

RCR
6/29/10

COOPERATIVE AGREEMENT

Res. 17139

AN AGREEMENT by and between Jackson County, Missouri, a Constitutional Charter County, hereinafter referred to as the "County" and the Mid-America Regional Council, 600 Broadway, Suite 200, Kansas City, MO 64105, a regional planning commission operating pursuant to Section 251.150 et seq., RSMo, hereinafter referred to as "MARC."

WHEREAS, the County deems it to be in the best interest of its citizenry to support recreational programs and services as provided by MARC and other agencies, under subcontracts with MARC; and,

WHEREAS, this Agreement is entered into pursuant to the provisions of Chapter 70, RSMo, dealing with cooperative agreements; therefore,

The County and MARC agree, in consideration of the following mutual promises and valuable consideration, as follows:

1. **Services.** MARC shall provide teen recreational and athletic programs and services, as is more fully set forth in the proposal attached hereto as Exhibit A. MARC is expressly authorized to enter into a subcontract with the Guadalupe Center, for these programs and services upon such terms and conditions as MARC shall deem appropriate, provided that such subcontract shall provide that the County's funds shall be used by the to support recreational and youth development programming activities for the youth in western Jackson County through the Guadalupe Centers, Inc.

2. **Terms of Payment.** Upon the execution of this Agreement, the County shall provide to MARC the lump sum of \$16,006.00 which shall be used for recreational and

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JUN 25 2010

MARY JO SPINO
COUNTY CLERK

athletic programs.

3. **Annual Report.** MARC shall submit an annual report, including a statement of budgeted and actual expenditures, and other documentation as requested by the Director of Finance and Purchasing to show that the funds paid to MARC by the County were used for the purposes set forth in this Agreement. Said annual report shall be submitted no later than December 31, 2010. Failure to submit this annual report shall disqualify MARC from future funding by the County.

4. **Submission of Documents.** No payment shall be made under this contract unless Guadalupe Center shall have provided to MARC and MARC shall have confirmed to County and Director of Finance and Purchasing its receipt of: (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. **Audit.** The County further reserves the right to examine and audit, during reasonable office hours, the books and records of MARC pertaining to the finances and operations of MARC.

6. **Default.** If MARC shall default in the performance or observation of any term or condition of this Agreement, the County shall give MARC written notice setting forth the default and correction required. Thereafter, if said default by MARC shall continue and not be corrected within ten days of the notice of default, the County may, at its election, terminate the Agreement and take such action in law or equity to recover all funds given to MARC under this Agreement, but not used for the purposes set forth in the Agreement, as the County deems appropriate.

7. **Conflict of Interest.** MARC 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.

8. **Term.** This Agreement shall be effective January 1, 2010, and shall terminate on December 31, 2010. This Agreement may be terminated prior to that date by either party upon written notice delivered thirty days prior to the effective date of termination. If this Agreement is terminated by either party, the County shall pay only for those services actually performed as verified by the County's audit as provided in paragraph 5 above.

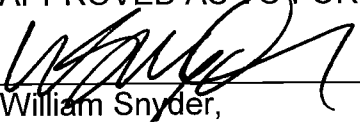
9. **Equal Opportunity.** In carrying out this Agreement, MARC shall insure that none of the benefits or services of the program are denied to any eligible recipient on the basis of race, color, religion, sex, age, handicap or national origin. MARC shall take

affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, age, handicap or national origin. Such action shall include but not be limited to, the following: employment or termination, rates of pay or other forms of compensation and selection for training including apprenticeship. MARC shall in all solicitations or advertisements for employees placed by or on behalf of MARC, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap or national origin.

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

IN WITNESS WHEREOF, the County and MARC have executed this Agreement this 25 day of June, 2010.

APPROVED AS TO FORM:



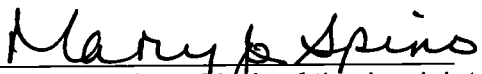
William Snyder,
Acting County Counselor

JACKSON COUNTY, MISSOURI




Michael D. Sanders,
County Executive

ATTEST:



Mary Jo Spino, Clerk of the Legislature

MID-AMERICA REGIONAL COUNCIL

By 

Executive Director

43-0976432


Federal I.D. or S.S. #

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 \$16,006.00 which is hereby authorized.

