

COOPERATIVE AGREEMENT

**AN AGREEMENT** by and between **JACKSON COUNTY, MISSOURI**, hereinafter called "the County" and **PALESTINE SENIOR CITIZEN ACTIVITY CENTER**, 3325 Prospect, Kansas City, MO 64128, hereinafter called "Palestine."

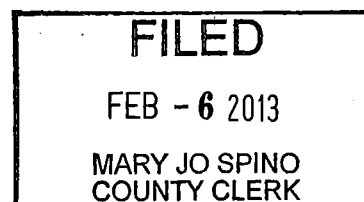
WHEREAS, the County and Palestine desire to enter into an Agreement to provide funding to be used for its Senior Citizen Activity Center nutritional meal service program; and,

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 Palestine respectively promise, covenant, and agree with each other as follows:

1. **Services.** Palestine shall provide services through its Senior Citizen Activity Center as is more fully set out in the proposal 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 \$75,000.00 in quarterly installments of \$18,750.00 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.

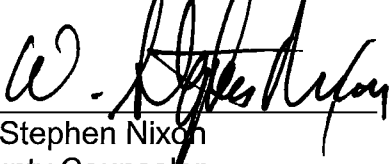
10. **Liability and Indemnification.** No party to this Agreement shall assume any liability for the acts of any other party to this Agreement, its officers, employees or agents and Agency shall indemnify, defend and hold the County harmless from any and all claims, liabilities, damages, costs (including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

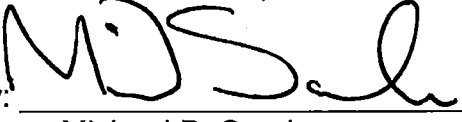
12. **Incorporation.** This Agreement incorporates the entire understanding and agreement of the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement this 6  
day of Feb., 2013.

APPROVED AS TO FORM:

  
W. Stephen Nixon  
County Counselor

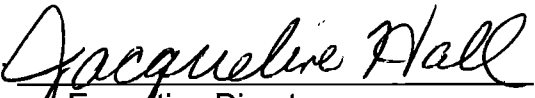
JACKSON COUNTY, MISSOURI

By:   
Michael D. Sanders  
County Executive

ATTEST:

  
Mary Jo Spirio  
Clerk of the Legislature

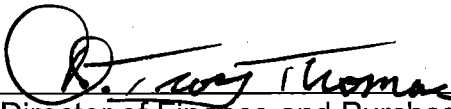
PALESTINE SENIOR CITIZEN  
ACTIVITY CENTER

By:   
Executive Director  
Federal I.D. # 43-1531200

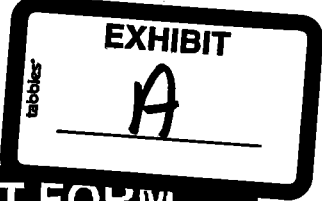
**REVENUE CERTIFICATE**

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 \$75,000.00 which is hereby authorized.

  
Date

  
Director of Finance and Purchasing  
Account No. 002-7731-56789

77312013001



# 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)

*Hand Delivered*

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AUG 27 2012  
JACKSON COUNTY  
AUDITORS OFFICE  
KANSAS CITY, MISSOURI

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## Section A: Organization or Agency Information

Name: Palestine Senior Citizens Activity Center	
Address: 3325 Prospect Ave. Kansas City, MO. 64128	
Phone No: 816-921-1963	Fax: 816-924-7586
Website Address:	
Federal Tax ID No: 43-1531200	Fiscal Year Cycle: Jan. - Dec. 2012
Executive Director:	Jacqueline Hall, Director
Name and Title of Principal Contact Person:	
Phone No: 816-921-1963	Email Address: <a href="mailto:palestinedlr2@sbcglobal.net">palestinedlr2@sbcglobal.net</a>
Submittal of this request has been authorized by:	
Date:	8/27/2012

