

AGREEMENT
(Housing Resources Commission)

THIS AGREEMENT, made by and between **JACKSON COUNTY, MISSOURI**, a Constitutional Home Rule Charter County of the First Class of the State of Missouri, acting by and through its **Housing Resources Commission**, hereinafter referred to as “the County” and a Missouri not-for-profit corporation, **COMMUNITY LINC, 4012-14 TROOST, KANSAS CITY, MO 64110**, hereinafter referred to as “Contractor”.

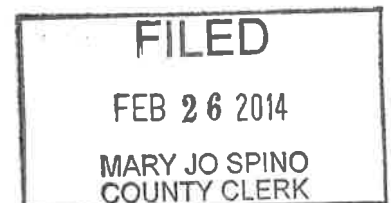
WHEREAS, on June 4, 1991, the voters of Jackson County authorized the County Legislature to impose a \$3.00 user fee on all instruments recorded with the County’s Department of Records, the proceeds of which fee is to be used to provide funds for assistance to homeless persons; and,

WHEREAS, the County actually imposed said fee by Ordinance No. 1986, dated June 10, 1991; and,

WHEREAS, by Ordinance No. 2030, dated September 3, 1991, the Legislature created the Housing Resources Commission and designated said Commission as the agency of the County responsible for determining the allocation and distribution of the proceeds of the user fee; and,

WHEREAS, the Commission has reviewed Contractor’s proposal for the expenditure of County user fee funds for the purpose of providing assistance to homeless persons in Jackson County; and,

WHEREAS, the Commission has determined that it is in the best interests of the County’s citizens to provide funding to Contractor according to the terms and conditions hereof;



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

1. **SERVICES**. Contractor shall use the proceeds of this Agreement solely for the purpose of providing assistance to homeless persons in Jackson County, Missouri. Contractor agrees to use the funds as set out on the Housing Resources Commission Funding Request Form, attached hereto as Exhibit A. 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 Housing Resources Commission no later than October 31, 2014. Any changes to the budget must be approved by the Jackson County Legislature.

2. **TERMS OF PAYMENT**. The County shall pay to Contractor a total amount not to exceed **\$10,000.00** for the purpose of providing assistance to homeless persons in Jackson County, Missouri. One quarter of this sum, or **\$2,500.00**, shall be paid to Contractor on a quarterly basis for the periods ending March 31, 2014, June 30, 2014, September 30, 2014, and December 31, 2014, upon receipt of Contractor's invoice and supporting documentation, provided that Contractor has submitted to the County the report(s) required under Paragraph 3 and Paragraph 5 hereof. Each quarter's payment will be issued after Contractor has submitted the required invoices and supporting documentation for reimbursement. 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.** Under this Agreement, Contractor shall submit appropriate reports, including copies of invoices and cancelled checks and/or a copy of the face of the check and corresponding bank statements and other documentation, as requested by the Housing Resources Commission staff to show that funds paid to Contractor by the County are being used for the purpose of providing assistance to homeless persons in Jackson County, Missouri. If the reports submitted do not satisfactorily demonstrate appropriate expenditures of County funds, payments are subject to downward adjustment to reflect the amounts actually spent on allowable services provided during the previous quarter. The final request for payment shall include a Quarterly Report and an Annual Report, which shall set out the program objectives and accomplishments, and a final reconciliation of funds. The Annual Report shall be submitted no later than January 31, 2015. Section 67.1071, R.S.Mo., specifically requires the Annual Report to include "statistics on the number of persons served by the agency, and shall include the results of an independent audit of expenditures of funds received by Contractor pursuant to this Agreement. Failure to submit said reports, including the Annual Report, shall result in the loss of 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. **MAINTENANCE OF ACCOUNTS.** The parties recognize that this funding by the County serves to improve the quality and effectiveness of homelessness programs in Jackson County, Missouri. It is, therefore, declared as the express intent of the parties that the services to be rendered hereunder shall be in addition to those deemed necessary and required to maintain the efficient and effective operation of Contractor in its normal duties, and that none of the funds paid by the County pursuant to this Agreement shall serve to reduce any funds budgeted, or to be budgeted, by Contractor for operations as they exist at the time of this Agreement. Contractor shall not commingle the County's funds and shall keep funds received under this Agreement separate from all other Contractor funds and accounts until expended as herein provided.