June 23, 2010

Date



Director of Finance and Purchasing
Account No. 003-7905-56789

-4- 79052010 001



OUTSIDE AGENCY FUNDING REQUEST FORM 2010 BUDGET

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

Email: auditor@jacksongov.org

RECEIVED

SEP 10 2009

JACKSON COUNTY
AUDITOR'S OFFICE
KANSAS CITY, MISSOURI

Section A: Organization or Agency Information	page 1
Section B: Agency's 2009 and 2010 Revenue Information	page 2
Section C: Individual Program Budget	page 3
Section D: Program Information	pages 4 - 8

Section A: Organization or Agency Information

Name:	Guadalupe Centers Inc.		
Address:	1015 Avenida Cesar Chavez, Kansas City, M.O. 64108		
Phone No:	816.421.1015	Fax:	816.421.1001
Website Address:	www.guadalupecenters.org		
Federal Tax ID No:	44-0610781	Fiscal Year Cycle:	1/1/09 - 12/31/09
Name and Title of Contact Person:	Cris Medina Executive Director		
Phone No:	816.421.1015 ext: 101	Email Address:	cmedina@guadalupecenters.org
Submittal of this request has been authorized by:	Cris Medina		

Summary of Jackson County Funding Request by Program

Program Name <i>(please prioritize with number 1 being most important)</i>		Amount
1. Guadalupe Centers Inc. Teenage Pregnancy	\$	42,000
2. Guadalupe Centers Inc. Youth Recreation	\$	17,100
3.	\$	-
Total Jackson County Funding Request for All Programs		\$ 59,100

EXHIBIT

A

Section C: Individual Program Budget

Complete a separate program budget for each program your agency is applying for funding. Program Name, Priority, and Total Program Request Amount from this sheet must match information entered under Page 1, Section A

Agency Name: Guadalupe Centers Inc.

Program Name: Teenage Pregnancy Program

Priority: _____

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JACKSON COUNTY
AUDITOR'S OFFICE
KANSAS CITY, MISSOURI

Personal Services

For each salary request below please attach a job description or duties.

Position	No. of Hours		FTE	Rate	Annual Hours
	Per Week	or Annually			x Rate
Case Manager	20 hrs.	1,020	0.50	\$ 16.34	\$ 17,000
Receptionist/Data Input	5 hrs.	260		\$12.00	\$ 3,120
			-		-
			-		-
			-		-
			-		-
Total Salaries					\$ 2,978
Total Benefits (FICA, Health Insurance, Life Insurance (2,978.00))					\$ 2,978
Total Personal Services					\$ 23,098

Contractual Services

Transportation - Mileage reimbursement for Case Mgr. @ .585/mile	\$ 900	
Occupancy - Support of expenses associated with program	\$ 6,000	
Specific Assistance - Emergency grant assistance	\$ 3,212	
	\$ -	
	\$ -	
	\$ -	
Total Contractual Services		\$ 10,112

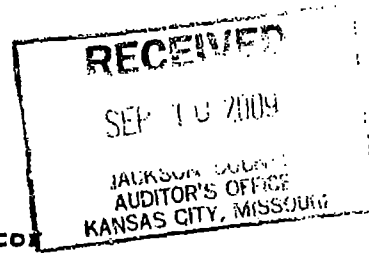
Supplies

Educational Materials	\$ 300	
Office Supplies	\$ 500	
Program Incentives	\$ 380	
	\$ -	
	\$ -	
Total Supplies		\$ 1,180

Total Program Request \$ 34,390

\$ 34,390

**GUADALUPE CENTER, INC.
Job Description
Exempt/Non-exempt**



Job Title: Teenage Pregnancy Case Manager/Educator
Department: Health, Education and Social Services
Location: 2641 Belleview

Reports to: Director of Health, Education and Social Services
Status: Fulltime

JOB SUMMARY:

Implements a comprehensive social service program, including case management, outreach and education, to pregnant teenagers, their families and significant others.

KEY ACCOUNTABILITIES:

1. Provides case management and support services for clients during pregnancy and for two years after delivery: assesses client needs, develops client goals and treatment plan; provides information and referral and/or direct client services; provides follow-up.
2. Provides outreach, education and support to adolescents and their families.
3. Establishes and maintains effective working relationships with agency staff and community and government agencies.
4. Assists administrative staff in fundraising.
5. Maintains confidential client files.
6. Provides prenatal/parenting education to groups and individuals.
7. Provides transportation for clients, as needed.
8. Functions as language interpreter on as-needed basis.
9. Prepares monthly case load reports.
10. Is available to be on call on a regular basis.

