

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

AN ORDINANCE appropriating \$40,032.00 from the fund balance of the 2012 Grant Fund in acceptance of the Gender Specialized Tracker Program Grant received from the Missouri Department of Public Safety.

ORDINANCE NO. 4462, October 8, 2012

INTRODUCED BY James D. Tindall, County Legislator

WHEREAS, the Family Court Division has been awarded a grant in the amount of \$40,031.52 by the Missouri Department of Public Safety for the period of October 1, 2012, through September 30, 2013; and,

WHEREAS, the grant funds will be used to provide gender responsive case management and treatment for court involved youth; and,

WHEREAS, the grant does not require local matching funds; and,

WHEREAS, an appropriation is necessary to place the grant funds in the proper spending accounts; now therefore,

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, that the following appropriation be made from the fund balance of the 2012 Grant Fund:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Grant Fund Girl Specialized Case Load 010-2170	45412 - Increase Revenue	\$40,032	
010-2810	Undesignated Fund Balance		\$40,032
010-2810	Undesignated Fund Balance	\$40,032	
010-2170	55010 - Salary		\$26,000
010-2170	55040 - FICA		\$ 1,989
010-2170	55050 - Pension		\$ 2,340
010-2170	55060 - Insurance		\$ 9,000
010-2170	55070 - Unemployment		\$ 130
010-2170	55110 - Workers Compensation		\$ 390
010-2170	55150 - Long Term Disability		\$ 130
010-2170	56360 - Life Insurance		\$ 53

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

APPROVED AS TO FORM:

Jay D. Hodler
Chief/Deputy County Counselor

W. Stephen Rifon
County Counselor

I hereby certify that the attached Ordinance, Ordinance No. 4462 introduced on October 8, 2012, was duly passed on October 15, 2012 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 9
Abstaining 0

Nays 0
Absent 0

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

10-15-12
Date

Mary Jo Spino
Mary Jo Spino, Clerk of Legislature

I hereby approve the attached Ordinance No. 4462.

10-16-2012
Date

Michael D. Sanders
Michael D. Sanders, County Executive

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: \$40,032.00

October 3, 2012
Date

Robert Thomas
Director of Finance and Purchasing

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 4462

Sponsor(s): James D. Tindall

Date: Oct. 8, 2012

<p>SUBJECT</p>	<p>Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title: <u>The Gender Specialized Tracker Program</u></p>																					
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="321 436 1360 661"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$40,031.52</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$40,031.52</td> </tr> <tr> <td>Amount budgeted for this item *:</td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number</td> <td>FROM ACCT 010-2810 40,031.52</td> </tr> <tr> <td></td> <td>TO ACCT 010-2170 40,031.52</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION: <input checked="" type="checkbox"/> No budget impact (no fiscal note required) <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:	\$40,031.52	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$40,031.52	Amount budgeted for this item *:	\$	Source of funding (name of fund) and account code number	FROM ACCT 010-2810 40,031.52		TO ACCT 010-2170 40,031.52								
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	TO ACCT 010-2170 40,031.52																					
<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): Dated Prior resolutions and (date):</p>																					
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Carl Bayless, Grant Accountant, 816-435-4775</p>																					
<p>REQUEST SUMMARY</p>	<p>This is a request to appropriate \$40,031.52 from the undesignated fund balance of the 2012 Grant fund in acceptance of a grant awarded to the Family Court Division by the Missouri Department of Public Safety. The project is named "Gender Specialized Tracker Program". The goal of the program is to fund a position to provide gender specific monitoring of youths showing at risk factors. The project began October 1, 2012 and will continue through September 30, 2013. The total grant project is \$40,031.52 and there is no match requirement.</p> <p>Please appropriate the \$40,031.52 into the accounts listed below:</p> <table data-bbox="321 1333 1360 1480"> <tr> <td>5010 Regular Salaries</td> <td>\$ 26,000.00</td> <td>5110 Workers Comp</td> <td>390.00</td> </tr> <tr> <td>5040 FICA</td> <td>1,989.00</td> <td>5150 Long Term Disability</td> <td>130.00</td> </tr> <tr> <td>5050 Pension</td> <td>2,340.00</td> <td>6360 Life Ins</td> <td>52.52</td> </tr> <tr> <td>5060 Ins Benefits</td> <td>9,000.00</td> <td></td> <td></td> </tr> <tr> <td>5070 Unemployment Ins</td> <td>130.00</td> <td></td> <td></td> </tr> </table> <p>TOTAL APPROPRIATION : \$40,031.52</p>		5010 Regular Salaries	\$ 26,000.00	5110 Workers Comp	390.00	5040 FICA	1,989.00	5150 Long Term Disability	130.00	5050 Pension	2,340.00	6360 Life Ins	52.52	5060 Ins Benefits	9,000.00			5070 Unemployment Ins	130.00		
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<p>CLEARANCE</p>	<p><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)</p>																					
<p>ATTACHMENTS</p>																						
<p>REVIEW</p>	<table border="1" data-bbox="305 1690 1547 1934"> <tr> <td>Department Director:</td> <td></td> <td>Date:</td> </tr> <tr> <td>Finance (Budget Approval): Roy Fairchild, Fiscal and Budget Officer</td> <td><i>R. Fairchild</i></td> <td>Date: 09/21/12</td> </tr> <tr> <td>Division Manager: Mary Marquez, Deputy Court Administrator</td> <td><i>Mary Marquez</i></td> <td>Date: 09/21/12</td> </tr> <tr> <td>County Counselor's Office:</td> <td></td> <td>Date:</td> </tr> </table>		Department Director:		Date:	Finance (Budget Approval): Roy Fairchild, Fiscal and Budget Officer	<i>R. Fairchild</i>	Date: 09/21/12	Division Manager: Mary Marquez, Deputy Court Administrator	<i>Mary Marquez</i>	Date: 09/21/12	County Counselor's Office:		Date:								
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County Counselor's Office:		Date:																				

