Name:* Mr. Daniel Atwill
Title First Name Last Name

Job Title:* Presiding Commissioner
Agency:* Boone County Commissioner's Office
Mailing Address:* 801 East Walnut Street, Rm 333
Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.
Street Address 1:
If a PO Box is entered on the Mailing Address line, enter the physical street address here.
Street Address 2:
City/State/Zip:* Columbia Missouri 65201
City State Zip
Email:* datwill@boonecountymo.org
Phone:* 573-886-4305
Ext.
Fax:* 573-886-4311

Project Director

The Project Director is the individual that will have direct oversight of the proposed project. Refer to the above mentioned Grant Solicitation for further instructions.

Name:* Sheriff Dwayne Carey
Title First Name Last Name
Job Title:* Sheriff
Agency:* Boone County Sheriff's Department
Mailing Address:* 2121 County Drive
Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.
Street Address 1:
If a PO Box is entered on the Mailing Address line, enter the physical street address here.
Street Address 2:
City/State/Zip:* Columbia Missouri 65202
City State Zip
Email:* dcarey@boonecountymo.org
Phone:* 573-875-1111 6219
Ext.

Fax:* 573-874-8953

Fiscal Officer

The Fiscal Officer is the individual who has responsibility for accounting and audit issues at the applicant agency level. Refer to the above mentioned Grant Solicitation for further instructions.

Name:* Mr. Tom Darrough
Title First Name Last Name

Job Title:* County Treasurer

Agency:* Boone County Treasurer's Office

Mailing Address:* 801 East Walnut Street, Rm 205
Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.

Street Address 1:
If a PO Box is entered on the Mailing Address line, enter the physical street address here.

Street Address 2:

City/State/Zip:* Columbia Missouri 65201
City State Zip

Email:* tdarrough@boonecountymo.org

Phone:* 573-886-4365
Ext.

Fax* 573-886-4369

Officer in Charge

The Officer in Charge is the individual that will act as the supervisor or commander of the proposed project.

Name:* Lt. Britt Shea
Title First Name Last Name

Job Title:* Investigations Lieutenant

Agency:* Boone County Sheriff's Department

Mailing Address:* 2121 County Drive
Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.

Street Address 1:
If a PO Box is entered on the Mailing Address line, enter the physical street address here.

Street Address 2:

City/State/Zip:* Columbia Missouri 65202
City State Zip

Email:* bshea@boonecountymmo.org

Phone:* 573-875-1111 6254
Ext.

Fax:* 573-874-8953

Project Summary

Application Type:* Continuation

Current Subaward Number(s): 2019-SCCG-001

Program Category:* Law Enforcement

Project Type:* Regional

Geographic Area:* Audrain, Boone, Callaway, Cole, Cooper, Howard, and Randolph Counties, located in Central Missouri

Brief Summary:* The Boone County Sheriff's Department Cyber Crimes Task Force is a cooperative effort between participating Mid-Missouri law enforcement agencies across a seven-county area. The primary focus of the Task Force is the detection and investigation of Internet crimes committed against children.

The Task Force also provides forensic examinations of computers, cellular phones, and other electronic media to law enforcement agencies and prosecuting attorneys.

Additionally, in an effort to improve public safety for children and the community, the Task Force organizes and participates in educational programs and public awareness events. The goal is to mitigate the potential dangers and negative consequences that come with the use of social media, the Internet, and related technology.

Program
Income
Generated:*

Yes

Personnel

Name	Title	Position	Employment Status	Salary per Pay Period	Number of Pay Periods	% of Funding Requested	Total Cost
Andy Evans	Investigator	Retained	FT	\$2,026.40	28.0	100.0	\$52,686.40
Cody Bounds	Investigator	Retained	FT	\$2,047.20	26.0	100.0	\$53,227.20
							\$105,913.60

Personnel Justification

Personnel Justification

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

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

If the position is new (created):

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

If the position exists (retained):

- Provide a description of the job responsibilities
- Provide a description of the experience possessed by the individual

If a salary change may occur during the project period and a separate line is included in the budget to reflect such change, address the individual's eligibility (or reason) for such change, the percentage of change, and the effective date of the change.

Andy Evans has been a certified law enforcement officer for 16 years and is currently an investigator employed by the Boone County Sheriff's Department assigned to the Cyber Crimes Task Force. Detective Evans was assigned to the Task Force in July 2014. Detective Evans' primary responsibility is reactive and proactive investigations involving crimes against children through the Internet. Additional duties include surveillance details, testimony in State and Federal criminal proceedings, obtaining search warrants and other legal demands, serving search warrants, preparing and participating in public awareness and education programs, and attending further training for his position.

Cody Bounds has been a certified law enforcement officer for 8 years and is currently an investigator employed by the Boone County Sheriff's Department assigned to the Cyber Crimes Task Force. Detective

Bounds was assigned to the Task Force in January 2014. Detective Bounds' primary responsibility is forensic examinations of electronic evidence, testimony in State and Federal criminal proceedings, obtaining search warrants, preparing evidence for court, and attending further training for his position.

Personnel Benefits

Category	Item	Salary/Premium	Percentage/# of Periods	% of Funding Requested	Total Cost
FICA/Medicare	FICA/Medicare	\$105,913.60	0.0765	99.9475	\$8,098.14
					\$8,098.14
Medical Insurance	Medical Insurance	\$1,014.00	12.0	100.0	\$12,168.00
					\$12,168.00
Pension/Retirement	Pension/Retirement - 401(a) match	\$50.00	26.0	100.0	\$1,300.00
					\$1,300.00
Workers Comp	Workers Comp	\$105,913.60	0.0208	100.0	\$2,838.48
					\$2,838.48
					\$24,404.62

Personnel Benefits Justification

Benefits Justification

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

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

If a premium or rate change may occur during the project period and a separate line is included in the budget to reflect such change, indicate the effective date of change and the reasoning for such change.

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

Medical Insurance is contributed by the employer under a High Deductible Health Plan at a rate of \$507.00 per month, per employee, to provide coverage in the event of illness or injury.

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

Workers Compensation is contributed by the employer at an approximate rate of 2.68% of salary to provide wage replacement and medical benefits to employees injured in the course of employment. Workers Compensation benefits are contracted through the Missouri Association of Counties Workers' Compensation Trust.

Personnel Overtime

Name	Title	Hourly Overtime Pay	Hours on Project	% of Funding Requested	Total Cost
					\$0.00

Personnel Overtime Justification

Overtime Justification

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

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

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

If an overtime pay rate change may occur during the project period and a separate line is included in the budget to reflect such change, address the individual's eligibility (or reason) for such change, the percentage of change, and the effective date of the change.

Personnel Overtime Benefits

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

Personnel Overtime Benefits Justification

Overtime Benefits Justification

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

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

If a premium or rate change may occur during the project period and a separate line is included in the budget to reflect such change, indicate the effective date of change and the reasoning for such change.

Travel/Training

Category	Item	Unit Cost	Duration	Number	% of Funding Requested	Total Cost
Other	AccessData Certified Examiner (ACE) Recertification	\$100.00	1.0	1.0	100.0	\$100.00
Other	Cellebrite Certified Mobile Examiner (CCME) Certification	\$389.00	1.0	1.0	100.0	\$389.00
Other	Cellebrite Certified Physical Analyst (CCPA) Recertification	\$289.00	1.0	2.0	100.0	\$578.00
Fuel	IACIS Mobile Device Forensics Training - Fuel	\$50.00	1.0	1.0	100.0	\$50.00
Airfare/Baggage	IACIS Mobile Device Forensics Training - Airfare/Baggage	\$500.00	1.0	1.0	100.0	\$500.00
Airport Parking	IACIS Mobile Device Forensics Training - Airport Parking	\$9.00	6.0	1.0	100.0	\$54.00
Lodging	IACIS Mobile Device Forensics Training - Lodging	\$140.00	5.0	1.0	100.0	\$700.00
Meals	IACIS Mobile Device Forensics Training - Meals	\$40.00	6.0	1.0	100.0	\$240.00
Registration Fee	IACIS Mobile Device Forensics Training - Registration Fee	\$1,495.00	1.0	1.0	100.0	\$1,495.00
Rental Car	IACIS Mobile Device Forensics Training - Rental Car	\$280.00	1.0	1.0	100.0	\$280.00
						\$4,386.00

Travel/Training Justification

Travel/Training Justification

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

If travel/training is included in the budget, address the following information for each training/meeting event (preferably in the order listed in the budget category):

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

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

AccessData Certified Examiner (ACE) Certification

This will cover re-certification costs for Detective Cody Bounds, who is currently an AccessData Certified Examiner (ACE). This certification shows proficiency in the use of AccessData forensic software, which lends credibility as an expert witness during court testimony in criminal proceedings. Detective Bounds must recertify in February of 2020 and the certification lasts for 2 years. This training is online.

Cellebrite Certified Mobile Examiner (CCME) Certification

Detective Dustin Heckmaster has been employed by the University of Missouri Police Department for 10 years. He has been assigned as a part-time Cyber Crimes Task Force officer for the past 5 years. Detective Heckmaster's primary responsibilities with the task force include forensic exams of electronic evidence, testimony in State and Federal criminal proceedings, obtaining search warrants, preparing evidence for court, and attending further training for his position.

This will cover certification costs for Detective Dustin Heckmaster to obtain credentials as a Cellebrite Certified Mobile Examiner (CCME). This is a top-level certification through Cellebrite and shows mastery in mobile device examinations using Cellebrite tools. Obtainment of this certification will give Detective Heckmaster further credibility as an expert witness during court testimony in criminal proceedings. Cellebrite is the primary tool used by the Task Force for mobile device acquisition and analysis. CCME certification lasts for a period of 2 years. This will be a new certification for Detective Heckmaster. This training is online.

Cellebrite Certified Physical Analyst (CCPA) Certification

Detective Tracy Perkins has been a certified law enforcement officer at the Boone County Sheriff's Department for 25 years. She was assigned full-time to the Task Force in January 2007. Detective Perkins' primary responsibility is reactive and proactive investigations involving crimes against children through the Internet. Additional duties include surveillance details, testimony in State and Federal criminal proceedings, obtaining search warrants and other legal demands, serving search warrants, preparing and participating in public awareness and education programs, and attending further training for her position.

This will cover re-certification costs for Detective Tracy Perkins and Detective Dustin Heckmaster, who are currently Cellebrite Certified Physical Analysts (CCPA). This certification shows proficiency in the use of Cellebrite forensic software, which lends credibility as an expert witness during court testimony in criminal proceedings. Detective Perkins and Detective Heckmaster must recertify by December of 2019 and the certification lasts for two years. Associated costs include an online refresher course through Cellebrite. This training is online.

