

COOPERATIVE AGREEMENT

AN AGREEMENT by and between **JACKSON COUNTY, MISSOURI**, hereinafter called "the County" and **CALVARY COMMUNITY OUTREACH NETWORK**, 2940 Holmes Street, Kansas City, Missouri 64109, hereinafter called "Agency."

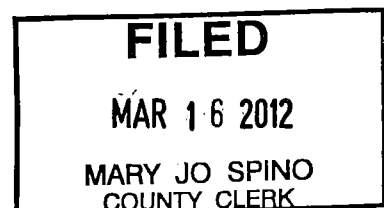
WHEREAS, the County and Agency desire to enter into an Agreement to provide funding to be used for its fitness and nutrition program; and,

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 fitness and nutrition program, 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 \$30,000.00 in quarterly installments of \$7,500.00 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.

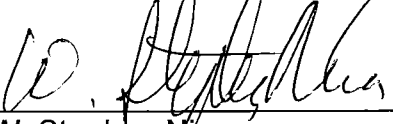
10. **Liability and Indemnification.** No party to this Agreement shall assume any liability for the acts of any other party to this Agreement, its officers, employees or agents and Agency shall indemnify, defend and hold the County harmless from any and all claims, liabilities, damages, costs (including 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, 2012, and shall terminate on December 31, 2012. 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 16th
day of March, 2012.

APPROVED AS TO FORM:



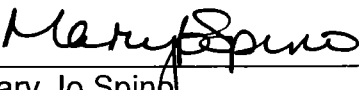
W. Stephen Nixon
County Counselor

JACKSON COUNTY, MISSOURI

By: 

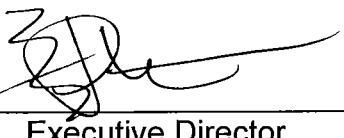
Michael D. Sanders
County Executive

ATTEST:



Mary Jo Spino
Clerk of the Legislature

CALVARY COMMUNITY OUTREACH
NETWORK

By: 

Executive Director
Federal I.D. #43-1686109

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 \$30,000.00 which is hereby authorized.

March 14, 2012
Date



Director of Finance and Purchasing
Account No. 002-7707-56789

77072012001



OUTSIDE AGENCY FUNDING REQUEST FORM 2012 BUDGET

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

Email: auditor@jacksongov.org

tabbles®
EXHIBIT
A

Section A: Organization or Agency Information	page 1
Section B: Agency's 2011 and 2012 Revenue Information	page 2
Section C: Individual Program Budget	page 3
Section D: Program Information	pages 4 - 8
Section E: Summary of Request by Program	page 9

Section A: Organization or Agency Information

Name:	Calvary Community Outreach Network		
Address:	2940 Holmes Street		
Phone No:	816-531-4683	Fax:	816-531-5297
Website Address:	www.ccon-kc.org		
Federal Tax ID No:	43-1686109	Fiscal Year Cycle:	2012
Executive Director:	Rev. Eric D. Williams		
Name and Title of Principal Contact Person:	Rev. Eric D. Williams, Executive Director		
Phone No:	816-531-4683 ext. 10	Email Address:	ctemplebaptist@kc.rr.com
Submittal of this request has been authorized by:	Eric D. Williams		
Date:	15-Sep-11		

SEP 16 2011

JACKSON COUNTY MISSOURI
Section A

Section B: Agency's 2011 and 2012 Revenue Information

Agency's 2012 Projected Revenue Information

Funding Entity	Agency's 2012 Total Projected Revenue Source You Will Request 2012 Funding From	Projected Amount	% of Total Revenue
Federal	UMKC Grant/ Region 7 support	\$ 39,000	13
State	Department of Minority Health	\$ 30,000	10
Jackson County		\$ -	0
Other Counties		\$ -	0
City		\$ -	0
Charity/Donations	Foundations, Individuals etc.	\$ 160,000	52
Fundraisers	Special Events	\$ 50,000	16
Other	Earned Income	\$ 30,000	10
2012 Total Projected Revenue		\$ 309,000	

