

COOPERATIVE AGREEMENT

AN AGREEMENT by and between Jackson County, Missouri, hereinafter called "County" and the **UNIVERSITY OF MISSOURI EXTENSION COUNCIL OF JACKSON COUNTY**, 1106 W. Main Street, Blue Springs, MO 64015, a Missouri not-for-profit organization, hereinafter called "Council," to assist in providing various costs to support extension staff in programs and services for citizens of Jackson County, at a cost to the County not to exceed \$215,980.00

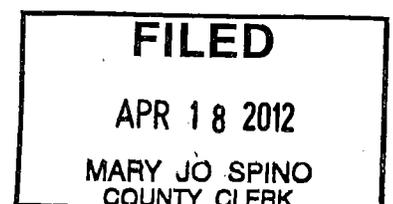
WHEREAS, the County recognizes its statutory obligations to the extension program under Section 262.597, et seq., RSMo 2000; and,

WHEREAS, the County will assist the Council in providing salaries, office facilities, telephone, postage, travel, equipment, printing, and supplies to support the Council's staff in programs and services for citizens of the County;

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

1. **Services Provided.** Council agrees to provide office manager and secretarial salaries, office facilities, telephone, postage, travel, equipment, printing, and supplies to support extension programs and services for citizens of Jackson County, in accordance with the proposal and budget attached hereto as Exhibit A.

2. **Terms of Payment.** The County agrees to pay to Council the amount of \$215,980.00, in quarterly installments of \$53,995.00 each. The first payment shall be made upon execution of this Agreement. The remaining payments shall be made upon



the County's receipt of the reports required under paragraph 3, below. 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, the Council shall submit a quarterly report, including cancelled checks and/or a copy of the face of the check and corresponding bank statements, invoices, and other documentation as 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 conclusion of the first quarter, or within 30 after the execution of this Agreement, whichever comes later. The last quarter's report shall include an annual report which shall summarize all of the Council's activities pursuant to this Agreement. The Council's failure to submit this annual report shall disqualify the Council from future funding from the County.

4. **Submission of Documents.** No payment shall be made under this contract unless the contracting agency 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) 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. **Audit.** The County further reserves the right to examine and audit, during reasonable office hours, the books and records of the Council pertaining to the finances and operations of the Council.

6. **Default.** If the Council shall default in the performance or observation of any term or condition of this Agreement, the County shall give the Council written notice setting forth the default and the correction required. If said default shall continue by the Council, and not be corrected within 10 days of the receipt of the notice, the County may at its election terminate the contract and withhold any payments not yet made to the Council. Said election shall not in any way limit the County's rights to seek legal redress.

7. **Conflict of Interest.** The Council 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 contract.

8. **Term.** This Agreement shall be effective January 1, 2012, and shall terminate on December 31, 2012.

9. **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 Council 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 Council during the performance of this Agreement.

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

IN WITNESS WHEREOF, the parties have executed this Agreement this 18th day of April, 2012.

APPROVED AS TO FORM:

By:

W. Stephen Nixon
W. Stephen Nixon
County Counselor

JACKSON COUNTY, MISSOURI

By:

Michael D. Sanders
Michael D. Sanders,
County Executive

ATTEST:

UNIVERSITY OF MISSOURI EXTENSION
COUNCIL OF JACKSON COUNTY

Mary Jo Spino
Mary Jo Spino
Clerk of the Legislature

By:

Carol Kelly
Carol Kelly
Chairman, Extension Council
Fed. I.D. # 44-0602985

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 \$215,980.00 which is hereby authorized.

April 17, 2012
Date


Director of Finance and Purchasing
Account No. 002-8001-56789 - \$ 78,978
003-8001-56789 - \$137,002
8001 2012001



tabbles
EXHIBIT
A

OUTSIDE AGENCY FUNDING REQUEST FORM 2012 BUDGET

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

Email: auditor@jacksongov.org

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:	University of Missouri Extension/ Jackson County	
Address:	1106 West Main Street, Blue Springs, MO 64015	
Phone No:	816-252-5051	Fax: 816-252-5575
Website Address:	http://extension.missouri.edu/jackson	
Federal Tax ID No:	44-0602985	Fiscal Year Cycle: FY2012
Executive Director:	Cynthia Zluticky, County Program Director	
Name and Title of Principal Contact Person:		
Phone No:	816-252-5051	Email Address: zlutickyc@missouri.edu
Submittal of this request has been authorized by:	Univ. of Missouri Extension Council of Jackson Co.	
Pat Farrell, Chair	Date:	9/13/2012