IACIS Mobile Device Forensics Training

This IACIS training for Detective Heckmaster is a 36-hour (5 day) course which provides instruction on how to acquire data from and analyze mobile devices using the most current operating system software on the market. This training is non-vendor specific, and is important to maintaining up-to-date knowledge regarding

the forensic analysis of mobile devices. The exact date and time are TBA but this training is expected to be held in the beginning of 2020. The exact location is TBA but has traditionally been held in the Orlando, Florida area.

Detective Heckmaster is currently certified through Cellebrite to conduct mobile device examinations and is recognized through IACIS as a Certified Forensic Computer Examiner (CFCE). This training will build upon Detective Heckmaster's existing knowledge, help him locate and recover more digital evidence, and help him make more prosecutable cases. It will also enhance his qualifications as an expert witness.

Equipment

Item	Description	Unit Cost	Quantity	Source of Bid	% of Funding Requested	Total Cost
						\$0.00

Equipment Justification

Equipment Justification

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

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

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

Supplies/Operations

Item	Basis for Cost Estimate	Unit Cost	Quantity	% of Funding Requested	Total Cost
HostGator Website Domain Registration and Hosting	Annual	\$294.34	1.0	100.0	\$294.34
					\$294.34

Supplies/Operations Justification

Supplies/Operations Justification

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

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

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

If a rate change may occur during the project period for an operating expense and a separate line is included in the budget to reflect such change, indicate the effective date of change and the reasoning for such change.

HostGator website domain registration & hosting is for the annual domain registration and hosting fees associated to the website maintained by the Task Force at www.bcsdcybercrimes.com. This website provides valuable resources to the community, including information on what to do in the event that a possible crime has been committed online and the ability to request presentations or other assistance from the Task Force. The continued implementation of this website helps the Task Force to meet the community outreach requirements set forth by the SCCG grant itself, and is the primary means by which the Task Force maintains a public presence, to include providing press releases regarding the impact the Task Force has on our community and service area. The Task Force frequently receives contact requests generated by users of the website. The costs associated to hosting of the website include both server space and SiteLock anti-malware services to protect the website and its users from malicious activity.

Contractual

Item	Basis for Cost Estimate	Unit Cost	Quantity	% of Funding Requested	Total Cost
AccessData Forensic Toolkit (FTK) License Renewal (2)	Annual	\$2,445.52	1.0	100.0	\$2,445.52
ADF Digital Evidence Investigator License Renewal (2)	Annual	\$2,998.00	1.0	100.0	\$2,998.00
BlackBag Analyst Suite Software/License	Annual	\$4,405.00	1.0	100.0	\$4,405.00
BlackBag Mobilize Software/License	Annual	\$755.00	1.0	100.0	\$755.00
Cellebrite UFED Cloud Analyzer License Renewal	Annual	\$2,597.66	1.0	100.0	\$2,597.66
Cellebrite UFED Ultimate 4PC License Renewal (2)	Annual	\$7,326.00	1.0	100.0	\$7,326.00
Deepstar Disk imager 4 License Renewal	Annual	\$350.00	1.0	100.0	\$350.00
GetData Forensic Explorer License Renewal	Annual	\$495.00	1.0	100.0	\$495.00
GrayShift GrayKey Software/License	Annual	\$15,075.00	1.0	100.0	\$15,075.00
IACIS Membership	Annual	\$75.00	1.0	100.0	\$75.00
Internet Service	Monthly	\$79.94	12.0	100.0	\$959.28
Magnet Forensics Internet Evidence Finder (IEF) License Renewal (2)	Annual	\$2,150.00	1.0	100.0	\$2,150.00
Webroot Antivirus Renewal	Annual	\$239.98	1.0	100.0	\$239.98
Wireless Air Card Service	Monthly	\$41.24	12.0	100.0	\$494.88
					\$40,366.32

Contractual Justification

Contractual Justification

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

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

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

If a rate change may occur during the project period for a contractual expense and a separate line is included in the budget to reflect such change, indicate the effective date of change and the reasoning for such change.

AccessData Forensic Toolkit (FTK) License Renewal

This is for a one-year licensing renewal of existing software (two instances). Both of current licenses will expire in October of 2019. AccessData FTK is the primary forensic analysis software used by the Task Force for the examination of computer and storage media evidence. This software is used to fully analyze digital evidence, including the recovery of deleted files, as well as create data reports for the prosecution of cases. This software is an essential part of forensic operations, and such operations would cease without it. Detective Cody Bounds and Detective Dustin Heckmaster will use these licenses.

ADF Digital Evidence Investigator License Renewal

This is for a one-year licensing renewal of existing software (two instances). One license will expire in October 2019 and the other will expire in May of 2020. ADF Digital Evidence Investigator is a software program used to triage computer evidence and can be used on a wide variety of file systems, including those common to Windows, Apple, and Linux operating systems. Furthermore, this software can be used on both live Windows machines and machines which are in a powered-off state. The purpose of this software is to assist in quickly locating evidence while conducting on-scene triage during an active investigation, and to help eliminate the seizure of non-evidentiary items. The capabilities of this software help to locate evidence more quickly and establish probable cause during an active investigation. Detective Cody Bounds and Detective Dustin Heckmaster will use these licenses.

BlackBag Analyst Suite Software/License

BlackBag Technology is largely known as the Apple experts of the forensic analysis software community, as their products are tailored to the forensic artifacts located within Apple based devices, to include both computers and cellular telephones. Having software which specializes in the analysis of Apple devices is very important, as other forensic tools often produce less than desirable results of Apple computers which use Apple's newer filesystem and photo format. The BlackBag Analyst Suite includes BlackLight (for examination of computers), Mobilyze (for examination of mobile devices) MacQuisition (for data extraction of Apple computers), and SoftBlock (a software write-blocking utility to help ensure evidence preservation). The combination of these programs will give the Task Force the ability to preserve, extract, and analyze data from all Apple devices. Additionally, BlackLight and Mobilyze is capable of analyzing non-Apple devices, including Windows and Android – which is important when attempting to verify the analysis results of evidentiary data. This is of particular importance for the verification of mobile device data, as the Task Force currently only has one major program for cellular telephone analysis. This software will be used by Detective Cody Bounds, who already holds Certified BlackLight Examiner (CBE) certification through BlackBag.

BlackBag Mobilize Software/License

BlackBag Mobilize is a software application used for the acquisition, analysis, and reporting of mobile device evidence. This software is largely recognized for its ability to analyze Apple iOS-based devices but is also very proficient in the analysis of Android-based devices as well. Currently, the Task Force has only one major analysis program for mobile device evidence. Adding a secondary, well recognized software application for this purpose helps to verify analysis results between software programs, which is important to the forensic examination process. This instance of Mobilize (separate instance from the instance included in

the Suite described previously) will be used by Detective Dustin Heckmaster. It should be noted that Detective Heckmaster does the majority of his daily work out of his primary office on the University of Missouri campus.

Cellebrite UFED Cloud Analyzer License Renewal

This is for a one-year licensing renewal of existing software. The current license will expire in February of 2020. The Cellebrite Universal Forensic Extraction Device (UFED) Cloud Analyzer is a software utility used to expand upon the data collected during the examination of mobile devices. This task is accomplished by using the login data located during analysis of locally stored mobile device evidence to extract additional information stored on the Cloud by third party software applications, including those common to Task Force investigations, such as Facebook and Dropbox. Cellebrite UFED Cloud Analyzer extracts this data in a forensically sound manner and can be an invaluable tool for obtaining data before the account holder deletes it. Investigations conducted by the Task Force have increasingly found that evidence is being stored by various Cloud services, and many third-party software applications have begun storing valuable data to the user account on the Cloud, rather than saving this information locally to the user device. This software therefore helps to retrieve valuable evidence which may otherwise be irretrievable. Detectives Tracy Perkins, Andy Evans, Cody Bounds and Dustin Heckmaster use this software.

As previously stated, Detective Heckmaster works primarily out of his office at the University of Missouri. However, he is assigned a vehicle by the University of Missouri Police Department that he is free to use whenever he needs for law enforcement purposes. Additionally, he is issued a key FOB giving him anytime access to Task Force offices at the Boone County Sheriff's Department. These facts give Detective Heckmaster the ability to become mobile at a moment's notice when needed to use supplies, hardware, software, and any other task force resources located in the Task Force offices when needed as dictated by specific investigations. Additionally, this software can be used on-scene and away from any office during field operations.

Cellebrite UFED Ultimate 4PC License Renewal

This is for a one-year licensing renewal of existing software (two instances). These two licenses will expire in October and November of 2019. The Cellebrite Universal Forensic Extraction Device (UFED) Ultimate is the primary software utility used by the Task Force for the extraction, analysis, and reporting of mobile device evidence including cellular telephones. Mobile devices account for the majority of evidence obtained for forensic analysis by the Task Force. Without this software, the Task Force would no longer be able to examine such evidence or prepare data reports for prosecution of criminal cases. Detectives Tracy Perkins, Andy Evans, Cody Bounds, and Dustin Heckmaster use this software.

DeepSpar Disk Imager 4 License Renewal

This is for a one-year licensing renewal of existing software and corresponding hardware. The existing license will expire in January of 2020. DeepSpar Data Recovery Systems Disk Imager 4 is a disk imaging system capable of obtaining data from hard drives undergoing physical failure common to head degradation. This system and similar systems are a common tool to many forensic labs and allow for the obtainment of data which cannot be acquired by traditional forensic imaging means. It is not uncommon to encounter evidence stored on a hard drive in a state of physical failure, and often, this evidence can simply not be analyzed as a result. DeepSpar Disk Imager 4 helps to overcome this obstacle and retrieve this evidence. A

license renewal is needed to ensure that the latest firmware and software updates can be obtained for this tool. Detective Cody Bounds and Detective Dustin Heckmaster use this device.

As previously stated, Detective Heckmaster works primarily out of his office at the University of Missouri. However, he is assigned a vehicle by the University of Missouri Police Department that he is free to use whenever he needs for law enforcement purposes. Additionally, he is issued a key FOB giving him anytime access to Task Force offices at the Boone County Sheriff's Department. These facts give Detective Heckmaster the ability to become mobile at a moment's notice when needed to use supplies, hardware, software, and any other task force resources located in the Task Force offices when needed as dictated by specific investigations.

GetData Forensic Explorer License Renewal

This is for a one-year licensing renewal of an existing software application. The existing license will expire in November of 2019. GetData Forensic Explorer is a forensic analysis software program, and the only software application used by the Task Force which is capable of easily virtualizing a forensic image. Image virtualization is an important step to forensic analysis of computer evidence, as it allows the examiner to essentially use the computer in the same manner and view in which the suspect used it, but without altering the actual evidence. By virtualizing the forensic image, an examiner can confirm the meaning of their forensic findings, which is a necessary step to completing a thorough forensic examination and providing additional confidence in the evidence. Additionally, it is widely regarded as beneficial for juries to view the evidence as it was seen by a defendant, which can be easily presented using this software. Detective Cody Bounds will use this license.