Agency's 2011 Revenue Information

Funding Entity	Agency's 2011 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal	UMKC Grant-Region 7	\$ 39,000	13
State	Dept Minority Health	\$ 63,000	21
Jackson County		\$ -	0
Other Counties		\$ -	0
City	Kansas City	\$ 1,000	0
Charity/Donations	Foundations, individuals, etc	\$ 148,500	49
Fundraisers		\$ 30,000	10
Other (please list)	Earned Income	\$ 22,276	7
2011 Total Revenue		\$ 303,776	

**If your agency received funding from Jackson County in 2011,
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 type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
2011 Total Jackson County Funding			\$ -	

Did your agency receive funding or resources in 2011 from either of the following

Mid America Regional Council	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -
Harvesters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -

SEP 16 2011

Section D: 2012 Program Information

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

Agency Name: Calvary Community Outreach Network

Program Name: Fitness/Nutrition Program

Proposed Program

Detail functions to be performed by each program.

Calvary Community Outreach Network is spearheading a comprehensive nutrition and fitness program to prevent obesity in the community for seniors, children, and their families. Calvary will look at the community environment, physical activities of the community members, and the nutritional value of their food purchases. By using the expertise of a Fitness and Nutrition Program Coordinator, the program will challenge the community to eat right and incorporate the proper amount of exercise into their daily routines through:

- Nutrition education including low cost, healthy recipes, and portion control
- Dissemination of nutrition and exercise information
- Cooking Demonstrations
- Exercise instructions
- Scheduled group activities
- Weight monitoring
- Gardening

Certified Fitness and Nutrition Program Coordinators will teach exercises and get participants involved in activities that are both fun and easy to learn.

RECEIVED

SEP 16 2011

COMMUNITY
DEVELOPMENT

Section D

Section C: 2012 Program Budget

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

Agency Name: Calvary Community Outreach Network

Program Name: Fitness Nutrition Program

Personal Services			
For each salary request below please attach a job description or duties.			
Position / Title	Total Salary	% of Salary to be funded by Jackson Co.	Amount of Salary to be funded by Jackson County
Program Director	35,000	10%	\$ 3,500
Fitness/Nutrition Technician	31,200	50%	\$ 15,600
			\$ -
			\$ -
			\$ -
			\$ -
Total Salaries			\$ 19,100
Total Benefits			\$ -
Total Personal Services			\$ 19,100
Contractual Services			
Facility Rental			\$ 6,000
Administrative overhead	DEC 1 2 2011		\$ 3,000
<i>See 3.7.2012 Email (Attached)</i> <ul style="list-style-type: none"> Accounting fees Advertising Evaluation Consultant Office Supplies & Utilities 			\$ -
			\$ -
			\$ -
			\$ -
Total Contractual Services			\$ 9,000
Supplies			
Consumable & Athletic Supplies			\$ 1,900
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Supplies			\$ 1,900

Total Program Request \$ 30,000 Section C

*Scanned
12/20/11*

Section D: 2012 Program Information

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

Agency Name: Calvary Community Outreach Network

Program Name: Fitness/Nutrition Program

Participants	
Identify the number of participants by County that each program serves.	
Jackson, MO	700
Clay, Platte, Cass, MO	-
Wyandotte, Johnson, KS	-
Other Missouri	-

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

According to the Missouri Department of Health and Senior Services, obesity continues to rise. The obesity epidemic is one of the most important health challenges facing Missouri and the entire nation. With more than 30 medical conditions associated with obesity, it is time for a drastic change in the way people approach the food they consume and the level of exercise they participate in every day. Research shows that:

- Children are in danger of serious long-term health conditions including high cholesterol and high blood pressure, which puts them at risk for heart disease, and they are more likely to develop Type 2 diabetes. They are also more likely to suffer from hypertension, asthma, and related health problems later in life.
- Seniors suffer from multiple obese-related illnesses such as diabetes, heart disease, high cholesterol and blood pressure, and they find obesity often aggravates their arthritis. Obesity is also associated with premature death. In addition the prevalence of obesity in Missouri is higher among the following groups of adults:
 - People with an annual income of less than \$15,000
 - African-American women
 - People having less than a high school education

The Missouri Department of Health and Senior Services continues by stating that program that focus on these

Would you provide these services to anyone at your door? **Answer Yes**

Is anyone denied services? **Answer No**

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 % 15

Indigent Program (Below Poverty Level) % 70

Senior Indigent Program % 15

What criteria do you have for the clients you serve?

Clients must fill out applications that declare their fitness level or need for medical attention.

SEP 16 2011

Section D: 2012 Program Information

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

Agency Name: Calvary Community Outreach Network

Program Name: Fitness/Nutrition Program

Service Delivery Area

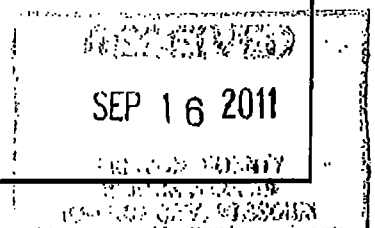
Identify your specific geographic service delivery area for each program.

Kansas City area bounded by the river (north) I 435 (East); Stateline (west) 135th (south)

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.

- 1) We capture address information for all participants and will use county funds for only Jackson County residents
- 2) We will provide a detailed report identifying the county of residence for all agency clients that are supported by these funds
- 3) We are located in Kansas City Missouri in Jackson County and since our agency was founded 98% percent of all clients are Jackson County residents



Section D

Section D: 2012 Program Information

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

Agency Name: Calvary Community Outreach Network

Program Name: Fitness/Nutrition Program

Approach & Method

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

1. Supervised Youth Fitness Program- Youth who reside in residential facilities have inadequate opportunities for fitness opportunities. The target population is generally disadvantaged and in serious need of health, nutrition and wellness programming. These children and adolescents reside in mostly single-working-parent homes with little emphasis on nutrition, physical activity and healthy lifestyles. As a result, many are obese, overweight or under-nourished.

2. The second population in the target area – seniors – generally understand the value of nutrition and the importance of exercise, but often do not have the resources to exercise. They also need easy, low-cost recipes for nutritious meals since they typically cook for only themselves and possibly a spouse. It is common for many seniors, especially those living alone, to depend on frozen dinners or quick snacks that contain little to no nutritional value. They may also acquire the habit of staying confined in their homes and consequently have few opportunities for outside activities. Seniors suffer from multiple obese-related illnesses such as diabetes, heart disease, high cholesterol and blood pressure, and they find obesity often aggravates their arthritis. Obesity is also associated with premature death.

3. Youth in After School & Summer Programming-Many parents who are raising children in this target area do not understand the importance of proper nutrition. They also do not understand the lasting effects that poor nutrition and obesity have on their children's long-term health status. Nor do they have access to resources to meet their children's need for daily exercise. Some of the children in this program are immigrants or refugees from war-torn countries. Their eating habits are poor and generally consist of foods that are high fat and calorie dense with disproportionate amounts of pre-packaged and convenience foods. Parents also rarely understand the importance of portion control, particularly with inactive children.

Detail specific methods you will use to achieve these objectives.

1. We will continue working with representatives from Jackson County Family Court to supply opportunities for individuals from the target group to utilize the Wellness Center.
2. Seniors will be recruited from area programs that provide services to older adults.
3. We will continue working with Longfellow Elementary School, Urban Youth Center and the Swope Corridor Renaissance program to serve children in this target group.

RECEIVED

SEP 16 2011

JACKSON COUNTY
DEPARTMENT OF
HEALTH SERVICES
Section D-2012

Section D: 2012 Program Information

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

Agency Name: Calvary Community Outreach Network

Program Name: Fitness/Nutrition Program

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.

