

**COOPERATIVE AGREEMENT**

**AN AGREEMENT** by and between Jackson County, Missouri, hereinafter called "County" and the **UNIVERSITY OF MISSOURI EXTENSION COUNCIL OF JACKSON COUNTY**, 1106 W. Main Street, Blue Springs, MO 64015, a Missouri not-for-profit organization, hereinafter called "Council," to assist in providing various costs to support extension staff in programs and services for citizens of Jackson County, at a cost to the County not to exceed \$225,980.00

WHEREAS, the County recognizes its statutory obligations to the extension program under Section 262.597, et seq., RSMo 2000; and,

WHEREAS, the County will assist the Council in providing salaries, office facilities, telephone, postage, travel, equipment, printing, and supplies to support the Council's staff in programs and services for citizens of the County;

NOW THEREFORE, in consideration of the foregoing and the terms and provisions herein contained, the County and the Council respectively promise, covenant and agree with each other as follows:

1. **Services Provided.** Council agrees to provide office manager and secretarial salaries, office facilities, telephone, postage, travel, equipment, printing, and supplies to support extension programs and services for citizens of Jackson County, in accordance with the proposal and budget attached hereto as Exhibit A.

2. **Terms of Payment.** The County agrees to pay to Council the amount of \$225,980.00, in quarterly installments of \$56,495.00 each. The first payment shall be made upon execution of this Agreement. The remaining payments shall be made upon

<p><b>FILED</b> APR 16 2013 MARY JO SPINO COUNTY CLERK</p>
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the County's receipt of the reports required under paragraph 3, below. The County, through the Legislative Auditor, may approve adjustments to line items listed in Agency's budget/proposal contained in Exhibit A, in an amount not to exceed 10 percent of the total amount of the Agreement, so long as there is no additional total cost to the County.

3. **Reports.** Within 30 days after the conclusion of each calendar quarter under this Agreement, the Council shall submit a quarterly report, including cancelled checks and/or a copy of the face of the check and corresponding bank statements, invoices, and other documentation as requested by the Director of Finance and Purchasing, to establish that the funds provided pursuant to this Agreement were used for the purposes set forth herein. The report for the first quarter shall be submitted within 30 days after the conclusion of the first quarter, or within 30 days after the execution of this Agreement, whichever comes later. The last quarter's report shall include an annual report which shall summarize all of the Council's activities pursuant to this Agreement. The Council's failure to submit this annual report shall disqualify the Council from future funding from the County.

4. **Submission of Documents.** No payment shall be made under this contract unless the contracting agency 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) the agency's IRS Form 990, from the previous fiscal or calendar year; (3) a statement of the agency's total budget for its most recent fiscal year; and, (4) a detailed explanation of actual expenditures of County funds (pertains to final payments and payments on contracts for

future years.) If an agency has previously received County funding, to be eligible for future payments, an agency must submit either an audited financial statement for the agency's most recent fiscal or calendar year, by March 31 of the following year, or a certified public accountant's program audit of County funds, by January 31 of the following year. Any document described herein which was 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 the contract agency is out of compliance on any other County contract.

5. **Appropriation of funds.** Council and the County recognize that the County intends to satisfy its financial obligation to Council 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 Council 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.

6. **Audit.** The County further reserves the right to examine and audit, during reasonable office hours, the books and records of the Council pertaining to the finances and operations of the Council.

7. **Default.** If the Council shall default in the performance or observation of any term or condition of this Agreement, the County shall give the Council written notice setting forth the default and the correction required. If said default shall continue by the Council, and not be corrected within 10 days of the receipt of the notice, the County may at its election terminate the contract and withhold any payments not yet made to the Council. Said election shall not in any way limit the County's rights to seek legal redress.

8. **Conflict of Interest.** The Council 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 contract.

9. **Employment of Unauthorized Aliens Prohibited.** Pursuant to §285.530.1, RSMo, Council 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, Council 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.

10. **Term.** This Agreement shall be effective January 1, 2013, and shall terminate on December 31, 2013.

