



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

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

Program Area: <b>2014 Edward Byrne Memorial Justice Assistance Grant (JAG) Program</b>		Catalog of Federal Domestic Assistance (CFDA) #: <b>16.738</b>
Contractor Name: <b>Jackson County, Prosecutor's Office</b>		
Project Title: <b>Drug Abatement Response Team (DART)</b>		
Contract Period: <b>7/1/2014 to 6/30/2015</b>	State/Federal Funds Awarded: <b>\$121,270.78</b>	Contract Number: <b>2013-JAG-013</b>

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

The undersigned hereby certify acceptance of the above-described contract on the terms and conditions specified or incorporated by reference above and herein, including those stated in the contract application.

Michael Sanders

Contractor Authorized Official Name

Contractor Authorized Official Signature

APPROVED AS TO FORM

County Counselor

11-14-2014

Date

ATTEST:

Clerk of the County Legislature

Jean Peters Baker

Contractor Project Director Name

Contractor Project Director Signature

11-13-14

Date

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

Authorized Official, MO Department of Public Safety

07/01/2014

Date

FILED  
 JAN 07 2015  
 MARY JO SPINO  
 COUNTY CLERK

**Personnel**

Name	Title	Position	Employment Status	Salary per Pay Period	Number of Pay Periods	% of Funding Requested	Total Cost
James Stigall	Assistant Prosecuting Attorney	Retained	FT	\$1,967.20	26.0	56.25	\$28,770.30
Jeremy Baldwin	Assistant Prosecuting Attorney	Retained	FT	\$1,605.60	26.0	56.25	\$23,481.90
Keith Harrison	Investigator	Retained	FT	\$1,620.00	26.0	56.25	\$23,692.50
Kelly Glbbs	Paralegal	Retained	FT	\$1,308.80	26.0	56.25	\$19,141.20
							\$95,085.90

**Personnel Justification****Personnel Justification**

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

*If personnel is included in the budget, provide justification for each position.*

*If the position is new (created):*

- Provide a description of the job responsibilities the individual will be expected to perform

*If the position exists (retained):*

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

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

**James Stigall - DART Legal Action Attorney:**

Mr. Stigall obtained his Bachelor of Arts in Political Science from the University of Missouri - Columbia. Subsequently, Mr. Stigall obtained his Juris Doctorate from the University of Missouri - KC. Mr. Stigall is currently a member in good standing with the Missouri Bar Association. Mr. Stigall was an intern for the Jackson County Prosecutor's Office and later hired as an Assistant Prosecuting Attorney. Mr. Stigall has worked with the Jackson County DART Unit for 1 year.

The DART Legal Action Attorney serves an essential role in the pursuit of and representation on civil actions through which DART problem properties are declared public nuisances, both real and personal property is forfeited; crucial participant in the assessment of next step actions against specific properties. Current responsibilities include: research legal issues; receive and record information regarding drug related seizures; review files for legal action; provide legal representation for the State of Missouri in forfeiture and nuisance cases.

The person in this position must possess a Juris Doctor from an accredited law school, must be licensed to practice law in the State of Missouri and must be in good standing with the Missouri Bar.

**Jeremy Baldwin - Community Drug Prosecutor**

Mr. Baldwin obtained his Bachelor of Arts in Criminal Justice from Missouri Western State University. Subsequently, Mr. Baldwin obtained his Juris Doctrate from the University of Missouri-Kansas City. Mr. Baldwin is a member in good standing with the Missouri Bar Association. Mr. Baldwin participated in multiple Rule 13 programs in law school including the Child and Family Service Clinic, Guardian Ad Litem Clinic and the Public Defender programs, as a result Mr. Baldwin graduated with Honors in Public Service. Mr. Baldwin was an intern law clerk for the Honorable Charles Atwell during the summer of 2009. After law school, Mr. Baldwin worked as a law clerk for the Honorable Marco Roldan from January 2011 to February 2013. Mr. Baldwin was hired as an Assistant Prosecuting Attorney in February, 2013 and assigned to the Jackson County DART Unit in March, 2014.

