

APPLICATION TO REQUEST GRANT FUNDS

Applicant Agency:	Yamhil County District Attorney		
EIN #		Organization Website:	None
Mailing Address:	535 NE Fifth Street, McMinnville, OR 97128		
Physical Address: (if different)			
Office Telephone #:	503-434-7539	Fax #:	503-434-5760
Agency Fiscal Year:	July 1-June 30	Geographic Area(s) Served/Est Population: (Parish/county)	Yamhill County
Agency Elected Official, CEO or Executive Officer: (Name and Title)	Bradley C. Berry Yamhill County District Attorney	Phone #:	503-434-7539
		Email Address:	berryb@co.yamhill.or.us
Main Contact for this Request: (Name and Title)	Brad Berry	Phone #:	503-434-7539
		Email Address:	berryb@co.yamhill.or.us

Agency Description Information: *(Check the appropriate agency type)*

Corporation	<input type="checkbox"/>
Governmental Agency	<input checked="" type="checkbox"/>
Tax Exempt Entity	<input checked="" type="checkbox"/>
Individual	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>

Organization's mission statement: *(Brief statement summarizing your operations)*

To seek justice.

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Type of Program Request: <i>(Select one which basically describes how you plan to use the requested grant funds.)</i>	
<input type="checkbox"/> Technological Improvements	<input checked="" type="checkbox"/> Website Design & Implementation
<input type="checkbox"/> Software Acquisition(s)	<input type="checkbox"/> Other (explain):
<input type="checkbox"/> Equipment Acquisition(s)	

<input checked="" type="checkbox"/> New Project	<input type="checkbox"/> Continuation Funding for an Existing Project	<input type="checkbox"/> Expansion of Existing Project
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Funding Period Requested: <i>(be specific)</i>	11 / 1 / 18 - 12 / 31 / 18	Amount Requested:	\$10,500
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Title of Your Program:	Prosecutors' Communications and Community Engagement Toolkit
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Proposal Summary: *(Briefly summarize the purpose of this grant funding request.)* The overall objective of this project is to provide a greater level of accountability and improved transparency related to criminal justice services provided by our agency. This will be accomplished by the use of various communication tools to include media relations, social media and website development.

This grant award will fund the professional services of a highly-skilled consulting firm to provide services related to market/media audit and analysis, establishing media strategy, setting policy and procedures related to social media, guidance on monitoring and managing media and general consulting/training regarding media issues. In addition, this grant award will also fund the development of a website by a software developer providing society with a resource to obtain current information related to the services provided by our agency.

PERFORMANCE INDICATORS

Effective key performance indicators must be identified and monitored to increase agency performance and measure the results of the media plan. Measurement of the output indicators will include the following, and others. The consulting firm will be working with you to put together a customized project report to provide to the foundation.

PROJECT	OUTPUT INDICATORS	OUTPUT TARGETS	RESULTS
<u>TRADITIONAL MEDIA</u>	● NETWORK WITH MEDIA		
	● MEDIA REQUESTS		
	● PRESS RELEASES SENT/POSTED		
	● MEDIA STORIES PLACED		
	● COMMUNITY INTERACTION FROM MEDIA PLACED		
	● HOW MANY MEDIA FOLLOW ON SOCIAL MEDIA?		
	● HOW MANY ATTORNEYS ARE MEDIA TRAINED?		
<u>SOCIAL MEDIA</u>	● POSTED ON SOCIAL MEDIA		
	● INCREASE IN FOLLOWERS		
	● RETWEETS AND/OR INTERACTION		
	● MEDIA STORIES PLACED		
	● COMMUNITY INTERACTION FROM MEDIA PLACED		
<u>WEBSITE DEVELOPMENT</u>	● WEB SITE DEVELOPMENT		
	● MONTHLY USER USAGE		
	● PRESS RELEASES SENT/POSTED ON WEBSITE		
	● SEARCH FEATURE UTILIZATION		
	● COMMUNITY INTERACTION FROM POSTINGS		
	● JOB APPLICATIONS THROUGH WEBSITE		
	● MAILING LIST REGISTRATIONS		
	● CLICKS TO WEBSITE FROM SOCIAL MEDIA		
● INFORMATION DOWNLOADS			
<u>COMMUNITY ENGAGEMENT</u>	● COMMUNITY EVENTS REQUESTED		
	● COMMUNITY EVENTS ATTENDED		
	● NEW RELATIONSHIPS WITH COMMUNITY LEADERS		
	● NETWORKING EVENT WITH COMMUNITY LEADERS		
	● COMMUNITY INTERACTION FROM MEETINGS		

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	● EDUCATIONAL FORUMS ATTENDED		

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Proposed Grant Budget

Description of Services	Quantity	Estimated Unit Price	Total Amount Requested
Vera Causa Group Consulting Package	1	\$7,500	\$7,500
Karpel Solutions Website Development	1	\$3,000	\$3,000
Content Development (funded by grantee)	1	\$1,000	-
TOTAL COST OF PROJECT		<u>\$11,500</u>	<u>\$10,500</u>

ACKNOWLEDGMENT AND SIGNATURE

This grant is hereby offered on the condition that the grantee complies in administering the program with all the representations contained in this application with the following reporting requirements and conditions:

- a. A reimbursement of program costs will be made to the grantee by submitting a Fiscal Report to include all applicable invoices attached.
- b. The grantee will submit to the grantor within (1) year, a final Progress Report which will include the project-to-date results of the output targets identified in this grant application.