11. **Liability and Indemnification.** No party to this Agreement shall assume any liability for the acts of any other party to this Agreement, its officers, employees or agents and Council shall indemnify, defend and hold the County harmless from any and all claims, liabilities, damages, 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 Council during the performance of this Agreement.

12. **Incorporation.** This Agreement incorporates the entire understanding and agreement of the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement this 16th  
day of April, 2013.

APPROVED AS TO FORM:

JACKSON COUNTY, MISSOURI

By: W. Stephen Nixon  
W. Stephen Nixon  
County Counselor

By: Michael D. Sanders  
Michael D. Sanders,  
County Executive

ATTEST:

UNIVERSITY OF MISSOURI EXTENSION  
COUNCIL OF JACKSON COUNTY

Mary Jo Spino  
Mary Jo Spino  
Clerk of the Legislature

By: Paul Dantz  
Chairman, Extension Council  
Fed. I.D. # 44-0602985

**REVENUE CERTIFICATE**

I hereby certify that there is a balance otherwise unencumbered to the credit of the appropriation to which this contract 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 \$225,980.00 which is hereby authorized.

April 9, 2013  
Date

Debra J. Thom  
Director of Finance and Purchasing  
Account No. 002-8001-56789 - \$ 74,518.00  
003-8001-56789 - \$151,462.00

80012013001



# OUTSIDE AGENCY FUNDING REQUEST FORM 2013 BUDGET

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

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

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## Section A: Organization or Agency Information

Name:	University of Missouri Extension Council of Jackson County		
Address:	1106 West Main Street, Blue Springs, MO 64015		
Phone No:	816-252-5051	Fax:	816-252-5575
Website Address:	<a href="http://extension.missouri.edu/jackson">http://extension.missouri.edu/jackson</a>		
Federal Tax ID No:	44-0602985	Fiscal Year Cycle:	FY2013
Executive Director:	Cynthia Zluticky, County Program Director		
Name and Title of Principal Contact Person:	Cynthia Zluticky, County Program Director		
Phone No:	816-252-5051	Email Address:	<a href="mailto:zlutickyc@missouri.edu">zlutickyc@missouri.edu</a>
Submittal of this request has been authorized by:			
Carol Kelley, Extension Council Chair	Date:		

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8/29/2012 AUG 29 2012  
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## Section B: Agency's 2012 and 2013 Revenue Information

### Agency's 2013 Projected Revenue Information

Funding Entity	Agency's 2013 Total Projected Revenue Source You Will Request 2013 Funding From	Projected Amount	% of Total Revenue
Federal	Family Nutrition Education Program - Goes to MU	\$ 1,325,700	44
State	University of Missouri Salaries - Paid by MU	\$ 928,526	31
Jackson County		\$ 245,870	8
Other Counties		\$ -	0
City		\$ -	0
Charity/Donations	Grants and Donations to Extension Council	\$ 128,750	4
Fundraisers		\$ -	0
Other	Local Investment Commission Contract to MU	\$ 360,125	12
<b>2013 Total Projected Revenue</b>		<b>\$ 2,988,971</b>	

### Agency's 2012 Revenue Information

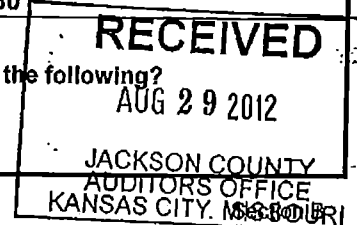
Funding Entity	Agency's 2012 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal	Family Nutrition Education Program - Goes to MU	\$ 1,265,698	44
State	University of Missouri Salaries - Paid by MU	\$ 910,320	32
Jackson County		\$ 215,980	8
Other Counties		\$ -	0
City		\$ -	0
Charity/Donations	Grants and Donation	\$ 150,763	5
Fundraisers		\$ -	0
Other (please list)	Local Investment Commission Contract to MU	\$ 324,733	11
<b>2012 Total Revenue</b>		<b>\$ 2,867,494</b>	

**If your agency received funding from Jackson County in 2012,  
please identify the funding source, amount and program name below.**

