

COOPERATIVE AGREEMENT

THIS AGREEMENT, made by and between **JACKSON COUNTY, MISSOURI**, a Constitutional Home Rule Charter County of the First Class of the State of Missouri, hereinafter referred to as "the County" and a Missouri not-for-profit corporation, **GUADALUPE CENTERS, INC., 1015 AVENIDA CESAR E. CHAVEZ, KANSAS CITY, MO 64108**, hereinafter referred to as "Organization".

WHEREAS, the County and Organization desire to enter into an Agreement to provide funding to be used for a youth recreation 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 Organization respectively promise, covenant, and agree with each other as follows:

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. **Services**. Organization shall provide a youth recreation program, as is more fully set out in the proposal attached hereto as Exhibit A and incorporated herein by reference. The term of this contract is January 1, 2017, through December 31, 2017, and as such, all expenditures must occur within this period. The budget Organization submitted as part of Exhibit A is considered final and non-changeable. If Organization encounters unforeseen circumstances that require a change to Organization's budget, Organization shall submit a written request to the Jackson County Legislative Auditor's no later than October 31, 2017. Any changes to the budget must be approved by the



Jackson County Legislature.

2. **Terms Of Payment.** The County agrees to pay Organization the total amount of **\$20,400.00** in quarterly installments of **\$5,100.00**, with the payment for the first quarter 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 reserves the right to audit all invoices and to reject any invoice for good cause. The County retains the right to deduct from an invoice of Organization any overpayment made by the County on a prior invoice. The County retains the right to make invoice corrections/changes. The County will not reimburse sales tax expense.

3. **Reports/Other Documentation.** Within 30 days after the conclusion of each calendar quarter under this Agreement, Organization 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 report for the first quarter shall be submitted within 30 days after the execution of this Agreement. The last quarter's report shall include an annual report which shall summarize all of Organization's activities pursuant to this Agreement. Organization's failure to submit this annual report shall disqualify Organization from future funding by the County.

Organization must notify the County in writing on Organization's letterhead, within five working days of the following changes:

- a. Organization name, address, telephone number, administration, or board of directors
- b. Organization funding that will affect the program under this contract

- c. Liability insurance coverage
- d. Management or staff responsible for providing services pursuant to this contract
- e. Any proposed or actual merger or acquisition either taken by the Organization or toward the Organization

4. **Submission of Documents.** No payment shall be made under this Agreement unless Organization shall have submitted to the County's Director of Finance and Purchasing: (1) a written proposal setting out in detail the intended use of the County's funding, including the target population to be served; (2) Organization's IRS Form 990 from the previous fiscal or calendar year; (3) a statement of Organization's total budget for its most recent fiscal year; and (4) a detailed explanation of actual expenditures of the County's funds (pertains to final payments and payments on contracts for future years). If Organization has previously received funding from the County, to be eligible for future payments, Organization must submit either an audited financial statement for Organization's most-recent fiscal or calendar year, or a certified public accountant's program audit of the County's funds. Any documents described herein which were 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 Organization is out of compliance on any other County contract, or has not paid county taxes on all properties owned by Organization and assessed by the County.

5. **Equal Opportunity.** Organization shall maintain policies of employment as follows:

A. Organization and Organization's subcontractor(s) shall not discriminate against any employee or applicant for employment because of race, religion,

color, sex, age, disability, or national origin. Organization shall take affirmative action as set forth to ensure that applicants are employed and employees are treated without regard to their race, religion, color, sex, age, disability, or national origin. Such action shall include, but not be limited, to the following: recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Organization agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of non-discrimination.

B. Organization and Organization's subcontractor(s) shall, in all solicitation or advertisements for employees placed by them or on their behalf, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, age, disability, or national origin.

