

AGREEMENT  
(Housing Resources Commission)

**THIS AGREEMENT**, made by and between **JACKSON COUNTY, MISSOURI**, a Constitutional Home Rule Charter County of the First Class of the State of Missouri, acting by and through its **Housing Resources Commission**, hereinafter referred to as "the County" and a Missouri not-for-profit corporation, **OPERATION BREAKTHROUGH, INC., 3039 TROOST, KANSAS CITY, MO 64109**, hereinafter referred to as "Contractor".

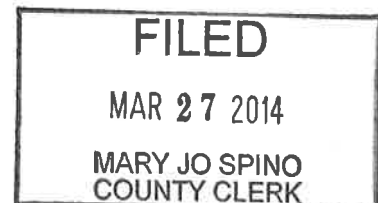
**WHEREAS**, on June 4, 1991, the voters of Jackson County authorized the County Legislature to impose a \$3.00 user fee on all instruments recorded with the County's Department of Records, the proceeds of which fee is to be used to provide funds for assistance to homeless persons; and,

**WHEREAS**, the County actually imposed said fee by Ordinance No. 1986, dated June 10, 1991; and,

**WHEREAS**, by Ordinance No. 2030, dated September 3, 1991, the Legislature created the Housing Resources Commission and designated said Commission as the agency of the County responsible for determining the allocation and distribution of the proceeds of the user fee; and,

**WHEREAS**, the Commission has reviewed Contractor's proposal for the expenditure of County user fee funds for the purpose of providing assistance to homeless persons in Jackson County; and,

**WHEREAS**, the Commission has determined that it is in the best interests of the County's citizens to provide funding to Contractor according to the terms and conditions



hereof;

**NOW, THEREFORE**, it is agreed by and between the parties as follows:

1. **SERVICES**. Contractor shall use the proceeds of this Agreement solely for the purpose of providing assistance to homeless persons in Jackson County, Missouri. Contractor agrees to use the funds as set out on the Housing Resources Commission Funding Request Form, attached hereto as Exhibit A. The budget Organization submitted as part of Exhibit A is considered final and non-changeable. If Organization encounters unforeseen circumstances that require a change to Organization's budget, Organization shall submit a written request to the Housing Resources Commission no later than October 31, 2014. Any changes to the budget must be approved by the Jackson County Legislature.
  
2. **TERMS OF PAYMENT**. The County shall pay to Contractor a total amount not to exceed **\$11,000.00** for the purpose of providing assistance to homeless persons in Jackson County, Missouri. One quarter of this sum, or **\$2,750.00**, shall be paid to Contractor on a quarterly basis for the periods ending March 31, 2014, June 30, 2014, September 30, 2014, and December 31, 2014, upon receipt of Contractor's invoice and supporting documentation, provided that Contractor has submitted to the County the report(s) required under Paragraph 3 and Paragraph 5 hereof. Each quarter's payment will be issued after Contractor has submitted the required invoices and supporting documentation for reimbursement. The County reserves the right to audit all invoices and to reject any invoice for good cause. The County retains the right to deduct from an invoice of Organization any overpayment made by the County on a

prior invoice. The County retains the right to make invoice corrections/changes. The County will not reimburse sales tax expense.

3. REPORTS/OTHER DOCUMENTATION. Under this Agreement, Contractor shall submit appropriate reports, including copies of invoices and cancelled checks and/or a copy of the face of the check and corresponding bank statements and other documentation, as requested by the Housing Resources Commission staff to show that funds paid to Contractor by the County are being used for the purpose of providing assistance to homeless persons in Jackson County, Missouri. If the reports submitted do not satisfactorily demonstrate appropriate expenditures of County funds, payments are subject to downward adjustment to reflect the amounts actually spent on allowable services provided during the previous quarter. The final request for payment shall include a Quarterly Report and an Annual Report, which shall set out the program objectives and accomplishments, and a final reconciliation of funds. The Annual Report shall be submitted no later than January 31, 2015. Section 67.1071, R.S.Mo., specifically requires the Annual Report to include statistics on the number of persons served by the agency, and shall include the results of an independent audit of expenditures of funds received by Contractor pursuant to this Agreement. Failure to submit said reports, including the Annual Report, shall result in the loss of future funding by the County.

