

6/23/10

**COOPERATIVE AGREEMENT**

**R. 17138**

**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 teenage pregnancy 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 a teenage pregnancy program 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 the teenage pregnancy programming services and activities for those in western Jackson County through the Guadalupe Centers, Inc.

2. **Terms of Payment.** Upon the execution of this Agreement, the County shall pay to MARC the lump sum of \$34,390.00 to be used to provide these services and programs.

**FILED**

JUN 25 2010

MARY JO SPINO  
COUNTY CLERK

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 the 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.

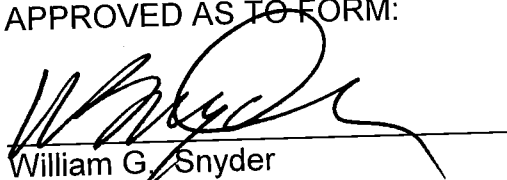
8. **Term.** This Agreement shall be effective January 1, 2010, and shall terminate on December 31, 2010. This Agreement may be terminated prior to that date by either party upon written notice delivered thirty days prior to the effective date of termination. If this Agreement is terminated by either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

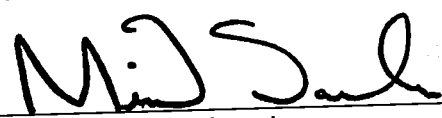
9. **Equal Opportunity.** In carrying out this Agreement, MARC shall insure that none of the benefits or services of the program are denied to any eligible recipient on the basis of race, color, religion, sex, age, handicap or national origin. MARC shall take affirmative action to insure that applicants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

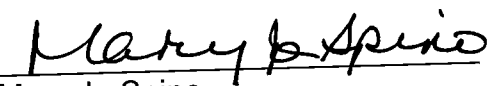
or termination, rates of pay or other forms of compensation and selection for training including apprenticeship. MARC shall in all solicitations or advertisements for employees placed by or on behalf of MARC, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap or national origin.

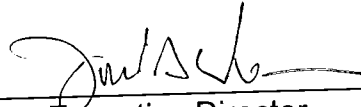
10. **Incorporation.** This Agreement incorporates the entire understanding and agreement of the parties.

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

APPROVED AS TO FORM:  
  
William G. Snyder  
Acting County Counselor

JACKSON COUNTY, MISSOURI  
  
Michael D. Sanders,  
County Executive

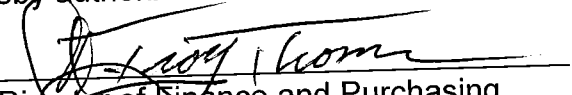
ATTEST:  
  
Mary Jo Spino  
Clerk of the County Legislature

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 \$34,390.00 which is hereby authorized.

June 23, 2010  
Date

  
Director of Finance and Purchasing  
Account No. 002-7902-56789  
79022010007



# OUTSIDE AGENCY FUNDING REQUEST FORM 2010 BUDGET

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

Email: [auditor@jacksongov.org](mailto: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:	<a href="http://www.guadalupecenters.org">www.guadalupecenters.org</a>		
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:	<a href="mailto:cmedina@guadalupecenters.org">cmedina@guadalupecenters.org</a>
Submittal of this request has been authorized by:	Cris Medina		

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

**EXHIBIT**

A

## Section B: Agency's 2009 and 2010 Revenue Information

Agency's 2010 Revenue Information			
Funding Entity	Agency's 2010 Total Projected Revenue Source You Will Request 2010 Funding From	Projected Amount	% of Total Revenue
Federal	Title, FEMA, DHS, National School Lunch, HeadStart	\$ 643,009	10
State	DESE, DFS, Food Assistance, FEC	\$ 2,795,980	43
Jackson County	Combat, Mid America Assistance Coalition	\$ 230,679	4
Other Counties		\$ -	0
City	CDBG, Neighborhood & Com Service, Health Ed, NTDF	\$ 493,132	8
Charity/Donations	Foundation, Corporate, Individual, United Way	\$ 961,413	15
Fundraisers	Cinco de Mayo, Concert Series, Blanco y Negro, B	\$ 214,200	3
Other	Intercompany, Program Services, Catering	\$ 1,163,659	18
<b>2010 Total Projected Revenue</b>		<b>\$ 6,502,072</b>	