6. **Employment Of Unauthorized Aliens Prohibited.** Pursuant to §285.530.1, RSMo, Organization assures that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri and/or Jackson County, and shall affirm, by sworn affidavit and provision of documentation, its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Further, Organization shall sign an affidavit, attached hereto and incorporated herein as Exhibit B, affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

7. **Audit.** The parties agree that the County may, for any reason and at any given time, examine and audit the books and records of Organization pertaining to its

finances and operations as related to County funds. Further, Organization agrees to establish and adopt such accounting standards and forms as recommended by the County prior to receipt of the County's first distribution of funds under the terms of this Agreement. The forms used to document expenditure of these funds may be changed from time to time by the County.

8. **Default.** If Organization shall default in the performance or observation of any covenant, term or condition herein contained to be performed by Organization, the County shall give Organization ten days written notice, setting forth the default. If said default shall continue and not be corrected by Organization within ten days after receipt of notice from the County, the County may, at its election, terminate this Agreement and withhold any payments not yet made to Organization. Said election shall not, in any way, limit the County's rights to sue for breach of this Agreement.

9. **Appropriation Of Funds.** Organization and the County recognize that the County intends to satisfy its financial obligation to Organization hereunder out of funds annually appropriated for that purpose by the County. County promises and covenants to make its best efforts to appropriate funds in accordance with this Agreement. In the event no funds or insufficient funds are appropriated and budgeted, or are otherwise unavailable by any means whatsoever for payment due hereunder, County shall immediately notify Organization of this occurrence and this Agreement shall terminate on the last day for which appropriations were received, without penalty or expense to the County of any kind whatsoever, except as to the portions of the payment amounts herein agreed upon for which funds shall have been appropriated and budgeted or are

otherwise available, or at any time after the last date that County has paid for the Services, if earlier.

County further agrees:

A. That any funds authorized or appropriated for services rendered under this Agreement shall be applied to the payments hereunder until all such funds are exhausted.

B. That County will use its best efforts to obtain authorization and appropriation of such funds including, without limitation, the inclusion in its annual budget, a request for adequate funds to meet its obligation under this Agreement in full.

10. **Conflict Of Interest**. Organization 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.

11. **Severability**. If any covenant or other provision of this Agreement is invalid, or incapable of being enforced by reason 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.

12. **Indemnification**. Organization shall indemnify, defend and hold the County harmless from any and all claims, liabilities, damages, and 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 Organization during the performance of this Agreement.

13. **Insurance**. Organization shall maintain the following insurance coverage during the term of this Agreement.

A. Organization shall maintain Commercial General Bodily Injury and Property Damage Liability insurance, each in a combined single limit of One Million Dollars (\$1,000,000) each occurrence for bodily injury and property damage liability.

B. Organization shall maintain, if any motor vehicles are used in the performance of the Services, Commercial General Bodily Injury and Property Damage Liability insurance, and Automobile Liability insurance including owned, non-owned, or hired vehicles, each in a combined single limit of One Million Dollars (\$1,000,000) each occurrence for bodily injury and property damage liability.

C. Organization agrees to provide the County with certificates of insurance evidencing the above described coverage prior to the start of Services, and annually thereafter, if required by the County. Such certificates shall provide that the applicable insurance policies have been endorsed to provide a minimum of thirty days advance notice to the County in the event of cancellation, non-renewal, or reduction in limits by endorsement.

14. **Term**. The term of this Agreement shall commence January 1, 2017, and shall continue until December 31, 2017, unless sooner terminated pursuant to paragraph 8, 15, or 19 hereof. If this Agreement is terminated by either party, the County shall pay only for those services actually performed by Organization as verified

by the County's audit.

15. **Termination**. This Agreement may be terminated for any reason or no reason by either of the parties upon thirty (30) days' written notice to the other party's designated fiscal representative. All services and payments shall continue through the effective date of termination. Termination of this Agreement shall not constitute a waiver of the rights or obligations which the County or Organization may be entitled to receive as provided in this Agreement, or be obligated to perform under this Agreement for services prior to the date of termination. Should this Agreement terminate, all County written materials of any kind must be delivered and returned by Organization to the County within ten (10) days of the termination of this Agreement.