GrayShift GrayKey Software/License

Currently, GrayKey by GrayShift is the leading product which can bypass the user passcode of an iOS device and allow for an examination of the contents. Approximately 45% of mobile device users in the US use Apple phones with iOS. All Apple iOS devices have encryption enabled out of the box and are well-known for their advanced security, which often prevents law enforcement from accessing iOS-based devices unless the user voluntarily provides a passcode. The data extraction performed by GrayKey is also more advanced than other available extraction methods and results in the acquisition of additional data which has been proven valuable in solving criminal cases by our Task Force.

The most effective method for successfully bypassing iPhone security requires the device to remain powered-on and connected to a GrayKey immediately upon device seizure. This means access to a local, geographically close device is important.

This NEW equipment/license will be maintained and operated by Detective Cody Bounds. The amount requested includes a \$500 credit offered by GrayShift to off-set the first time equipment costs (this explains why there is not a corresponding budget entry in the equipment category).

IACIS Membership

This is for one-year membership to the International Association of Computer Investigative Specialists (IACIS) for Detective Cody Bounds. Currently, Detective Cody Bounds holds both CFCE and ICMDE certification through IACIS. IACIS is an internationally recognized organization which provides digital

forensics training and certification. Membership costs are used for recertification tests, which occur every three years, and also provide access to the IACIS forensic community, which is invaluable for keeping up to date on the forensic analysis aspects of technology and networking with other forensic analysts when questions about an examination arise.

Internet Service

This is an existing covert Internet account allowing investigators Internet access to areas necessary for their investigations yet restricted through governmental Internet accounts. The Internet service provider is CenturyLink. This is for an additional year of service (12 monthly payments).

Magnet Forensics Internet Evidence Finder (IEF) License Renewal

This is for a one-year licensing renewal of an existing software application (two instances). One license expires in August of 2019 and the other in April of 2020. Magnet IEF is an essential part of forensic operations for the Task Force and is used during nearly every forensic examination. This software often results in finding digital evidence which would have not been found otherwise, and is capable of analyzing computers, mobile devices, and gaming systems. Specifically, this is the only software application used by the Task Force which specializes in finding Internet based artifacts, including those which are of particular importance to proving intent for child pornography distribution and possession, such as peer-to-peer related downloads, Internet history from all popular web browsers, and parsing of user entered Google search terms. Detective Cody Bounds and Detective Dustin Heckmaster will use these licenses.

Webroot Antivirus Renewal

This is software for anti-virus protection and Internet security. Task Force Investigators sometime visit unsavory corners of the internet which greatly increases the chance of encountering a computer virus or other problem. Additionally, forensic examiners run this software on a suspect's computer to determine if there are any viruses currently on the machine. The Task Force Investigators will use the software on all undercover computers and forensic machines. This renewal covers 15 computers for an additional year of service.

Wireless Air Card Service

This is an existing wireless Internet account. This service allows investigators to access the Internet on laptop computers when away from the office. For example, this device is sometimes used for enticement investigations when the decoy investigator needs to be at a meeting site or to perform further investigation beyond normal business hours. This is for an additional year of service (12 monthly payments).

Total Budget

Total Project Cost:

\$175,364.88

Brief History

Brief History*

Identify the following information to provide an overview of the project:

- *When the task force originally organized.*
- *Why the task force originally organized.*
- *The number of agencies involved in the task force at the time of organization.*

The Task Force has been formally organized since January 2007 when the Boone County Sheriff's Department joined forces with the Columbia Police Department, the Boone County Prosecuting Attorney's Office, and the University of Missouri Police Department to establish the Mid-Missouri Internet Crimes Task Force.

The Boone County Sheriff's Department began actively investigating crimes committed through the Internet in 1999. In 2002, the focus turned towards investigating crimes against children including undercover/covert investigations leading to multiple arrests. In 2004, investigators experienced an increase in cases related to the possession and distribution of child pornography. In response to these trends, the task force was formed when Boone County applied for and received Missouri State grant funding in 2007,

In 2010, the Task Force changed its name to the Boone County Sheriff's Department Cyber Crimes Task Force.

Statement of the Problem

Statement of the Problem*

Provide the following information to define the problem that you will be attempting to impact with the project for which you are requesting funds:

- *Identify the problem(s) being addressed by the use of funds being requested.*
- *Include current facts and statistics on incidents of crime and/or growing trends to demonstrate a need for funding.*
- *Identify existing resources (or the lack thereof), demographic and geographic specifications, etc. to demonstrate a need for funding.*

Identify the Problem(s)

The Task Force continues to see children having access to social media accounts and other Internet related technology. With the further integration of this technology in everyday life, the frequency of criminal activity occurring through the use of technology will be more prevalent. The vast majority of cases handled by the Task Force are crimes against children, to include enticement, child pornography, obscenity to minors, sex trafficking, and other forms of child exploitation.

The Task Force continues to experience a steady flow of reactive type cases. Because Electronic Service Providers (ESPs) are mandated reporters, the Task Force expects reporting by ESPs to the National Center for Missing Exploited Children on activity related to child pornography and other crimes to only increase. Ultimately these cases are referred to the local level (our Task Force) for investigation.

The Task Force continues to receive requests from schools, parent organizations, other civic organizations, and law enforcement partners to help provide education about and mitigate Internet related crimes and dangers.

Additionally, The Task Force conducts forensic examinations related to both child-related and non-child related crimes. The Task Force serves Mid-Missouri law enforcement with forensic examinations and technical assistance. Again, as the technology evolves the demand for forensic analysis on electronic devices will only grow.

Current Facts and Statistics

Refer to the chart below for Task Force yearly statistics. One trend readily apparent from the chart is the steady decline of proactive type cases as the reactive cases increased. This reflects investigators prioritizing reactive cases leaving limited time to perform proactive cases. The other trend is the steady and marked increase in forensic exams performed.

Year	Investigations	Reactive Cases	Proactive Cases	Arrests	Forensic Exams
2007	108	38	70	19	52
2008	120	61	59	26	109
2009	112	56	56	25	132
2010	127	72	55	18	164
2011	137	104	33	33	214
2012	121	98	23	16	133
2013	96	81	15	30	115
2014	80	70	10	12	113
2015	94	83	11	29	158
2016	77	65	11	21	203
2017	78	67	10	12	201
2018	79	74	5	14	241

In 2018 the Task Force investigated a wide variety of crimes including at least 20 cases of possession of child pornography, 21 cases of promoting/distribution of child pornography, 17 cases involving exploitation/manufacture of child pornography, 10 cases of enticement or sexual misconduct, 2 cases of child molestation/sexual assault, 3 cases of furnishing child pornography to a minor, one case of child sex trafficking, and several other proactive cases for a total 79 investigations.

Identify the existing resources or lack of and demographic and/or geographic specifications to demonstrate a need for funding

The Task Force relies on SCCG grant resources to cover two out of three full-time salaries. The Boone County Sheriff's Department funds the third position. Grant funding also provides for the vast majority of the training, equipment, software, and technology related supplies for the Task Force.

The Task Force serves seven counties. Currently, Task Force investigators handle all CyberTip reports in the seven-county area served by the Task Force.

At this time, there are no other local funding options available to replace the SCCG grant funding. Currently only one other law enforcement agency is able and willing to make a significant contribution to Task Force efforts (University of Missouri Police with one part-time investigator). Additionally, no other law enforcement agencies in the service area have investigators as experienced or as highly trained as Task Force investigators. Furthermore, when compared to the Task Force, there are no other law enforcement agencies in the service area that have comparable software/equipment and investigative capabilities.

Occasionally, the Task Force will receive reimbursement money from the Courts stemming from forensic examinations. In prior years, the Task Force has also received Missouri ICAC grant money. These funds are unpredictable and historically have provided only a very small percentage of the funds needed to support the Task Force.

Crimes against children through the Internet will continue to increase, and so will the number of hours spent on each individual case, either through investigation and/or forensic examinations. The Task Force continues to request overtime to utilize in order get backlogged cases and forensic examinations completed.

The Task Force presents to about three schools or organizations on a monthly basis. Detectives Tracy Perkins and Andy Evans currently teach the safety programs. Studies show the average age exposed to pornography is eight years old. The Task Force foresees schools will want the Task Force to teach to the elementary level in the near future. The Task Force currently teaches 6th through 12th grade.

In addition to the reactive cases, the Task Force makes efforts to get out in front of these issues by performing proactive type investigations. One internal goal of the Task Force this year is to increase the number of proactive investigations performed.

In summary, The Task Force would probably not exist, and certainly not be able to perform at anywhere near the current levels without the assistance of the SCCG grant.

Goal #1 - Minimum Standards

Objective #1.1 - Minimum Training

For the following question, the term "task force officers" includes all personnel (investigators and forensic examiners, full-time and part-time, grant-funded and non-grant funded) working child internet sex crime cases for the cyber task force or cyber unit.

In addition, for the following question, the term "ICAC Program Operation and Investigative Standards" is the current title of the ICAC policy manual and subsequently the current online training reference. It should be understood that the name has changed over the years and is subject to change in the future.

Have all task force officers completed the online training of the ICAC Program Operation and Investigative Standards? Yes

Narrative*

- * If Yes, list the name of each task force officer. Then, list the respective date (month and year) of training completion next to each task force officer listed.*
- * If No, list the name of each task force officer. Then, for any task force officer(s) that has completed the training, list the respective date (month and year) of training completion next to their name. For any task force officer(s) that has not yet completed the training, identify the respective reason next to the name of the task force officer.*

Tracy Perkins - March 2015

Andy Evans - May 2015

Cody Bounds - March 2015

Dustin Heckmaster - March 2017

Goal # 1 - Minimum Standards

Objective #1.2 - Minimum Training

For the following question, the term "task force officers" includes all personnel (investigators and forensic examiners, full-time and part-time, grant-funded and non-grant funded) working child internet sex crime cases for the cyber task force or cyber unit.

In addition, the "minimum" required training referenced in the following question can be found in the SCCG Solicitation referenced in the form instructions. Please consult this document!

NOTE: Additional "recommended" training is identified separately in the SCCG Solicitation. However, the narrative response should only address the "minimum" required training for the respective job responsibility. Do not include recommended training detailed in the SCCG Solicitation as it is not the topic of this objective/question

Have all task force officers completed the minimum required training as outlined in the SCCG Solicitation? Yes

Narrative*

• If Yes, list the name of each task force officer. Then, next to the officer's name, list if he/she is a Field Investigator, Mobile Device Extractor, Online Investigator, Mobile Forensic Examiner, or Computer Forensic Examiner (choose only one at a time) and whether he/she is full-time or part-time with the task force. Lastly, beneath the officer's name, job responsibility, and employment status, list the applicable training course(s) completed, making sure to identify the course's training provider. If the officer performs multiple job responsibilities (i.e. is a Field Investigator, Mobile Device Extractor, Online Investigator, Mobile Forensic Examiner, and/or Computer Forensic Examiner), repeat the process for each job responsibility. (Do not commingle job responsibilities and respective training completion as each job responsibility has different minimum training requirements. For example, if John Smith is a full-time employee performing the function of a Field Investigator and an Online Investigator, the narrative response would list John Smith as a full-time task force officer and then list his function as a Field Investigator, followed by the applicable completed training of a Field Investigator, and then list his function as an Online Investigator, followed by the applicable completed training of an Online Investigator.)