Suzanne M. [Signature]
9/27/12

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 appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
010-2810	Grant Fund – Undesignated Fund Balance	\$40,031.52

- 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.



**Missouri Department of Public Safety
Office of the Director**

**PO Box 749
Jefferson City, MO 65102
573/751-4905
www.dps.mo.gov**

AWARD OF CONTRACT

Contractor Name:

Jackson County Family Court

Project Title:

Gender Specialized Tracker Program (GeST)

Contract Period:

FROM: **10/1/2012** TO: **9/30/2013**

State Funds Awarded:

\$40,031.52

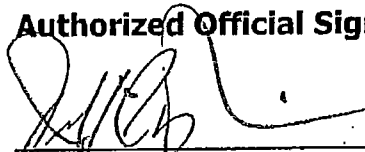
Contract Number:

2010-11-Title2-06


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 Special Conditions. 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.

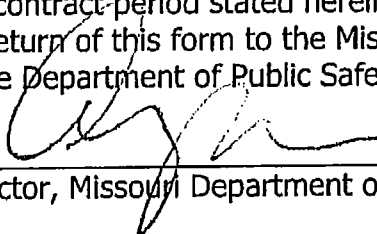
Authorized Official Signature:


 Jeff Eisenbeis 8/14/2012
Date

Project Director Signature:


 Mel Bockelman 8-9-2012
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 director of the Department of Public Safety.


 Director, Missouri Department of Public Safety

8/29/12
 Award Date



The Missouri Department of Public Safety, Office of the Director
Juvenile Justice Program Certified Assurances
Title II Formula Grant Program (Title II)

Contractor Name:	Jackson County Family Court	Contract Number:	2010-11-Title2-06
Project Title:	Gender Specialized Tracker Program (GeST)		

In addition to the general terms contained in the *Title II Application Packet, (Funding Opportunity Guidelines)* the Applicant is also conditioned upon and subject to compliance with the following assurances:

1. The Applicant assures that it shall comply, and all its subcontractors shall comply, with the applicable provisions of the ***Title II Formula Grants Program*** as authorized under Title II, Sections 221-223, of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended (Public Law 93-415, 42 U.S.C.5601 et seq.), the ***DPS Financial and Administrative Guide***; the current edition of the ***Office of Justice Programs Financial Guide***; the current ***Title II Grant Application Packet (Funding Opportunity Guidelines)***; and all other applicable federal laws, orders, circulars, or regulations.
2. **Availability of Appropriated Funds:** The Applicant understands all awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed. It is understood and agreed upon that in the event funds from state and/or federal sources are not appropriated and continued at an aggregate level sufficient to cover the contract costs, or in the event of a change in federal or state laws relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.
3. **Evaluation:** The Applicant agrees to maintain the programmatic and financial records necessary to evaluate the effectiveness of the program.
4. **Reporting:** The Applicant agrees to submit monthly expenditure and performance reports to the Department of Public Safety by the 10th of each month. Additionally, the Applicant agrees to submit a year-end report summarizing the total annual outputs and outcomes. This year-end report must provide a comparison between the program's expected and actual progress toward meeting the stated goal and performance measurement targets. Furthermore, the Applicant agrees to submit the appropriate records in a timely manner as required in the DPS Financial and Administrative Guide.
5. **Administration:** The Applicant agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs Financial Guide and the current Title II Application. The Applicant shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.
6. **Personnel:** The Applicant assures that time/attendance records shall support any personnel costs and that proper records shall be maintained to adequately substantiate time spent to carry out the specific objectives for which the contract was approved. These records must clearly show the hours worked and time spent specifically on this grant project. Job descriptions will also be maintained. Payroll records and time sheets shall be made available during monitoring visits.
7. **Travel/Training:** The Applicant agrees to follow the state of Missouri Travel Policies as set forth by the Office of Administration or those policies of the Applicant Agency; whichever is most restrictive. Applicant further agrees that expenditures for travel shall be supported and documented by signed travel vouchers. Lodging, transportation, and itemized meal receipts must be provided. Incidentals are not eligible for grant reimbursement. The Applicant is responsible for ensuring that travel is completed in the most cost effective means. Travel costs may be reimbursed only after travel has been completed. Reimbursement of conference registration fees will not be provided until the conference has taken place. No indirect costs will be allowed. Approval must be obtained from the Missouri Department of Public Safety, Office of the Director, prior to attending any training/travel that is not specifically outlined in the approved budget. *Refer to the DPS Financial and Administrative Guide for more information regarding allowable travel costs and rates.*

8. **Supplies/Operating Expenses:** The Applicant assures that expenditures for supplies and operating expenses shall be in accordance with the approved budget. Documentation, in the form of paid bills and vouchers, shall be provided to support each expenditure. Care shall be given to assure that all items purchased directly relate to the specific project objectives for which the contract was approved. The titles of films, brochures, curricula and other "miscellaneous items", not specifically outlined in the approved budget, shall be submitted to the Missouri Department of Public Safety, Office of the Director, for approval **prior** to purchase.
9. **Contractual Services:** The Applicant assures that the following general requirements will be followed when subcontracting for work or services contained in the proposal:
 1. All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation, and length of time over which the services will be provided, which shall not exceed the length of the grant period.
 2. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. Rates exceeding \$450 (excluding travel and subsistence costs) per day requires written, prior approval from the U.S. Department of Justice. An 8-hour day may include preparation, evaluation, and travel time mat be included in calculating the day(s) for which a consultant mat receive compensation.
 3. A copy of all written contracts for contractual or consultant services shall be forwarded to the Missouri Department of Public Safety, Office of the Director, upon ratification.
 4. Payments shall be supported by statements documenting the services rendered and the period covered.
 5. Any contract or agreement for service(s) of \$3,000 or more, which is not entered into as a result of a competitive bid process (or if only one bid is received), shall receive prior approval from the Missouri Department of Public Safety, Office of the Director.
10. **Interest:** The Applicant assures that federal funds will not be used to pay interest or any other financial costs. The Applicant shall refund any interest earned on federal funds to the Missouri Department of Public Safety, Office of the Director.
11. **Non-Supplanting:** The Applicant assures that federal funds awarded will be used to supplement (add to) existing funds and not substitute or replace local or state funds that have been appropriated or would otherwise be spent for the same purpose. The Missouri Department of Public Safety, Office of the Director, may take corrective action as it deems necessary. Suspension of federal and/or state funds, suspension or debarment from federal and/or state grants, recoupment of monies provided under this grant, and civil and/or other criminal penalties may be imposed. Potential supplanting will be the subject of monitoring and an audit.
12. **Auditing:** The Applicant agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues that may be identified by from OMB Circular A-133 audits (and any other audits of Office of Justice Programs grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the Office of Justice Programs Financial Guide, Chapter 19. The Applicant further agrees to provide an annual audit of their organization, if required, in accordance with the provision of the Office of Management and Budget Circulars applicable to their organization.
13. **Fiscal Procedures:** The Applicant 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, Office of the Director, shall prescribe will be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this contract. These records will clearly delineate other sources of revenue that may be utilized for this project and/or by this agency.



