

**IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI**

**AN ORDINANCE** transferring \$126,537.00 within the 2019 General Fund and \$240,803.00 within the 2019 Anti-Crime Sales Tax Fund, and appropriating \$951,640.00 from the undesignated fund balance of the 2019 Grant Fund, in acceptance of the Victims of Crime Act Grant for use by the Prosecuting Attorney's Office's Victim Services Program and authorizing the County Executive to execute a Program Agreement with the Missouri Department of Social Services.

**ORDINANCE NO. 5299**, December 2, 2019

**INTRODUCED BY** Crystal Williams, County Legislator

WHEREAS, the Prosecuting Attorney's Office has been awarded a grant in the amount of \$584,300.00 by the Missouri Department of Social Services for the Victims of Crime Act (VOCA) grant, for the period November 1, 2019, through September 30, 2021; and,

WHEREAS, the grant will cover funding for traveling and training costs for seven victim advocates; and,

WHEREAS, a local match of \$146,075.00 is required for this grant; and,

WHEREAS, a transfer and appropriation are necessary in order to place the grant and matching funds in the proper spending accounts; now therefore,

**BE IT RESOLVED** by the County Legislature of Jackson County, Missouri, that the following transfer within the 2019 General and Anti-Crime Sales Tax Funds and appropriation from the undesignated fund balance of the 2019 Grant Fund be and hereby

are made:

| <u>DEPARTMENT/DIVISION</u> | <u>CHARACTER/DESCRIPTION</u>   | <u>FROM</u> | <u>TO</u> |
|----------------------------|--------------------------------|-------------|-----------|
| General Fund               |                                |             |           |
| Prosecuting Attorney       |                                |             |           |
| 001-4101                   | 55010- Regular Salaries        | \$81,731    |           |
| 001-4101                   | 55040- FICA Taxes              | \$ 6,252    |           |
| 001-4101                   | 55050- Pension Contributions   | \$11,409    |           |
| 001-4101                   | 55060- Insurance Benefits      | \$27,145    |           |
| Operating Transfers        |                                |             |           |
| 001-9100                   | 56105- Operating Transfers Out |             | \$126,537 |
| Anti-Crime Sales Tax Fund  |                                |             |           |
| Pros. Att. Deferred Pros.  |                                |             |           |
| 008-4154                   | 56080- Other Professional Svc. | \$117,066   |           |
| 008-4154                   | 56798-Grant Match              | \$ 89,394   |           |
| Pros Comm. Crim/Drug Prev. |                                |             |           |
| 008-4156                   | 56798-Grant Match              | \$34,343    |           |
| Operating Transfers        |                                |             |           |
| 008-9100                   | 56105-Operating Transfers Out  |             | \$240,803 |
| Grant Fund                 |                                |             |           |
| VOCA                       |                                |             |           |
| 010-4127                   | 47070- Operating Transfers In  | \$367,340   |           |
| 010-4127                   | 45941- Increase Revenue        | \$584,300   |           |
| 010-2810                   | Undesignated Fund Balance      |             | \$951,640 |
| 010-2810                   | Undesignated Fund Balance      | \$951,640   |           |
| VOCA                       |                                |             |           |
| 010-4127                   | 55010 – Regular Salaries       |             | \$660,831 |
| 010-4127                   | 55040 – FICA Taxes             |             | \$ 50,553 |
| 010-4127                   | 55050 – Pension Contributions  |             | \$ 92,251 |
| 010-4127                   | 55060 – Insurance Benefits     |             | \$136,061 |
| 010-4127                   | 56140 – Travel Expense         |             | \$ 7,944  |
| 010-4127                   | 56750 – Education Benefits     |             | \$ 4,000  |

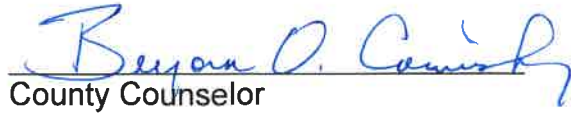
and,

BE IT FURTHER ORDAINED by the County Legislature of Jackson County, Missouri, that the County Executive is hereby authorized to execute the attached Agreement with the Missouri Department of Social Services and any and all other documents necessary to give effect to this Ordinance.