5. **SUBMISSION OF DOCUMENTS.** No payment shall be made under this Agreement unless Contractor 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) Contractor's IRS Form 990 from the previous fiscal or calendar year; (3) a statement of Contractor'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 Contractor has previously received funding from the County, to be eligible for future payments, Contractor must submit either an audited financial statement for Contractor's most-recent fiscal or calendar year by March 31 of the following year, or a certified public accountant's program audit of the County's funds by January 31 of the following year. 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 Contractor is out of compliance on any other County contract, or has not paid county taxes on all properties owned by Contractor and assessed by the County.

6. **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.

7. **EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED.** Pursuant to §285.530.1, RSMo, Contractor 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, Contractor 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.

8. **AUDIT.** The parties agree that the County may, for any reason and at any given time, examine and audit the books and records of Contractor pertaining to its finances and operations. Further, Contractor 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.

9. **DEFAULT.** If Contractor shall default in the performance or observation of any covenant, term or condition herein contained to be performed by Contractor, the County shall give Contractor ten days written notice, setting forth the default. If said default shall continue and not be corrected by Contractor 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 Contractor. Said election shall not, in any way, limit the County's rights to sue for breach of this Agreement.

10. **APPROPRIATION OF FUNDS.** Contractor and the County recognize that the County intends to satisfy its financial obligation to Contractor 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 Contractor 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.

11. **CONFLICT OF INTEREST.** Contractor 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.

12. **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.

13. **INDEMNIFICATION**. Contractor 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 Contractor during the performance of this Agreement.

14. **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.

15. **TERM.** The term of this Agreement shall commence January 1, 2014, and shall continue until December 31, 2014, unless sooner terminated pursuant to paragraph 9, 16, or 20 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.

16. **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.

17. **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.

18. **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
Troy Thomas
415 E. 12th Street, Suite 100
Kansas City, MO 64106

Community LINC
Teresa McClain
Associate Executive Director
4012-14 Troost
Kansas City, MO 64110
(816) 531-4416

19. **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.

20. **REMEDIES FOR BREACH.** Contractor agrees to faithfully observe and perform all of the terms, provisions, and requirements of this Agreement, and Contractor's failure to do so constitutes a breach of this Agreement. In such event, Contractor consents and agrees as follows:

- A. The County may, without prior notice to Contractor, immediately terminate this Agreement; and
- B. The County shall be entitled to collect from Contractor all payments made by the County to Contractor for which Contractor 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.

21. **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.

22. **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.

23. **CONFIDENTIALITY.** Contractor'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.

24. **INFORMATIONAL REPORTING.** A representative of Contractor shall attend meetings of the County Legislature and the Housing Resources Commission when so requested by either of the above-referenced entities. The representative shall be prepared to answer any questions concerning payments made pursuant to this Agreement.

25. **SURPLUS FUNDS.** Any surplus funds not spent at the end of this Agreement term shall be returned to the County by the fifteenth of the month following the termination of this Agreement. These funds shall not be subject to reappropriation. The term "surplus funds" refers only to those funds that have not been committed for costs or purposes by purchase order, contract, or other formal documentation within the Agreement term.

26. **PERFORMANCE REVIEW.** The performance of this Agreement shall be subject to review by the County or its designated agent. The County's Housing Resources Commission Director shall review the performance of this Agreement according to his/her responsibilities. Contractor agrees to file all required forms with the Housing Resources Commission Director. The Housing Resources Commission may provide to Contractor a list identifying specific areas funded by the proceeds of this Agreement to be reviewed or audited. The Housing Resources Commission and Contractor shall agree on the definition and scope of a review audit of each specific area identified. Contractor shall conduct internal review of each specific area identified and shall provide its findings to the Commission. The parties recognize that all books, records, accounts, and any other documents in the possession of the County relative to the funding of this Agreement, are public records and open for inspection and photocopying in accordance with Chapter 610, R.S.Mo.