## 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		\$ -	0
Jackson County	Food Reimbursement	\$ 75,000	34
Other Counties		\$ -	0
City	CDBG	\$ 53,000	24
Charity/Donations	Church Assistance & Member Donations	\$ 50,000	22
Fundraisers	In-House Fundraisers	\$ 2,500	1
Other	Adult Daycare Lease, Membership & City Coder	\$ 42,000	19
<b>2013 Total Projected Revenue</b>		<b>\$ 222,500</b>	

### Agency's 2012 Revenue Information

Funding Entity	Agency's 2012 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal		\$ -	0
State		\$ -	0
Jackson County	Food Reimbursement	\$ 71,000	33
Other Counties		\$ -	0
City	CDBG	\$ 51,000	24
Charity/Donations	Church Assistance & Member Donation	\$ 50,000	23
Fundraisers	In-House Fundraiser	\$ 3,000	1
Other (please list)	Adule Daycare Lease, Membership & City Coder	\$ 42,000	19
<b>2012 Total Revenue</b>		<b>\$ 217,000</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"/>	\$ 71,000	Food Reimbursement
<b>2012 Total Jackson County Funding</b>			<b>\$ 71,000</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 checked="" type="checkbox"/>	<input type="checkbox"/>	Free/purchase food items

## Section C: 2013 Program Budget

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

**Agency Name:** Palastine Senior Citizen Activity Center

**Program Name:** Supplies

<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
N/A			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Salaries			\$ -
Total Fringe Benefits			\$ -
<b>Total Personal Services</b>			<b>\$ -</b>
<b>Contractual Services</b>			
N/A	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p style="margin: 0;"><b>RECEIVED</b></p> <p style="margin: 0;">AUG 27 2012</p> <p style="margin: 0; font-size: small;">JACKSON COUNTY AUDITORS OFFICE KANSAS CITY, MISSOURI</p> </div>		\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total Contractual Services</b>			<b>\$ -</b>
<b>Supplies</b>			
FOOD REIMBURSEMENT ONLY			\$ 75,000
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total Supplies</b>			<b>\$ 75,000</b>

**Total Program Request \$ 75,000**



## Section D: 2013 Program Information

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

Agency Name: Palestine Senior Citizen Activity Center

Program Name: Supplies

### Proposed Program

Detail functions to be performed by each program.

Palestine promotes the physical emotional, social and economic well-being in all aspects of senior's daily lives, offering a comprehensive program to seniors who reside within the Kansas City Community, specifically the Urban Core Area. The current membership is over 500 seniors, ages 55 years and older. The daily attendance averages over 100 seniors, that participate in the activities at the center. Activities are diversified to meet the needs and interest of the members, with nutritional meal service being a core component. The center is surrounded by three (3) Senior Living Complexes; Palestine Gardens, Palestine North and Palestine Commons. Seniors living in these units will be utilizing the meals served at the center. The increasing food prices present a challenge in providing a nutritional meal to the senior population.

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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:** Palestine Senior Citizen Activity Center

**Program Name:** Supplies

<b>Participants</b>			
Identify the number of participants by County that each program serves.			
Jackson, MO		<b>RECEIVED</b>	1,200
Clay, Platte, Cass, MO		AUG 27 2012	
Wyandotte, Johnson, KS		JACKSON COUNTY AUDITORS OFFICE	
Other Missouri		KANSAS CITY, MISSOURI	

### Target Population

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

The Palestine Senior Citizen Activity Center was designed to respond to the needs of Jackson County Missouri seniors, ages 55 years and older by promoting their physical, emotional, social and economic well being and supporting their goal of "aging in place". The senior's that attend include guests of members, the In House Adult Daycare and seniors from the three (3) surrounding senior housing units. The number of meals served daily average range from 50 to 150. On days when there is a program, those numbers easily increase. The monthly average is approximately 3,000 meals served to seniors in the Urban Core of Kansas City's Jackson County seniors. The changing lifestyle and physical needs of an older adult population are rarely reflected in the dominant neighborhood development patterns of the region.