Organization must notify the County in writing on Organization's letterhead, within five working days of the following changes:

- a. Organization name, address, telephone number, administration, or board of directors
- b. Organization funding that will affect the program under this contract
- c. Liability insurance coverage

- d. Management or staff responsible for providing services pursuant to this contract
- e. Any proposed or actual merger or acquisition either taken by the Organization or toward the Organization

4. **MAINTENANCE OF ACCOUNTS.** The parties recognize that this funding by the County serves to improve the quality and effectiveness of homelessness programs in Jackson County, Missouri. It is, therefore, declared as the express intent of the parties that the services to be rendered hereunder shall be in addition to those deemed necessary and required to maintain the efficient and effective operation of Contractor in its normal duties, and that none of the funds paid by the County pursuant to this Agreement shall serve to reduce any funds budgeted, or to be budgeted, by Contractor for operations as they exist at the time of this Agreement. Contractor shall not commingle the County's funds and shall keep funds received under this Agreement separate from all other Contractor funds and accounts until expended as herein provided.

5. **SUBMISSION OF DOCUMENTS.** No payment shall be made under this Agreement unless Contractor shall have submitted to the County's Director of Finance and Purchasing: (1) a written proposal setting out in detail the intended use of the County's funding, including the target population to be served; (2) Contractor's IRS Form 990 from the previous fiscal or calendar year; (3) a statement of Contractor's total budget for its most recent fiscal year; and (4) a detailed explanation of actual expenditures of the County's funds (pertains to final payments and payments on contracts for future years). If Contractor has previously received funding from the County, to be eligible for future payments, Contractor must submit either an audited financial statement for Contractor's most-recent fiscal or calendar year by March 31 of the following year, or a certified public

accountant's program audit of the County's funds by January 31 of the following year. Any documents described herein which were submitted to the Director of Finance and Purchasing as a part of an application for funding need not be resubmitted to qualify for payment. No payment shall be made if Contractor is out of compliance on any other County contract, or has not paid county taxes on all properties owned by Contractor and assessed by the County.

6. **EQUAL OPPORTUNITY**. Organization shall maintain policies of employment as follows:

A. Organization and Organization's subcontractor(s) shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, disability, or national origin. Organization shall take affirmative action as set forth to ensure that applicants are employed and employees are treated without regard to their race, religion, color, sex, age, disability, or national origin. Such action shall include, but not be limited, to the following: recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Organization agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of non-discrimination.

B. Organization and Organization's subcontractor(s) shall, in all solicitation or advertisements for employees placed by them or on their behalf, state that all qualified applicants will receive consideration for

employment without regard to race, religion, color, sex, age, disability, or national origin.

7. **EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED.** Pursuant to §285.530.1, RSMo, Contractor assures that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri and/or Jackson County, and shall affirm, by sworn affidavit and provision of documentation, its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Further, Contractor shall sign an affidavit, attached hereto and incorporated herein as Exhibit B, affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

8. **AUDIT.** The parties agree that the County may, for any reason and at any given time, examine and audit the books and records of Contractor pertaining to its finances and operations. Further, Contractor agrees to establish and adopt such accounting standards and forms as recommended by the County prior to receipt of the County's first distribution of funds under the terms of this Agreement. The forms used to document expenditure of these funds may be changed from time to time by the County.

9. **DEFAULT.** If Contractor shall default in the performance or observation of any covenant, term or condition herein contained to be performed by Contractor, the County shall give Contractor ten days written notice, setting forth the default. If said default shall continue and not be corrected by Contractor within ten days after receipt of notice from the County, the County may, at its election, terminate this Agreement and withhold any payments not yet made to Contractor. Said election shall not, in any way, limit the

County's rights to sue for breach of this Agreement.

10. **APPROPRIATION OF FUNDS**. Contractor and the County recognize that the County intends to satisfy its financial obligation to Contractor hereunder out of funds annually appropriated for that purpose by the County. County promises and covenants to make its best efforts to appropriate funds in accordance with this Agreement. In the event no funds or insufficient funds are appropriated and budgeted, or are otherwise unavailable by any means whatsoever for payment due hereunder, County shall immediately notify Contractor of this occurrence and this Agreement shall terminate on the last day for which appropriations were received, without penalty or expense to the County of any kind whatsoever, except as to the portions of the payment amounts herein agreed upon for which funds shall have been appropriated and budgeted or are otherwise available, or at any time after the last date that County has paid for the Services, if earlier.

County further agrees:

- a. That any funds authorized or appropriated for services rendered under this Agreement shall be applied to the payments hereunder until all such funds are exhausted.
- b. That County will use its best efforts to obtain authorization and appropriation of such funds including, without limitation, the inclusion in its annual budget, a request for adequate funds to meet its obligation under this Agreement in full.

11. **CONFLICT OF INTEREST**. Contractor warrants that no officer or employee of the County, whether elected or appointed, shall, in any manner whatsoever, be interested in or receive any benefit from the profits or emoluments of this Agreement.