**The Missouri Department of Public Safety, Office of the Director
Juvenile Justice Program Certified Assurances
Title II Formula Grant Program (Title II)**

14. **Documentation:** The Applicant assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Missouri Department of Public Safety, Office of the Director, may require. This includes any additional information that may be necessary in follow-up to monitoring and/or audit issues and in response to requests from the U.S. Department of Justice.
15. **POST Certification:** If the Applicant is a law enforcement agency, the Applicant assures that the agency is in compliance with Sections 590.100 to 590.180, RSMo. Section 590.180, subsection 2, states "any law enforcement agency which employs a peace officer who is not certified as required by Sections 590.100 to 590.180 shall not be eligible to receive state or federal funds which would otherwise be paid to it for purposes of training and certifying peace officers or for other law enforcement, safety, or criminal justice purposes."
16. **UCR and Racial Profiling:** If the Applicant is a law enforcement agency, the applicant assures that the agency is in compliance with the provisions of Section 43.505, RSMo, relating to uniform crime reporting and Section 590.650, RSMO, relating to racial profiling.
17. **Media:** – When discussing the Title II Grant Program in print or electronic media, the subgrantee agrees to include an acknowledgement of the funding source similar to the following:

"This project was supported by funding made available through the Title II Formula Grant Program contained in the Juvenile Justice and Delinquency Prevention Act administered by the Office of Juvenile Justice and Delinquency Prevention; the Missouri Department of Public Safety, Office of the Director; and the Missouri Juvenile Justice Advisory Group."
18. **Anti-Lobbying:** The Applicant agrees to comply with the Anti-Lobbying Act (18 USC Section 1913) as amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 USC Section 1352. The Applicant further agrees to comply with any state anti-lobbying laws and guidelines.
19. **Debarment, Suspension, and Other Responsibility Matters (direct recipient):** The Applicant agrees to comply with all provisions as required by Executive Order 12549, Debarment and Suspensions, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510. Applicant further agrees to comply with any debarment, suspension, and other responsibility matters contained in states laws and guidelines.
20. **Non-Profit Organizations:** All nonprofit subrecipients of formula funds provided under the Juvenile Justice and Delinquency Prevention Act must have 501(c)(3) status recognized by the Internal Revenue Service. The nonprofit Applicant certifies its 501(c)(3) status is recognized by the Internal Revenue Service and the Missouri Secretary of State and is in good standing.
21. **For-Profit Organizations:** Commercial organizations agree not to make a profit as a result of an award and not to charge a management fee for the performance of an award. Furthermore, commercial organizations agree to comply with the contract cost principles of subpart 31.2 of the Federal Acquisition Regulations.
22. **Government Performance and Results Act (GPRA):** The Applicant agrees to collect data (on a quarterly, semi-annual, or annual basis, as requested) appropriate for facilitating reporting requirements established by Public Law 103-62 for the Government Performance and Results Act. The Applicant ensures that valid and auditable source documentation is available to support all data collected for each performance measure specified in the program solicitation.
23. **Right in Intellectual Property:** The Applicant understands that the Department of Justice reserves certain rights with respect to data, patentable inventions, works subject to copyright, and other intellectual property associated with an award of federal funds. See 28 CFR Sections 66.34, 70.36, and 37 CFR Part 401.