SEP 16 2011
JACKSON COUNTY
AUDITOR'S OFFICE
Section A only

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	Family Nutrition Education Program- Goes to MU	\$ 880,000	35
State	University of Missouri Salaries - Stays at MU	\$ 928,760	37
Jackson County		\$ 215,980	9
Other Counties		\$ -	0
City		\$ -	0
Charity/Donations	Grants & Donations to Extension Council	\$ 137,000	5
Fundraisers		\$ -	0
Other	Local Investment Commission Contract to MU	\$ 363,339	14
2012 Total Projected Revenue		\$ 2,525,079	

Agency's 2011 Revenue Information

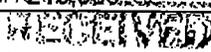
Funding Entity	Agency's 2011 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal	Family Nutrition Education Program - Goes to MU	\$ 876,576	34
State	University of Missouri Salaries - Stays at MU	\$ 999,112	38
Jackson County		\$ 210,988	8
Other Counties		\$ -	0
City		\$ -	0
Charity/Donations	Grants & Donations	\$ 140,997	5
Fundraisers		\$ -	0
Other (please list)	Local Investment Commission Contract to MU	\$ 381,495	15
2011 Total Revenue		\$ 2,609,168	

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 checked="" type="checkbox"/>	<input type="checkbox"/>	\$ -	MU Extension Program
2011 Total Jackson County Funding			\$ -	210,988

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"/>	\$ -


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 JACSON COUNTY
 SECTION B

Section C: 2012 Program Budget

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

Agency Name: University of Missouri Extension/Jackson County

Program Name: University of Missouri Extension 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
Office Manager	30950	100%	\$ 30,950
Secretary/Receptionist	23566	100%	\$ 23,566
Secretary/Receptionist KC Office	26146	100%	\$ 26,146
4-H Secretary	14391	100%	\$ 14,391
Janitor	6027	70%	\$ 4,219
			\$ -
Total Salaries			\$ 99,272
Total Benefits			\$ 19,179
Total Personal Services			\$ 118,451
Contractual Services			
Rent for Extension Offices in Blue Springs & Kansas City			\$ 61,229
Phone Service			\$ 3,300
Copier Lease			\$ 4,000
Audit			\$ 1,000
Communications and Media			\$ 3,000
			\$ -
Total Contractual Services			\$ 72,529
Supplies			
General Office, Janitorial and Program Supplies			\$ 7,000
Travel/Mileage for 19 employees that do programs in Jackson County			\$ 17,000
Equipment Maintenance, Repair and Replacement			\$ 1,000
			\$ -
			\$ -
			\$ -
Total Supplies			\$ 25,000

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JACKSON COUNTY
AGRICULTURE EXTENSION
KANSAS CITY, MISSOURI

Total Program Request \$ 215,980

Section D: 2012 Program Information

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

Agency Name: University of Missouri Extension/Jackson County

Program Name: University of Missouri Extension Program

Proposed Program

Detail functions to be performed by each program.

Funds received from Jackson County provide office operation and general program support for MU Extension in Jackson County. Examples of programs performed with the support of Jackson County funds are described in the 2010 Annual Report attached. Programming by MU Extension in Jackson County is strongly oriented toward both Health and Parks and Recreation. Health related offerings such as the Family Nutrition Education Program, Eating From the Garden (nutrition and gardening for school-age youth), Food from the Farm (nutrition and local foods), Bi-National Health Week, Indoor Air-Quality and Healthy Homes, Stay Strong Stay Healthy, Eat Well Be Well with Diabetes, educational booths and demonstrations on preparation of fresh produce at Farmer's Markets, saining to name a few. In 2010 MU Extension and UMKC began a strategic effort focused on Health Disparity using a Socio-Ecological model to address Self-Managed Care for Chronic Illnesses such as Diabetes and Asthma. Parks and Recreation oriented programming includes the Master Naturalist program which trains 40 volunteers a year and has more than 100 active Master Naturalists contributing more than 5800 hours of volunteer work in the county, 320 active

Master Gardeners, 4-H clubs and afterschool programs. MU Extension also provides programs that impact Economic Development in the county. Last year MU Extension Business Development saw a 300% increase in participants in the FastTrac® New Venture™ Program. The 32 hour program provides entrepreneurship training for dislocated workers and guides them in developing business plans. Last year the program served 248 dislocated workers with 30 new businesses started.

County funds provide the direct costs of office rent and expenses, clerical salaries and benefits, telephone service, copier lease, office supplies and mileage, which are necessary to support the educational programs and services provided to the residents of Jackson County. Extension last year was able to leverage every \$1 invested by Jackson County into \$11.27 of funding from other sources. Without this foundation of local funding for basic operations Extension would not be able to function in the community.