Effective Date: This ordinance shall be effective immediately upon its signature by the County Executive.

APPROVED AS TO FORM:

  
Chief Deputy County Counselor

  
County Counselor

I hereby certify that the attached ordinance, Ordinance No. 5299 introduced on December 2, 2019, was duly passed on December 16, 2019 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 9

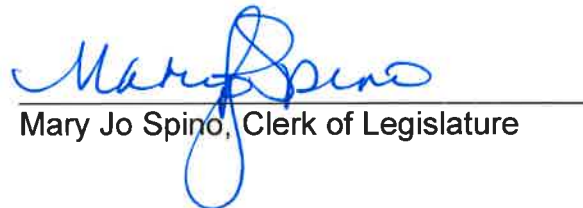
Nays 0

Abstaining 0

Absent 0

This Ordinance is hereby transmitted to the County Executive for his signature.

12.16.19  
Date

  
Mary Jo Spino, Clerk of Legislature

I hereby approve the attached Ordinance No. 5299.

12/18/2019  
Date

  
Frank White, Jr., County Executive

Funds sufficient for this transfer are available from the sources indicated below.

ACCOUNT NUMBER: 001 4101 55010  
ACCOUNT TITLE: General Fund  
Prosecuting Attorney  
Regular Salaries  
NOT TO EXCEED: \$81,731.00

ACCOUNT NUMBER: 001 4101 55040  
ACCOUNT TITLE: General Fund  
Prosecuting Attorney  
FICA Taxes  
NOT TO EXCEED: \$6,252.00

ACCOUNT NUMBER: 001 4101 55050  
ACCOUNT TITLE: General Fund  
Prosecuting Attorney  
Pension Contributions  
NOT TO EXCEED: \$11,409.00

ACCOUNT NUMBER: 001 4101 55060  
ACCOUNT TITLE: General Fund  
Prosecuting Attorney  
Insurance Benefits  
NOT TO EXCEED: \$27,145.00

ACCOUNT NUMBER: 008 4154 56080  
ACCOUNT TITLE: Anti-Crime Sales Tax Fund  
Pros Att. Deferred Pros  
Other Professional Services  
NOT TO EXCEED: \$117,066.00

ACCOUNT NUMBER: 008 4154 56798  
ACCOUNT TITLE: Anti-Crime Sales Tax Fund  
Pros Att. Deferred Pros  
Grant Match  
NOT TO EXCEED: \$89,394.00

ACCOUNT NUMBER: 008 4156 56798  
ACCOUNT TITLE: Anti-Crime Sales Tax Fund  
Pros Comm Crim/Drug Prev.  
Grant Match  
NOT TO EXCEED: \$34,343.00

ACCOUNT NUMBER: 010 4127 47070  
ACCOUNT TITLE: Grant Fund  
VOCA  
Operating Transfers In  
NOT TO EXCEED: \$367,340.00

ACCOUNT NUMBER: 010 4127 45941  
ACCOUNT TITLE: Grant Fund  
VOCA  
Increase Revenue  
NOT TO EXCEED: \$584,300.00

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

ACCOUNT NUMBER: 010 2810  
ACCOUNT TITLE: Grant Fund  
Undesignated Fund Balance  
NOT TO EXCEED: \$951,640.00

