

**REQUEST FOR LEGISLATIVE ACTION**

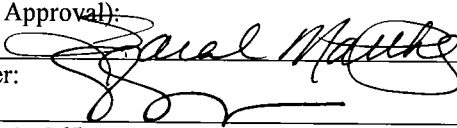
Completed by County Counselor's Office:

~~Res~~ Ord No.: 4590

Sponsor(s): Dan Tarwater

Date: November 25, 2013

SUBJECT	<p>Action Requested  <input type="checkbox"/> Resolution  <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Ordinance transferring and appropriating funds for the acceptance of the Victims of Crime Act (VOCA) Grant.</u></p>																														
<p>BUDGET INFORMATION  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;">Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$94,649.23</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$94,649.23</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$</td> </tr> </table> <table style="width:100%;"> <tr> <td style="width:55%;">Source of funding (name of fund) and account code number;</td> <td style="width:45%;"></td> </tr> <tr> <td>FROM</td> <td style="text-align: right;">FROM ACCT</td> </tr> <tr> <td>008- Grant Fund; 2810 – Undesignated Fund Balance</td> <td style="text-align: right;">\$74,460.51</td> </tr> <tr> <td>FROM</td> <td></td> </tr> <tr> <td>001- General Fund; 4101 – Prosecuting Attorney; 56798 – Grant Match</td> <td style="text-align: right;">\$14,191.72</td> </tr> <tr> <td>008-4156-56798 – Anti Drug Sales Tax Fund; 4156 – Pros Comm/Crime/Drug Prevention; 56798 – Grant Match</td> <td style="text-align: right;">\$5,997</td> </tr> <tr> <td>TO</td> <td style="text-align: right;">TO ACCT</td> </tr> <tr> <td>008 – Grant Fund; 4172 – VOCA Grant; 55010 – Regular Salary</td> <td style="text-align: right;">\$75,793.45</td> </tr> <tr> <td>008 – Grant Fund; 4172 – VOCA Grant; 55040 – FICA</td> <td style="text-align: right;">\$2,950.09</td> </tr> <tr> <td>008 – Grant Fund; 4172 – VOCA Grant; 55050 – Pension</td> <td style="text-align: right;">\$3,470.69</td> </tr> <tr> <td>008 – Grant Fund; 4172 – VOCA Grant; 55060 - Insurance</td> <td style="text-align: right;">\$12,435</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required)</p> <p><input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:          Department: _____ Estimated Use: \$ _____</p> <p>Prior Year Budget (if applicable): _____          Prior Year Actual Amount Spent (if applicable): _____</p>	Amount authorized by this legislation this fiscal year:	\$94,649.23	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$94,649.23	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number;		FROM	FROM ACCT	008- Grant Fund; 2810 – Undesignated Fund Balance	\$74,460.51	FROM		001- General Fund; 4101 – Prosecuting Attorney; 56798 – Grant Match	\$14,191.72	008-4156-56798 – Anti Drug Sales Tax Fund; 4156 – Pros Comm/Crime/Drug Prevention; 56798 – Grant Match	\$5,997	TO	TO ACCT	008 – Grant Fund; 4172 – VOCA Grant; 55010 – Regular Salary	\$75,793.45	008 – Grant Fund; 4172 – VOCA Grant; 55040 – FICA	\$2,950.09	008 – Grant Fund; 4172 – VOCA Grant; 55050 – Pension	\$3,470.69	008 – Grant Fund; 4172 – VOCA Grant; 55060 - Insurance	\$12,435
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PRIOR																															

LEGISLATION	Prior ordinances and (date): 4374 11/11	
	Prior resolutions and (date):	
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Jean Peters Baker, 11/18/13	
REQUEST SUMMARY	<p>Requesting an ordinance accepting the VOCA Grant awarded to Jackson County by the Department of Public Safety for the partial funding for one victim advocate. The award amount for this two year grant is \$74,460.51 with a required match of \$18,615.13. To complete the first year of the project, the Prosecutor's Office will provide an additional \$1,573.59 to pay for the unfunded portions of encumbants. The term of this grant is 10/1/13 through 9/30/15.</p> <p>Please transfer \$14,191.72 from 001-4101-56798 and \$5,997 from 008-4156-56798 and appropriate \$74,460.51 into 008-4172:</p> <p>55010 Salary 75,793.45  55040 FICA 2,950.08  55050 Pension 3,470.69  55060 Insurance 12,435.00</p>	
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS		
REVIEW	Department Director: <i>Jean Peters Baker</i> Finance (Budget Approval): If applicable <i>Paul Matthe</i> Division Manager:  County Counselor's Office:	Date: 11-19-13 Date: 11/19/13 Date: 11/19/13 Date:

**Fiscal Information (to be verified by Budget Office in Finance Department)**

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_\_.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # \_\_\_\_\_

Funds sufficient for this transfer and appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
008-2810	Grant Fund – Undesignated Fund Balance	\$74,460.51
001-4101-56798	General Fund – Prosecuting Attorney – Grant Match	\$14,191.72
008-4156-56798	Anti Drug Sales Tax Fund – Pros Comm/Crim/Drug Prevention – Grant Match	\$5,997

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

## Supplemental Appropriation Request Jackson County, Missouri

Funds sufficient for this appropriation and transfer are available from the source indicated below.