1. 80% of all participants will show an increase in healthy eating and nutrition knowledge.
2. Changes in healthy eating and nutrition knowledge will be measured by the Healthy Habits pre and post assessment. Tests will be modified or read aloud to assist participants as needed.
3. 80% of Senior citizen Health Initiative Project participants will work towards a healthy body fat and water percentage levels.
4. Creation of an Exercise and Healthy Living Plan will be used to assess Seniors working towards healthier levels.

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)

With permission we will list Jackson County on our website, program brochures.

RECEIVED

SEP 16 2011

Section D



Calvary Community Outreach Network

Position: Program Director

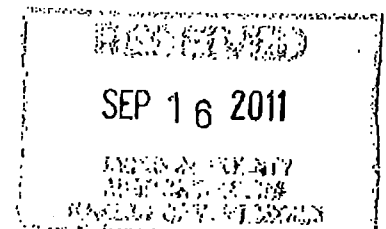
Reports to: Executive Director

Job Summary:

Plans, directs, coordinates and promotes CCON community services. Evaluates the effectiveness of programming. Supervises agency staff and volunteers. Assists in preparing budget and directs expenditure of program funds keeping detailed financial records. Interpret faith-based program services to public and maintains cooperative planning and working relationships with allied public and volunteer agencies.

Duties and Responsibilities:

- Provide input and commitment to organizational goals and mission.
- Supervises the coordination of all Wellness Center, Youth Development and HIV/AIDS prevention programs.
- Develop and implement marketing plan to attract individuals, families and groups to utilize Wellness Center services.
- Ensure that adequate staff/volunteer resources are used to staff Wellness Center activities.
- Monitor program budget, approve program expenditures, and ensure back-up receipts for expenses.
- Coordinate with various departments within the agency, church, community partners, and grant partners.
- Work collaboratively with the program's evaluation consultant to monitor and ensure that the evaluation process appropriately reflects program activities, and adheres to the state grant requirements.
- Maintains a schedule of grant report deadlines and prepares narrative and statistical program reports required by funders.
- Supervise workload and daily tasks of staff and volunteers that support program activities.
- Coordinates and oversees collaboration with local congregations, AIDS Service Organizations and community based organizations.
- Participates in fund-raising programs in the area of annual giving, major gifts, capital campaigns and planned giving.
- Assist in development of annual operating and capital budgets to the Board of Directors.
- Identify available grant monies, and participates in writing grant proposals.
- Develop, motivate and organize staff and resources. Plan and schedule work load. Select and train support staff. Review staff performance, recommend wage or salary adjustments.
- Maintain system of receipting, reporting and acknowledging all gifts.
- Administer financial development including guiding the stewardship of organization's funds through investment management and grants management.
- Serve as liaison to the community. Maintain professional affiliations and enhance professional growth.



- Plan, direct, and implement public relations program including presentations, printed materials and media relations.

III. Minimum Requirements

A. Education

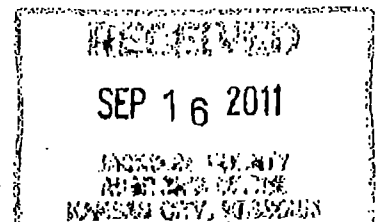
- B.S. in Human Resources, Management, or Organizational Leadership with an interdisciplinary background in social sciences. Five years experience in project management, training and supervision, recruitment and staffing desired. Demonstrated experience in working with families in urban and program settings, and experience in program management with knowledge of multi-task functions preferred.

B. Skills and Experience:

- Responsible and accountable to Board of Directors
- Effective interfacing with donors, Board members, employees and volunteers
- Varying hours and ability to travel
- Handling confidential matters
- Knowledge of resources for fundraising
- Ability to communicate effectively orally and in writing
- Working knowledge of HIV/AIDS, Fitness & Youth Development fields
- Strong organization skills
- Ability to direct staff
- Ability to exercise sound, independent judgment and resolve problems

Education

B.S. in Human Resources, Management, or Organizational Leadership with an interdisciplinary background in social sciences, business and behavioral sciences. Hold certification in HIV/AIDS Prevention. Five years experience in project management, training and supervision, recruitment and staffing desired. Demonstrated experience in working with families in urban and program settings, and experience in program management with knowledge of multi-task functions preferred.



