

COOPERATIVE AGREEMENT

AN AGREEMENT by and between **JACKSON COUNTY, MISSOURI**, hereinafter called "the County" and **HARVESTERS – THE COMMUNITY FOOD NETWORK**, 3801 Topping Avenue, Kansas City, Missouri 64129, hereinafter called "Agency."

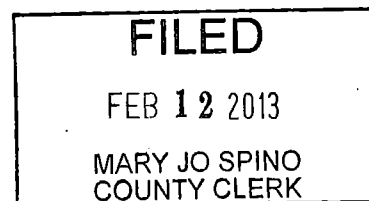
WHEREAS, the County and Agency desire to enter into an Agreement to provide funding to be used for its food distribution program; and,

WHEREAS, the County deems it to be in the best interest of its citizenry to support such programs and activities; and,

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

1. **Services.** Agency shall provide services through its food distribution program, as is more fully set out in the proposal excerpt attached hereto as Exhibit A and incorporated herein by reference.

2. **Terms of Payment.** The County agrees to pay to Agency the total amount of \$60,000.00 in quarterly installments of \$15,000.00 each, with the first payment to be made upon execution of this Agreement. The remaining payments shall be made upon the County's receipt of the reports as set forth in paragraph 3 hereof. 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, Agency shall submit a quarterly report, including cancelled checks and/or a copy of the face of the check and corresponding bank statements, invoices, and any other documents 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 last quarter's report shall include an annual report which shall summarize all of Agency's activities pursuant to this Agreement. Agency's failure to submit this annual report shall disqualify Agency from future funding by the County.

4. **Submission of Documents.** No payment shall be made under this contract unless the contracting agency shall have submitted to the 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. **Equal Opportunity.** Agency agrees and assures that no person eligible for services shall on the ground of race, color, religion, national origin, sex, handicap, veteran status, or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination for any service funded by this Agreement. Furthermore, Agency agrees and assures that it will provide equal employment opportunities to applicants and employees and will not discriminate against them on the basis of race, color, religion, national origin, sex, handicap, veteran status, or age.

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

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

8. **Conflict of Interest.** Agency 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.

9. **Severability.** If any covenant or other provision of this Agreement is

invalid or incapable of being enforced by reasons 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.

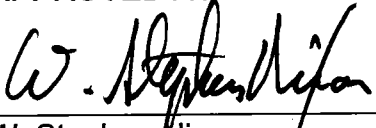
10. **Liability and Indemnification.** No party to this Agreement shall assume any liability for the acts of any other party to this Agreement, its officers, employees or agents and Agency shall indemnify, defend and hold the County harmless from any and all claims, liabilities, damages, costs (including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

11. **Term.** This Agreement shall be effective January 1, 2013, and shall terminate on December 31, 2013. This Agreement may be terminated prior to that date by either party upon written notice, delivered thirty (30) 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 by Agency as verified by the County's audit.

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


IN WITNESS WHEREOF, the parties have executed this Agreement this 12th
day of February, 2013.

APPROVED AS TO FORM:



W. Stephen Nixon
County Counselor

JACKSON COUNTY, MISSOURI

By: 

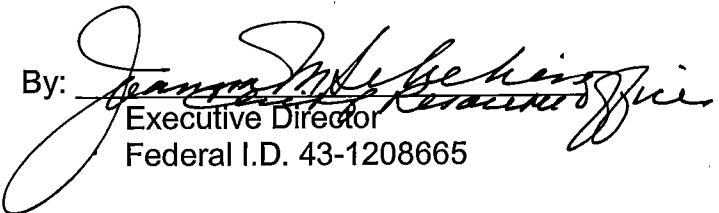
Michael D. Sanders
County Executive

ATTEST:



Mary Jo Spind
Clerk of the Legislature

HARVESTERS – THE COMMUNITY
FOOD NETWORK

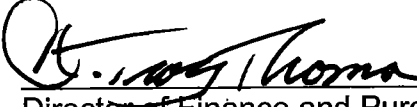
By: 

Joanna M. Behring
Executive Director
Federal I.D. 43-1208665

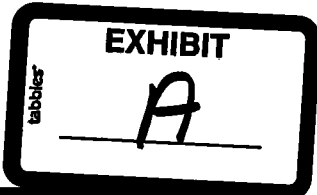
REVENUE CERTIFICATE

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 \$60,000.00 which is hereby authorized.