27. **DISCONTINUANCE OF PROGRAM.** In the event Contractor should elect to discontinue this program, or file for bankruptcy, or participate in a reorganization, or go out of existence, or should a court of competent jurisdiction render a final decision in any way invalidating this Agreement or its purposes, Contractor shall remit any proceeds of this Agreement as are unexpended to the County.

28. **COMPLIANCE WITH RFP.** At all times in connection with the performance of its services hereunder, Contractor agrees to comply with and abide by the General Conditions, Specifications, and Guidelines contained in the County's RFP No. 49-13. Failure to comply with the terms of the RFP shall be a breach, remediable under

Paragraph 20 hereof. In the event of a conflict between any provision of this Agreement and a provision of the County's RFP No. 49-13, the provision of this Agreement shall govern.

29. **INCORPORATION.** This Agreement incorporates the entire understanding and agreement of the parties.

IN WITNESS WHEREOF, the County and Contractor have executed this Agreement this 26th day of February, 2014.

APPROVED AS TO FORM:

JACKSON COUNTY, MISSOURI

W. Stephen Nixon
W. Stephen Nixon
County Counselor

By Michael D. Sanders
Michael D. Sanders
County Executive

ATTEST:

COMMUNITY LINC

Mary Jo Spino
Mary Jo Spino
Clerk of the Legislature

By Jeremy McLean
Title Associate Executive Director
Federal Tax I.D. 43-1795790

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 \$10,000.00, which is hereby authorized.

February 25, 2014
Date

Thomas
Director of Finance and Purchasing
Account #043-7001-56789

70012014004



**HOUSING RESOURCES COMMISSION FUNDING REQUEST FORM
2014 BUDGET**

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

Email: hrc@jacksongov.org

OCT 03 2013

JACKSON COUNTY
AUDITORS OFFICE
KANSAS CITY, MISSOURI

Section A: Organization or Agency Information page 1
 Section B: Agency's 2013 and 2014 Revenue Information page 2
 Section C: Individual Program Budget page 3
 Section D: Program Information pages 4 -10

Section A: Organization or Agency Information

Name: Community LINC

Full Address- City, State & Zip Code: 4012-14 Troost, Kansas City, MO 64110

Phone No: 816-531-3727 Fax: 816-531-4419

Website Address: www.communitylinc.org

Federal Tax ID No: 431506591 Fiscal Year Cycle: 1/1 - 12/31

Executive Director: Laura Gray

Name and Title of Principal Contact Person: Teresa McClain, Associate Executive Director

Phone No: 816-595-5553 Email Address: tmccclain@communitylinc.org

Major Program Activity (ies) - Check Only Those Activities For Which You Are Requesting Funding:

- Personal Services (Case Manager)
 Bednights Emergency Shelter Transitional Living
 Mortgage/Rent Assistance Utilities Other - Food/Clothing, ETC
*must be approved by board

Submission of this request has been authorized by: Teresa McClain, Associate Executive Director

Date: 10/2/2013

Section B: Agency's 2013 and 2014 Revenue Information

Agency's 2014 Projected Revenue Information			
Funding Entity	Agency's 2014 Total Projected Revenue Source You Will Request 2014 Funding From	Projected Amount	% of Total Revenue
Federal	HUD I	\$ 110,058	6
State	Children's Trust Fund, Other Government Contracts	\$ 251,749	13
Jackson County	Housing Resources Commission	\$ 16,000	1
Other Counties		\$ -	0
City	HUD II, City of KCMO --ESG	\$ 252,893	13
Charity/Donations	Congregations, Corporate, Foundations, Individuals, Misc.	\$ 639,200	34
Fundraisers	Rent Party	\$ 600,000	31
Other	United Way, interest income, contract income	\$ 35,800	2
2014 Total Projected Revenue		\$ 1,905,700	

Agency's 2013 Revenue Information			
Funding Entity	Agency's 2013 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal	HUD I	\$ 110,058	7
State	Government Contracts	\$ 17,500	1
Jackson County	Housing Resources Commission	\$ 12,000	1
Other Counties		\$ -	0
City	HUD II, City of KCMO -- ESG	\$ 219,893	13
Charity/Donations	Congregations, Corporate, Foundations, Individuals, Misc.	\$ 623,580	37
Fundraisers	Rent Party	\$ 515,000	31
Other (please list)	United Way, funds released from restriction, contract income	\$ 189,469	11
2013 Total Revenue		\$ 1,687,500	

If your agency received funding from Jackson County in 2013, please identify the funding source, dollar amount and program name below.