16. **Standard of Care**. Organization shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily possessed and exercised by professionals operating under similar circumstances.

17. **Financial Contact**. Organization shall designate a fiscal representative to act as a liaison between the parties to resolve any problems, complaints, or special circumstances encountered in the billing of the services agreed upon here.

Fiscal Representative
Q. Troy Thomas
415 E. 12th Street, Suite 100
Kansas City, MO 64106

Guadalupe Centers, Inc.
Ricky Olivares, Youth Development Coor.
1015 Avenida Cesar E. Chavez
Kansas City, MO 64108
(816) 531-6911

18. **Compliance**. The performance of this Agreement shall be subject to review by the County. The County Compliance Review Officer shall review this contract according to his responsibilities as set out in Chapter 6 of the Jackson County Code.

Organization shall file quarterly compliance reports as required by the County Compliance Review Office. The County warrants that all books, records, accounts, and any other documents in the possession of the County relating to this Agreement are public records open for inspection in accordance with Chapter 610, RSMo.

19. **Remedies For Breach**. Organization agrees to faithfully observe and perform all of the terms, provisions, and requirements of this Agreement, and Organization's failure to do so constitutes a breach of this Agreement. In such event, Organization consents and agrees as follows:

A. The County may, without prior notice to Organization, immediately terminate this Agreement; and

B. The County shall be entitled to collect from Organization all payments made by the County to Organization for which Organization has not yet rendered services in accordance with this Agreement, and to collect the County's reasonable attorney's fees, court costs and service fees if it is necessary to bring action to recover such payments.

20. **Transfer And Assignment**. Organization shall not assign or transfer any portion or the whole of this Agreement without the prior written consent of the County.

21. **Organization Identity**. If Organization is merged or purchased by another entity, the County reserves the right to terminate this Agreement. Organization shall immediately notify the county in the event it is merged or purchases by any other entity.

22. **Confidentiality**. Organization's records concerning the identities of those participating in its programs shall be strictly confidential; the County shall be entitled to examine said records in performing its audit and review functions, but shall not disclose

said identities to any third party in any fashion.

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


IN WITNESS WHEREOF, the County and Organization have executed this Agreement this 7th day of April, 2017.

APPROVED AS TO FORM:

JACKSON COUNTY, MISSOURI



W. Stephen Nixon
County Counselor

By 


Frank White, Jr.
County Executive

ATTEST:

GUADALUPE CENTER, INC.



Mary Jo Spino
Clerk of the Legislature

By 

Title CEO / President
Federal Tax I.D. 44-0610781

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 \$20,400.00, which is hereby authorized.

April 6, 2017

Date



Chief Financial Officer
Account No. 003-7791-56789

PC 77912017001

2017 Jackson County Outside Agency Funding Proposal Guadalupe Centers Youth Recreation Program

Guadalupe Centers

1015 Avenida Cesar Chavez
Kansas City, MO 64108
(816) 421-1015
www.guadalupecenters.org
fedtaxid: 44-0610781

Guadalupe Centers
Youth Recreation Program 
Feb 24, 2017
Page 1

Fiscal Year: January to December

GuideStar: None

Mission: The mission of the Guadalupe Centers, Inc. is to improve the quality of life for individuals in the Latino communities of greater Kansas City. We will accomplish our mission by:
• Providing early childhood, elementary, secondary and adult educational programs.
• Facilitating access to health and social services for all ages.
• Promoting and providing Latino cultural enrichment events.
• Sponsoring social activities that engage our diverse communities.

Executive Director

CEO
Cris Medina
(816) 421-1015
cmedina@guadalupecenters.org

Contact Person

Youth Development Manager
Ricky Olivares
(816) 531-6911
rolivares@guadalupecenters.org

Check the Jackson County Legislative District and your At-Large District where your agency is located?