February 7, 2013
Date



Director of Finance and Purchasing
Account No. 002-8802-56789
8002
8002 201 3001



OUTSIDE AGENCY FUNDING REQUEST FORM 2013 BUDGET

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

Email: auditor@jacksongov.org

| | |
|---|-------------|
| Section A: Organization or Agency Information | page 1 |
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| Section C: Individual Program Budget | page 3 |
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Section A: Organization or Agency Information

Name: Harvesters - The Community Food Network

Address: 3801 Topping Avenue, Kansas City MO 64106

Phone No: 816-929-3000

Fax: 816-929-3123

Website Address: www.harvesters.org

Federal Tax ID No: 43-1208665

Fiscal Year Cycle: July 1 - June 30

Executive Director:

Karen Haren

Name and Title of Principal Contact Person:

Hannah Kovich, Grant Coordinator

Phone No: 816-929-3063

Email Address: hkovich@harvesters.org

Submittal of this request has been authorized by: Karen Haren

Date:

08/28/2012

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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 | | \$ - | 0 |
| State | TEFAP, CSFP, CACFP, SFSP, CNCS | \$ 1,320,000 | 8 |
| Jackson County | Outside Agency Program | \$ 80,000 | 0 |
| Other Counties | | \$ - | 0 |
| City | | \$ - | 0 |
| Charity/Donations | individuals, foundations, corporations, other orgs | \$ 13,432,500 | 82 |
| Fundraisers | Forks & Corks, Chef's Classic, Canstruction | \$ 437,500 | 3 |
| Other | Handling fees, other revenue and invest. income | \$ 1,030,000 | 6 |
| 2013 Total Projected Revenue | | \$ 16,300,000 | |

Agency's 2012 Revenue Information

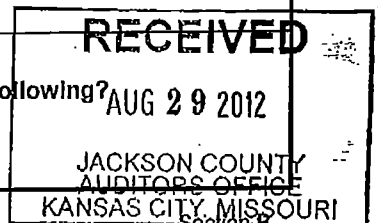
| Funding Entity | Agency's 2012 Total Revenue Source You Received Funding From | Amount | % of Total Revenue |
|---------------------------|---|----------------------|-----------------------|
| Federal | | \$ - | 0 |
| State | TANF, TEFAP, CSFP, CACFP, SFSP, CNCS | \$ 2,656,474 | 18 |
| Jackson County | Outside Agency Program | \$ 60,000 | 0 |
| Other Counties | | \$ - | 0 |
| City | | \$ - | 0 |
| Charity/Donations | individuals, foundations, corporations, other orgs | \$ 10,818,756 | 73 |
| Fundraisers | Forks & Corks, Chef's Classic, Canstruction | \$ 316,745 | 2 |
| Other (please list) | Handling fees, other revenue and invest. income | \$ 1,046,616 | 7 |
| 2012 Total Revenue | | \$ 14,898,591 | |

**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"/> | \$ 60,000 | Food Distribution |
| 2012 Total Jackson County Funding | | | \$ 60,000 | |

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 checked="" type="checkbox"/> | <input type="checkbox"/> | N/A |



Section C: 2013 REVISED Program Budget

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

Agency Name: Harvesters - The Community Food Network

Program Name: Food Distribution

| Personal Services | | | |
|--|---------------|---|---|
| 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 |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| Total Salaries | | | \$ - |
| Total Fringe Benefits | | | \$ - |
| Total Personal Services | | | \$ - |
| Contractual Services | | | |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| Total Contractual Services | | | \$ - |
| Supplies | | | |
| Food Purchases | | | \$ 60,000 |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| Total Supplies | | | \$ 60,000 |
| Total Program Request | | | \$ 60,000 |

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Section D: 2013 Program Information

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

Agency Name: Harvesters - The Community Food Network

Program Name: Food Distribution Program

Proposed Program

Detail functions to be performed by each program.