11/26/19  
Date

  
Chief Administrative Officer



**VOCA Grant**

11/1/19 - 9/30/21

|                   | <u>Salary</u>  | <u>FICA</u>   | <u>Pension</u> | <u>Insurance</u> | <u>Travel</u> | <u>Education</u> | <u>TOTAL PROJECT</u>  |
|-------------------|----------------|---------------|----------------|------------------|---------------|------------------|-----------------------|
| VictimAdvocates   | 509,207        | 38,984        | 71,085         | 96,863           | 7,944         | 4,000            | 728,053               |
| Victim Advocates* | 69,893         | 5,347         | 9,757          | 12,053           |               |                  | 97,050                |
| Match (partner)   | 61,731         | 6,252         | 11,409         | 27,146           |               |                  | 126,537               |
|                   | <u>660,831</u> | <u>60,653</u> | <u>92,251</u>  | <u>136,061</u>   | <u>7,944</u>  | <u>4,000</u>     | <u>951,840</u>        |
|                   |                |               |                |                  |               |                  | <u>Funding Source</u> |
|                   |                |               |                |                  |               |                  | <u>Award</u>          |
|                   |                |               |                |                  |               |                  | -584,300              |
|                   |                |               |                |                  |               |                  | <u>Match</u>          |
|                   |                |               |                |                  |               |                  | -146,075              |
|                   |                |               |                |                  |               |                  | <u>Add' Funds</u>     |
|                   |                |               |                |                  |               |                  | -221,265              |

\*new position



A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. (Note: Use whole numbers as the percentage of time, an example is 75.50% should be shown as 75.50) To View an Example, Click Here

**PERSONNEL (FEDERAL)**

| Name                  | Position                                       | Computation |       |                    |                | Cost             |
|-----------------------|--|-------------|-------|--------------------|----------------|------------------|
|                       |  | Salary      | Basis | Percentage of Time | Length of Time |                  |
| RETAINED PERSONNEL    |  |             | Year  |                    |                | \$0              |
| Mary Brown            | Victim Advocate                                | \$37,668.80 | Year  | 100.00             | 2              | \$75,338         |
| Doris Cannon          | Lead Victim Advocate/<br>Volunteer Coordinator | \$46,363.20 | Year  | 100.00             | 2              | \$92,726         |
| Kyle Evans            | Victim Advocate                                | \$43,492.80 | Year  | 100.00             | 2              | \$86,986         |
| Marilyn Layton        | Victim Advocate                                | \$48,089.60 | Year  | 100.00             | 2              | \$96,179         |
| Ashley Ropp           | Victim Advocate                                | \$37,148.80 | Year  | 100.00             | 2              | \$74,298         |
| Karlie Rose           | Victim Advocate                                | \$37,128.00 | Year  | 100.00             | 2              | \$74,256         |
| NEW PERSONNEL REQUEST |  |             | Year  |                    |                | \$0              |
| TRD                   | Victim Advocate                                | \$38,500.80 | Year  | 100.00             | 2              | \$77,002         |
| TRD                   | Victim Advocate                                | \$38,500.80 | Year  | 100.00             | 2              | \$77,002         |
| TRD                   | Victim Advocate                                | \$38,500.80 | Year  | 100.00             | 2              | \$77,002         |
| <b>FEDERAL TOTAL</b>  |  |             |       |                    |                | <b>\$730,789</b> |

\* \* \* \* \*

**PERSONNEL NARRATIVE (FEDERAL)**

Lead Victim Advocate/Volunteer Coordinator provides direct services to crime victims whose cases are prosecuted through the courts in Jackson County, recruits and trains volunteers and interns to assist advocates with providing comprehensive services to crime victims, spending 100% of time on the grant.

Victim advocate provides direct services to crime victims whose cases are prosecuted through the courts in Jackson County, spending 100% of time on the grant.

**PERSONNEL (NON-FEDERAL)**

*Match*

| Name                     | Position        | Computation |       |                    |                | Cost            |
|--------------------------|-----------------|-------------|-------|--------------------|----------------|-----------------|
|                          |                 | Salary      | Basis | Percentage of Time | Length of Time |                 |
|                          |                 |             | Year  |                    |                | \$0             |
| Elizabeth Parker         | Victim Advocate | \$40,102.40 | Year  | 100                | 2              | \$80,205        |
|                          |                 |             | Year  |                    |                | \$0             |
| <b>NON-FEDERAL TOTAL</b> |                 |             |       |                    |                | <b>\$80,205</b> |

*Match*

**PERSONNEL NARRATIVE (NON-FEDERAL)**

Victim advocate provides direct services to crime victims whose cases are prosecuted through the courts in Jackson County, spending 100% of time on the grant.