12. **SEVERABILITY.** If any covenant or other provision of this Agreement is invalid, or incapable of being enforced by reason of any rule of law or public policy, all other conditions and provisions of this Agreement shall, nevertheless, remain in full force and effect; and no covenant or provision shall be deemed dependent upon any other covenant or provision unless so expressed herein.

13. **INDEMNIFICATION.** Contractor shall indemnify, defend and hold the County harmless from any and all claims, liabilities, damages, and costs (including reasonable attorney's fees directly related thereto) including but not limited to violation of civil rights and/or bodily injury to or death of any person and for damage to or destruction of property if and to the extent caused by the negligence, willful misconduct or omissions of Contractor during the performance of this Agreement.

14. **INSURANCE.** Organization shall maintain the following insurance coverage during the term of this Agreement.

A. Organization shall maintain Commercial General Bodily Injury and Property Damage Liability insurance, each in a combined single limit of One Million Dollars (\$1,000,000) each occurrence for bodily injury and property damage liability.

B. Organization shall maintain, if any motor vehicles are used in the performance of the Services, Commercial General Bodily Injury and Property Damage Liability insurance, and Automobile Liability insurance including owned, non-owned, or hired vehicles, each in a combined single limit of One Million Dollars (\$1,000,000) each occurrence for bodily injury and property damage liability.



C. Organization agrees to provide the County with certificates of insurance evidencing the above described coverage prior to the start of Services, and annually thereafter, if required by the County. Such certificates shall provide that the applicable insurance policies have been endorsed to provide a minimum of thirty days advance notice to the County in the event of cancellation, non-renewal, or reduction in limits by endorsement.

15. **TERM.** The term of this Agreement shall commence January 1, 2014, and shall continue until December 31, 2014, unless sooner terminated pursuant to paragraph 9, 16, or 20 hereof. If this Agreement is terminated by either party, the County shall pay only for those services actually performed by Organization as verified by the County's audit.

16. **TERMINATION.** This Agreement may be terminated for any reason or no reason by either of the parties upon thirty (30) days' written notice to the other party's designated fiscal representative. All services and payments shall continue through the effective date of termination. Termination of this Agreement shall not constitute a waiver of the rights or obligations which the County or Organization may be entitled to receive as provided in this Agreement, or be obligated to perform under this Agreement for services prior to the date of termination. Should this Agreement terminate, all County written materials of any kind must be delivered and returned by Organization to the County within ten (10) days of the termination of this Agreement.

17. **STANDARD OF CARE.** Organization shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily possessed and

exercised by professionals operating under similar circumstances.

18. **FINANCIAL CONTACT.** Organization shall designate a fiscal representative to act as a liaison between the parties to resolve any problems, complaints, or special circumstances encountered in the billing of the services agreed upon here.

Fiscal Representative  
Troy Thomas  
415 E. 12<sup>th</sup> Street, Suite 100  
Kansas City, MO 64106

**Operation Breakthrough, Inc.**  
Marsha Gillespie  
Grants Manager  
3039 Troost, KCMO 64109  
(816) 329-5289

19. **COMPLIANCE.** The performance of this Agreement shall be subject to review by the County. The County Compliance Review Officer shall review this contract according to his responsibilities as set out in Chapter 6 of the Jackson County Code. Organization shall file quarterly compliance reports as required by the County Compliance Review Office. The County warrants that all books, records, accounts, and any other documents in the possession of the County relating to this Agreement are public records open for inspection in accordance with Chapter 610, RSMo.

20. **REMEDIES FOR BREACH.** Contractor agrees to faithfully observe and perform all of the terms, provisions, and requirements of this Agreement, and Contractor's failure to do so constitutes a breach of this Agreement. In such event, Contractor consents and agrees as follows:

- A. The County may, without prior notice to Contractor, immediately terminate this Agreement; and
- B. The County shall be entitled to collect from Contractor all payments made by the County to Contractor for which Contractor has not yet rendered services in accordance with this Agreement, and to collect

the County's reasonable attorney's fees, court costs and service fees if it is necessary to bring action to recover such payments.

21. **TRANSFER AND ASSIGNMENT.** Organization shall not assign or transfer any portion or the whole of this Agreement without the prior written consent of the County.

22. **ORGANIZATION IDENTITY.** If Organization is merged or purchased by another entity, the County reserves the right to terminate this Agreement. Organization shall immediately notify the county in the event it is merged or purchases by any other entity.

23. **CONFIDENTIALITY.** Contractor's records concerning the identities of those participating in its programs shall be strictly confidential; the County shall be entitled to examine said records in performing its audit and review functions, but shall not disclose said identities to any third party in any fashion.

24. **INFORMATIONAL REPORTING.** A representative of Contractor shall attend meetings of the County Legislature and the Housing Resources Commission when so requested by either of the above-referenced entities. The representative shall be prepared to answer any questions concerning payments made pursuant to this Agreement.