24. **Department of Justice Information Technology Standards:** The Applicant agrees that, as appropriate, all equipment and software developed under this project will comply with Department of Justice information technology interface standards, including the National Criminal Intelligence Sharing Plan, the Global Justice XML Data Model, and the Law Enforcement Information Sharing Plan. A list of additional standards can be found at the Office of Justice Programs Standards Clearinghouse.
25. **Federal Funding Accountability and Transparency Act (FFATA) of 2006:** The Applicant agrees to comply with the requirements of the Federal Funding Accountability and Transparency Act (FFATA) of 2006.
26. **Drug-Free Workplace (Grantees other than Individuals):** The Applicant agrees to comply with provisions, as required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620.
27. **Drug-Free Workplace (Grantees who are Individuals):** As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620

- a. As a condition of the grant, I certify that I or any employee of this agency will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- b. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I or any employee of this agency will report the conviction, in writing, within 10 calendar days of the conviction, to:

Department of Justice Office of Justice Programs ATTN: Control Desk 810 Seventh Street, N.W., Washington, D.C. 20531	and	Missouri Department of Public Safety Office of the Director Juvenile Justice Unit P.O. Box 749 Jefferson City, MO 65102-0749
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28. **Federal Standard Assurances:** The Applicant hereby assures and certifies compliance with all federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-110, A-122, A-133 which may be found in 2 CFR, Parts 215-230 and OMB Circular A-102; E.O. 12372; and Uniform Administrative Requirements for Grants and Cooperative Agreements, 28 CFR, Part 66, Common Rule, that govern the application, acceptance, and use of federal funds for this federally-assisted project. The Applicant assures and certifies that:
- a. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
- b. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.
- c. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
- d. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 CFR Parts 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 CFR Section 175.15(b).
- e. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 USC Section 470), Ex. Order 11593 (Identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 USC Section 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 USC Section 4321).



The Missouri Department of Public Safety, Office of the Director
Juvenile Justice Program Certified Assurances
Title II Formula Grant Program (Title II)

- f. If a governmental entity,
- 1) It will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 USC Section 4601 et seq.), which governs the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - 2) It will comply with requirements of 5 USC Sections 1501-08 and Sections 7324-28, which limit certain political activities of state or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.
29. **Association of Community Organizations for Reform Now (ACORN):** The Applicant understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or sub-award to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of Office of Justice Programs.
30. **Confidentiality and Human Subjects Protection:** Applicant agrees to comply with the requirements of 28 CFR Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject to informed consent.
31. **Civil Rights Compliance:** Applicant will comply with applicable federal civil rights laws, including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Justice Department's regulation for the Equal Treatment of Faith-Based Organizations. Depending on the funding source, a recipient must also comply with the nondiscrimination provisions within the applicable program statutes, which may include the Omnibus Crime Control and Safe Streets Act of 1968, the Victims of Crime Act, or the Juvenile Justice and Delinquency Prevention Act. Collectively, these federal laws prohibit a recipient of Office of Justice Programs funding from discriminating either in *employment* (subject to the exemption for certain faith-based organizations discussed below; see "Funding to Faith-Based Organizations") or in the *delivery of services or benefits* on the basis of race, color, national origin, sex, religion, or disability. In addition, Office of Justice Program recipients may not discriminate on the basis of age in the delivery of services or benefits.

Compliance with Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of national origin in the delivery of services or benefits, entails taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to funded programs or activities. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English.

The Applicant will also comply, and will require any sub-grantees or contractors to comply, with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 USC Section 3789d); the Victims of Crime Act (42 USC Section 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 USC Section 5672(b)); the Civil Rights Act of 1964 (42 USC Section 2000d); the Rehabilitation Act of 1973 (29 USC Section 794); the Americans with Disabilities Act of 1990 (42 USC Section 12131-34); the Education Amendments of 1972 (20 USC Sections 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 USC Sections 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

32. **Faith-Based Organizations (FBO):** The Applicant agrees to comply with Executive Order 13279 which relates to the fair treatment of Faith Based Organizations (FBO's). The Executive Order and regulations also prohibit FBO's from using Justice Department funding to engage in inherently religious activities, such as proselytizing, scripture study, or worship. *Please see the DPS Financial and Administrative Guide for more information.*

33. **Safe Streets Act:** The Applicant is aware that an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 USC Section 3789d(c), or other federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Opportunity Plan (EEO), 28 CFR Section 42.301-.308, and (2) submitting the OCR Findings and Discrimination (see 28 CFR Sections 42.205(5) or 31.202(5)).
34. **Suspension or Termination of Funding:** The Missouri Department of Public Safety, Office of the Director, reserves the right to suspend or terminate any contract entered into as a result of this application at its sole discretion and without penalty or recourse by giving written notice to the contractor. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the contractor under the contract shall, at the option of the Missouri Department of Public Safety, Office of the Director, become property of the state of Missouri. The contractor shall be entitled to receive just and equitable compensation for work completed prior to the effective date of termination.
35. **Criminal Penalty for False Statements:** The Applicant understands false statements or claims made in connection with any Office of Justice Programs grant may result in fines, imprisonment, and debarment from participating in state and federal grants or contracts, and/or other remedy by law.