Date: November 19, 2013

~~Res.~~ Ord No. 4590

Department / Division	Character/Description	From	To
<b>001 - General Fund</b>			
4101 - Prosecuting Attorney	56798 - Grant Match	14,192	
9100 - Operating Transfers	56105 - Operating Transfers Out		14,192
<b>008 - Anti-Drug Sales Tax Fund</b>			
4172 - VOCA	45843 - Increase Revenues	74,461	
4172 - VOCA	47070 - Operating Transfers In	14,192	
2810	Undesignated Fund Balance		88,653
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4156 - Pros Comm Crim/Drug Prev P	56798 - Grant Match	5,997	
4172 - VOCA	55010 - Regular Salaries		75,794
4172 - VOCA	55040 - FICA		2,950
4172 - VOCA	55050 - Pension		3,471
4172 - VOCA	55060 - Insurance		12,435
<b>Total</b>		94,650	94,650

*Samuel Matthews* 11/19/13  
Budgeting

**VOCA Grant**  
10/1/13 - 9/30/14

	<b>Salary</b>	<b>FICA</b>	<b>Pension(9)</b>	<b>Insurance</b>	<b>Total</b>	
D Cannon	first year	38,563.20	2,950.09	3,470.69	12,435.00	57,418.98
	2014 award	<u>37,230.25</u>				<u>37,230.25</u>
		75,793.45				94,649.23




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

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

Program Area: <b>Victims of Crime Act (VOCA)</b>		Catalog of Federal Domestic Assistance (CFDA) #: <b>16.575</b>
Contractor Name: <b>Jackson County, Prosecutor's Office</b>		
Project Title: <b>Victims of Crime Act (VOCA)</b>		
Contract Period: <b>October 1, 2013 to September 30, 2015</b>	State/Federal Funds Awarded: <b>74460.51</b>	Contract Number: <b>2011-VOCA-064-NW</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.

  
 Applicant Authorized Official      11/14/2013      Date

  
 Applicant Project Director      11/14/13      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

\_\_\_\_\_  
**October 1, 2013**  
 Award Date

**Personnel**

Name	Title	Position	Employment Status	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total Cost	Local Match %	Local Match Share	Federal/State Share
Doris Cannon	Victim Advocate	Retained	FT	\$3,213.60	24.0	95.0	\$73,270.08	20.0	\$14,654.02	\$58,616.06
							\$73,270.08		\$14,654.02	\$58,616.06

**Personnel Justification**

**Personnel Justification**

*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 and the experience and/or any certification the individual possesses.*

*If using Match in this section please identify who will be providing these funds and describe the source of the funds.*

*If a salary increase is included, address the type/reason for such increase, the percentage of increase, and the effective date of the increase.*

*If an increases and/or new line items are being requested, please explain why it is being requested and how the agency has paid for this expense in the past.*

Victim Advocate experience and job responsibilities - (Cannon) Previously worked in Domestic Violence Unit at Legal Aid of Western Missouri where she was responsible for the initial intake of abused persons. Her duties included obtaining an attorney to represent victims in court when they were applying for Full Orders of Protection, making referrals to local shelters and holding training sessions for new volunteers. Doris began working in the Jackson County Prosecutor's Office in 1996. Her current responsibilities include notification of court dates, providing information regarding restitution, cases status, assistance with filing for crime victims' compensation, victims impact statements, creditor intercession and making safety plans. She also provides criminal justice support and advocacy, encouragement and support and makes referrals for counseling, shelters, support groups and other resources.

Ms. Cannon is paid \$3,213.60 x 12 per year x 2 year grant = \$77,126.40. We are requesting \$56,388.65 in federal/state funds with \$14,097.16 in local match funds provided by Jackson County. The local match will come from the Prosecuting Attorney's general operating budget that has been approved by the Jackson County Legislature.

Supplanting: Funds awarded by the State to this program will not be used to supplant local monies. Funding for the Victim Advocate position requested in this grant proposal has never been available locally.

**Personnel Benefits**

Category	Item	Salary/Premium	Percentage/# of Periods	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
Medical Insurance	insurance	\$1,031.54	24.0	80.0	\$19,805.57	20.0	\$3,961.11	\$15,844.45
					\$19,805.57		\$3,961.11	\$15,844.45
					\$19,805.57		\$3,961.11	\$15,844.45

**Personnel Benefits Justification**

**Benefits Justification**

*If personnel benefits are included in the budget, provide justification for each fringe benefit.*

*If using Match in this section please identify who will be providing these funds and describe the source of the funds.*

*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.*

*If an increases and/or new line items are being requested, please explain why it is being requested and how the agency has paid for this expense in the past.*

Medical insurance benefits for Ms. Cannon are paid \$1,031.54 x 12 per year x 2 year grant = \$24,756.96. We are requesting \$18,151.80 in federal/state funds with \$4,537.95 in local match funds provided by Jackson County.

The local match will come from the Prosecuting Attorney's general operating budget that has been approved the Jackson County Legislature.

Supplanting: Funds awarded by the State to this program will not be used to supplant local monies. Funding for the Victim Advocate position requested in this grant proposal has never been available locally.

**Total Budget**

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<b>Total Federal/State Share:</b>	\$74,460.51	80.0%
<b>Total Local Match Share:</b>	\$18,615.13	20.0%
<b>Total Project Cost:</b>	\$93,075.64	