25. **SURPLUS FUNDS.** Any surplus funds not spent at the end of this Agreement term shall be returned to the County by the fifteenth of the month following the termination of this Agreement. These funds shall not be subject to reappropriation. The term "surplus funds" refers only to those funds that have not been committed for costs or

purposes by purchase order, contract, or other formal documentation within the Agreement term.

26. **PERFORMANCE REVIEW.** The performance of this Agreement shall be subject to review by the County or its designated agent. The County's Housing Resources Commission Director shall review the performance of this Agreement according to his/her responsibilities. Contractor agrees to file all required forms with the Housing Resources Commission Director. The Housing Resources Commission may provide to Contractor a list identifying specific areas funded by the proceeds of this Agreement to be reviewed or audited. The Housing Resources Commission and Contractor shall agree on the definition and scope of a review audit of each specific area identified. Contractor shall conduct internal review of each specific area identified and shall provide its findings to the Commission. The parties recognize that all books, records, accounts, and any other documents in the possession of the County relative to the funding of this Agreement, are public records and open for inspection and photocopying in accordance with Chapter 610, R.S.Mo.

27. **DISCONTINUANCE OF PROGRAM.** In the event Contractor should elect to discontinue this program, or file for bankruptcy, or participate in a reorganization, or go out of existence, or should a court of competent jurisdiction render a final decision in any way invalidating this Agreement or its purposes, Contractor shall remit any proceeds of this Agreement as are unexpended to the County.

28. **COMPLIANCE WITH RFP.** At all times in connection with the performance of its services hereunder, Contractor agrees to comply with and abide by the General Conditions, Specifications, and Guidelines contained in the County's RFP No. 49-13.

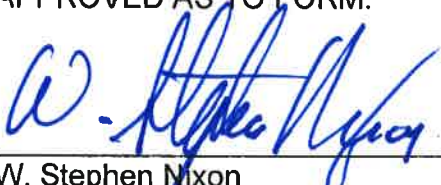
Failure to comply with the terms of the RFP shall be a breach, remediable under Paragraph 20 hereof. In the event of a conflict between any provision of this Agreement and a provision of the County's RFP No. 49-13, the provision of this Agreement shall govern.


29. **INCORPORATION.** This Agreement incorporates the entire understanding and agreement of the parties.

**IN WITNESS WHEREOF,** the County and Contractor have executed this Agreement this 27th day of March, 2014.

APPROVED AS TO FORM:

JACKSON COUNTY, MISSOURI


  
\_\_\_\_\_  
W. Stephen Nixon  
County Counselor

By   
\_\_\_\_\_  
Michael D. Sanders  
County Executive

ATTEST:

OPERATION BREAKTHROUGH, INC.

  
\_\_\_\_\_  
Mary Jo Spino  
Clerk of the Legislature

By   
\_\_\_\_\_  
Title CEO  
Federal Tax I.D. 43-0971560

**REVENUE CERTIFICATE**

I hereby certify that there is a balance otherwise unencumbered to the credit of the appropriation to which this Agreement is chargeable, and a cash balance otherwise unencumbered in the treasury from which payment is to be made, each sufficient to meet the obligation of \$11,000.00, which is hereby authorized.

3/26/14  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director of Finance and Purchasing  
Account #043-7001-56789

70012014013



**HOUSING RESOURCES COMMISSION FUNDING REQUEST FORM  
2014 BUDGET**

415 E 12th Street, 2nd Floor  
Kansas City, MO 64106

Email: [hrc@jacksongov.org](mailto:hrc@jacksongov.org)

Section A: Organization or Agency Information ..... page 1  
 Section B: Agency's 2013 and 2014 Revenue Information ..... page 2  
 Section C: Individual Program Budget ..... page 3  
 Section D: Program Information ..... pages 4 -10

**Section A: Organization or Agency Information**

Name: Operation Breakthrough, Inc.

Full Address- City, State & Zip Code: 3039 Troost Avenue, Kansas City, MO 64109

Phone No: (816) 756-3511 Fax: (816) 329-5289

Website Address: [www.operationbreakthrough.org](http://www.operationbreakthrough.org)

Federal Tax ID No: -971560 Fiscal Year Cycle: 11/1 - 10/31

Executive Director: Susan Stanton, CEO

Name and Title of Principal Contact Person: Marsha Gillespie, Grants Manager

Phone No: (816) 329-5258 Email Address: [marshag@operationbreakthrough.org](mailto:marshag@operationbreakthrough.org)

Major Program Activity (ies) - Check Only Those Activities For Which You Are Requesting Funding:

Personal Services (Case Manager)

Bednights  Emergency Shelter  Transitional Living

Mortgage/Rent Assistance  Utilities  Other - Food/Clothing, ETC   
\*must be approved by board

Submission of this request has been authorized by: Susan Stanton, CEO

Date: 18-Sep-13

## Section B: Agency's 2013 and 2014 Revenue Information

### Agency's 2014 Projected Revenue Information

Funding Entity	Agency's 2014 Total Projected Revenue Source you will request 2014 Funding From	Projected Amount	% of Total Revenue
Federal	Head Start, Early Head Start, USDA	\$ 1,477,760	22
State	MO DSS Childcare Asst, Children's Trust Fund	\$ 656,000	10
Jackson County	COMBAT, Mental Health, HRC, Outside Agency	\$ 155,096	2
Other Counties	n/a	\$ -	0
City	CDBG	\$ 159,953	2
Charity/Donations	Individual Donations	\$ 1,850,000	28
Fundraisers	Annual Dinner & Auction, other FR events	\$ 1,215,000	18
Other	Grants from Private Foundations, Corporations	\$ 1,151,950	17
<b>2014 Total Projected Revenue</b>		<b>\$ 6,665,759</b>	

### Agency's 2013 Revenue Information

Funding Entity	Agency's 2013 Total Revenue Source you Received Funding From	Amount	% of Total Revenue
Federal	Head Start, Early Head Start, USDA	\$ 1,477,760	20
State	MO DSS Childcare Asst, Children's Trust Fund	\$ 656,000	9
Jackson County	COMBAT, Mental Health, HRC, Outside Agency	\$ 149,924	2
Other Counties	n/a	\$ -	0
City	CDBG	\$ 159,953	2
Charity/Donations	Individual Donations	\$ 2,313,424	32
Fundraisers	Annual Dinner & Auction, other FR events	\$ 1,362,553	19
Other (please list)	Grants from Private Foundations, Corporations	\$ 1,182,144	16
<b>2013 Total Revenue</b>		<b>\$ 7,301,758</b>	

If your agency received funding from Jackson County in 2013, please identify the funding source, dollar amount and program name below.

Jackson County Funding Source	Yes	No	Amount	Program Name
COMBAT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 38,000	Violence Prevention/Youth Dev
Mental Health Levy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 39,816	Adult Mental Health
Board of Services for Developmentally Disabled	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Domestic Violence Board	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
<b>Housing Resources Commission</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 12,000	Housing Asst/Case Mgmt
Outside Agency Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 60,108	Speech Therapy, Psych, Food A
<b>2013 Total Jackson County Funding</b>			<b>\$ 149,924</b>	

**PERSONAL SERVICES**

For each salary request below please attach a job description of duties

Position / Title (Case Managers Only)	Annual Salary	% of Salary to be funded by Jackson Co HRC	Amount of Salary to be funded by Jackson Co HRC
Case Manager	40,600	19%	\$ 7,900
			\$ -
			\$ -
			\$ -
Fringe Benefits (limited to 20% of salaries)			\$ -

**Total Personal Services \$ 7,900**

**SHELTER ASSISTANCE - Bednights, Emergency Shelter, Transitional Living**

Maximum \$50 Per Individual / \$100 Per Family (Total \$300 Individual / \$600 Family)

Type: Bednights, Emergency Shelter, or Transitional Living	Unit Cost	Number of Units	Total Item Cost	2014 Jackson County HRC Request	Matching Funds	Total Item Cost
			-			
			-			
			-			

**Total Shelter Assistance \$ -**

**MORTGAGE / RENTAL ASSISTANCE**

Client must provide statement of arrears or foreclosure from landlord (on letterhead) to qualify

Type: Mortgage or Rent	Unit Cost	Number of Units	Total Item Cost	2014 Jackson County HRC Request	Matching Funds	Total Item Cost
			-			
			-			
			-			

**Total Mortgage / Rental Assistance \$ -**

**UTILITIES**

Client must provide statement of arrears on utility company letterhead to qualify

	\$300 Maximum Per Client	Number of Units	Total Item Cost	2014 Jackson County HRC Request	Matching Funds	Total Item Cost
Utility Assistance (3x/family)	300	34	10,200	3,100	7,100	10,200
			-			

**Total Utilities \$ 3,100**

**OTHER (Food, Clothing, Etc\*.)**

\*Must provide statement of explanation on letterhead-subject to HRC Board approval

Maximum of \$50 Per Individual / \$100 Per Family Per Year

Type: Please Describe	Unit Cost	Number of Units	Total Item Cost	2014 Jackson County HRC Request	Matching Funds	Total Item Cost
			-			
			-			

**Total Other \$ -**

**TOTAL 2014 JACKSON COUNTY HRC REQUEST \$ 11,000**



## Section D: 2014 Program Information

Agency Name: OPERATION BREAKTHROUGH, INC.