Jackson County Funding Source	Yes	No	Amount	Program Name
COMBAT	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Mental Health Levy	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Board of Services for Developmentally Disabled	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Domestic Violence Board	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Housing Resources Commission	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 12,000	Interim Housing
Outside Agency Program	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
2013 Total Jackson County Funding			\$ 12,000	

Section C: 2014 Budget

Agency:

PERSONAL SERVICES

For each salary request below please attach a job description of duties

Position / Title (Case Managers Only)	Annual Salary	% of Salary to be funded by Jackson Co HRC	Amount of Salary to be funded by Jackson Co HRC
			\$ -
			\$ -
			\$ -
			\$ -
Fringe Benefits (limited to 20% of salaries)			\$ -

Total Personal Services \$ -

SHELTER ASSISTANCE - Bednights, Emergency Shelter, Transitional Living

Maximum \$50 Per Individual / \$100 Per Family (Total \$300 Individual / \$500 Family)

Type: Bednights, Emergency Shelter, or Transitional Living	Unit Cost	Number of Units	Total Item Cost	2014 Jackson County HRC Request	Matching Funds	Total Item Cost
Bednights	467	284	132,628	10,000	122,628	132,628
			-			
			-			

Total Shelter Assistance \$ 10,000

MORTGAGE / RENTAL ASSISTANCE

Client must provide statement of arrears or foreclosure from landlord (on letterhead) to qualify

Type: Mortgage or Rent	Unit Cost	Number of Units	Total Item Cost	2014 Jackson County HRC Request	Matching Funds	Total Item Cost
			-			
			-			

Total Mortgage / Rental Assistance \$ -

UTILITIES

Client must provide statement of arrears on utility company letterhead to qualify

	\$300 Maximum Per Client	Number of Units	Total Item Cost	2014 Jackson County HRC Request	Matching Funds	Total Item Cost
			-			
			-			

Total Utilities \$ -

OTHER (Food, Clothing, Etc*.)

*Must provide statement of explanation on letterhead-subject to HRC Board approval

Maximum of \$50 Per Individual / \$100 Per Family Per Year

Type: Please Describe	Unit Cost	Number of Units	Total Item Cost	2014 Jackson County HRC Request	Matching Funds	Total Item Cost
			-			
			-			

Total Other \$ -

TOTAL 2014 JACKSON COUNTY HRC REQUEST \$ 10,000

Section D: 2014 Program Information

Agency Name: Community LINC

Program Name: Interim Housing Program

Agency History / Background

Briefly describe your agency's history and background.

Community LINC was conceived in May 1986 when a group of citizens from two local churches began meeting to discuss ways to break the cycle of poverty and homelessness. Modeling the organization on Hillcrest Ministries, a transitional housing program in Liberty, Missouri, their goal was to create independent and self-sufficient families.

In 1987, the first governing body was established and the name LINC (Living in New Community) was adopted. In 1988, LINC was granted 501(c)(3) nonprofit status and registered in the State of Missouri. The program's first official home was a six-plex apartment building at 32nd and Warwick, with four units available for homeless families. In September 1991, HUD approved relocation to three six-plex apartment buildings at 4012-14, 4016-18 and 4028-30 Troost Avenue at no cost. The word "Community" was added to the organization's name to distinguish it from the Local Investment Commission, known as LINC.

In September 2000, Community LINC purchased the vacant lot at 4032 Troost through the Jackson County Land Trust and Habitat for Humanity. That same year in December, additional buildings at 4008-10 and 4020-22 Troost were purchased through a grant from the UPS Foundation with matching funds from the Daughters of Charity. A year later, 4034-36 Troost was purchased with support from the Louetta M. Cowden Foundation. A grant from Humana enabled Community LINC to build a playground for children on the property.