The Applicant must promptly refer to the Department of Justice, Office of Inspector General any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. Potential fraud, waste, abuse, or misconduct should be reported to the OIG and DPS by mail at:

Office of Inspector General Office of Justice Programs Investigations Division 950 Pennsylvania Ave., N.W., Rm. 4706 Washington, D.C. 20530	and	Missouri Department of Public Safety Office of the Director Juvenile Justice Unit P.O. Box 749 Jefferson City, MO 65102-0749
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36. **Contract Renewal:** An award of contract, entered into as a result of this application, shall not bind or purport to bind the Department of Public Safety, Office of the Director, for any contractual commitment in excess of the original contract period contained in such an award of contract. However, the Department of Public Safety, Office of the Director, shall have the right, at its sole discretion, to renew any such award of contract on a year to year basis. Should the Department of Public Safety, Office of the Director, exercise its right to renew the contract, the renewal shall be subject to the terms set forth by the Department of Public Safety, Office of the Director, in the documents developed for such renewal. Failure to comply with such terms set forth by the Department of Public Safety, Office of the Director, will result in the forfeiture of such a renewal option.

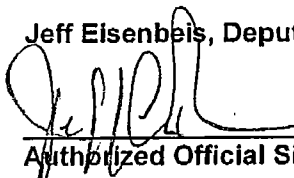
Failure to comply with any of the foregoing certified assurances could result in

- a. *Funds being withheld until such time as the contractor takes appropriate action to rectify the incident(s) of non-compliance or*
- b. *The immediate termination of the award of contract.*

The applicant hereby certifies, by signature, acceptance of the terms and conditions specified or incorporated by reference herein, including those stated in the application packet, the DPS Financial and Administrative Guide, and the Office of Justice Programs Financial Guide.

Jeff Eisenbeis, Deputy Court Administrator

Mel Bockelman, Manager Program Development

 8/14/2012
 Authorized Official Signature Date

 8/9/2012
 Project Director Signature Date

Grant Tracking

Grant: 2010-11-Title2-06 - Gender Specialized Tracker Program (GeST) - 2012

Status: Underway

Program Area: Title II Formula Grant

Grantee Organization: Jackson County Family Court

Program Officer: Connie Berhorst

Awarded Amount: \$40,031.52

Instructions

This component is a copy of the Budget form completed during the application process.

If you experience a change in grant-funded personnel, you must notify the MO Department of Public Safety immediately. Notification of the change(s) should be sent through the Correspondence component of WebGrants. Indicate the date of the effective change, the name/initials of the new grant-funded personnel, and the name/initials of the individual being replaced. Also include a brief summary of the new individual's experience and/or job responsibilities so DPS can update the Budget Justification section. If the position is left vacant, please indicate such so that DPS is aware of the position status.

If you experience any of the following changes, you must submit a budget revision request through the Contract Adjustment component of WebGrants:

- 1) Changes that increase the cost of a line item by more than 10% within a budget category
- 2) Changes that increase the number of units of an item in any budget category (e.g. sending 2 individuals to a training rather than 1 individual, purchasing 2 computers rather than 1 computer, increasing internet service from 6 months to 12 months, etc)
- 3) Addition of a new line item in any budget category
- 4) Change in expenditure amounts from budget category to budget category

Once you have submitted the Contract Adjustment and DPS has reviewed and approved the request, your Budget component will be negotiated for editing. The "Grant Component Negotiation" alert will be sent indicating your Budget component has been unlocked. Once this alert is received, navigate to this component and click "Correcting Version" to make the necessary edits.

To edit an existing line item, click on the item's blue hyperlink. To add a new budget line item, click the Add button for the applicable budget category. To edit the justification for a budget category, click Edit. Once complete, click Submit to send to DPS.