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MISSOURI
UNIVERSITY OF MISSOURI
EXTENSION

Section D

Section D: 2012 Program Information

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

Agency Name: University of Missouri Extension/Jackson County

Program Name: University of Missouri Extension Program

Participants

Identify the number of participants by County that each program serves.

Jackson, MO	Last year we had 46,394 direct educational contacts
Clay, Platte, Cass, MO	
Wyandotte, Johnson, KS	
Other Missouri	

Target Population

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

Extension programs serve residents of all ages, racial and socio-economic groups in urban, suburban and rural Jackson County. Specifically targeted audiences include: Youth K-12 * 4-H Youth and Volunteers* Pregnant Teens* Youth and Families at Risk* Daycare Directors and Teachers* Parents* Families* Educators* Health Agencies* Aging Population* Consumers* Homeowners* Food Service Employees* Community Leaders* Community Groups* Government Workers* Decision-makers* Small Business Owners* Entrepreneurs* Displaced Workers* Fire, Police and Emergency Personnel* Agri-Business/Farmers
 2010 Demographics of Extension Programs in Jackson County: 47.64% Caucasian; 33.75% African American; .16% Native American; 1.03% Asian American; .48% Pacific islander; 7.27% two or more; 9.66 % Race Unknown; 7.1% Hispanic.

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	20 %
Indigent Program (Below Poverty Level)	50 %
Senior Indigent Program	%

What criteria do you have for the clients you serve?

MU Extension is an equal opportunity/ADA institution. 4-H has an age range of 5-19 years old.

The Family Nutrition Education Program is targeted for low-income families.

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UNIVERSITY OF MISSOURI
JACKSON COUNTY
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: University of Missouri Extension/Jackson County

Program Name: University of Missouri Extension Program

Service Delivery Area

Identify your specific geographic service delivery area for each program.

The service area for our Extension programs is all of Jackson County. MU Extension is a statewide program with offices in every county of the state. Local funds support local operations. We have offices in both Kansas City and in Eastern Jackson County to provide better geographic access to services for the residents of Jackson County. We are delivering educational programs in all parts of Jackson County.

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.

Funds are used to support two offices located in Jackson County. One is in Kansas City, the other is in Blue Springs. Funding also supports the travel within the county for Extension Specialists, Educators and Associates to deliver program in the communities of Jackson County.

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Section D

Section D: 2012 Program Information

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

Agency Name: University of Missouri Extension/Jackson County

Program Name: University of Missouri Extension Program

Approach & Method

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

1. Be community link to the University of Missouri making land-grant university research accessible for citizens of Jackson Co.

2. Reduce future health care costs and be a force for economic development by providing programming and being a community resource in the areas of Business Development, Community Development, 4-H Youth Development, Agriculture and Natural Resources, Housing and Environmental Design, Family Finance, Health, Nutrition, and Continuing Education.

3. Provide quality information, education and recommendations which enhance the state's economy and individual's quality of life.

Detail specific methods you will use to achieve these objectives.

Partner with gov. agencies, non-profits, community groups, education, and businesses so Extension can leverage resources, avoid duplication of services and extend the impact of programs. We utilize university resources and research-based information using formats of classes, workshops, seminars, consultations, websites, presentations, distance learning, demonstrations, demonstration gardens, business resource center, news articles, exhibit/displays, group facilitation, and a horticulture hotline.

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JACKSON COUNTY
UNIVERSITY OF MISSOURI
EXTENSION
Section D

Section D: 2012 Program Information

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

Agency Name: University of Missouri Extension/Jackson County

Program Name: University of Missouri Extension Program

Evaluation

How can the success of each program be evaluated?

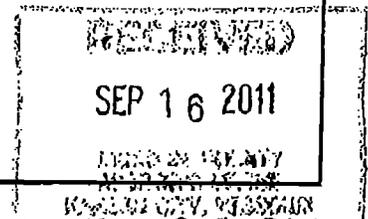
Indicate performance measures or statistics you will use to demonstrate the success of each program.

Written evaluations are used with training programs, projects, retreats and most group participation activities or programs. University of Missouri Extension uses the Outcome Based Measurement Model and Program Logic Models for all program areas. We have implemented an online reporting system which tracks program outcomes and participation.

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)

Support from Jackson County is acknowledged in printed promotional materials. Whenever we are invited to speak about our organization, talk to the media about Extension or have a public Extension display we proudly acknowledge the vital funding we receive from Jackson County. It is clearly stated in our annual report.



Section D