• If No, list the name of each task force officer. Then, next to the officer's name, list if he/she is a Field Investigator, Mobile Device Extractor, Online Investigator, Mobile Forensic Examiner, or Computer Forensic Examiner (choose only one at a time) and whether he/she is full-time or part-time with the task force. Lastly, beneath the officer's name, job responsibility, and employment status, list any applicable training course(s) that has been completed, making sure to identify the course's training provider. For any officer(s) that has not completed all of the minimum required training, identify the respective reason beneath the officer's name, job responsibility, and employment status. If the officer performs multiple job responsibilities (i.e. is a Field Investigator, Mobile Device Extractor, Online Investigator, Mobile Forensic Examiner, and/or Computer Forensic Examiner), repeat the process for each job responsibility. (Do not commingle job responsibilities and respective training completion as each job responsibility has different minimum training requirements. For example, if John Smith is a full-time employee performing the function of a Field Investigator and an Online Investigator, the narrative response would list John Smith as a Field Investigator in full-time status, followed by a list of the applicable completed training of a Field Investigator and/or respective reason for not having completed the minimum required training of a Field Investigator, and then list his function as an Online Investigator in full-time status, followed by a list of the applicable completed training of an Online Investigator and/or respective reason for not having completed the minimum required training of an Online Investigator.)

Tracy Perkins - Full-time

Online Investigator

- Police/Peace Officer Certification (current POST)
- ICAC's Investigative Techniques (ICAC-IT)
- ICAC's Undercover Chat (UC)
- Ares training
- BitTorrent training

Mobile Forensic Examiner

- NW3C's CI-103 Introduction to Cell Phone Investigations
- Cellebrite's Cellebrite Certified Operator/Logical Operator (CCO/CCLO)
- Cellebrite's Cellebrite Certified Physical Analyst (CCPA)
- Cellebrite: Cellebrite

Andy Evans - Full-time

Online Investigator

- Police/Peace Officer Certification (current POST)
- ICAC's Investigative Techniques (ICAC-IT)
- ICAC's Undercover Chat (UC)
- BitTorrent training

Mobile Forensic Examiner

- NW3C's CI-103 Introduction to Cell Phone Investigations
- Cellebrite's Cellebrite Certified Operator/Logical Operator (CCO/CCLO)
- Cellebrite's Cellebrite Certified Physical Analyst (CCPA)
- Cellebrite: Cellebrite

Cody Bounds - Full-time

Field Investigator

- Police/Peace Officer Certification (current POST)
- NW3C's Introduction to Previewing
- ADF Solutions - Digital Evidence Investigator

Mobile Device Extractor

- Training from an experienced forensic examiner on how to utilize a mobile data extractor tool

Mobile Forensic Examiner

- NCFI's Basic Mobile Device Investigations (BMDI)
- Cellebrite's Cellebrite Certified Mobile Examiner (CCME)
- Cellebrite's Cellebrite Certified Operator/Logical Operator (CCO/CCLO)
- Cellebrite's Cellebrite Certified Physical Analyst (CCPA)
- IACIS' Certified Mobile Device Examiner (ICMDE)
- Blacklight: BlackBag
- Cellebrite: Cellebrite

Dustin Heckmaster - Part-time

Field Investigator

- Police/Peace Officer Certification (current POST)
- NW3C's CI-100 Identifying and Seizing Electronic Evidence (ISEE)
- NW3C's Introduction to Previewing
- ADF Solutions - Digital Evidence Investigator

Mobile Device Extractor

- Training from an experienced forensic examiner on how to utilize a mobile data extractor tool

Mobile Forensic Examiner

- NW3C's CI-103 Introduction to Cell Phone Investigations
- Cellebrite's Cellebrite Certified Operator/Logical Operator (CCO/CCLO)
- Cellebrite's Cellebrite Certified Physical Analyst (CCPA)
- Cellebrite: Cellebrite

Computer Forensic Examiner

- NW3C's Basic Data Recovery & Acquisition (BDRA)
- IACIS's Basic Computer Forensic Examiner (BCFE)
- IACIS's Certified Forensic Computer Examiner (CFCE)
- FTK: AccessData

Goal #1 - Minimum Standards

Objective #2.1 - Minimum Procedures

Has the task force defined a protocol or procedure that details the approximate timeframe, triaging system, and follow-up involved for handling cyber tips? Yes

Narrative:*

- *If Yes, describe the task force's protocol or procedure to handle cyber tips received by the task force.*
- *If No, explain the task force's plan to implement a protocol or procedure to handle cyber tips received by the task force.*

The task force administrator will review the basic facts of any CyberTip paying attention to the priority level as assigned by ICAC. The administrator will confirm the priority level is appropriate. The task force administrator will assign the CyberTip as soon as possible to a task force investigator for investigation.

Next, the investigator will verify the CyberTip to have merit and/or an associated crime. The investigator will conduct the investigation consistent with Task Force standards, Boone County Sheriff's Department policies, and ICAC standards. If the CyberTip is deemed to have no merit or no associated crime, the CyberTip will be closed. For active/actionable CyberTips, the investigator assigned the CyberTip will draw a Boone County Sheriff's Department case number.

All ICAC priority 1 or 2 cases should be opened and reviewed within 2 hours. These investigations are a priority and will be investigated in a timely manner.

All CyberTips will be managed and kept current through the ICAC online data system. This will include current case status, case comments, and the related BCSD case number if applicable.

Goal #1 - Minimum Standards

Objective #2.2 - Minimum Procedures

For the following question, the term "task force officers" includes all personnel (investigators and forensic examiners, full-time and part-time, grant-funded and non-grant funded) working child internet sex crime cases for the cyber task force or cyber unit.

Does the task force have (or have access to) a program or other means (such as training, literature, etc. that advertises the availability of such) to make psychiatric or psychological evaluations and/or counseling available for all task force officers? Yes

Narrative*

- If Yes, identify what the program or the means is and briefly describe how information regarding the availability of such psychiatric or psychological evaluations and/or counseling is made available to (or shared with) task force officers.*
- If No, explain the plan to implement or identify a program or other means to make psychiatric or psychological evaluations and/or counseling available for task force officers.*

All Task Force officers have the opportunity to attend the SHIFT (Supporting Heroes in Mental Health Foundation Training) sponsored by OJJDP. Investigators Tracy Perkins and Cody Bounds along with Assistant Prosecuting Attorney Marilee Crockell attended this training in July of 2018.

All Task Force investigators have available through their employer an Employee Assistance Program (EAP). The Boone County EAP is free to the employee with up to six visits to assist with counseling for the employee when experiencing a variety of challenges and hardships. All task force investigators are reminded this opportunity exists each year.

In addition to the SHIFT training, the Task Force encourages members to seek additional support from their Employee Assistance Program (EAP) and/or a private counselor if the employee is feeling overly stressed or has had exposure trauma that has caused the employee to feel overwhelmed or helpless.

Goal #2 - Task Force Activities

Objective #1.1 - Proactive Activities

For the following question, the term "ongoing" refers to ordinary, typical, continuous, consistent, routine, customary, regular, or habitual efforts. An "ongoing" effort should not be inconsistent, sporadic, irregular, random, or un-routine.

In addition, the term "proactive investigations" refers to investigations that intervene prior to the receipt of a cyber tip, complaint, or suspected/known incident. Proactive investigations include Peer-to-Peer (P2P) file sharing, undercover chats, ads, etc.

Does the task force have the current manpower and resources to conduct ongoing proactive investigations? **Yes**

Narrative*

** If Yes, describe the task force's proactive investigation efforts, making sure to identify the number of task force officers conducting ongoing proactive investigations.*

** If No, explain the reason the task force is not able to conduct ongoing proactive investigations. In addition, explain whether the task force was ever able to conduct ongoing proactive investigations in previous years, and if so, identify what those proactive investigation efforts entailed and the number of task force officers that conducted such ongoing proactive investigations.*

NOTE: (Do not disclose the name of specific websites, chat rooms, programs, applications, etc being worked as it could compromise investigative techniques.)

The Task Force has two Detectives, Tracy Perkins and Andy Evans, who are trained to work proactive

investigations.

The Task Force does work proactive cases on an ongoing basis. The number of proactive cases currently being worked is being affected by the number of and time spent on reactive cases. One internal goal of the Task Force this year is to increase the number of proactive investigations performed. We are pleased with our proactive efforts but not satisfied; we are always looking to improve.

Proactive cases are being worked on peer-to-peer sharing networks, popular social media platforms, online chat rooms, and online advertising forums. These type investigations are fluid in nature as the technology changes. For instance, the social media platform popular today may not be the same platform being popularly used next year. Investigators make attempts to stay up to date with new platforms and methods of online communication.

Goal #2 - Task Force Activities

Objective #1.2 - Proactive Investigations

Does the task force have the ability to perform on-site triaging of evidence? Yes

Narrative*

- If Yes, identify the resources (e.g. personnel, equipment, etc) available to the task force and describe the protocols that are being followed as it relates to such on-site triaging of evidence.
- If No, explain the reason the task force is not able to perform on-site triaging of evidence. In addition, explain if there is any plan to establish the means to perform on-site triaging of evidence in the future.

The Task Force performs on-site triaging. In an effort to develop immediate probable case to arrest suspects, the Task Force began triaging evidence on-scene approximately seven years ago. Currently, conducting triage for the Task Force is Detective Cody Bounds and Detective Dustin Heckmaster.

Currently, the Task Force has two forensic laptops that allow a forensic examiner to process and triage hard drives, external drives, and other media. The Task Force examiners use OS Triage, Paladin, Windows FE, and ADF to preview computers. In addition, the Task Force utilizes Cellebrite UFED 4PC for data dumps on all cell phones and tablets.

Currently the protocols being followed include:

Unless evidence preservation or officer safety concerns dictate otherwise, prior to interaction with the device photographs are obtained of all electronic items to be triaged.

Electronic items located in a powered-on state are immediately isolated from radio frequency signals to prevent alterations to data. A minimally invasive preview is conducted to check for the presence of encryption and to identify any readily accessible evidence pertaining to the investigation. All interactions with live evidentiary electronic items are documented to include the extent of the interaction, the date, and time. If encryption is located, a forensic acquisition of the electronic item is to be made on-scene.