Program Name: Supportive Housing Program

### Agency History/Background

Briefly describe your agency's history and background.

Operation Breakthrough grew out of St. Vincent's Catholic elementary school in Kansas City's urban core, where Operation Breakthrough's founders, Sister Corita Bussanmas and Sister Berta Saller, had come to work in the late 1960s. In addition to running the school, the sisters opened a childcare center in their living room for mothers who had no one to look after their infants and toddlers while they were at work. As white families moved to the suburbs, St. Vincent's enrollment became increasingly made up of the African-American children who were left behind. Though most were not Catholic, their families valued the education the children received at St. Vincent's, especially because of the deteriorating conditions in Kansas City's urban public schools. In 1971, the diocese, citing a lack of Catholic families in the area, closed St. Vincent's parish and withdrew all school funding. At this turn of events, the nuns worked with the children's parents to obtain Model Cities funding and incorporated as Operation Breakthrough, Inc., a 501(c)(3) not-for-profit corporation.

The agency's mission is help children living in poverty develop to their fullest potential by providing them a safe, loving and educational environment. We also strive to support the children's families through advocacy, education, referral services and emergency assistance. Today, the Center serves 312 children from 6 weeks to 5 years in early childhood educational programs based on Early Head Start/Head Start curricula; 140 school-age children ages 5 - 12 in before/after-school and summer enrichment programs; and 225+ parents/caregivers through a wide variety of support services. Services for children include on-site medical and dental care; therapeutic services for children suffering from trauma; speech and occupational therapy for those with developmental delays; and violence prevention programming for children from 4 to 12. Services for parents/caregivers include crisis counseling and clinical case management for those who are homeless/near homeless; on-site adult medical and mental health services; parenting education and life skills training; and emergency assistance, including food, clothing, diapers, hygiene items, household goods, and rent/utility assistance.

Operation Breakthrough is Missouri's largest single-site childcare center and a broad-based social services agency. Less than 40% of the agency's annual operating fund comes from government sources; the rest is raised each year through the generosity of private foundations, corporations and individuals.

## Section D: 2014 Program Information

Agency Name: OPERATION BREAKTHROUGH, INC.

Program Name: Supportive Housing Program

### Proposed Program

#### Details that are to be performed by each program

Operation Breakthrough seeks support for our ongoing Supportive Housing Program for low-income families who have little other hope of securing decent, stable and affordable places to live. We assist families by:

- 1) Enrolling children in the Center's childcare programs and assigning each family a case manager to assess and address critical needs;
- 2) Securing Department of Mental Health housing vouchers for homeless families who qualify for the Shelter Plus Care program;
- 3) Finding suitable housing, based on each family's individual needs;
- 4) Providing intensive case management, for as long as the family is enrolled in the program; and
- 5) Providing emergency financial assistance to secure housing or to prevent impending homelessness.

With the assistance of their Case Manager, families secure housing in private rental units in the Kansas City metropolitan area or on the Amethyst Place transitional housing program campus at 26th & Troost. Families pay approximately 30% of their income on rent, with the rest subsidized through the Missouri Department of Mental Health Shelter Plus Care program. Families are able to remain in the program as long as they actively participate in intensive case management and comply with other program criteria. Services are individualized to clients' specific needs and goals; activities include: classes on parenting, economic literacy and household management; individual and/or group therapy; and assistance with job search or education. Clients in the program are required to maintain a drug free lifestyle and are required to pass random screenings. In the last 12 months, 18 families received intensive case management as a requirement of their housing placement.

In addition to helping homeless families find housing, the program provides utility assistance to families on the verge of losing housing due to outstanding utility bills. Over the past 12 months, Operation Breakthrough provided utility assistance to a total of 139 families.

Operation Breakthrough has worked with the University of Kansas School of Social Welfare to create a model strengths-based case management approach that provides encouragement and education while fostering self-sufficiency and a sense of community and mutual support among families in the program. In addition to case management, OB's Supportive Services staff also provides crisis counseling and mental health services as part of our integrated approach to care for the whole family. Other on-site components include educational childcare, health and therapeutic services for children from 8 weeks to 12 years; health and dental care; emergency assistance (food, clothing, diapers, household & personal items); parenting education and life skills training. Since all parents access childcare services, OB staff are in daily contact with parents and can respond to needs and concerns as they arise. Continued funding from the Jackson County Housing Resources Commission will be used to support case management and assist with outstanding utility bills, both critical supports to maintaining housing and preventing homelessness for many families living on the brink. The program is limited by the Shelter Plus Care program's long waiting list, but in 2014 we expect to provide