Would you provide these services to anyone at your door?	<b>Answer Yes or No</b>
Is anyone denied services?	<b>Answer Yes or No</b>
What level of indigents (below poverty level) do you serve?	<b>1%</b>
Please classify your program from the following types by percentage of your agency's overall service	
Senior Program	99%
Indigent Program (Below Poverty Level)	1 %
Senior Indigent Program	%

What criteria do you have for the clients you serve?  
 Individuals must be fifty-five (55) years of age and older and pay the membership fee.  
**Note:** This fee is waived for individuals that can not afford it so that may participate in the activities of the center.

## Section D: 2013 Program Information

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

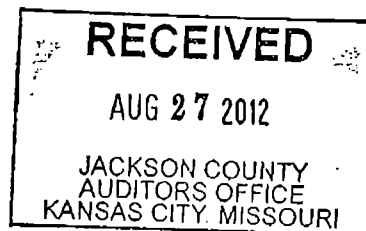
Agency Name: Palestine Senior Citizen Activity Center

Program Name: Supplies

### Service Delivery Area

Identify your specific geographic service delivery area for each program.

The majority of members that participate at Palestine Senior Citizen Activity Center live within the Urban Core. Independence Avenue to 47th Street and Van Brunt to Troost. However there are members that attend the center from all over the Jackson County area.



### 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.

Each member has completed an application that is on file in the center's office. Application information includes the member's name, address and telephone number. A membership card is issued for every member and upon entering the building they must show their card and sign in. Funds received from Jackson County are used to defray the cost of the food served. Meals are discounted for members of the center. Seniors that can not pay the reduced cost, complete a **Free Meal Application** and receive lunch at no charge on the days they come to the center. The funds help to ensure that the nutritional needs of seniors are addressed through nutritionally planned meals.

## Section D: 2013 Program Information

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

Agency Name: Palestine Senior Citizen Activity Center

Program Name: Supplies

### Approach & Method

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

1. The Center provides an affordable and nutritional lunch for seniors ages 55 years and older, that supports the basics of an adequate diet. There are also Free Meals provided upon request or when it is observed that a senior is coming to the center but not eating due to financial reasons.

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2. The Center offers a comprehensive program for seniors ages 55 years and older living in Jackson County communities, by addressing established indicators for social and healthy well-being that support the aging. Our strategies focus on delivering opportunities for diverse socialization that challenge mind and body through classes, discussion groups, physical exercise, excursions, laughter and community involvement activities, followed by lunch and stimulating conversation among friends.

3. The Center provides access to information and services that promote long-term health and well-being for seniors. Along with the daily meals, the center provides speakers on services and issues that affect the daily lives of seniors. The objective is to allow seniors to remain functional and in their homes.

Detail specific methods you will use to achieve these objectives.

For the past 20 years the Palestine Senior Citizen Activity Center has become a significant part of everyday life for its membership. The center continually works to stimulate this environment by scheduling special activities and events that reach the diverse interest of our participants. Our daily activities include the game room area, which consists of a wide-screen TV, checkers, dominoes, billiards, ping pong, a sewing room and bingo. The exercise program, health screening and day trips are scheduled throughout the week. The monthly calendar and quarterly newsletter help seniors plan their participation at the center in advance. However, many of our members come strictly for the nutritional meals. Guest presenters make presentations during the lunch period on topics geared toward senior needs and interest.

## Section D: 2013 Program Information

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

Agency Name: Palestine Senior Citizen Activity Center

Program Name: Supplies

### 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.

The Palestine Senior Citizen Activity Center members are issued a membership card. Members must show their card and sign-in upon entering the building. Sign-in sheets are used for all activities and events to measure the participation level of the members. A count of lunches served, carry-out meals, visitors and volunteers are taken daily. A yearly survey is taken for member input on existing program and future activities.

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### 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)

It is our policy that the funding records of the Palestine Senior Citizen Activity Center are open to the public. Our members are reminded often of the funding from Jackson County through podium announcements and through the quartly newsletter. A footnote has been added to our monthly calendar that states that the center receives funding from Jackson County.