Agency's 2009 Revenue Information			
Funding Entity	Agency's 2009 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal	Title, FEMA, DHS, National School Lunch, HeadStart	\$ 683,009	11
State	DESE, DFS, Food Assistance, FEC	\$ 2,695,980	42
Jackson County	Combat, Mid America Assistance Coalition	\$ 226,679	4
Other Counties		\$ -	0
City	CDBG, Neighborhood & Com Service, Health Ed, NTDF	\$ 493,132	8
Charity/Donations	Foundation, Corporate, Individual, United Way	\$ 1,001,413	16
Fundraisers	Cinco de Mayo, Concert Series, Blanco Y Negro, B	\$ 194,200	3
Other (please list)	Intercompany, Program Services, Catering	\$ 1,087,659	17
<b>2009 Total Revenue</b>		<b>\$ 6,382,072</b>	

If your agency received funding from Jackson County in 2009, please identify the funding source, amount and program name below.

Jackson County Funding Source	Yes	No	Amount	Program Name
COMBAT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 171,579	Treatment, Prevent, Teen
Mental Health Levy	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Board of Services for Developmentally Disabled	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Domestic Violence Board	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Housing Resources Commission	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Outside Agency Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 55,100	Teen Pregnancy, Youth Re

**2009 Total Jackson County Funding \$ 226,679**

## 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*

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DEC 22 2009

JACKSON COUNTY  
AUDITOR'S OFFICE  
KANSAS CITY, MISSOURI

**Agency Name:** Guadalupe Centers Inc.

**Program Name:** Teenage Pregnancy Program

**Priority:** \_\_\_\_\_

<b>Personal Services</b>						
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
			-		\$	-
			-		\$	-
			-		\$	-
			-		\$	-
<b>Total Salaries</b>					\$	<b>2,978</b>
<b>Total Benefits (FICA, Health Insurance, Life Insurance (2,978.00))</b>					\$	<b>2,978</b>
<b>Total Personal Services</b>					<b>\$</b>	<b>23,098</b>
<b>Contractual Services</b>						
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
					\$	-
					\$	-
					\$	-
<b>Total Contractual Services</b>					<b>\$</b>	<b>10,112</b>
<b>Supplies</b>						
Educational Materials					\$	300
Office Supplies					\$	500
Program Incentives					\$	380
					\$	-
					\$	-
<b>Total Supplies</b>					<b>\$</b>	<b>1,180</b>

**Total Program Request \$** 34,390

~~34,390~~

**RECEIVED**

JAN 11 2010

JACKSON COUNTY  
AUDITOR'S OFFICE

OURI

**Section C: REVISED Individual Program Budget**

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

Agency Name: Guadalupe Centers Inc.  
Program Name: Youth Recreation Priority: 2

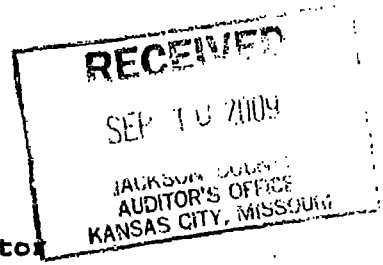
Personal Services					
Position	No. of Hours		FTE	Rate	x Rate
	Per Week	or Annually			
			-		\$ -
			-		\$ -
			-		\$ -
			-		\$ -
			-		\$ -
Total Salaries					
Total Personal Services					\$ -
Contractual Services					
Rent for sacred Heart Guadalupe Gym at West 26th Kansas City, Missouri					\$ 13,200
Insurance for Sacred Heart Guadalupe Gym at West 26th Kansas City, Missouri					\$ 2,138
Telephone service for Sacred Heart Guadalupe Gym at West 26th Kansas City, M					\$ 668
					\$ -
					\$ -
					\$ -
Total Contractual Services					\$ 16,006
Supplies					
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Supplies					\$ -

Total Program Request \$ 16,006



JUN 05 07 061374

**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.

INTERNAL CONTACTS--PURPOSE

Assists administrative staff in fundraising.