The Community Drug Prosecutor prosecutes drug and drug-related cases including, but not limited to, preliminary hearings, arraignments and probation dockets; file criminal charges against defendants involved in drug activity; file criminal charges against defendants involved in criminal activity in any way linked to the distribution and/or possession of illegal drugs.

The person in this position must possess a Juris Doctor from an accredited law school, must be licensed to practice law in the State of Missouri and must be in good standing with the Missouri Bar.

#### **Keith Harrison - Investigator**

Mr. Harrison has over 16 years of experience in Code and Law Enforcement. Specifically, Mr. Harirson was a patrol officer and undercover detective with the Kansas City Missouri Police Department over 7 years. Subsequently, Mr. Harrison served 5 years as a Liqour Control Agent with the Missouri State Alcohol and Tobacco Agency. Prior to joining the DART Unit, Mr. Harrison worked 5 years as a Code Officer for the City of Kansas City, Missouri; Mr. Harrison has worked with the Jackson County DART Unit over 3 years.

The Investigator performs significant background investigations critical to the investigation and closure of drug houses. Current responsibilites include: create, maintain and review files on properties; check tax and deed records in order to identify property owners; conduct background checks on property owners and occupants; conduct utility checks on DART properties; inspect DART properties; document activity and contacts in DART files; appear and testify in Municipal Court on trespassing actions; follow up on posted DART properties.

The person in this position must have at least 10 years of prior criminal investigation, law enforcement or code enforcement experience.

#### **Kelly Gibbs - Paralegal**

Ms. Gibbs has over 16 years of experience as a Jackson County Paralegal. Ms. Gibbs has over 100 hours of college level credits in pursuant of a Major in Industrial Safey and a Minor in Security. Prior to joining the Jackson County DART Unit, worked in retail management and program development.

The Paralegal handles all administrative aspects of DART; notice letters and follow up contact with owners; takes suspected drug activity reports and interfaces with law enforcement inquiries and referrals for investigation. Current responsibilities include: draft and send DART notice letters; follow-up DART properties; contact property owners; update DART files; take incoming calls; take suspected drug activity reports; update DART database and send to KCPD and other authorities; update posting and recertification lists; draft and send Section8 letters; prepare monthly drug house statistics. Kelly has been with the DART unit 16 years.

The person in this position should have a paralegal certificate or three or more years of experience as an administrative assistant or legal secretary.

**Personnel Benefits**

Category	Item	Salary/Premium	Percentage/# of Periods	% of Funding Requested	Total Cost
FICA/Medicare	FICA/Medicare - Baldwin	\$41,745.60	0.0765	56.25	\$1,796.37
FICA/Medicare	FICA/Medicare - Gibbs	\$34,028.80	0.0765	56.25	\$1,464.30
FICA/Medicare	FICA/Medicare - Harrison	\$42,120.00	0.0765	56.25	\$1,812.48
FICA/Medicare	FICA/Medicare - Stigall	\$51,147.20	0.0765	56.25	\$2,200.93
					\$7,274.08
Medical Insurance	Medical Insurance - Baldwin	\$350.20	24.0	56.25	\$4,727.70
Medical Insurance	Medical Insurance - Gibbs	\$350.20	24.0	56.25	\$4,727.70
Medical Insurance	Medical Insurance - Harrison	\$350.20	24.0	56.25	\$4,727.70
Medical Insurance	Medical Insurance - Stigall	\$350.20	24.0	56.25	\$4,727.70
					\$18,910.80
					\$26,184.88

**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 to identify the cost and why it is needed.*

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

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

**Medical Insurance** is contributed by the employer at a rate of \$350.20 semi-monthly per employee to provide coverage in the event of illness or injury to the insured person.