The mission of Community LINC is to end homelessness, impact poverty, and remove barriers to self-sufficiency for the families we serve. Our vision is to help eradicate homelessness in the Kansas City community. For nearly 25 years, Community LINC has worked in the urban core of Kansas City – providing transitional housing and practical, applicable programming that equips homeless families to create stability in their lives. All of our programs empower homeless and at-risk families to rebuild their lives, strengthening both the family and the greater Kansas City community.

Section D: 2014 Program Information

Agency Name: Community LINC

Program Name: Interim Housing Program

Community LINC provides onsite programming that includes supportive housing, family coaching, mental wellness counseling, life skills and healthy lifestyles training, personal budgeting/saving, employment services, housing coordination, and children's programs. Program participants must come directly to us from homelessness and have children living in the home. While with us, clients retire debt, save money, settle outstanding judgments and claims, find employment, and prepare for economic independence through permanent housing and sound financial judgment.

Community LINC graduates are tracked after they leave the program through Mid America Assistance Coalition's Client Track System. The Client Track System is utilized by 95% of the social service providers in the greater Kansas City area to prevent duplication of services. Our success rate is one of the best indicators of our program's effectiveness. Most recent results show that 90% of the residents who left for their own homes since 2009 have not become homeless again. Additional program results demonstrate the success we have with clients in a number of areas:

- In 2011, residents paid down a total of \$28K in debt.
- Since 2007, 82% of residents who left Community LINC remained in permanent housing for up to five years.
- The cumulative economic impact for the metropolitan area over the last 5 years totals more than \$820,000 in combined taxable income and decreased public assistance.

Section D: 2014 Program Information

Agency Name: Community LINC

Program Name: Interim Housing Program

Proposed Program

Detail functions to be performed by each program.

Because we are mission-driven, we have studied national research around housing models and are constantly adapting our programs to best serve Kansas City's homeless and at-risk families. In 2011, we completed a strategic plan which included the decision to design and develop two new program models. One of those models is the Interim Housing program, a Housing First model. The Housing First methodology has proven to be a practical means to ending and preventing family homelessness with permanent housing placement rates of 83% or more.

Our program has two primary components:

1.) Onsite Housing and Supportive Services last 120 days. During the screening process, applicants attend an initial interview where they are screened by staff, tested for substance abuse, and required to complete "homework", which may include obtaining photo identification, birth certificates, social security cards, and/or applying for WIC. Once complete, applicants attend a second interview and receive a mental wellness assessment.

Once in the program, participants take the Arizona Self-Sufficiency Assessment, which measures progress in nineteen life domains, including income, employment, housing, life skills, and mental wellness. The Housing Specialist meets with families in the first week to identify the type of home they need, ideal location, and affordability, as well as any financial barriers to permanent housing, including bad credit, landlord judgments, and past due utility bills.

Service delivery for the adults includes weekly meetings and classes on the following: Family Coaching, Housing Coordination, Life Skills, Healthy Lifestyles, Personal Budgeting/Saving, Emotional Wellness, and Employment Services. Service delivery for the children includes weekly classes on Life Skills, as well as academic programming, tutoring, and therapy. We also offer limited medical care and routine screenings for children and teens at our onsite wellness clinic and opportunities for physical activity at our indoor and outdoor activity spaces.

Just prior to leaving Community LINC, clients meet with Case Managers to ensure they understand next steps and secure wraparound services, such as food stamps, childcare, TANF, mental health care, etc. The Arizona Self-Sufficiency Post-Assessment is also completed.

Section D: 2014 Program Information

Agency Name: Community LINC

Program Name: Interim Housing Program

2.) In-Home Aftercare Services last nine months and begins with weekly meetings with Case Managers in clients' homes. The objective of Aftercare is to ensure each family can sustain housing. Lack of support during this crucial period often results in recurrent homelessness. Community LINC employs the Critical Time Intervention (CTI) case management model, which involves focused, time-limited assistance for homeless individuals during their critical transition to community living. After three months, meetings move to bi-weekly. Community resources are identified and encouraged, and ongoing advocacy provided. Finally, during Transfer of Care, meetings move to monthly. Clients are expected to use the support network established throughout the entire program.