EXTERNAL CONTACTS--PURPOSE

Provides direct services and/or makes referrals to clients and their families. Maintains referral relationships with other service providers.

SUPERVISION--Titles of Immediate Subordinates                      No. in Position

Teen Pregnancy Case Manager

Total Number of Employees Supervised (directly and indirectly): 1

MINIMUM REQUIREMENTS:

1. Bachelor's degree in social sciences or psychology
2. Ability to communicate with youth and their parents
3. Ability to work independently
4. Valid driver's licens
5. Bilingual English-Spanish

PREFERRED QUALIFICATIONS:

1. Two years of experience in social service field

Executive Director	Supervisor	Employee
Date _____	Date _____	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 to perform the work.

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

\_\_\_\_\_  
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.

## Section D: Program Information

Complete each section for each program your agency is applying for funding  
 All Program 1 information should be entered in the left column, all Program 2 information in the middle column,  
 and all Program 3 information in the right column

Program 1 Name	Program 2 Name	Program 3 Name
Guadalupe Centers Inc. Teenage Pregnancy	Guadalupe Centers Inc. Youth Recreation	
<p align="center"><b>Proposed Program</b>                      Detail functions to be performed by each program.</p>		

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

Participants	
Identify the number of participants by County that each program serves.	
Jackson	200
Clay/Platte	1,200
Cass	-
Other Missouri	-
Kansas	-
Target Population	
Describe target population and demographics to be served by each program.	

<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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**Service Delivery Area**

Identify your specific geographic service delivery for each program.

Local and national statistics indicate that the rate of adolescent pregnancy has continued to increase for Hispanic girls even though it has declined for non-Hispanic girls. Our geographic service delivery area includes primarily three (3) neighborhoods with significant Hispanic populations: Westside, Northeast and Eastside - all of which are in Jackson County.

The program serves around 1,200 youth and family members of Western Jackson County, through the development, administration and coordination of educational, social, cultural, and recreational activities that enhance the quality of life for our clients and their families. Scheduled program hours are Monday thru Friday, 3:00 PM to 7:00 PM, during the school year. Weekend and summer activities hours will vary. The program targets youth 4 thru 19 years of age. It serves students living in neighborhoods located in the western edge of Jackson County with 47th street as our southern boundary and the river as our northern boundary. This program also serves youth from the increasing Latino Neighborhoods in the Northeast and Truman Corridor.

**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.



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

**Approach & Method**

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

<p>Provision of socially supportive pregnancy care services</p>	<p>Provide Youth with caring and trained adults, mentors, and coaches.          Provision of education and socially supportive services that will insure access to medical and social services which will assure the delivery of a healthy baby and the well being of the adolescent mother.</p>	
<p>Provision of prenatal and parenting education services</p>	<p>Provide quality youth programming that is culturally and socially sound.          Provision of education, support and opportunities that will enable eventual/future economic self-sufficiency and reduce the likelihood of future unplanned pregnancies</p>	
<p>Provision of pregnancy prevention information</p>	<p>Provide quality adequate facilities that meet national youth program standards and provide a safe environment.</p>	
<p><b>Detail specific methods you will use to achieve these objectives.</b></p>		

<p>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.</p>	<p>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.</p>	
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**Evaluation**

Describe how the success of each program will be evaluated.

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

GCI's teenage pregnancy program will evaluate both the client's progress and impact of the program services on the community. Specifically, evaluation includes the collection of demographic data, the completion of an individual assessment via treatment plans, goal attainment and process evaluation. Each participant's needs will be assessed; goal statements developed, individual objectives outlined and action steps will be identified with a completion date projected for each goal. The program has developed a client status form, which collects vital information on each client monthly. Client satisfaction data regarding services received is also collected to assist in determining needed adaptation to the program's objectives.

The Centers' youth Development Program is monitored by YouthNet of Kansas City and uses their Youth Program Standards as the basis of program evaluation. Their staff conduct on site evaluations of the program and reports on staff / participation, interaction, effectiveness of curriculum or activity, and physical impact of environment on activity and client.

**Notification**

How will your organization make clients, the taxpayers, and the media aware of the generous funding received from Jackson County? (Please attach any examples)

<p>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.</p>	<p>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.</p>	
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