District 1: Yes

At-large District 2: Yes

**2017 Jackson County Outside Agency Funding Proposal
Guadalupe Centers
Youth Recreation Program**

Agency Revenue Information

Guadalupe Centers
Youth Recreation Program
Feb 24, 2017
Page 2

Funding Entity	Source Description	2016 Actual	2017 Projected
Federal	DESE, Headstart, MARC, CACFP	\$2,106,110	\$2,075,928
State	DESE, DFS-FAMIS, CSIPS, SFSP	\$12,926,900	\$13,399,657
Jackson County	Combat, Outside Agency	\$228,440	\$198,390
City of Kansas City	NTDF, CDBG, Health Department	\$1,536,274	\$2,010,559
Charity/Donations	United Way, Foundation, Corporation, Other	\$789,000	\$760,174
Fundraisers	Agency Special Events	\$340,000	\$700
Donations	Inter-company Rev., 3rd Party Payments, Prog. fees	\$4,585,480	\$5,090,707
		\$22,512,204	\$23,536,115

Please check if your agency has cash reserves: Yes
What is the current balance? \$1,359,535

Please check all Jackson County sources your agency received funding from in 2016:
COMBAT: Yes
Outside Agency: Yes

Please check any of the following your agency received funding or resources from in 2016:

	Goods	Services	Cash	Amount
Harvesters	Yes			\$200,000
Mid America Regional Council			Yes	\$14,680
MAAC Link		Yes		\$200,777
United Way			Yes	\$329,290

**2017 Jackson County Outside Agency Funding Proposal
Guadalupe Centers
Youth Recreation Program**

Date Program was Initiated: 2010

Guadalupe Centers
Youth Recreation Program
Feb 24, 2017
Page 3

What time period does this program run: All Year

Provide program description: Funding from Jackson County would be used to support recreational and youth development operational programming targeting youth in Western Jackson County by the Guadalupe Centers, Inc. (GCI). Specifically, funds from Jackson County would be utilized to support the operation (lease) of the Guadalupe Centers Youth Recreation building and to support Guadalupe Centers youth recreation programming. Additional funding secured by Guadalupe Centers is utilized to support part time staff who oversee and coach in the organized athletic program that consists of the following leagues; soccer, baseball, football, volleyball, and basketball. Guadalupe Centers Youth Recreation building will be also utilized for other youth activities that promote safe alternatives. Guadalupe Centers youth development staff oversee activities that take place in three gyms and also coordinate all 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 United Way. Following these standards all staff and volunteers working with youth must pass criminal background checks and child/abuse and neglect background checks. Staff must also receive training in principles of youth development and first aid. Youth facilities and youth recreation programming in the western half of Jackson County is extremely limited. Guadalupe Centers programs are among the few that receive county funds for these types of services and the agency has been expanding youth services to meet increasing needs in the Northeast and Eastside communities. Guadalupe Centers collaborates and partners with others including KCMO Parks and Recreation, Whatsoever, and Della Lamb. These partnerships are beneficial in enhancing youth services provided to underserved neighborhoods in Western Jackson County.

Describe the benefits of this program to Jackson County Missouri: Guadalupe Centers program targets youth 4 thru 20 years of age and serves those living in neighborhoods located in the western edge of Jackson County with 47th street as the Southern boundary and the river as the Northern boundary. The Guadalupe Centers program data has reflected that there is an increasing number of youth being served from Latino neighborhoods in the Northeast, Eastside, and Truman Corridor of the city. Over 800 youth and their family members are served yearly through the Guadalupe Centers programming which includes but is not limited to youth development activities. Families also benefit from the availability of other educational, social, and cultural services offered by the Guadalupe Centers.

Describe target population to be served: 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.

What are the qualifications for participants: Residency of Jackson County is a requirement for program eligibility and is determined at the initial client assessment that is performed by Guadalupe Centers Youth Development staff, and case manager. Clients must produce proof of residency (copy of school records, vaccination records, utility bill, etc.) prior to being accepted into the program. Additionally, the Guadalupe Center performs monthly programmatic and financial reports that are overseen by the Guadalupe Center Youth Development Director and shared with CEO and Guadalupe Centers Board of Directors at bi-monthly board meetings.