TOTAL PERSONNEL \$810,994

B. Fringe Benefits – Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation and Unemployment Compensation. (Note: Use decimal numbers for the fringe benefit rates, an example is 7.65% should be shown as .0765) To View an Example, Click Here

**FRINGE BENEFITS (FEDERAL)**

| Description                                   | Computation  |               | Cost      |
|---|--------------|---------------|-----------|
|   | Base         | Rate          |           |
| RETAINED PERSONNEL                            |              |               | \$0       |
| FICA (Brown,Cannon,Evans,Layton,Ropp,Rose)    | \$499,783.00 | 0.0765        | \$38,233  |
| Pension (Brown,Cannon,Evans,Layton,Ropp,Rose) | \$499,783.00 | 0.1396        | \$69,770  |
| Insurance (Brown,Cannon,Layton,Rose)          | \$338,499.00 | 0.17149       | \$58,049  |
| Insurance (Evans,Ropp)                        | \$161,284.00 | 0.39124       | \$63,101  |
| NEW PERSONNEL REQUEST * 1 Position            |              |               | \$0       |
| FICA (3 victim advocate positions)            | \$231,006.00 | 0.0765        | \$17,672  |
| Pension (3 victim advocate positions)         | \$231,006.00 | 0.1396        | \$32,248  |
| Insurance (3 victim advocate positions)       | \$231,006.00 | 0.18846       | \$43,535  |
|   |              |               | \$0       |
|   |              |               | \$0       |
|   |              | FEDERAL TOTAL | \$322,608 |

**FRINGE BENEFITS NARRATIVE (FEDERAL)**

FICA = 7.65% of salary

\$730,789 x 7.65 = \$55,905.36

Pension = 13.96% of salary

\$730,789 x 13.96 = \$102,018.14

Medical Insurance = semi-monthly per employee

\$302.33 x 2 x 24 months x 7 employees = \$101,582.88

\$657.29 x 2 x 24 months x 2 employees = \$63,099.84

Match

**FRINGE BENEFITS (NON-FEDERAL)**

| Description                  | Computation |         | Cost            |
|------------------------------|-------------|---------|-----------------|
|                              | Base        | Rate    |                 |
|                              |             |         | \$0             |
| FICA - Elizabeth Parker      | \$80,205.00 | 0.0765  | \$6,136         |
| Pension - Elizabeth Parker   | \$80,205.00 | 0.1396  | \$11,197        |
| Insurance - Elizabeth Parker | \$80,205.00 | 0.39514 | \$31,692        |
| <b>NON-FEDERAL TOTAL</b>     |             |         | <b>\$49,025</b> |

Match

**FRINGE BENEFITS NARRATIVE (NON-FEDERAL)**

FICA = 7.65% of salary  
 $\$80,205 \times 7.65 = \$6,135.68$   
Pension = 13.96% of salary  
 $\$80,205 \times 13.96 = \$11,196.62$   
Medical Insurance = semi-monthly per employee  
 $\$660.24 \times 2 \times 24 \text{ months} \times 1 \text{ employee} = \$31,691.52$

|                              |                  |
|------------------------------|------------------|
| <b>TOTAL FRINGE BENEFITS</b> | <b>\$371,633</b> |
|------------------------------|------------------|