Section D: 2014 Program Information

Agency Name: Community LINC

Program Name: Interim Housing Program

Participants	
Identify the number of participants by County that each program serves.	
Jackson, MO	275
Clay, Platte, Cass, MO	
Wyandotte, Johnson, KS	
Other Missouri	

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

Our target population is homeless families in Kansas City. All Community LINC participants live below the federal poverty level. In 2012, 75% of our clients were African-American; 13% were Caucasian; and 12% represented other mixed ethnicities. We served the following age groups: Ages (Children & Adults)

Number	%
Ages 0-5	40 30.5%
Ages 6-10	45 34.4%
Ages 11-13	24 18.3%
Ages 14-18	22 16.8%
Ages 21-30	32 45.1%
Ages 31-40	27 38.0%
Ages 41-50	12 16.9%

The following information shows the household composition served in 2012:

Composition	Number	%	Household
Single-parent male head of hh	3	5%	
Single-parent female head of hh	41	71%	
Two-parent household	14	24%	

Section D: 2014 Program Information

Agency Name: Community LINC

Program Name: Interim Housing Program

Service Delivery Area

Identify your specific geographic service delivery area for each program.

Community LINC is located at 40th and Troost in Kansas City, Missouri - in the 64110 zip code. We are located in the Green Impact Zone within the Midtown/Plaza Neighborhood Strategy Area. One hundred percent of our clients live within Kansas City, Missouri while enrolled in our program and receiving services.

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.

Section D: 2014 Program Information

Agency Name: Community LINC

Program Name: Interim Housing Program

Approach & Method

List the top three (3) objectives for each program

1. Program participants will move to permanent housing within 120 days of program entry. First and foremost, our unemployed adult residents must secure employment before moving to permanent housing. We provide job search support for residents by teaching them to navigate the job search path that will help them secure employment. Our full-time Employment Coach assists clients in a very hands-on manner in locating and securing jobs. From developing a resume, to finding interview clothing, to conducting job searches on the internet and preparing for the interview, our job coach partners with each client every step of the way.

2. Program participants will decrease or remove barriers to self-sufficiency. Financial education, budgeting, and saving is key to decreasing or removing barriers. Because most clients have no experience with budgeting, they have the opportunity to be assigned a volunteer budget counselor who helps them establish a workable plan to achieve their goals, starting with debt reduction. Many of our clients find budgeting to be the hardest part of the program - and the part for which they are ultimately most grateful. Residents are required to save 50% of their income to pay down debt and save for permanent housing. Each client also has the opportunity to meet with our Housing Coordinator who assists clients with identifying financial barriers, such as utility and landlord judgments, and provides resources and support to remove those barriers.

3. Program participants will remain permanently housed. Life Skills and Healthy Lifestyles classes play a major role in reassuring participants that they will be able to manage a household and family once they leave the program. Healthy Lifestyles classes for adults are offered on our campus on Thursday evenings. Classes are led by our Mental Wellness Department. From healthy eating and meal preparation, to safe sex and domestic violence, no topic is off limits. Life Skills classes for adults and teens are offered on our campus on Tuesday evenings. Classes cover such topics as effective parenting, time management, conflict resolution, housekeeping, personal hygiene, managing home utilities, life insurance, car maintenance, job retention, and budgeting. In other words, topics cover the vast array of challenges faced in living day-to-day.