Check if your services are available to anyone: Yes

Do you maintain a database of participants: Yes

Number of participants from Jackson County: 800

Number of participants from Other Areas: 58

Total Number of participants: 858

Outcomes

Outcome 1: 1. Provide quality adequate facilities that meets national youth program standards and provide a safe environment.

How will outcome 1 be measured: Jackson County officials come to check out our facility once a year as they have done since we began receiving funding from Jackson County.

Outcome 2: 2. Provide quality youth programming that is culturally and socially sound.

How will outcome 2 be measured: Programming is checked by United Way Quality Matters Standards review teams.

Outcome 3: 3. Provide Youth with caring and trained adults, mentors, and coaches.

How will outcome 3 be measured: All youth workers, coaches, mentors, and volunteers are trained and have background checks before they begin to work with the youth.

Outcome 4:

How will outcome 4 be measured:

Outcome 5:

How will outcome 5 be measured:

Please classify your program from the following types of services:

Youth Services: Yes

What Jackson County Legislative Districts are served by this program:

District 4: Yes

**2017 Jackson County Outside Agency Funding Proposal
 Budget as Awarded
 Guadalupe Centers
 Youth Recreation Program**

Total 2017 Program Budget: \$20400

Guadalupe Centers
 Youth Recreation Program
 Feb 24, 2017
 Page 4

Salaries

Position/Title	Description	Amount of Salary Requested	Total Salary
Total Salaries & Fringe Benefits		\$0	

Contractual Services & Supplies

Description	Amount
Rent/Lease Westside Gymnasium	\$20,400
Total Contractual Services & Supplies	\$20,400

Program sustainable without Jackson County Funding	No
Total Cost to Run Program WITHOUT Jackson County Funding	\$120,000
Cost/Participant	\$26
JACO Funding/Total Program Cost	%

**2017 Jackson County Outside Agency Funding Proposal
Guadalupe Centers
Youth Recreation Program**

Guadalupe Centers
Youth Recreation Program
Feb 24, 2017
Page 5

Reviewed the Non-Allowable Expenses: Yes

Reviewed Executive Order 04-18 to deem your agency in compliance if funding is awarded and approved: Yes

Include the Jackson County Logo and credit Jackson County in marketing efforts and provide the Auditor's Office with copies: Yes

Certificate of Liability Insurance valued at a minimum of \$1 million per occurrence or \$2 million annual aggregate: Yes

Missouri Secretary of State Certificate of Good Standing: Yes

Missouri Secretary of State Annual Registration Report: Yes

Financial Statements (Balance Sheet, Income Statement, Cash Flow Statement): Yes

WORK AUTHORIZATION AFFIDAVIT

As a condition for any service provided to the County, a business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

Business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term "business entity" shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term "business entity" shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit.

Every such business entity shall complete the following affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. The completed affidavit must be returned as a part of the contract documentation.

This affidavit affirms that **Guadalupe Center, Inc.**, is enrolled in, and is currently participating in, E-verify or any other equivalent electronic verification of work authorization operated by the United States Department of Homeland Security under the Immigration Reform and Control Act of 1986 (IRCA); and, **Guadalupe Center, Inc.**, does not knowingly employ any person who is an unauthorized alien in conjunction with the contracted services.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Anne M Rogers
Authorized Representative's Signature
Director of Human Resources
Title

Anne M Rogers
Printed Name
4/3/17
Date

Subscribed and sworn before me this 4th day of April, 2017. I am commissioned as a notary public within the County of JACKSON, State of MO, and my commission expires on 8/3/20.

Ismael Gallegos
Signature of Notary

4/3/17
Date

ISMAEL GALLEGOS
Notary Public - Notary Seal
STATE OF MISSOURI
Jackson County
My Commission Expires Aug. 3, 2020
Commission # 12612522