**TRAVEL (FEDERAL)**

| Purpose of Travel        | Location | Computation      |           |                |          |                  |                 |            | Cost          |          |
|--------------------------|----------|------------------|-----------|----------------|----------|------------------|-----------------|------------|---------------|----------|
|                          |          | Item             | Cost Rate | Basis for Rate | Quantity | Number of People | Number of Trips | Cost       |               |          |
| Victim Advocacy Training | TBD      | Lodging          | \$130.00  | Night          | 3        | 4                | 1               | \$1,560.00 |               |          |
|                          |          | Meals            | \$51.00   | Day            | 3        | 4                | 1               | \$612.00   |               |          |
|                          |          | Mileage          |           | Mile           |          |                  |                 | \$0.00     |               |          |
|                          |          | Transportation:  |           |                |          |                  |                 |            |               |          |
|                          |          | Airfare          | \$350.00  | Round-trip     |          | 4                | 1               | \$1,400.00 |               |          |
|                          |          | Local Travel     | \$100.00  |                |          | 4                | 1               | \$400.00   |               |          |
|                          |          | Other            |           |                |          |                  |                 |            |               |          |
|                          |          | Registration fee | \$500.00  |                | 1        | 4                | 1               | \$2,000.00 |               |          |
|                          |          | Subtotal         |           |                |          |                  |                 |            | \$5,972.00    |          |
|                          |          |                  |           |                |          |                  |                 |            | FEDERAL TOTAL | \$11,944 |



**TRAVEL NARRATIVE (FEDERAL)**

The Jackson County Prosecutor's Office would like to send 4 four (4) victim advocates assigned to the grant to future trainings focusing on trends and best practices for victims' advocates such as the 45th Annual Training hosted by the National Organization for Victim Assistance (NOVA). The dates and location are unknown at this time. Each victim advocate will need registration fees, airfare, lodging, meals and miscellaneous expenses to include shuttles, taxis, tolls and parking. These funds are requested to provide additional training to the victim advocates to better serve victim of Jackson County. Jackson County will follow their own written travel policy.

Registration @ \$500.00 x 4 victim advocates = \$2,000.00  
Airfare - @ \$350.00 round trip x 4 victim advocates = \$1,400.00  
Lodging @ \$390.00 (3 night stay) x 4 victim advocates = \$1,560.00  
Meals @ \$153.00 (3 days) x 4 victim advocates = \$612.00  
Local Other @ \$100 (trip) x 4 victim advocates = \$400.00

The Jackson County Prosecutor's Office would like to send 4 four (4) victim advocates assigned to the grant to future trainings focusing on trends and best practices for victims' advocates such as the 31st Annual Colorado Organization for Victim Assistance (COVA) Conference. The dates and location are unknown at this time. Each victim advocate will need registration fees, airfare, lodging, meals and miscellaneous expenses to include shuttles, taxis, tolls and parking. These funds are requested to provide additional training to the victim advocates to better serve victim of Jackson County. Jackson County will follow their own written travel policy.

Registration @ \$500.00 x 4 victim advocates = \$2,000.00  
Airfare - @ \$350.00 round trip x 4 victim advocates = \$1,400.00  
Lodging @ \$390.00 (3 night stay) x 4 victim advocates = \$1,560.00  
Meals @ \$153.00 (3 days) x 4 victim advocates = \$612.00  
Local Other @ \$100 (trip) x 4 victim advocates = \$400.00

## Contract For Services



Missouri Department of Social Services  
Division of Finance & Administrative Services  
Procurement Unit  
P.O. Box 1643  
Jefferson City, MO 65102

**Contract #: ER130200053**

Title: Victims of Crime Act (VOCA)

Contract Period:

November 1, 2019 through September 30, 2021

*The Department of Social Services desires to contract for the services described herein. All terms, conditions, and prices contained herein shall govern the performance of this contract.*

**Contractor Information:**

Contractor Name: Jackson County, Prosecutor's Office  
Mailing Address: 415 East 12th Street, 11th Floor  
City, State Zip: Kansas City, MO 64106

Contact Person Name: Tina Wise

Contact Person E-Mail Address: twise@jacksongov.org

*The undersigned hereby agrees to provide the services and/or items, at the prices stated, pursuant to the requirements of this document and further agrees that when this document is countersigned by an authorized official of the Missouri Department of Social Services, a binding contract shall exist between the subrecipient and the Department of Social Service. The authorized signer of this document certifies that the subrecipient (named below) and each of its principals (as defined by 2 CFR 180) are not suspended or debarred by the federal government.*

*In witness thereof, the parties below hereby execute this agreement.*

\_\_\_\_\_  
Authorized Signature for the Subrecipient:

Frank White, Jr., County Executive

Name and Title:

\_\_\_\_\_  
Date

**Exhibit # 1(continued)**

*(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)*

**BOX C - Affidavit on File - Current Business Entity Status**

I certify that **Jackson County, Missouri** MEETS the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri.