## Section D: 2014 Program Information

**Agency Name:** OPERATION BREAKTHROUGH, INC.

**Program Name:** Supportive Housing Program

Participants	
Identify the number of participants by County that each program serves.	
Jackson, MO	36 families
Clay, Platte, Cass, MO	
Wyandotte, Johnson, KS	
Other Missouri	
Target Population	
Describe target population and demographics to be served by each program.	
<p>Overall, 83% percent of the families served by Operation Breakthrough are African American, 5% are bi-racial and 1% are Hispanic. 88% of families are living below the federal poverty level, with 83% living on less than \$15,000 a year (including public assistance) and 59% living on less than \$10,000 a year (including public assistance). 97% of families are headed by single women. Currently, 23% of families (51 families, 99 children) are homeless, living in shelters, transitional housing units, or moving every few weeks from one friend's or relative's house to another's. Another 27% (60 families, approximately 123 children) are on the verge of homelessness, just one more unpaid rent or utility bill away from eviction. Nearly 30% of parents did not graduate from high school or earn a GED; only 3% are college graduates. 49% of parents are employed, but most work part-time in low-wage jobs as home health aides, housekeepers/janitors, or in fast food restaurants, without health insurance or other benefits. Of the parents who are not employed, 21% are enrolled in educational or job training programs, 5% are disabled, and 24% are unemployed for other reasons, often related to mental health and/or substance abuse problems.</p> <p>Most OB families struggle to meet their families' most basic needs. As a result, many have a history of poor credit and prior evictions. Most also have outstanding utility bills that make them ineligible for subsidized housing. They often end up living in homeless shelters, abandoned buildings and cars, or staying with one friend or relative after another until they wear out their welcome. The children in these families have no roots. They don't know their addresses or their neighbors; they carry their belongings in plastic trash bags. They don't have safe places to play or other children to play with. Some kids never smile.</p> <p>Homeless families often turn to Operation Breakthrough when all other options have been exhausted. Our housing initiative, in collaboration with the Dept of Mental Health's Shelter Plus Care program, was born out of the realization that homeless families need mental health and community supports in addition to a place to live if they are to achieve long-term stability. Our Supportive Services staff can provide crisis counseling, case management, individual and/or group therapy, and educational support in addition to helping families secure housing and employment.</p>	

## Section D: 2014 Program Information

Agency Name: OPERATION BREAKTHROUGH, INC.

Program Name: Supportive Housing Program

### Service Delivery Area

Identify your specific geographic service delivery area for each program.

Over half of the families served by Operation Breakthrough live within the seven zipcodes immediately surrounding our facility at 31st & Troost. The highest concentrations are in zip codes 64109, 64130, 64128 and 64127, with fewer residing in zip codes 64108, 64111, 64110 and outlying areas.

### Fund Separation

Detail what measures your agency will take to ensure that funds received from Jackson County will be utilized to the benefit of Jackson County residents.

Family statistical data, including residential zip code, is collected on all clients at the time of enrollment or re-enrollment (each September) and maintained in agency databases, allowing us to ensure that funds from Jackson County are utilized only for the benefit of Jackson County residents.

## Section D: 2014 Program Information

Agency Name: OPERATION BREAKTHROUGH, INC.

Program Name: Supportive Housing Program

Approach/Method
<p style="text-align: center; font-size: small; margin: 0;">List the objective(s) or objectives for each program.</p> <p>1. Provide affordable housing and necessary support to homeless and near-homeless families.</p>
<p>2. Assist families in increasing their overall well-being across various life domains (financial health, emotional &amp; mental health, healthy relationships, etc.) and help them identify and achieve their individual &amp; family goals.</p>
<p>3. Help parents/caregivers provide stability for their children and, when necessary, access services that will help mitigate the trauma of homelessness.</p>
Detail specific methods you will use to achieve these objectives.
<p>Intensive, strengths-based case management is the core of OB's Supportive Housing Program. Case managers keep their focus on the strength and resilience that is inherent in each client and take the time needed to build meaningful and trusting relationships. Case management involves bi-weekly – or more frequent – meetings in the families' homes, and focuses on identifying barriers, developing coping strategies necessary to goal acquisition, and on completing concrete tasks. OB case managers help families build on their strengths by working with them on everything from preparing for GED exams, to finding employment or getting a better job, to becoming involved in other community organizations. Participation in Operation Breakthrough's Family Enrichment activities, economic literacy and household management classes, and individual and/or group therapy is encouraged. In addition, the children have the benefit of all the services offered at the Center, including high quality early childhood education, speech therapy, play therapy, medical and dental care, after-school tutoring and extensive summer enrichment activities. Families at risk of homelessness due to outstanding utility bills will meet with their case manager to discuss the situation and complete a budget analysis. Financial assistance will be provided when it is evident that the funds could make a significant difference for a family and that follow-up budgeting work will occur.</p>

## Section D: 2014 Program Information

Agency Name: OPERATION BREAKTHROUGH, INC.