Dead box items are not powered on for on-scene previewing or triage unless they are being booted to a forensic software application or being bridged by a hardware device capable of write-blocking.

Items determined to contain data of evidentiary value are seized for comprehensive forensic analysis at a later date.

Items of no apparent evidentiary value are not seized.

Goal #3 - Educational Activities

Objective #1.1 - Community Outreach

For the following question, the term "cyber safety educational programs" refers to programs, presentations, fair/expo booths, etc designed to provide information to the public about internet safety on topics such as cyberbullying, exposure to inappropriate material, online predators, revealing too much personal information, etc. Such programs are commonly intended for civic organizations, radio stations, schools/teachers, parents/guardians, teens/children, etc but are not limited to these audiences.

In addition, the term "service area" refers to the geographic area being served/covered by the task force (generally pursuant to and memorialized by a MOU, MOA, or other form of mutual agreement). Therefore, the term "throughout the entire service area" refers to every county of the geographic coverage area (or at least the greater majority of every county, depending on the size of the service area, the abilities of the task force, and the forums being used to reach such audiences).

Has the task force been involved in cyber safety educational programs throughout the entire task force service area during the prior calendar year? Yes

Narrative:

- If Yes, identify the cyber safety educational program and describe how and/or by whom the cyber safety educational program was provided and the purpose/goal of the cyber safety educational program, making sure to also identify the geographic area in which the program was provided or the geographic area of the program's audience.

• If No, as applicable, identify any cyber safety educational program that was provided and describe how and/or by whom the cyber safety educational program was provided and the purpose/goal of the cyber safety educational program, making sure to also identify the geographic area in which the program was provided or the geographic area of the program's audience. Then, in a separate paragraph, explain the reason the task force was not involved in cyber safety educational programs throughout the entire task force service area during the prior calendar year and identify the plan to get involved in cyber safety educational programs throughout the entire task force service area in the future.

NOTE: If the task force has been involved in more than one cyber safety educational program during the prior calendar year, address each program in a separate paragraph. This will ensure that each paragraph of information is a self-contained explanation of the program.

Task Force investigators Tracy Perkins and Andy Evans teach in-person classes on a variety of topics including Internet safety, sexting, cyber bullying, and parental awareness. The exact topic and length of the class is usually heavily influenced by the organization requesting the presentation. The Task Force presenter will work with the school or organization to identify specific topic(s) of interest and make sure the presentation is age appropriate. The Task Force presenter will then customize a presentation to satisfy the needs of the school or organization.

The goal of these programs is to remind students, parents, and the community that activity on the Internet is permanent and mitigate the potential dangers and negative consequences that come with the use of social media and the Internet.

The Task Force provides services to include educational programs to our service area in Mid-Missouri. In 2018 fiscal year the Task Force made presentations to 39 schools and other organizations across the service area. 4333 students and other persons attended these presentations.

These presentations were taught in diverse geographic areas throughout our service area including the Missouri cities of Boonville, Fayette, Ashland, Jefferson City, Columbia, Harrisburg, Holts Summit, and Fulton. Additionally, classes were taught at the University of Missouri, Columbia.

The Task Force has a website, www.bcsdcybercrimes.com, that allows schools and organizations to contact to the Task Force with a request.

Goal #3 - Educational Activities

Objective #2.1 - Law Enforcement Outreach

For the following question, the term "outreach efforts" refers to efforts designed to provide information, share resources, invite increased participation, and/or develop professional relationships as it relates to the work performed by the task force.

In addition, the term "service area" refers to the geographic area being served/covered by the task force (generally pursuant to and memorialized by a MOU, MOA, or other form of mutual agreement). Therefore, the term "throughout the entire service area" refers

to the law enforcement agencies in every county of the geographic coverage area (or at least the greater majority of every county, depending on the size of the service area, the abilities of the task force, and the forums being used to reach such audiences).

Has the task force been involved in outreach efforts to law enforcement agencies throughout the entire task force service area during the prior calendar year?*

Yes

Narrative*

- If Yes, identify the outreach effort and describe how and/or by whom the outreach effort was provided and the purpose/goal of the outreach effort, making sure to also identify the geographic jurisdiction(s) in which the outreach was provided or the geographic area(s) of the outreach's audience.
- If No, as applicable, identify any outreach effort that was provided and describe how and/or by whom the outreach effort was provided and the purpose/goal of the outreach effort, making sure to also identify the geographic jurisdiction(s) in which the outreach was provided or the geographic area(s) of the outreach's audience. Then, in a separate paragraph, explain the reason the task force was not involved in outreach efforts with law enforcement agencies throughout the entire task force service area during the prior calendar year and identify the plan to get involved in outreach efforts with law enforcement agencies throughout the entire task force service area in the future.

NOTE: If the task force has been involved in more than one outreach effort to law enforcement agencies during the prior calendar year, address each outreach effort in a separate paragraph. This will ensure that each paragraph of information is a self-contained explanation of the outreach effort.

Task Force investigators Tracy Perkins and Andy Evans taught in-person classes related to technology based and Internet related investigations to law enforcement partners in 2018. These presentations occurred at law enforcement conferences, Major Case Squad training, and School Resource Officer basic training.

The goal of these programs is to educate law enforcement about digital investigations. Goals include a basic understanding of how to identify digital evidence, preserving such evidence, and collecting and seizing digital evidence for an investigation. In addition, law enforcement partners gain a valuable contact (the Task Force) for support or questions regarding these types of investigations.

The Task Force provides services to include educational programs for law enforcement to a seven-county area in Mid-Missouri. In 2018 fiscal year the Task Force made six presentations to law enforcement. 143 law enforcement officers attended these presentations. Task Force efforts in this area were attended by law enforcement from all counties in our geographic service area including Boone County, Randolph County, Howard County, Cooper County, Cole County, Callaway County, and Audrain County. Additionally, the Task Force taught a block of training at a statewide School Resource Officer class attended by law enforcement from all over the State of Missouri.

The Task Force has a website, www.bcsdcybercrimes.com, that allows law enforcement to contact to the Task Force with a request or question.

Goal #3 - Educational Activities

Objective #3.1 - Prosecutorial Outreach

For the following question, the term "outreach efforts" refers to efforts designed to provide information and develop professional relationships as it relates to the prosecution of investigations and/or forensic examinations performed by the task force.

In addition, the term "service area" refers to the geographic area being served/covered by the task force (generally pursuant to and memorialized by a MOU, MOA, or other form of mutual agreement). Therefore, the term "throughout the entire service area" refers to the prosecutors and/or federal attorneys in every county of the geographic coverage area (or at least the greater majority of every county, depending on the size of the service area, the abilities of the task force, and the forums being used to reach such audiences).

Has the task force been involved in outreach efforts to prosecutors and/or federal attorneys throughout the entire task force service area during the prior calendar year?*

Yes

Narrative*

- If Yes, identify the outreach effort and describe how and/or by whom the outreach effort was provided and the purpose/goal of the outreach effort, making sure to also identify the geographic jurisdiction(s) in which the outreach was provided or the geographic area(s) of the outreach's audience.*
- If No, as applicable, identify any outreach effort that was provided and describe how and/or by whom the outreach effort was provided and the purpose/goal of the outreach effort, making sure to also identify the geographic jurisdiction(s) in which the outreach was provided or the geographic area(s) of the outreach's audience. Then, in a separate paragraph, explain the reason the task force was not involved in outreach efforts with prosecutors and/or federal attorneys throughout the entire task force service area during the prior calendar year and identify the plan to get involved in outreach efforts with prosecutors and/or federal attorneys throughout the entire task force service area in the future.*

NOTE: If the task force has been involved in more than one outreach effort to prosecutors and/or federal attorneys during the prior calendar year, address each outreach effort in a separate paragraph. This will ensure that each paragraph of information is a self-contained explanation of the outreach effort.

In an effort to provide information to and develop professional relationships within our seven-county Mid-Missouri service area, the Task Force makes it a priority to educate and communicate with the seven State prosecutor's offices in our service area. In 2018, the Task Force successfully worked with every County Prosecuting Attorney's Office in the service area. Our Task Force has the advantage of being physically located in the very center of our service area. Every county we serve touches Boone County and no county

prosecutor's office is more than a 30-minute drive away. This means investigators have a personal, face-to-face professional relationship with all prosecutors in our service area.

Most of the contact with prosecutors is casework related. However, casework cannot be easily separated from "outreach". During these meetings new or alternative investigative techniques or tools may be discussed thus educating prosecutors about the task forces' investigative abilities. Prosecutors may recommend interview techniques or specific investigative steps to strengthen a case. In summary, these meetings and working cases together offer great opportunities for open communication, clear expectations, and knowledge sharing. All are vital components of "outreach".

Goal #3 - Educational Activities

Objective #4.1 - Allied Professionals Outreach

For the following question, the term "allied professionals" includes child advocacy centers, juvenile officers, medical personnel, caseworkers, therapists, etc.

In addition, the term "outreach efforts" refers to efforts designed to provide information, share resources, and/or develop professional relationships as it relates to the work performed by the task force.

Lastly, the term "service area" refers to the geographic area being served/covered by the task force (generally pursuant to and memorialized by a MOU, MOA, or other form of mutual agreement). Therefore, the term "throughout the entire service area" refers to the allied professionals in every county of the geographic coverage area (or at least the greater majority of every county, depending on the size of the service area, the abilities of the task force, and the forums being used to reach such audiences).

Has the task force been involved in outreach efforts to allied professionals throughout the entire task force service area during the prior calendar year? Yes

Narrative*

- If Yes, identify the outreach effort and describe how and/or by whom the outreach effort was provided and the purpose/goal of the outreach effort, making sure to also identify the geographic jurisdiction(s) in which the outreach was provided or the geographic area(s) of the outreach's audience.*
- If No, as applicable, identify any outreach effort that was provided and describe how and/or by whom the outreach effort was provided and the purpose/goal of the outreach effort, making sure to also identify the geographic jurisdiction(s) in which the outreach was provided or the geographic area(s) of the outreach's audience. Then, in a separate paragraph, explain the reason the task force was not involved in outreach efforts with allied professionals throughout the entire task force service area during the prior calendar year and identify the plan to get involved in outreach efforts with allied professionals throughout the entire task force service area in the future.*

NOTE: If the task force has been involved in more than one outreach effort to allied professionals during the prior calendar year

address each outreach effort in a separate paragraph. This will ensure that each paragraph of information is a self-contained explanation of the outreach effort.

In 2018 Detective Tracy Perkins and Detective Andy Evans made three presentations to allied professionals. Presentations were made at the Missouri Human Trafficking Conference at the Lake of the Ozarks, Missouri Juvenile Justice Conference at the Lake of the Ozarks, and a criminal investigations class at Columbia College. 101 allied professionals attended these training sessions. Allied professionals attended this training from across the entire State, however, specific areas where the attendees were from is not known.