Jackson County Funding Source	Yes	No	Amount	Program Name
COMBAT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Mental Health Levy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Board of Services for Developmentally Disabled	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Domestic Violence Board	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Housing Resources Commission	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Outside Agency Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 215,980	
<b>2012 Total Jackson County Funding</b>			<b>\$ 215,980</b>	

**Did your agency receive funding or resources in 2012 from either of the following?**

Mid America Regional Council	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -
Harvesters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -





## Section C: 2013 REVISED Program Budget

*Complete a separate program budget for each program your agency is applying for funding.*

**Agency Name:** University of Missouri Extension Council of Jackson County

**Program Name:** University of Missouri Extension Program

<b>Personal Services</b>			
For each salary request below please attach a job description or duties.			
Position / Title	Annual Salary	% of Salary to be funded by Jackson Co.	Amount of Salary to be funded by Jackson County
Office Manager	31612	100%	\$ 31,612
Secretary/Receptionist	24186	100%	\$ 24,186
Secretary/Receptionist KC Office	26669	100%	\$ 26,669
4-H Secretary	14719	100%	\$ 14,719
Janitor	5974	50%	\$ 2,987
			\$ -
Total Salaries			\$ 100,173
Total Fringe Benefits			\$ 21,201
<b>Total Personal Services</b>			<b>\$ 121,374</b>
<b>Contractual Services</b>			
Rent and Utilities for Extension Offices in Blue Springs and Kansas City			\$ 70,206
Phone Service			\$ 3,300
Copier Lease			\$ 4,100
Audit			\$ 1,000
Communications and Media			\$ 2,000
			\$ -
<b>Total Contractual Services</b>			<b>\$ 80,606</b>
<b>Supplies</b>			
General Office, Janitorial and Program Supplies			\$ 6,000
Travel/Mileage for 19 employees that do programs in Jackson County			\$ 17,000
Equipment Maintenance, Repair and Replacement			\$ 1,000
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total Supplies</b>			<b>\$ 24,000</b>

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**Total Program Request \$ 225,980**

## Section D: 2013 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: University of Missouri Extension/Jackson County

Program Name: University of Missouri Extension Program

### Proposed Program

Detail functions to be performed by each program.

Funds received from Jackson County provide office operation and general program support for MU Extension in Jackson County. Examples of programs performed with the support of Jackson County funds are described in the 2011 Annual Report attached. Programming by MU Extension in Jackson County is strongly oriented toward both Health and Parks and Recreation. Health related offerings such as the Family Nutrition Education Program, Eating From the Garden (nutrition and gardening for school-age youth), Bi-National Health Week, Indoor Air-Quality and Healthy Homes, Stay Strong Stay Healthy, Eat Well Be Well with Diabetes, educational booths and demonstrations on preparation of fresh produce at Farmer's Markets to name a few. This last year we help establish a raised bed vegetable garden at Swope Health Services for their clientele. We have also worked with the Ivanhoe Neighborhood to develop an Urban Demonstration Garden using vacant land trust lots. Last year the 3,000 square foot plot yielded 1,900 pounds of fresh produce to a population in need. The Family Nutrition Education Program last year reached 18,420 youth and

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Section D

## Section D: 2013 Program Information

*Complete a separate program information sheet for each program your agency is applying for funding.*

**Agency Name:** University of Missouri Extension/Jackson County

**Program Name:** University of Missouri Extension Program

### Participants

Identify the number of participants by County that each program serves.

Jackson, MO	Last year we had 48,438 direct educational contacts in Jackson County
Clay, Platte, Cass, MO	
Wyandotte, Johnson, KS	
Other Missouri	

### Target Population

Describe target population and demographics to be served by each program.