Please note that if you are "removing" line items within your budget because they are no longer needed, you can delete the line item (or reuse it by renaming it) but only if the line has had no reimbursement paid against it. If you have claimed any amount of money against a line item that is no longer necessary, the line item must be retained in the budget but can be reduced to a lower amount. Deleting a line that has been paid against will cause errors for the grant.

Once submitted, DPS will review the revised budget. Prior approval in the form of a Contract Adjustment Notice form must be received from the MO Department of Public Safety for any budget revisions. Final, signed Contract Adjustment Notices will be uploaded under the Contract Adjustment Notice component of WebGrants. The revised budget will not become the current version until final approval is obtained.

Personnel

[Return to Components](#)

1. To include personnel in your budget, click "Add". If the project includes more than one individual, repeat this step for each person.
2. The Total Cost will automatically calculate as Salary per Pay Period x Number of Pay Periods x % of Grant Funded Time.
3. The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.

Name	Title	Position	Employment Status	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total
TBD (to be determined)	Gender Specific Tracker	Created	FT	\$1,000.00	26.0	100.0	\$26,000.00
							\$26,000.00

Personnel Justification

Personnel Justification

If personnel is not included in the budget, put N/A or leave this section blank.

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

The salary of \$26,000 for the Gender Specific Tracker is equivalent to that of our youthworker positions.

The difference between a generic Tracker position and a gener-specific Tracker is the specialized training the gender-specific Tracker receives and also the specialized services and approach and the specific target population the gender-specific Tracker serves. This training and services make the gender-specific Tracker effective in helping the female offender become successful in living a lawful lifestyle. The training for the gender-specific Tracker includes knowledge of delinquency risk factors and delinquency protective factors specific to girls. She will be trained in creating resiliency in girls, and understanding female development. Additionally, she will learn how to establish a change-influencing relationship with girls. Also, she will be taught how to facilitate the Savvy Sister Group Curriculum and the Girls' Circle Group Curriculum. These will be in-service trainings.

The specialized services of a gender-specific Tracker, beyond the generic responsibilities include an emphasis on building a female positive role model relationship with the assigned girls in order to facilitate communication, cooperation, and the atmosphere to constructively change. Additionally, she will take girls to gender sensitive community resources to meet needs. She will identify gender-specific delinquency risk and protective factors specific and unique to each girl's life and actively work to reduce those risk factors and enhance those protective factors. Girls have increased needs (changeable risk factors) which the gender-specific Tracker will address. Additionally, she will co-facilitate Girls' Circle and Savvy Sister groups which occurs several times a week.

The responsibilities for this position include to assist the gender specific JPOs through face-to-face supervision of the girls. The Tracker position is established on the evidence based theory that girls are open to constructive change through strong and meaningful relationships. The Gender Specific Tracker will establish rapport with the girls and serve as a model and a mentor addressing the specific needs of the girls, assist them in their relationships with their families, school officials, friends, and treatment providers. The Tracker will provide crisis counseling, conflict resolution, and problem solving. They will encourage bonding between the girls and their families; advocate for them in the school setting, and assist in transportation to substance abuse treatment, family therapy, Girls Circle groups, and help with getting them to medical and mental health care. The Gender Specific Tracker will serve as a team member with the Gender Specific Probation Officers and coordinate and share services for the girls with the JPOs.

Personnel Benefits

1. To include a fringe benefit in your budget, click "Add". If an individual is eligible for multiple benefits, repeat this step for each benefit.
2. The Total Cost will automatically calculate as Salary/Premium x Percentage/# of Periods x % of Funding Requested.
3. The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.

Category	Item	Salary/Premium	Percentage/# of Periods	% of Funding Requested	Total
Disability Insurance	Disability Insurance	\$26,000.00	0.0050	100.0	\$130.00
					\$130.00
FICA/Medicare	FICA/Medicare	\$26,000.00	0.0765	100.0	\$1,989.00
					\$1,989.00
Life Insurance	Life Insurance	\$2.02	26.0	100.0	\$52.52
					\$52.52
Medical Insurance	Medical Insurance	\$375.00	24.0	100.0	\$9,000.00
					\$9,000.00
Pension/Retirement	Pension	\$26,000.00	0.09	100.0	\$2,340.00
					\$2,340.00
Unemployment Comp	Unemployment Comp	\$26,000.00	0.0050	100.0	\$130.00
					\$130.00
Workers Comp	Workers Comp	\$26,000.00	0.015	100.0	\$390.00
					\$390.00
					\$14,031.52

Personnel Benefits Justification

Benefits Justification

If personnel benefits are not included in the budget, put N/A or leave this section blank.