Job Title:	Data-Input Clerk/Receptionist
Department:	Health, Education & Social Services
Location:	2641 Belleview K.C., MO 64108
Position Type:	Full-time
Reports to:	Associate Director of Health & Human Services
Will Train Applicant(s):	Training will be provided
Job Description	
<p>Job Summary:</p> <p>To ensure all data is entered accurately into MAAC Link data system and to serve as receptionist and provides general secretarial duties.</p> <p>Key Accountabilities:</p> <ul style="list-style-type: none"> • To be proficient and polite in the reception of telephone inquiries from clients • Monitor data recorded into MAAC Link System • Ensure all new clients files are up to date • Issues purchase orders to vender companies on behalf of clients assisted • Provides assistance to clients in need of interpretation; assist in filling out forms. • Receives, sorts and distributes mail for office • Effectively communicates policies and procedures as required in the course of the job • Ability to work independently and resourcefully • Performs other duties as assigned <p>Minimum Requirements:</p> <ul style="list-style-type: none"> • Two years of experience in a social services or as data-input clerk • High school diploma • Good oral and written communication skills • Good organization skills • The ability to work in a non-judgmental way with diverse populations. • The ability to handle confidential information. • Bi-lingual English/Spanish – Fluent in both <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Experience in work related area. 	

Executive Director Date Supervisor Date Employee Date

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work.

GCI's teenage pregnancy program proposes to provide comprehensive and culturally appropriate prevention education, pregnancy care and socially supportive services to pregnant and parenting teens. Case management is provided throughout pregnancy and for one year after the birth of the baby. Case management services are essential to this young and at-risk population. Additional services include prenatal education, housing assistance, emergency assistance with food/delinquent utilities/infant needs, vocational training, job placement, healthy lifestyles education, and advocacy in general.

Funding from Jackson County would be used to support recreational and Youth Development programming activities for the youth in Western Jackson County through the Guadalupe Centers, Inc. (GCI). Funds from Jackson County would be utilized to support the operation of the GCI Youth Center / Gymnasium and to support Recreation and Youth Development staff for the agency. These staff members would oversee and coach in the organized athletic program at GCI. This consists of leagues that include soccer, baseball, football, volleyball, and basketball. With these funds staff would also work with other agency staff to coordinate and setup social events like teen nights, dances and overnight lock-ins at the Youth Center. They would also monitor and staff the Center's game room and gym facilities. Youth Development staff would also provide summer enrichment camp activities for "tweens" (ages 10 - 14). The Agency runs its youth program in accordance with the Youth Program Standards promoted and supported by YouthNet. Following these standards all staff and volunteers working with yo

<p>Services proposed by GCI's teenage pregnancy program primarily, but not exclusively, target Hispanic teens throughout Jackson County who are pregnant and between the ages of 13 and 21. The targeted population is one that is low income, in school or out of school and at-risk for abusing their children. The majority of girls are referred by GCI's Alta Vista Charter High School, and Truman Medical Center. Many factors contribute to teenage pregnancy among Hispanics - the lack of knowledge regarding pregnancy prevention, low self esteem and various family issues. Because of the young age, many are unaware of the importance of seeking prenatal care right away and will often times wait until they are in their second or third trimester. Fear of family reaction is another reason prenatal care is not sought early on. Teenage pregnancy continues to increase among the Hispanic population and presents serious health and social issues for young mothers and their babies.</p>	<p>The main target population for this program are Latino and urban youth from Western Jackson County. Many of the participants and / or their families are limited English proficient. The programs provided by the Youth Development Program target a wide variety of ages in sports programming that serves youth in beginners leagues for children ages 4 to 6 years of age, and regular leagues for children ages 10 and under, 12 and under, 14 and under, middle school, and high school. Teen diversion groups are established for participating youth 14 to 18. Social and educational programs for the tween segment ages 9 - 14.</p>	
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GCI's teenage pregnancy program only serves Jackson County residents. Residency of Jackson County is a requirement for program eligibility and is assessed in the initial interview/screening.

Our agency takes many measures to ensure that all funds are utilized to serve the population they are intended for. In this instance we have every participant fill out participation forms which asks for all of their information. It asks for home address, school attending, and proof of address. We also try to secure additional funding to help pay for those few participants that would not live in the Jackson County boundaries. These participants are few but, GCI does not like to turn away anybody especially

GCI's teenage pregnancy program intends to reach its program objectives through four (4) major interrelated components including: provision of education and social services emphasizing case management, information and referral to prenatal health care/well baby care, prenatal and parenting education via individual and group counseling, and the provision of follow-up services for one year after the birth of the child.

We Will utilize the standards of youth service development by YouthNet. These standards will guide us in the hiring and training of staff to see that they are appropriate for our program. The standards have defined criteria to help evaluate and establish our curriculum and activities to meet the physical and developmental needs of the youth we work with. The standards also provide guidelines for the physical facilities we utilize.

Materials (Program brochures/flyers) developed for marketing purposes will note that funding was made possible by Jackson County. Staff will also advise media during any interviews conducted that the program is made possible through support from Jackson County.

All of our clients and taxpayer as well as the media are informed of the generous funding received from Jackson County through print, verbally and on our website. We acknowledge Jackson County and COMBAT at all of our presentations. The COMBAT logo is on all of our youth flyers and schedules and our website contains the COMBAT logo which is a direct link to the COMBAT web page.