Agreement

By signing this application, I hereby certify that all information and statements contained in this application are true, complete, and accurate to the best of my knowledge. I also agree to comply with all terms of the agreement if an award is accepted. I am aware that any false, fictitious or fraudulent statements or claims may subject us to criminal, civil, or administrative penalties.

BRAD BERRY, DISTRICT ATTORNEY
Name & Title, Authorized Official
(or other officer on behalf of the organization)


Signature

11-5-18
Date

Accepted by Yamhill County
Board of Commissioners on
11/29/18 by Board Order



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**KARPEL FOUNDATION
GRANT AWARD**

FUNDING YEAR: 2018

Jeff Karpel
President and Chairman
Karpel Foundation



B.D.18-428
Exhibit "A"

Date: November 9, 2018

Brad Berry
Yamhill Oregon District Attorney
535 NE Fifth Street
McMinville, OR 97128

I am pleased to inform you that the Karpel Foundation has approved funding for your program. Identifying information for this award is as follows:

Project Title: Yamhill County Media Kit
Grant No.: KP #01-2018
Project Period: 11/01/2018 - 04/30/2019
Amount Awarded: \$10,500

This grant is hereby offered on the condition that your agency complies in administering the program, with all the representations contained in the application previously submitted or as amended. Certified assurances and conditions included with this grant award outline the requirements for implementing and administering this project. These assurances and conditions must be accepted and strictly complied with. Failure to satisfy such assurances and conditions may result in cancellation of this grant award.

Recipients of grant awards must comply with all reporting requirements. Failure to follow the reporting requirements may cause an interruption in receipt of grant funds or possible cancellation of such funds. The award of these grant funds will become effective when the Karpel Foundation is forwarded this signed grant award whereby the authorized official accepts the funds awarded. (Note: Two (2) Signatures required- see pages 2 and 4). Future funding is contingent not only on the availability of funding, but also proper grant management, which includes meeting the goals and objectives of the project as well as submitting timely and accurate reports as required.

Should you have any questions regarding this grant award, please contact the Karpel Foundation. Contact information can be obtained via our website, www.karpel.com. Periodically all grant recipients should visit the foundation website for updated information and current funding opportunities. This website also contains the necessary reporting forms required for proper grant administration in compliance with this grant award. The board of directors of the Karpel Foundation wishes you success in achieving the goals of this project.

Sincerely,

Commented [DM1]: Jeff, please sign acknowledgment letter.



Jeff Karpel
President and Chairman



STATEMENT OF GRANT AWARD

IN RESPONSE TO YOUR GRANT APPLICATION REQUEST, THE BOARD OF DIRECTORS OF THE KARPEL FOUNDATION IN ACCORDANCE WITH ITS AUTHORITY OF THE BYLAWS OF THE FOUNDATION HAS APPROVED AND AWARDED FUNDING FOR THE GRANT DESCRIBED BELOW:

GRANTEE NAME: YAMHILL COUNTY DISTRICT ATTORNEY
PROJECT TITLE: YAMHILL COUNTY DISTRICT ATTORNEY MEDIA KIT
START DATE: 11/01/18 END DATE: 04/30/18
GRANT AWARDED: \$10,500
FUNDS REQUESTED: \$10,500

AUTHORIZED OFFICIAL: BRAD BERRY, DISTRICT ATTORNEY

GRANT REPRESENTATIVE: BRAD BERRY

GRANTEE ACCEPTANCE OF AWARD:

On behalf of the grantee names above, I hereby accept this grant award and all special conditions and requirements contained in the attachment to this award document. I agree to expend these funds for the purposes set forth in the application and agree to comply with all assurances in this application.

AUTHORIZED OFFICIAL'S SIGNATURE

11-29-18

DATE OF ACCEPTANCE

KARPEL FOUNDATION STATEMENT OF APPROVAL:

Karpel Foundation funds as shown above are hereby obligated for the project described by the grantee in the reference application, subject to grantee's acceptance as shown above.

11/01/18

JEFF L. KARPEL, PRESIDENT AND CHAIRMAN
KARPEL FOUNDATION

DATE

Commented [DM2]: Jeff, please sign here and enter current date. Scan doc and please email back to me when you can. Thanks.