Detail specific methods you will use to achieve these objectives

- Employment Services: Community LINC's Employment Services Center is staffed and open 40 hrs/week. Our full-time Employment Coach assists clients with developing a resume, finding interview clothing, conducting job searches on the internet, and preparing for the interview.
- Family Coaching: Each family is assigned a coach whose primary role is to assist in identifying and realizing short- and long-term goals. While all adults are coached to solve their own problems, Community LINC guides clients through the process of navigating mainstream resources.
- Life Skills and Healthy Lifestyles Training: Classes are held twice weekly and cover such topics as effective parenting, time management, conflict resolution, housekeeping, managing home utilities, life insurance, job retention, healthy eating, meal preparation, safe sex, and domestic violence.
- Financial Education and Budgeting: One-on-one sessions with volunteer budgeters teach financial management through budgeting and saving. Budgets and bank statements are reviewed in great detail, so they begin to understand exactly how much money is coming in and where it is going. Clients are required to save 50% of their income to pay down debt and save for permanent housing.
- Mental Wellness Counseling: Discussed in more detail in the Mental Health section.

Section D: 2014 Program Information

Agency Name: Community LINC

Program Name: Interim Housing Program

Mental Health

How does your agency deal with mental health due to homelessness?

Community LINC's Mental Wellness Department is a critical reason why Community LINC residents are more likely to leave the program for permanent housing than any other transitional housing program in the metro area. By the time we partner with residents, whatever reservoirs of resilience they may possess have been severely damaged, if not broken. Many of our clients have lived transient lifestyles since childhood, with no role models for healthy relationships, holding a job, managing money, or parenting children. Our counselors help residents break through the barriers to self-sufficiency, many of which arise from profound trauma. Community LINC's masters-level trained therapists use and adapt eight basic modalities in counseling adults, children, and groups: 1.) Crisis Intervention – To clarify what happened after a traumatic event, decrease the use of destructive coping skills, and develop positive new ones. 2.) Cognitive Behavioral Therapy – To teach clients to identify and change irrational or dysfunctional thoughts that are causing negative emotions or reactions. 3.) Client-Centered Therapy – To establish a warm, safe environment for the client, with the therapist providing genuine empathy. 4.) Creative Therapies – To promote self-awareness, aid communication, and facilitate change through art, drama, drawing, computer games, etc. 5.) Solution-Focused Therapy – To assist the client via interactive counseling to set their own goals based on their strengths. 6.) Relaxation/Meditation Techniques – To provide the client with techniques that facilitate resilience, including guided imagery, breathing exercises, and reframing experiences. 7.) Psycho-Education – To teach the client about the impact of trauma, common disorders associated with trauma, and ways to cope with symptoms. 8.) Feminist Theory – To focus on power disparities in relationships.

What programs does your agency have in place or utilize to address mental health issues for the homeless population?

Families receive individual mental wellness assessments by our Mental Wellness Director and contract therapists. Assessments are done using an OQ assessment tool. The primary tool for evaluating and measuring the therapeutic progress of our adult clients is the OQ@ 45. Through the OQ tool, critical items can be identified, such as symptom distress, interpersonal relations, and social roles. Identification of these items guides the therapist to target specific concerns that involve the development of coping skills, skills that are necessary in facilitating and maintaining self-sufficiency. The primary tool for evaluating and measuring the therapeutic progress of our children is the Y-OQ@ 30.2. Through our years of service and based on well-documented research, we know that homeless children suffer many repercussions from the homeless experience, including low self-esteem, anger management issues, depression, anxiety, acting out, and poor school performance. Studies by the National Center on Family Homelessness show that 83% of homeless children have been exposed to at least one serious violent event and nearly 25% have witnessed violence within their families. Children who have experienced homelessness have significant difficulty socializing, are more likely to suffer from mental and health problems, and are less likely to stay in school. And so, the cycle continues. Community LINC ensures that children have access to the basic services all children need to become self-sufficient adults. Our program provides each child with an initial mental wellness assessment, an individualized wellness plan, group therapy sessions, and personalized individual sessions. This treatment protocol helps the children overcome issues they have faced and helps them develop the long-term tools necessary to ultimately live productive adult lives.

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 **Community LINC**, 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, **Community LINC**, 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.)

Terrisa Mcclain
Authorized Representative's Signature
Associate Executive Director
Title

Terrisa Mcclain
Printed Name
2-20-14
Date

Subscribed and sworn before me this 20th day of February, 2014. I am commissioned as a notary public within the County of Cass, State of Missouri and my commission expires on Dec. 6, 2017.

[Signature]
Signature of Notary

2-20-14
Date