Program Name: Supportive Housing Program

### Evaluation

How will the success of your program be evaluated?

Indicate performance measures or statistics you will use to demonstrate the success of each program.

The success of Operation Breakthrough's supportive housing program is measured by the number of families who are able to meet program requirements for a minimum of one year. Program criteria include paying rent, working cooperatively with their case manager, and attending all required classes and workshops. In addition, clients complete an agency-developed Likert scale to indicate state of well-being in four life domains (housing, financial, emotional/mental health, and relationships) at intake and monthly thereafter, and case managers complete a quarterly assessment of functioning; results from both measures are used to analyze the effectiveness of case management.

## Section D: 2014 Program Information

Agency Name: OPERATION BREAKTHROUGH, INC.

Program Name: Supportive Housing Program

### (Mental Health)

How does your agency deal with mental health issues/homelessness?

Operation Breakthrough recognizes that homelessness – and the circumstances that lead to homelessness – can have a significant impact on a client's emotional and mental health. Case managers work with families to ensure that mental health needs are being met through crisis counseling, in-house adult therapy, children's psychiatric services and play therapy, or through partnership with other mental health providers.

Our adult therapist uses evidence-based modalities to ensure quality care. Trauma-focused cognitive behavior therapy (TF-CBT), used in both group and individual sessions, is designed to treat posttraumatic stress (PTSD) and related mental illnesses such as major depression, bipolar disorder, and schizophrenia. TF-CBT is often used in conjunction with expressive techniques, which have been shown to stimulate the release of feelings and may increase verbal communication and recall of details. Our adult therapist also uses Eye Movement Desensitization and Reprocessing (EMDR) with select clients. EMDR has been found productive in helping the client learn from past negative experiences, desensitize present triggers, and incorporate new templates for appropriate future action. In addition to mental health services for parents/caregivers, five children's therapists provide group and individual play and music therapy to children who show signs of trauma or have behavior or emotional issues. Psychiatric services are also available through our weekly tele-medicine link with KU child psychiatrists. Children's therapists also work in groups with children and their caregivers to help build or re-build positive attachments.

What programs does your agency have in place or utilize to address mental health issues from the homeless population?

Crisis counseling, case management and mental health services are part of OB's integrated approach to care for the whole family. Staff includes four full-time case managers, one full-time adult therapist, five children's play therapists, and one children's music therapist; in addition, three - five social work interns provide extra assistance from September through May. Through our partnership with the University of Kansas, psychiatric services for children are also provided on-site. Therapy groups are open to all parents and tailored to the needs and interests of participants, focusing on identifying and reducing symptomology, supporting self-esteem, and building frameworks for healthy relationships. Collaborations with Truman Behavioral Health and Kansas City CARE Clinic have been created to ensure easy accessibility for those clients who may need psychiatric services or medication management in addition to, or instead of, the services provided at Operation Breakthrough. All OB staff are trained in the Head Start Trauma Smart curriculum to promote an environment sensitive to the varied mental health needs of our children. Other on-site supports include year-round educational childcare for children from 6 weeks to 12 years; health and dental care; emergency assistance (food, clothing, diapers, household and personal items), and life skills training and parenting education. Since all parents access childcare services, OB staff are in daily contact with parents to monitor needs and concerns as they arise.

WORK AUTHORIZATION AFFIDAVIT

As a condition for any service provided to the County, a business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

Business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term "business entity" shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term "business entity" shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit.

Every such business entity shall complete the following affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. The completed affidavit must be returned as a part of the contract documentation.

This affidavit affirms that **Operation Breakthrough, Inc.**, is enrolled in, and is currently participating in, E-verify or any other equivalent electronic verification of work authorization operated by the United States Department of Homeland Security under the Immigration Reform and Control Act of 1986 (IRCA); and, **Operation Breakthrough, Inc.**, does not knowingly employ any person who is an unauthorized alien in conjunction with the contracted services.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Susan Stanton  
Authorized Representative's Signature  
CEO  
Title

Susan Stanton  
Printed Name  
3/20/14  
Date

Subscribed and sworn before me this 20 day of March, 2014. I am commissioned as a notary public within the County of Jackson, State of Missouri, and my commission expires on 6/18/2016.

Katie E. Dalbey  
Signature of Notary

3/20/2014  
Date