THIS AWARD IS SUBJECT TO COMPLIANCE WITH THE FOLLOWING CERTIFIED ASSURANCES AND CONDITIONS THAT HAVE BEEN INCORPORATED BY REFERENCE:

GRANT MANAGEMENT

The award of these grant funds will become effective when the Karpel Foundation is in receipt of the signed grant award whereby the authorized official accepts the funds awarded. Future funding is contingent not only on the availability of funding, but also proper grant management, which includes meeting the goals and objectives of the project as well as submitting timely and accurate reports as required. Periodically, adjustments to the original grant budget document may be necessary. When information becomes available that may require a grant adjustment to the current budget information, the grantee should be immediately complete and submit to the foundation the attached Grant Budget Revision Form.

GRANT PERIOD

If the project is not operational within 60 days of the original starting date of the grant period, written notification should be submitted to the Karpel Foundation stating reason for failure to begin on the anticipated start date. Where warranted, the foundation may extend the implementation date further. However, the foundation retains the right to cancel funding on any project not implemented within a 90-period of the original starting date in lieu of such extension. The award does not obligate the foundation to fund this project beyond the current period.

AUDITS OF STATE AND LOCAL GOVERNMENTS AND NON-PROFIT ORGANIZATIONS

If applicable, the grantee agency must abide by the requirements of OMB Circular A-133 entitled, "Audits of States, Local Governments, and Non-Profit Organizations". If an audit discloses findings or recommendations, a corrective action plan must be submitted along with the audit report within 30 days after the completion of the audit and it must include: a) the name and contact information of the person responsible for addressing the corrective action plan; b) specific steps taken to comply with the recommendations; c) the timeline for performance and/or implementation dates for each recommendation; and d) descriptions of monitoring to be conducted to ensure proper implementation.

REPORTING REQUIREMENTS

Recipients of grant awards must comply with all reporting requirements. Failure to follow the reporting requirements may cause an interruption in receipt of grant funds or possible cancellation of such funds.

A) **FISCAL BILLING REPORT – REQUEST FOR FUNDS:** All grantees will be required to submit grant reimbursement requests for approved, eligible project expenditures that have been disbursed by the grantee during the approved grant period. The attached report entitled "Fiscal Billing Report - Request for Funds" should be completed and submitted along with a copy of the related supporting documentation within 15 days following the end of each calendar quarter. Upon receipt and approval by the directors of these requests for reimbursement, the foundation will forward the grantee full payment of the funds previously expended. (Please refer to the Supporting Documentation Information attached for details.)

B) **PROGRESS REPORT:** All grantees will be required to report the progress of their program not less than every six (6) months by completing and submitting the attached report entitled "Project Progress Report". This report will identify the progress made in meeting the goals and objectives of the program. It must be submitted within 15 days following the end of the six (6) month period from the beginning date of the project. Failure to file timely progress reports may delay the processing of the grantee's reimbursement request for funds.

SUPPORTING DOCUMENTATION INFORMATION AND EXAMPLES:

PERSONNEL COSTS – SALARIES AND FRINGE BENEFITS

The following information should be submitted for reimbursement requests for personnel costs:

- 1) If not previously submitted, the first fiscal report should include resumes and job descriptions of all program personnel. This information should also be submitted for any subsequent new hires or changes in personnel. The foundation should be notified of all changes in grant funded positions including terminations.
- 2) A payroll register that identifies project employee, position, applicable pay period, gross salary, and associated fringe benefits, if applicable.

3) Time sheets or time and attendance records which identify the amount of time devoted to the project.

TRAVEL

Travel-related costs should be substantiated by travel reimbursement forms which include details such as:

- 1) Mileage reimbursement requests must include dates and time of travel along with odometer readings from point of departure to point of arrival and reason for travel related to the project. The maximum mileage reimbursement rate should not exceed the rate currently allowed under travel guidelines of their applicable state government.
- 2) Lodging/meal requests must not exceed the maximum allowable under travel guidelines of their applicable state government.
- 3) Attached to the Request for Funds reimbursement form should be detailed receipts for air travel and hotel costs. When state per diem rates are used for meals, no receipts are required.

EQUIPMENT

Supporting documentation should include copies of invoices which provide details such as vendor's name, invoice number, date of purchase, item description, serial numbers, quantity purchased and invoice amounts.

SUPPLIES AND OTHER DIRECT COSTS

Supporting documentation should be comprised of invoices or other documents demonstrating an obligation of payment to the vendor. The documentation should also provide the name of the vendor, item description, quantity purchased and invoice amounts.

CONTRACTUAL

Unless previously submitted, a copy of the signed executed contract should be attached. In addition, copies of billing invoices for services provided by contractor should be attached which bears the hours worked, the hourly rate of pay (if applicable), and a brief description of the services billed.

THE ABOVE CERTIFIED ASSURANCES AND CONDITIONS ARE HEREBY ACCEPTED ON BEHALF OF THE GRANTEE:

Taura A. Ischabref County Administ. 11-29-18
NAME TITLE DATE

B.O. 18-428
Exhibit "A"