Hunger affects every aspect of a person's life, from their health, to their happiness and wellbeing, to their ability to perform at work or at school. Through our food distribution program, Harvesters provides access to adequate and nutritious food for individuals and families in their time of need. With your support, we can continue to work to lessen or remove these negative outcomes for those we serve by increasing the amount of nutritious food we distribute. This year, Harvesters plans to distribute at least 41.6 million pounds of food overall and more than 16.2 million pounds in Jackson County alone.

Harvesters' Food Distribution Program has been the core of our mission since our founding in 1979. We acquire, transport, sort, package, store, and distribute donated food and household products through our network of more than 620 agencies to help those in need of food assistance. The main way that Harvesters acquires food is through the local food industry and national food industry donors, other food banks, and the USDA as well as purchasing food items that are not available through other channels. Because we serve as a centralized food distribution center for the community, Harvesters has the ability to collect large donations from the food industry that other organizations may be unable to accept.

Increasingly, Harvesters is focusing on acquiring and distributing fresh produce. Harvesters works with corporate sponsors as well as local and national growers to make sure fresh fruits and vegetables are available to Harvesters' member agencies at our warehouse shopping floor. This year our goal is to distribute fourteen million pounds of fresh produce.

Collected food is sorted and repackaged by volunteers for distribution to agencies. Overall, volunteers served more than 170,000 hours in our last fiscal year, doing the work of 86 full-time employees.

Harvesters is a vital organization in Jackson county for individuals and families in need. Harvesters has become the community's link between an abundant food supply and people in need. The agencies in Harvesters' network include emergency food pantries, soup kitchens, shelters, day care centers and senior centers. Together we feed the weakest and most vulnerable members in our community - the sick, the elderly and the very young.

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Section D

Section D: 2013 Program Information

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Agency Name: Harvesters - The Community Food Network

Program Name: Food Distribution Program

| Participants | |
|---|-------------------------------------|
| Identify the number of participants by County that each program serves. | |
| Jackson, MO | 13,940,176 meals provided last year |
| Clay, Platte, Cass, MO | 3,977,414 meals provided last year |
| Wyandotte, Johnson, KS | 2,135,497 meals provided last year |
| Other Missouri | 2,921,498 meals provided last year |

| Target Population |
|---|
| Describe target population and demographics to be served by each program. |

Hunger does not discriminate. It touches people of every age, race, gender, and ethnic group. Statistics from the most comprehensive study of hunger ever undertaken, Hunger in America 2010, show 67% of the households Harvesters serves have incomes below the poverty level. Children represent 37% of the people we serve and seniors represent 8%. Other key local findings include:

- About 25% of households that Harvesters serves have at least one member in poor health; 31% have no health coverage; 53% report they have unpaid medical bills.
- Approximately 48% of Harvesters' emergency food recipients are African-American; 34% white; 9% Hispanic, and the remainder are from other racial or ethnic groups.
- Among all Harvesters' emergency food recipients, 80% are classified as food insecure using the U.S. government's official food security scale and 37% have very low food security.
- The families and individuals we serve are making tough decisions: 48% have had to choose between buying food and paying for their utilities and heat; 42% have had to choose between buying food and paying their rent or mortgage; 30% have had to choose between paying for food and paying for medicine or medical care.

According to the most recent Map the Meal Gap data from the national network of food banks, Feeding America, Jackson county is one of the most food insecure counties in Missouri, with more than 19% of residents experiencing food insecurity. These are the individuals, families and children that Harvesters' targets through our food distribution program.