Calvary Community Wellness Center

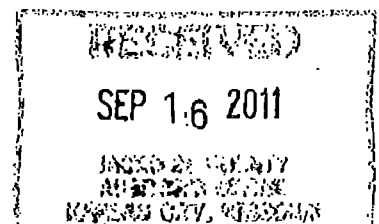
JOB TITLE: Fitness Technician

DEPARTMENT: Calvary Community Wellness Center

JOB SUMMARY: Plans, programs, develops, organizes, supervises, coordinates and evaluates comprehensive fitness services provided through the Wellness center. Responsible for overseeing the daily operations of the aerobic room and cardio/weight area.

MAJOR DUTIES:

- o Develops and implements a diversified and comprehensive fitness program to include but not limited to: personal training, specialty classes, group fitness classes, and continuing education classes. Promotes and interprets division activities, programs and policies.
- o Schedules classes, programs, facilities, special promotions, and activities.
- o Evaluates fitness area and programs through observation and direct contact with participants as well as by written surveys. Determines needs for specific programs and fitness center.
- o Coordinates and works with other divisions to incorporate system philosophy and policy to promote a rounded and comprehensive department.
- o Recruits, selects, supervises, trains and appraises part-time personnel and seasonal personnel in the division. MAINTAINS accurate payroll records. Ability to build quality part-time and seasonal staff within a short timeframe annually.
- o Assures proper equipment is available for each program. Maintains up to date inventory of equipment and supplies.
- o Evaluates and makes recommendations for the purchase of new or replacement of fitness equipment.
- o Develops comprehensive in-service training program, maintain accurate in-service training attendance records.
- o Oversees preventative maintenance contract and warranty issues. Develops comprehensive preventative maintenance manual.
- o Maintains accurate maintenance records for all fitness equipment.
- o Maintains personnel, payroll records and master files on each program activity.
- o Participates actively in professional organizations.
- o Consults and advises the community regarding fitness activities.
- o Insures the enforcement of park and recreation rules and regulations.
- o Performs those activities necessary to insure the safety of participants.
- o Prepares and reviews division budget. Determines cost effectiveness by analyzing revenues and expenditures. Determines cost effectiveness, attendance and service hours. Ensures compliance to approved budget.
- o Purchases necessary program supplies and equipment using department procedures.
- o Develops instructional or recreational curriculum. Performs teaching of programs as needed.
- o Responsible to ensure compliance with all program and facility state licensing requirements or other regulations in the operations of programs.
- o Performs all other related duties as assigned.



Calvary Community Wellness Center

Fitness Technician (cont'd.)

KNOWLEDGE REQUIRED BY THE POSITION:

- o Skills in organizing, planning and preparing materials and evaluating goals and objectives.
- o Skills in lesson planning and teaching. Skills in selecting, supervising, appraising, counseling and discharging personnel. Skills in using general office equipment. Knowledge of philosophy, methods and techniques for administering recreation and fitness programs, parks and school system properties and facilities, and budgeting and accounting procedures.
- o Ability to analyze community needs, problem solve and implement solutions, and relate to the needs of all age groups.
- o Ability to establish good working relationship with public, subordinates and supervisors. Ability to maintain self-control and composure and set a professional example for the staff and participants.
- o Ability to understand, analyze and implement ideas and concepts.
- o Bachelor's degree or equivalent in Physical Education, Fitness Wellness, Parks and Recreation Administration or a related field required.
- o Up to three years of experience in the field of recreation or other related field required.
- o Basic first aid and CPR certification required.
- o Personal Training certification required.
- o Group Exercise Instructor certification required.