The goals of these training sessions are to help allied professionals better understand what potential dangers children are exposed to on the Internet and mitigate the potential dangers and negative consequences that come with the use of social media and the Internet. As an example, the class taught at the Missouri Juvenile Justice Conference was titled "Teens and Trends".

Goal #4 - Collaboration with Other Agencies

Objective #1.1 - Information Sharing

For the following question, the term "service area" refers to the geographic area being served/covered by the task force (generally pursuant to and memorialized by a MOU, MOA, or other form of mutual agreement). Therefore, the term "throughout the entire service area" refers to the agencies in every county of the geographic coverage area (or at least the greater majority of every county, depending on the size of the service area, the abilities of the task force, and the forums being used to reach such audiences).

Does the task force participate in meetings, generate newsletters, or partake in any other information forum to share task force information with the agencies throughout the entire task force service area? No

Narrative*

- * If Yes, describe the method(s) in which information is shared, identify the type(s) of information that is shared, and identify the agencies to which information is shared.*
- * If No, describe the plan to implement information sharing with the agencies throughout the task force service area, identify the type(s) of information that will be shared, and identify the agencies to which information will be shared.*

A goal of the Task Force moving forward will be to begin sharing information with agencies and prosecutor's offices in the Task Force service area with a quarterly newsletter. The topics covered will include investigative techniques, evidence best practices, lessons learned/case studies, new technology, Task Force services offered, and current/new case law.

Goal #4 - Collaboration with Other Agencies

Objective #2.1 - Investment

For the following question, the term "committee" refers to an oversight group, board of directors, steering committee, advisory council, etc that is organized separate from the applicant agency and consists of member agencies from the task force service area.

Does the task force have a committee established to engage in operational and/or financial matters involving the task force? **No**

Narrative*

- If Yes, identify the committee's composition by agency (exclude the names of the individual committee members), the frequency in which the committee meets, and the purpose of the committee, making sure to explain the nature and ability of such involvement with operational and/or financial matters involving the task force and whether or not by-laws or other source documents exist to detail such involvement/authority.*
- If No, explain the approval process that exists with operational and/or financial matters involving the task force and the plan to establish a committee to oversee the task force's operational and/or financial matters.*

During the application process, the grant is reviewed by the Boone County Auditor and approved by the Boone County Commission. After the grant is awarded, the final budget is approved, and funds allocated by the County Commission. Furthermore, the Sheriff's Department budget administrator monitors the grant and makes the actual requests to spend the funds. These expenditure requests receive final approval through the County Auditor's office, Treasurer's office, and for certain high value purchases, the Purchasing Department.

Day to day supervision of the Task Force is performed by the Boone County Sheriff's Department Investigations Lieutenant. If any unexpected operational or financial matters arise, Boone County Sheriff Dwayne Carey is notified, and a decision will be made by the Sheriff as necessary.

Although the Task Force services a seven-county area in Mid-Missouri, it is physically based at the Boone County Sheriff's Department (BCSD). Additionally, all full-time investigators are employed by BCSD. The University of Missouri Police Department and the Federal Bureau of Investigation each provide one part-time investigator to the Task Force. The Boone County Prosecutor's Office provides a part-time prosecutor to the Task Force. No other agencies contribute monetary resources to the Task Force.

The Boone County Sheriff's Department understands the committee recommendation, however, until additional agencies are able and willing to make a more substantial commitment to the Task Force (provide personnel or other monetary resources), formation of such a committee is difficult. MOU signers have not recently been formally asked to contribute resources, but the task force plans to make such a request in 2019/20. For the time being, oversight of budgetary and operational issues will continue to be performed by Boone County and the Boone County Sheriff's Department.

Goal #4 - Collaboration with Other Agencies

Objective #2.2 - Investment

For the following question, the term "Memorandum of Understanding" refers to the agreement signed between the participating agencies and could also be called a Memorandum of Agreement (MOA), Letter of Agreement (LOA), etc.

In addition, the term "resources" includes personnel, currency, equipment, office space, office supplies, etc. The term "resources" has not been defined due to other implications for task forces, but "resources" are considered things of value to the task force that are above and beyond the normal course of services that would be provided by the MOU signer. For example, providing back-up or serving search warrants when called upon are services that would normally exist within the police community and their duty responsibility and is not considered a "resource" for this question. A contributed "resource" generally results in a monetary loss by the donating agency (whether as cash or an in-kind contribution) and a monetary gain by the receiving agency (whether as cash or an in-kind contribution).

Do all the agencies signing the Memorandum of Understanding (MOU) contribute resources to the task force? No

Narrative*

- If Yes, list each of the agencies signing the MOU. Then, next to the name of each agency listed, list its respective contribution(s) and the approximate monetary value of the contribution.*
- If No, list each of the agencies signing the MOU. Then, next to the name of each agency listed, list its respective contribution(s) and the approximate monetary value of the contribution for those that contribute. For any agency signing the MOU but not contributing resources, identify its respective reason for not contributing next to the agency's name.*

Primary agencies signing an MOU:

Boone County Sheriff's Department

- one full-time investigator salary and benefits (\$67,000), Task Force office space and associated costs, offices supplies, office equipment (accounting methods are not currently used that would allow accurate estimation of this contribution), 3 vehicles (\$75,000)

University of Missouri Police Department

- one part-time forensic examiner salary and associated costs for time spent on Task Force business (\$30,000.00)

Federal Bureau of Investigation

- one part-time investigator salary and associated costs for time spent on Task Force business (\$40,000.00)

Boone County Prosecutor's Office

- one part-time assistant prosecutor salary and associated costs for time spent on Task Force business (\$15,000.00)

Associate agencies signing an MOU:

Callaway County Sheriff's Department

- Not contributing resources because of limited resources/budgets

Cole County Sheriff's Department

- Not contributing resources because of limited resources/budgets

Cooper County Sheriff's Department

- Not contributing resources because of limited resources/budgets

Howard County Sheriff's Department

- Not contributing resources because of limited resources/budgets

Randolph County Sheriff's Department

- Not contributing resources because of limited resources/budgets

Audrain County Sheriff's Department

- Not contributing resources because of limited resources/budgets

Hallsville Police Department

- Not contributing resources because of limited resources/budgets

Centralia Police Department

- Not contributing resources because of limited resources/budgets

Ashland Police Department

- Not contributing resources because of limited resources/budgets

Jefferson City Police Department

- Not contributing resources because of limited resources/budgets

Fulton Police Department

- Not contributing resources because of limited resources/budgets

Holts Summit Police Department

- Not contributing resources because of limited resources/budgets

Auxvasse Police Department

- Not contributing resources because of limited resources/budgets

Boonville Police Department

- Not contributing resources because of limited resources/budgets

New Franklin Police Department

- Not contributing resources because of limited resources/budgets

Fayette Police Department

- Not contributing resources because of limited resources/budgets

Mexico Department of Public Safety

- Not contributing resources because of limited resources/budgets

Vandalia Police Department

- Not contributing resources because of limited resources/budgets

Moberly Police Department

- Not contributing resources because of limited resources/budgets

Type of Program

Type of Program*

Provide the following information about the program that will be implemented by the requested funds:

- *Define the services to be provided by the project.*
- *Indicate who will provide the services provided by the project.*
- *Describe how the identified services will be provided.*

Provide other details, where applicable, to clearly describe the makeup and operation of the proposed project. Flow charts and outlines to support this narrative description may be included on the "Other Attachments" application form.

The Boone County Sheriff's Department Cyber Crimes Task Force is a cooperative effort between participating Mid-Missouri law enforcement agencies across a seven-county area.

Services provided by the project:

The primary focus of the Boone County Sheriff's Department Cyber Crimes Task Force is the detection and investigation of Internet crimes committed against children. Investigations may include Internet enticement of children, promoting and possession of child pornography, trafficking of children for prostitution, cyber bullying, obscenity directed towards minors, and other crimes perpetrated through the use of computers, the Internet, or other technology. These investigations include both undercover (proactive) and complaint driven (reactive) investigations.

The Task Force also provides forensic examinations of computers, cellular phones, and other electronic media to law enforcement agencies and prosecuting attorneys. When requested by prosecutors, investigators provide expert testimony in court proceedings related to Task Force investigations and/or technology intensive investigations.

Additionally, in an effort to improve public safety for children and the community, investigators assigned to the Task Force organize and participate in educational programs and public awareness events. The goal is to mitigate the potential dangers and negative consequences that come with the use of social media, the Internet, and related technology. Recipients of these programs include schools, parents, community organizations, and other law enforcement partners.

The Task Force maintains a web site, www.bcsdcybercrimes.com, which provides information and resources for families, schools, and the community to request services. In addition, the website has resources for area law enforcement to access information, resources, and request forensic examinations.

Who will provide services:

Currently, the Task Force is comprised of three full-time investigators from the Boone County Sheriff's Department, including one full-time forensic examiner. The bulk of the Task Force services described above are performed by these three full-time investigators.

The Task Force does have a second part-time forensic examiner, contributed by the University of Missouri Police Department, who helps with the ever-increasing number of forensic exams being performed by the Task Force.

Since 2010, the Federal Bureau of Investigations (FBI) has been a member agency with the Task Force. The FBI makes every effort to assist the Task Force with investigations that may have a Federal nexus or other business as needed.

The Boone County Prosecuting Attorney's Office is a member agency to the Task Force. Since 2007, the Task Force was assigned Assistant Prosecutor Merilee Crockett to handle and prosecute all Boone County cases originating from a Task Force investigation.

Other associated Task Force member agencies provide assistance and services as needed usually when a Task Force investigation occurs in their respective service areas.

How the services be provided:

The Task Force will provide services to the citizens of Boone County and the other counties in our service area by handling Internet and technology related investigations of crimes against children whether they be complaint driven, CyberTips received, and/or proactive investigations.

Additionally, The Task Force continues to provide much needed investigative and technical assistance in Mid-Missouri to law enforcements efforts related to cyber crimes against children.

The Task Force maintains cutting edge, specialized equipment and software. Investigators have the expertise and experience to use these powerful tools during investigations. Through training and networking the Task Force is constantly making efforts to stay relevant with new knowledge and skills in the constantly evolving cyber/digital landscape.

On a yearly basis the Task Force completes over 40 in-person presentations reaching thousands of attendees.

The Boone County Sheriff's Department is committed to this effort and enjoys its position as host to the Boone County Cyber Crimes Task Force, the premier cyber crimes investigative unit in Mid-Missouri.

Supplanting

Supplanting*

Describe whether or not other federal, state, or local funds are available to the applicant agency for the purpose of the project. Be specific!