We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ./ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (contract) listing the contractor's name and the contract signature page completed and signed by the contractor and the Department of Homeland Security - Verification Division
- ./ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of Missouri State Agency or Public University\* to Which Previous E-Verify Documentation Submitted:

Missouri Department of Social Services

\*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University - St Louis; Missouri Southern State University - Joplin; Missouri Western State University - St Joseph; Northwest Missouri State University - Maryville; Southeast Missouri State University - Cape Girardeau.

Date of Previous E-Verify Documentation Submission: 2/21/18

Previous Bid/Contract Number for Which Previous E-Verify Documentation Submitted: ER130180052  
(if known)

\_\_\_\_\_  
Authorized Business Entity Representative's  
Name (Please Print)

\_\_\_\_\_  
Authorized Business Entity  
Representative's Signature

208144

\_\_\_\_\_  
E-Verify contract Company ID Number

c/o rreyes@jacksongov.org

\_\_\_\_\_  
E-Mail Address

Jackson County, Missouri

\_\_\_\_\_  
Business Entity Name

\_\_\_\_\_  
Date

**FOR STATE USE ONLY**

Documentation Verification Completed By:

\_\_\_\_\_  
Buyer

\_\_\_\_\_  
Date

Exhibit # 2:

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

This certification is required by 2 CFR Part 180.

*(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)*

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

Jackson County, Missouri  
Company Name

073134868  
DUNS #

\_\_\_\_\_  
Authorized Representative's Printed Name

Jackson County Executive  
Authorized Representative's Title

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Date

**Instructions for Certification**

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing 2 CFR Part 180. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

**EXHIBIT # 3:**

**Registration of Business Name (if applicable) with the Missouri Secretary of State:**

The vendor should indicate the vendor's charter number and company name with the Missouri Secretary of State. Additionally, the vendor should provide proof of the vendor's good standing status with the Missouri Secretary of State. If the vendor is exempt from registering with the Missouri Secretary of State pursuant to section 351.572, RSMo., identify the specific section of 351.572 RSMo., which supports the exemption.

| <i>Charter Number (if applicable)</i>  | <i>Company Name</i> |
|--|---------------------|
| If exempt from registering with the Missouri Secretary of State pursuant to section 351.572 RSMo., identify the section of 351.572 to support the exemption: |                     |

If your business entity is not registered, you may go to the link provided below to register:

[www.sos.mo.gov/fileonline](http://www.sos.mo.gov/fileonline)

If you believe your business entity is exempt from registering with the Secretary of State due to one of the specific exemptions contained in the Missouri Revised Statutes, please indicate in your response the specific exemption that applies to your business entity.

Below are the exemption sections of the Missouri Revised Statutes for the most popular business entity types:

1. General Business - section 351.572, RSMo, located at:  
<http://revisor.mo.gov/main/OneSection.aspx?section=351.572&bid=18804&hl=>
2. Limited Liability Company - section 347.163.5, RSMo, located at:  
<http://revisor.mo.gov/main/OneSection.aspx?section=347.163&bid=18500&hl=>
3. Limited Partnership - section 359.551.5, RSMo, located at:  
<http://revisor.mo.gov/main/OneSection.aspx?section=359.551&bid=19476&hl=>
4. Non-Profit - section 355.751.2, RSMo, located at:  
<http://revisor.mo.gov/main/OneSection.aspx?section=355.751&bid=19289&hl=>
5. Professional Corporation - section 356.231, RSMo, located at:  
<http://revisor.mo.gov/main/OneSection.aspx?section=356.231&bid=19340&hl=>

Note: Limited Liability Partnerships have no exemptions.