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

The Disability Insurance benefit is determined by the base salary of \$26,000 times .005 which results in \$130 annually.

The FICA benefit is based on the salary of \$26,000 X a FICA rate of 7.65% of the salary which equals \$1,989 annually .

Life Insurance is an annual premium of \$52.52 annually.

Medical (health) Insurance is an annual premium of \$9,000. The person for the position is not yet selected so we do not know which medical plan will be selected. For a single person the annual cost to the court could be as low as \$3,000. However, for a family plan the court cost is \$9,000, at \$375 per pay period or \$750 per month. The employee also pays an additional \$450 per month. Therefore, we are planning for the possibility of \$9,000 although the employee may select a cheaper plan. Once a person is selected, if they choose a less expensive plan, then we would request a budget revision which would reflect the actual cost.

The pension is determined at the rate of 9% of the base \$26,000 salary and equals \$2,340

Unemployment Compensation is .05% of the base salary of \$26,000 and comes to \$130.

Workman's Comp is determined as .015% of the \$26,000 base salary and comes to \$390.

The total annual benefit package is \$14,122.42.

Travel/Training

1. To include travel and/or training related costs in the budget, click "Add". Repeat this step to include each travel and/or training related item.
2. Tuition or registration fees should be included on this form, but Consultant or Trainer Fees must be included under the Contractual budget category.
3. Travel must be by the most direct, practical, and economical route. The per mile allowance shall not exceed \$0.37 per mile. Lodging and meal expenses shall adhere to state travel policies in place at the time of this funding opportunity, which can be found at Department of Public Safety. Incidentals will not be allowed. Applicant Agency's local travel policy must apply if it is more restrictive than the state's policy.
4. The Total Cost will automatically calculate as Unit Cost x Duration x Number.

5. The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal or State Share will then automatically calculate as Total Cost less Local Match Share.

Item	Category	Unit Cost	Duration	Number	Total
					\$0.00

Travel/Training Justification

Travel/Training Justification

If travel/training is not included in the budget, put N/A or leave this section blank.

If travel/training is included in the budget, provide justification for each expense and why such is necessary to the success of the proposed project.

For training, identify the location and date(s) of the training. If either the location or date(s) is unknown, clearly identify such. Describe the anticipated benefit and/or a synopsis of the training and who will be attending such event.

N/A

Supplies/Operations

- To include a supply or operational expense in the budget, click "Add". To include more than one supply or operational expense, repeat this step for each budget item.
- The Total Cost will automatically calculate as Unit Cost x Quantity x % of Funding Requested.
- The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal or State Share will then automatically calculate as Total Cost less Local Match Share.
- Please note that a General Office Supplies line item may be included; however, a listing of the types of items to be included as general office supplies must be included in the budget justification section along with the purpose or need for each item.

Item	Basis for Cost Estimate	Unit Cost	Quantity	% of Funding Requested	Total
					\$0.00

Supplies/Operations Justification

Supplies/Operations Justification

If supplies/operations are not included in the budget, put N/A or leave this section blank.

If supplies/operations are included in the budget, provide justification for each expense. Address why the item is necessary for the proposed project, who will use it, and how it will be used.

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

Contractual

- To include contractual services in the budget, click "Add". To include more than one type of contractual service, repeat this step for each budget item.
- The Total Cost will automatically calculate as Unit Cost x Quantity x % of Funding Requested.
- The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.
- The maximum allowable for consultant services is \$450 per day in accordance with the U.S. Department of Justice, OJP Financial Guide.

Item	Basis for Cost Estimate	Unit Cost	Quantity	% of Funding Requested	Total
					\$0.00

Contractual Justification

Contractual Justification

If contractual or consultant services are not included in the budget, put N/A or leave this section blank.

If contractual or consultant services are included in the budget, provide justification for each expense. Address why each item is necessary for the proposed project and who will benefit from the services.

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

Total Budget

Total Project Cost: \$40,031.52

Last Edited By: Connie Berhorst, 08/06/2012