If any of the following factors apply to the proposed project, provide information to address the factors that apply:

- If other federal, state, or local monies are available, please address why SCCG funding is being requested*
- If the application includes existing costs, explain how those costs are currently being funded and if and when that funding source will cease.*
- If program income is anticipated or could be generated as a result of the grant-funded project, explain how those monies will not supplant SCCG funds.*

Current funding for the recurring costs included in this application end on May 31, 2019. No other funds, including donations, grants, local money or other funds are available to fund the requested items. No funds are available for newly requested items such as equipment or training.

In past years, the Task Force has received limited funds from the Missouri ICAC grant, court ordered restitution, and forfeiture money. The amounts vary each year and even in the best years only represent a very small percentage of the funds requested through the SCCG grant. If such funds are received, the money will not be used to pay for items included in this SCCG grant application. When available, the Task Force uses this money for unexpected training, equipment, supplies, and other operational expenses not covered by the SCCG grant.

Audit Requirements

Date last audit was completed:*	June 28, 2019
Date(s) covered by last audit:*	January 1, 2018 to December 31, 2018
Last audit performed by:*	RubinBrown LLP
Phone number of auditor:*	314-290-3300
Date of next audit:*	May 2020
Date(s) to be covered by next audit:*	January 1, 2019 to December 31, 2019

Next audit will be performed by: RubinBrown LLP

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

The Federal Amount refers to funds received directly from the Federal Government or federal funds passed through state agencies in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.

The State Amount refers to funds received directly from the State of Missouri, not including federal pass-thru funds, in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.

Federal Amount:* \$2,424,456.00

State Amount:** \$2,593,791.00

Required Attachments

Attachment	Description	File Name	Type	File Size
Memorandum of Understanding (MOU)	MOUs	2020 SCCG application MOUs.pdf	pdf	5.2 MB

Other Attachments

File Name	Description	File Size
2019 Benefit Letter for Grant Reimb revised.pdf (83 KB)	Boone County 2020 SCCG application benefits summary	83 KB

Certified Assurances

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

2020 SCCG Certified Assurances

I am aware that failure to comply with any of the Certified Assurances could result in funds being withheld until such time that I, the recipient, take appropriate action to rectify the incident(s) of non-compliance. Where the Authorized Official is unable to certify to any of the statements in the Certified Assurances, he or she shall provide an explanation below and may attach documentation under the 'Other Attachments' form where needed.

I have read
and agree to
the terms and Yes
conditions of
the grant.*

If you marked
No to the
question
above, please
explain:

Your typed name as the applicant authorized official, in lieu of signature, represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application.

Authorized
Official Name:* Daniel K. Atwill

Job Title:* Presiding Commissioner

Date:* 08/14/2019

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

September Session of the July Adjourned

Term. 2019

County of Boone

In the County Commission of said county, on the 3rd day of September 2019

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

Now on this day, the County Commission of the County of Boone does hereby approve the attached Subrecipient Monitoring Agreement between Boone County and the City of Columbia for the FY2018 Justice Assistance Grant (JAG) Program Award.

Terms of the agreement are stipulated in the attached Agreement. It is further ordered the Presiding Commission is hereby authorized to sign said Subrecipient Monitoring Agreement.

Done this 3rd day of September 2019.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Fred J. Parry
District I Commissioner



Janet M. Thompson
District II Commissioner

023958

Permanent Record
Filed in Clerk's Office

Introduced by Treece

First Reading 7-15-19

Second Reading 8-5-19

Ordinance No. 023958

Council Bill No. B 209-19

AN ORDINANCE

authorizing a subrecipient monitoring agreement with Boone County, Missouri relating to acceptance of the FY 2018 Justice Assistance Grant (JAG) Program Award to purchase equipment for the Police Department; amending the FY 2019 Annual Budget by appropriating funds; and fixing the time when this ordinance shall become effective.

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

SECTION 1. The City Manager is hereby authorized to execute a subrecipient monitoring agreement with Boone County, Missouri relating to acceptance of the FY 2018 Justice Assistance Grant (JAG) Program Award to purchase equipment for the Police Department. The form and content of the agreement shall be substantially in the same form as set forth in "Exhibit A" attached hereto.

SECTION 2. The FY 2019 Annual Budget adopted by Ordinance No. 023633 is amended by appropriating the sum of \$23,299.80 is hereby appropriated from Account No. 11002120-461119 POLICE-GBRYNE to Account No. 11002120-501470-GRANT POLICE-GBRYNE.

SECTION 3. This ordinance shall be in full force and effect from and after its passage.

PASSED this 5th day of August, 2019.

ATTEST:

[Signature]
City Clerk

[Signature]
Mayor and Presiding Officer

APPROVED AS TO FORM:

[Signature]
City Counselor

CERTIFICATION: I certify there are sufficient funds available in Account No. 11002120-461119 POLICE-GBRYNE to cover the above appropriation.

[Signature]
Director of Finance
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**SUBRECIPIENT MONITORING AGREEMENT
BETWEEN THE CITY OF COLUMBIA, AND
THE COUNTY OF BOONE, MISSOURI**

FY 2018 JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD

THIS AGREEMENT dated the 3rd day of September, 2019, is made by and between Boone County, Missouri through its County Commission (herein "County"), and the City of Columbia, Missouri (herein "City"),

WHEREAS, both the City and the County are empowered to enter into a cooperative agreement for the purposes herein stated pursuant to RSMo §70.220; and

WHEREAS, the City and County are participants in the Justice Assistance Grant Program, Award #2018-H3193-MO-DJ, and have been awarded funds thereunder; and

WHEREAS, the County acts as the applicant/fiscal agent for the joint funds for purposes of the aforementioned grant; and

WHEREAS, the City acts as the subrecipient for purposes of said grant; and

WHEREAS, in order to comply with the terms of the grant, certain additional agreements are required to provide reasonable assurance that the Federal award compliance requirements are met.

NOW, THEREFORE, the County and City agree as follows:

1. The City, consistent with its current external auditing practices, agrees to subject expenditures under the Justice Assistance Grant Program Award, Award #2018-H3193-MO-DJ, to audit protocols as dictated by the Compliance Supplement, a copy of which is attached hereto and incorporated herein by reference.
2. The City agrees to provide County with information reasonably requested to comply with the "subrecipient monitoring" requirements of the federal grant Compliance Supplement, a copy of which are attached hereto and incorporated herein by reference.
3. The City will provide the County a report based upon its audit relating to the expenditures of the funds it receives under the Intergovernmental Cooperative Agreement between the City and the County relating to the Justice Assistance Grant Program Award for Fiscal Year 2018.
4. The City agrees to comply with all provisions and requirements as set out by the Department of Justice in connection with the award of the subject grant. To the extent that the City's expenditures of the grant are questioned by the Department of

Justice or its designee and amounts are determined to be disallowed or required to be paid back to the Department of Justice, the City will make said payment consistent with the requirements of the Department of Justice.

5. The parties will cooperate with each other to furnish any and all documentation required to comply with the requirements of the subject grant.

6. This agreement relates to FY 2018 Justice Assistance Grant Program Award #2018-H3193-MO-DJ, CFDA #16.738.

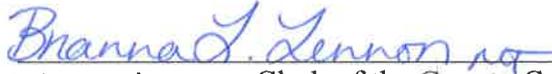
IN WITNESS WHEREOF, the individual parties, by and through their duly authorized representatives signatories, have executed this agreement on the day and year above first written.

COUNTY OF BOONE

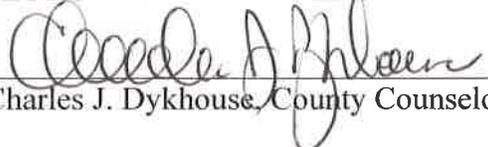
By its County Commission

By: 
Daniel K. Atwill, Presiding Commissioner

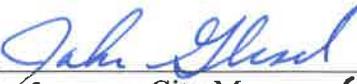
ATTEST:


Brianna Lennon, Clerk of the County Commission

APPROVED AS TO FORM:


Charles J. Dykhouse, County Counselor

CITY OF COLUMBIA

By: 
John Glascock, City Manager (Interim)

ATTEST:


Sheela Amin, City Clerk

APPROVED AS TO FORM:


Nancy Thompson, City Attorney

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M. SUBRECIPIENT MONITORING

Note: Transfers of Federal awards to another component of the same auditee do not constitute a subrecipient or vendor relationship for purposes of the 2 CFR part 200, subpart F.

Compliance Requirements

A pass-through entity is responsible for:

- *Determining Subrecipient Eligibility* – In addition to any programmatic eligibility criteria under E, “Eligibility for Subrecipients,” determining whether an applicant for a subaward has provided a Dun and Bradstreet Data Universal Numbering System (DUNS) number as part of its subaward application or, if not, before award (2 CFR section 25.110 and Appendix A to 2 CFR part 25).
- *System for Award Management (previously Central Contractor Registration) – For ARRA subawards, ensuring that the subrecipient maintains a current registration in the System for Award Management (SAM) (<http://sam.gov>) at all times during which it has an active subaward(s) funded with ARRA funds (2 CFR section 176.50(c)).*
- *Award Identification* – At the time of the subaward, identifying to the subrecipient the Federal award information (i.e., CFDA title and number; award name and number; if the award is research and development; and name of Federal awarding agency) and applicable compliance requirements. **For ARRA subawards, identifying to the subrecipient the amount of ARRA funds provided by the subaward.**
- *During-the-Award Monitoring* – Monitoring the subrecipient’s use of Federal awards through reporting, site visits, regular contact, or other means to provide reasonable assurance that the subrecipient administers Federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements and that performance goals are achieved.
- *Subrecipient Audits* – (1) Ensuring that subrecipients expending \$750,000 or more in Federal awards during the subrecipient’s fiscal year for fiscal years beginning on or after December 26, 2014 have met the audit requirements of 2 CFR part 200, subpart F and that the required audits are completed within 9 months of the end of the subrecipient’s audit period; (2) issuing a management decision on audit findings within 6 months after receipt of the subrecipient’s audit report; and (3) ensuring that the subrecipient takes timely and appropriate corrective action on all audit findings. In cases of continued inability or unwillingness of a subrecipient to have the required audits, the pass-through entity shall take appropriate action using sanctions.

Ensuring Accountability of For-Profit Subrecipients – Awards also may be passed through to for-profit entities. For-profit subrecipients are accountable to the pass-through entity for the use of Federal funds provided. Because for-profit subrecipients are not subject to the audit requirements of 2 CFR part 200, subpart F, pass-through entities are responsible for establishing requirements, as needed, to ensure for-profit subrecipient accountability for the use of funds.

- *Pass-Through Entity Impact* – Evaluating the impact of subrecipient activities on the pass-through entity's ability to comply with applicable Federal regulations.