For questions regarding registration, contact the Missouri Secretary of State at:

[corporations@sos.mo.gov](http://corporations@sos.mo.gov) or (573) 751-4153 (toll free 866-223-6535)

**Exhibit #4: Federal Funding Accountability and Transparency Act (FFATA) Data Form**

*\*See instructions for additional information*

|                                    |  |            |  |
|------------------------------------|--|------------|--|
| Legal Business Name of Entity      | Jackson County, Missouri   |            |  |
| Doing Business As (if different)   |  |            |  |
| Street Address                     | 415 East 12 <sup>th</sup> Street   |            |  |
| City   Kansas City                 | MO   | 64106-2421 |  |
| DUNS Number*                       |  |            |  |
| Parent Organization's DUNS Number* | 073134868  |            |  |
| Principal Place of Performance*    | Jackson County Courthouse, 415 East 12 <sup>th</sup> Street, KCMO 64106-2421 |            |  |
| Contact Person's Name / Title      | Tina Wise, Budget Coordinator  |            |  |
| Contact Person Phone Number        | 816-881-3116   |            |  |
| Contact Person E-Mail              | twise@jacksongov.org   |            |  |

**Executive Compensation Information\***

*\*Complete this section if required. See instructions for additional information before completing.*

List the organization's top *five* most highly compensated executives for the preceding contractor fiscal year.

| Name | Amount |
|------|--------|
| 1.   |        |
| 2.   |        |
| 3.   |        |
| 4.   |        |
| 5.   |        |

**Certification:**

I attest the facts stated above are true and correct

I understand the information provided will be reported by the Department of Social Services to the FFATA Subaward Reporting System (FSRS) and the information will be accessible to the public.

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Printed Name

Jackson County Executive

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Instructions for Completing the FFATA Data Form

Zip Code + 4

This is the four digit zip code extension available at <http://zip4.usps.com/zip4/welcome.jsp>

**DUNS Number**

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

DUNS Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants. See <http://fedgov.dnb.com/webform>

**Parent Organization's DUNS Number**

Complete if applicable. This is typically used by large organizations with multiple facilities in several locations. The parent organization's number is number assigned to the headquarters for the operation.

Principal Place of Performance

Complete if the primary place of performance is different than the address listed above.

Executive Compensation Information

Review the following questions to determine whether you are required to report executive compensation information.

1. In your preceding completed fiscal year, did your business or organization receive:
  - a. 80 percent or more of its annual gross revenues from federal procurement contracts (and subcontracts), and federal financial assistance subject to the Transparency Act, as defined in 2 CFR 170.320; and
  - b. \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts), and federal financial assistance subject to the Transparency Act?

Yes       No

*Note: If the answer to either Question 1a or 1b is "No", your organization's compensation information is not required. Do not complete the Executive Compensation Information section of the FFATA Data Form.*

*Note: If the answer to both 1a and 1b is "Yes" proceed to Question 2.*

2. Does the public have access to the information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 [15 U.S.C. 78M(a), 78O(d)] or section 6104 of the Internal Revenue Code of 1986? *(To determine if the public has access to the compensation information, see the U.S. Securities and Exchange Commission's total compensation filings at <http://www.sec.gov/qanswers/lexcomp.htm>*

Yes       No

*Note: If the answer to Question # 2 is "Yes", your organization's executive compensation information is not required.*

*Note: If the answer to Question #2 is "No" you are required to complete the Executive Compensation Information section of the FFATA Data Form.*

Definitions

"Executive" means officers, managing partners, or any other employees in management positions.

"Total compensation" means the cash and non-cash dollar value earned by the executives during the preceding fiscal year and includes items such as salary, bonuses, stock awards, incentive plans, pension plans, deferred compensation, etc.

Additional information about reporting compensation is available at:

[https://www.fsis.gov/documents/OMB\\_Guidance\\_on\\_FFATA\\_Subaward\\_and\\_Executive\\_Compensation\\_Reporting\\_08272010.pdf](https://www.fsis.gov/documents/OMB_Guidance_on_FFATA_Subaward_and_Executive_Compensation_Reporting_08272010.pdf)