Extension programs serve residents of all ages, racial and socio-economic groups in urban, suburban and rural Jackson County. Specifically targeted audiences include: Youth K-12 \* 4-H Youth and Volunteers\* Pregnant Teens\* Youth and Families at Risk\* Daycare Directors and Teachers\* Parents\* Families\* Educators\* Health Agencies\* Aging Population\* Consumers\* Homeowners\* Food Service Employees\* Community Leaders\* Community Groups\* Government Workers\* Decision-makers\* Small Business Owners\* Entrepreneurs\* Displaced Workers\* Fire, Police and Emergency Personnel\* Agri-Business/Farmers

2010 Demographics of Extension Programs in Jackson County: 41.95% Caucasian; 46.85% African American; .45% Native American; .75% Asian American; .98% Pacific islander; 4.2% two or more; 4.83% Race Unknown; 8.08% Hispanic.

Would you provide these services to anyone at your door?

**Answer Yes**

Is anyone denied services?

**Answer No**

What level of indigents (below poverty level) do you serve?

Please classify your program from the following types by percentage of your agency's overall service

Senior Program	20 %
Indigent Program (Below Poverty Level)	50 %
Senior Indigent Program	%

What criteria do you have for the clients you serve?

MU Extension is an equal opportunity/ADA institution. 4-H has an age range of 5-19 years old. The Family Nutrition Education Program is targeted for low-income families.

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## Section D: 2013 Program Information

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Agency Name: University of Missouri Extension/Jackson County

Program Name: University of Missouri Extension Program

### Service Delivery Area

Identify your specific geographic service delivery area for each program.

The service area for our Extension programs is all of Jackson County. MU Extension is a statewide program with offices in every county of the state. Local funds support local operations. We have offices in both Kansas City and in Eastern Jackson County to provide better geographic access to services for the residents of Jackson County. We are delivering educational programs in all parts of Jackson County.

### Fund Separation

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

Funds are used to support two offices located in Jackson County. One is in Kansas City, the other is in Blue Springs. Funding also supports the travel within the county for Extension Specialists, Educators and Associates to deliver program in the communities of Jackson County.

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Section D

## Section D: 2013 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: University of Missouri Extension/Jackson County

Program Name: University of Missouri Extension Program

### Approach & Method

List the top three (3) objectives for each program.

1. Be community link to the University of Missouri making land-grant university research accessible for citizens of Jackson Co.

2. Reduce future health care costs and be a force for economic development by providing programming and being a community resource in the areas of Business Development, Community Development, 4-H Youth Development, Agriculture and Natural Resources, Housing and Environmental Design, Family Finance, Health, Nutrition, and and Continuing Education.

3. Provide quality information, education and recommendations which enhance the state's economy and individual's quality of life.

Detail specific methods you will use to achieve these objectives.

Partner with governmental agencies, non-profits, community groups, education, and businesses so Extension can leverage resources, avoid duplication of services and extend the impact of programs. We utilize university resources and research-based information using formats of classes, workshops, seminars, consultations, websites, presentations, distance learning, demonstrations, demonstration gardens, business resource center, news articles, exhibit/displays, group facilitation, and a horticulture hotline.

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Section D

## Section D: 2013 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: University of Missouri Extension/Jackson County

Program Name: University of Missouri Extension Program

### Evaluation

How can the success of each program be evaluated?

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

Written evaluations are used with training programs, projects, retreats and most group participation activities or programs. University of Missouri Extension uses the Outcome Based Measurement Model and Program Logic Models for all program areas. We have implemented an online reporting system which tracks program outcomes and participation.

### Notification

How will your organization make clients, the public and the media

aware of the generous taxpayer funding received from Jackson County? (Please attach any examples)

Support from Jackson County is acknowledged in printed promotional materials. Whenever we are invited to speak about our organization, talk to the media about Extension or have a public Extension display we proudly acknowledge the vital funding we receive from Jackson County. It is clearly stated in our annual report.

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Section D

Exhibit B

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 **University Of Missouri Extension Council Of Jackson County**, 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, **University Of Missouri Extension Council Of Jackson County**, 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.)

[Signature]  
Authorized Representative's Signature  
Chairman  
Title

Richard Rouiter  
Printed Name  
4-2-13  
Date

Subscribed and sworn before me this 2nd day of April, 2013. I am commissioned as a notary public within the County of Jackson, State of Missouri, and my commission expires on 4/22/15.

[Signature]  
Signature of Notary

April 2, 2013  
Date