During-the-Award Monitoring

Following are examples of factors that may affect the nature, timing, and extent of during-the-award monitoring:

- *Program complexity* – Programs with complex compliance requirements have a higher risk of non-compliance.
- *Percentage passed through* – The larger the percentage of program awards passed through the greater the need for subrecipient monitoring.
- *Amount of awards* – Larger dollar awards are of greater risk.
- *Subrecipient risk* – Subrecipients may be evaluated as higher risk or lower risk to determine the need for closer monitoring. Generally, new subrecipients would require closer monitoring. For existing subrecipients, based on results of during-the-award monitoring and subrecipient audits, a subrecipient may warrant closer monitoring (e.g., if the subrecipient has (1) a history of non-compliance as either a recipient or subrecipient, (2) new personnel, or (3) new or substantially changed systems). Evaluation of subrecipient risk also may take into consideration the extent of Federal monitoring of subrecipient entities that also are recipients of prime Federal awards.

Monitoring activities normally occur throughout the year and may take various forms, such as:

- *Reporting* – Reviewing financial and performance reports submitted by the subrecipient.
- *Site Visits* – Performing site visits at the subrecipient to review financial and programmatic records and observe operations.
- *Regular Contact* – Regular contacts with subrecipients and appropriate inquiries concerning program activities.

Agreed-upon procedures engagements

A pass-through entity may arrange for agreed-upon procedures engagements for certain aspects of subrecipient activities, such as eligibility determinations. Since the pass-through entity determines the procedures to be used and compliance areas to be tested, these agreed-upon procedures engagements enable the pass-through entity to target the coverage to areas of greatest risk. The costs of agreed-upon procedures engagements is an allowable cost to the pass-through entity if the agreed-upon procedures are performed for subrecipients below the 2 CFR part 200 threshold for audit (currently at \$750,000 for fiscal years beginning on or after December 26, 2014) for the following types of compliance requirements: activities allowed or unallowed; allowable costs/cost principles; eligibility; matching, level of effort, earmarking; and reporting (2 CFR section 200.425(c)).

Source of Governing Requirements

The requirements for subrecipient monitoring are contained in 31 USC 7502(f)(2)(B) (Single Audit Act Amendments of 1996 (Pub. L. No. 104-156)); 2 CFR sections 200.505, 200.521, and 200.331; A-102 Common Rule (§ ___.37 and § ___.40(a)); OMB Circular A-110 (2 CFR section 215.51(a)); program legislation; **2 CFR section 176.50(c)**; 2 CFR parts 25 and 170; 48 CFR parts 4, 42, and 52; Federal awarding agency regulations; and the terms and conditions of the award

Audit Objectives

1. Obtain an understanding of internal control, assess risk, and test internal control as required by 2 CFR section 200.514(c).
2. For non-ARRA first-tier subawards made on or after October 1, 2010, determine whether the pass-through entity had the subrecipient provide a valid DUNS number before issuing the subaward.
3. Determine whether the pass-through entity properly identified Federal award information and compliance requirements to the subrecipient, **including requirements related to ARRA first-tier subawards, e.g., SAM registration (see N, Special Tests and Provisions in this Part)**, and approved only allowable activities in the subaward documents.
4. **For ARRA first-tier subawards, determine whether the pass-through entity assessed subrecipient compliance with the continuing requirement to maintain a current SAM registration. .**
5. Determine whether the pass-through entity monitored subrecipient activities to provide reasonable assurance that the subrecipient administers Federal awards in compliance with Federal requirements and achieves performance goals.

6. Determine whether the pass-through entity ensured required audits are performed, issued a management decision on audit findings within 6 months after receipt of the subrecipient's audit report, and ensured that the subrecipient took timely and appropriate corrective action on all audit findings.
7. Determine whether in cases of continued inability or unwillingness of a subrecipient to have the required audits, the pass-through entity took appropriate action using sanctions.
8. Determine whether the pass-through entity evaluated the impact of subrecipient activities on the pass-through entity.
9. Determine whether the pass-through entity identified in the SEFA the total amount provided to subrecipients from each Federal program.
10. If for-profit subawards are material, determine the adequacy of the pass-through entity's monitoring procedures for those subawards.

Suggested Audit Procedures – Internal Control

1. Perform procedures to obtain an understanding of internal control sufficient to plan the audit to support a low assessed level of control risk for the program.
2. Plan the testing of internal control to support a low assessed level of control risk for subrecipient monitoring and perform the testing of internal control as planned. If internal control over some or all of the compliance requirements is likely to be ineffective, see the alternative procedures in 2 CFR section 200.514(c)(4), including assessing the control risk at the maximum and considering whether additional compliance tests and reporting are required because of ineffective internal control.
3. Consider the results of the testing of internal control in assessing the risk of noncompliance. Use this as the basis for determining the nature, timing, and extent (e.g., number of transactions to be selected) of substantive tests of compliance.

Suggested Audit Procedures – Compliance

(Note: The auditor may consider coordinating the tests related to subrecipients performed as part of C, “Cash Management” (tests of cash reporting submitted by subrecipients), E, “Eligibility” (tests that subawards were made only to eligible subrecipients), and I, “Procurement and Suspension and Debarment” (tests of ensuring that a subrecipient is not suspended or debarred) with the testing of “Subrecipient Monitoring.”)

1. Gain an understanding of the pass-through entity's subrecipient procedures through a review of the pass-through entity's subrecipient monitoring policies and procedures (e.g., annual monitoring plan) and discussions with staff. This should include an understanding of the scope, frequency, and timeliness of monitoring activities and the number, size, and complexity of awards to subrecipients, including, as applicable, subawards to for-profit entities.

2. Test the pass-through entity's subaward review and approval documents for first-tier subawards to ascertain if the pass-through entity obtained DUNS numbers from non-ARRA subrecipients prior to issuance of the subaward.
3. Test subaward documents and agreements to ascertain if (a) at the time of subaward the pass-through entity made subrecipients aware of the award information (i.e., CFDA title and number; award name and number; if the award is research and development; and name of Federal awarding agency) and requirements imposed by laws, regulations, and the provisions of contract or grant agreements; (b) included for first-tier subrecipients the requirements for SAM registration, including maintaining a current SAM registration during the life of the subaward(s); and (c) the activities approved in the subaward documents were allowable. **(See R2 under N, Special Tests and Provisions, for additional discussion of requirements for subawards with expenditures of ARRA awards.)**
4. Review the pass-through entity's documentation of during-the-subaward monitoring to ascertain if the pass-through entity's monitoring provided reasonable assurance that subrecipients used Federal awards for authorized purposes, complied with laws, regulations, and the provisions of contracts and grant agreements, and achieved performance goals.
5. Review the pass-through entity's follow-up procedures to determine whether corrective action was implemented on deficiencies noted in during-the-subaward monitoring.
6. Verify that the pass-through entity:
 - a. Ensured that the required subrecipient audits were completed.
 - b. Issued management decisions on audit findings within 6 months after receipt of the subrecipient's audit report.
 - c. Ensured that subrecipients took appropriate and timely corrective action on all audit findings.
7. Verify that in cases of continued inability or unwillingness of a subrecipient to have the required audits, the pass-through entity took appropriate action using sanctions.
8. Verify that the effects of subrecipient noncompliance are properly reflected in the pass-through entity's records.
9. Verify that the pass-through entity monitored the activities of subrecipients not subject to 2 CFR part 200, subpart F, including for-profit entities, using techniques such as those discussed in the "Compliance Requirements" provisions of this section with the exception that these subrecipients are not required to have audits under 2 CFR part 200, subpart F. Review the pass-through entity's follow-up procedures to determine whether corrective action was implemented on deficiencies noted during-the-subaward monitoring.

10. Determine if the pass-through entity has procedures that allow it to identify the total amount provided to subrecipients from each Federal program.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

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September Session of the July Adjourned

Term. 20 19

County of Boone

In the County Commission of said county, on the

3rd

day of September

20 19

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

Now on this day, the County Commission of the County of Boone does hereby authorize a closed meeting on Tuesday, September 10, 2019 at 2:30 pm. The meeting will be held in Conference Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by RSMo 610.021(1), to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

Done this 3rd day of September 2019.

ATTEST:

Brianna L. Lennon

Brianna L. Lennon
Clerk of the County Commission

Daniel K. Atwill

Daniel K. Atwill
Presiding Commissioner

Fred J. Parry

Fred J. Parry
District I Commissioner

Janet M. Thompson

Janet M. Thompson
District II Commissioner

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

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September Session of the July Adjourned

Term. 2019

County of Boone

In the County Commission of said county, on the

3rd

day of

September

2019

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

Now on this day, the County Commission of the County of Boone does hereby approve the Organizational Use of the Boone County Government Chambers by Mid-Missouri Peaceworks on September 8, 2019 from 7:00 pm to 8:30 pm.

Done this 3rd day of September 2019.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon
Clerk of the County Commission

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Fred J. Parry
Fred J. Parry
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner



Boone County Commission

APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY CONFERENCE ROOMS

The undersigned organization hereby applies for a use permit to use Boone County Government conference rooms as follows:

Organization: Mid-Missouri Peaceworks

Address: 804 C.E. Broadway

City: Columbia State: MO ZIP Code 65201

Phone: 573-875-0539 Website: www.midmopeaceworks.org

Individual Requesting Use: Mark Haim Position in Organization: Director

Facility requested: Chambers Room 301 Room 311 Room 332 Centralia Clinic

Event: Solidarity Network Meeting

Description of Use (ex. Speaker, meeting, reception): meeting

Date(s) of Use: 9/8/19

Start Time of Setup: 7:00 PM Start Time of Event: 7:00 PM

End Time of Event: 8:30 PM End Time of Cleanup: 8:30 PM

The undersigned organization agrees to abide by the following terms and conditions in the event this application is approved:

1. To abide by all applicable laws, ordinances and county policies in using Boone County Government conference rooms.
2. To remove all trash or other debris that may be deposited (by participants) in rooms by the organizational use.
3. To repair, replace, or pay for the repair or replacement of damaged property including carpet and furnishings in rooms.
4. To conduct its use in such a manner as to not unreasonably interfere with Boone County Government building functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use of rooms as specified in this application.

Organization Representative/Title: Mark Haim, Director

Phone Number: 573-875-0539 Date of Application: 8/29/19

Email Address: mail@midmopeaceworks.org

Applications may be submitted in person or by mail to the Boone County Commission, 801 E. Walnut, Room 333, Columbia, MO 65201 or by email to commission@boonecountymo.org.

PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY GOVERNMENT CONFERENCE ROOMS

The County of Boone hereby grants the above application for permit in accordance with the terms and conditions above written. The above permit is subject to termination for any reason by duly entered order of the Boone County Commission.

ATTEST:

BOONE COUNTY, MISSOURI

Branna J. Lennon
County Clerk

[Signature]
County Commissioner

DATE: 9.3.19