Would you provide these services to anyone at your door? (See below)
 Is anyone denied services? (see below)
 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
- Indigent Program (Below Poverty Level)
- Senior Indigent Program

What criteria do you have for the clients you serve?

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59 %

8 %

Section D: 2013 Program Information

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Agency Name: Harvesters - The Community Food Network

Program Name: Food Distribution Program

Harvesters' main clients are the agencies in our network who then serve individuals and families. These agencies must have a charitable status, apply and go through training prior to receiving food from Harvesters. Each agency then has their own criteria for who they serve - some serve anyone that expresses a need for food, while others have maximum income requirements. The majority of the clients served through our agencies are below the poverty level, with the remainder being considered low-income.

Identify your specific geographic service delivery area for each program.

Harvesters' service delivery area includes 26 counties in Missouri and Kansas, specifically, 10 counties in Missouri and 16 counties in Kansas. However, funds received from the Jackson County, Missouri Legislature will be restricted to Jackson County, Missouri.

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.

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Section D

Section D: 2013 Program Information

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Agency Name: Harvesters - The Community Food Network

Program Name: Food Distribution Program

As mentioned above, Harvesters will restrict the funds from Jackson County to only be used to benefit Jackson County residents. As Harvesters distributes food (including purchased food) we are able to track what county that food was distributed to. On average, Harvesters distributes more than \$100,000 of purchased food to Jackson County every month. Unfortunately, the need in Jackson County continues to rise and we anticipate distributing more food than ever before in the current year.

Approach & Method

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

1. Ensure there is enough quality food to close the gap in demand for food assistance (acquire food).

2. Individuals served are no longer hungry or food insecure (distribute food).

3. The nutritional needs of low-income individuals in our region will be met (ensure equitable distribution).

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Section D

Section D: 2013 Program Information

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Program Name: Food Distribution Program

Detail specific methods you will use to achieve these objectives.

Harvesters acquires food from a variety of sources, including the food industry, food drives, other food banks and the USDA. Harvesters also purchases food that is in high demand that is not available through in-kind donations, such as fresh produce, canned fruits and vegetables and proteins. Harvesters has a nutrition index that tracks the level of nutritional value of food acquired. Harvesters' main means of distribution are through charitable agencies. Harvesters distributes food to the charitable organizations in our food distribution network through a variety of methods. These include agencies placing orders for food through our online inventory system, mobile pantries that deliver perishable foods to agencies for distribution, government commodity food box distribution, and our food rescue program, that provides food that has been prepared but not served donated from restaurants and cafeterias directly to hot meal sites. All of these methods are made possible by Harvesters' 200,000 square-foot food distribution warehouse facility and our transportation fleet. Harvesters works toward equitable distribution with our goal to improve program density to a minimum of 3 public access distribution sites per 1000 people in poverty by county.

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.

Harvesters tracks the success of our food distribution program by measuring all food and grocery products acquired and distributed by weight. As food donations are received and put into inventory, they are weighed and recorded immediately. As food is distributed, it is weighed again and recorded. This happens on a daily basis at Harvesters' food distribution warehouse. This allows Harvesters to be fully responsible for the food that is acquired and distributed through our operations, down to the pound. In our financial audit and reporting to the IRS, Harvesters is just as accountable for food distributed as donated financial resources.

Harvesters will evaluate our success based on the following performance measures: Distribute 41.6 million pounds of food and household products overall in FY2012, with a goal of 16,241,440 pounds in Jackson County, Missouri. Distribute 160 pounds per person in poverty in Jackson County, Missouri. For this outcome, Harvesters utilizes United States Census Bureau information to calculate the pounds of food Harvesters distributes per person in poverty in our service area. This is a calculation that helps us judge the effectiveness of our service by person in need.

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)

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Section D

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Program Name: Food Distribution Program

Harvesters will list the funding from Jackson County in our Annual Report that goes out to more than 75,000 individuals. Harvesters would also be happy to work with you to provide other appropriate opportunities to make the public and clients aware of the funds provided including check presentations or other opportunities.

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