

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, **SHEFFIELD PLACE, 6604 EAST 12TH STREET, KANSAS CITY, MO 64130**, hereinafter referred to as "Contractor".

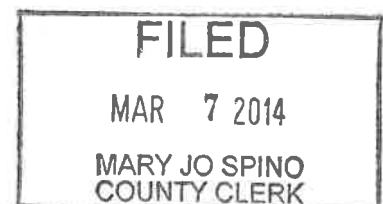
WHEREAS, on June 4, 1991, the voters of Jackson County authorized the County Legislature to impose a \$3.00 user fee on all instruments recorded with the County's Department of Records, the proceeds of which fee is to be used to provide funds for assistance to homeless persons; and,

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 obligation 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

Sheffield Place
Kelly Welch, Executive Director
6604 East 12th St., KCMO 64127
816-483-9927

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 7th day of March, 2014.

APPROVED AS TO FORM:

JACKSON COUNTY, MISSOURI

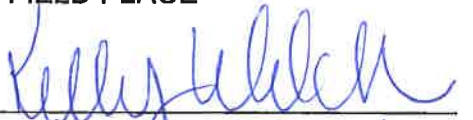

W. Stephen Nixon
County Counselor

By 
Michael D. Sanders
County Executive

ATTEST:

SHEFFIELD PLACE

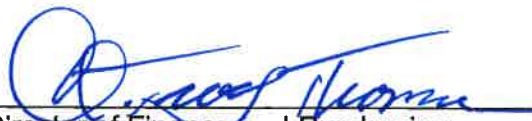

Mary Jo Spino
Clerk of the Legislature

By 
Title Executive Director
Federal Tax I.D. 43-1532267

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 28, 2014
Date


Director of Finance and Purchasing
Account No. 043-7001-56789

70012014007



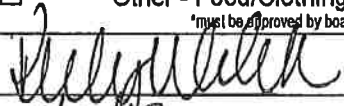
**HOUSING RESOURCES COMMISSION FUNDING REQUEST FORM
2014 BUDGET**

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

Email: hrc@jacksongov.org

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:	Sheffield Place		
Full Address- City, State & Zip Code:	6604 East 12th Street, KCMO 64127		
Phone No:	816 483-9927	Fax:	816 483-9934
Website Address:	www.sheffieldplace.org		
Federal Tax ID No:	431532267	Fiscal Year Cycle:	January - December
Executive Director:	Kelly Welch		
Name and Title of Principal Contact Person:	Kelly Welch, Executive Director		
Phone No:	816 483-9927	Email Address:	kwelch@sheffieldplace.org
Major Program Activity (ies) - Check Only Those Activities For Which You Are Requesting Funding:			
Personal Services (Case Manager)	<input type="checkbox"/>		
Bednights <input checked="" type="checkbox"/>	Emergency Shelter <input type="checkbox"/>	Transitional Living	<input type="checkbox"/>
Mortgage/Rent Assistance <input type="checkbox"/>	Utilities <input type="checkbox"/>	Other - Food/Clothing, ETC	<input type="checkbox"/>
<small>*must be approved by board</small>			
Submittal of this request has been authorized by: 			
Date: 9/16/13			

Section B: Agency's 2013 and 2014 Revenue Information

Agency's 2014 Projected Revenue Information

Agency's 2014 Total Projected Revenue			
Funding Entity	Source You Will Request 2014 Funding From	Projected Amount	% of Total Revenue
Federal	HUD	\$ 166,241	24
State	ATR, Family Drug Court	\$ 7,500	1
Jackson County	HRC, COMBAT, MH Levy	\$ 116,000	17
Other Counties		\$ -	0
City	ESG, CDBG	\$ 70,000	10
Charity/Donations	corporations, foundations, clubs, churches, Individuals	\$ 280,000	40
Fundraisers	Off the Wall, golf tournament	\$ 50,000	7
Other	Client fees	\$ 5,000	1
2014 Total Projected Revenue		\$ 694,741	

Agency's 2013 Revenue Information

Agency's 2013 Total Revenue			
Funding Entity	Source You Received Funding From	Amount	% of Total Revenue
Federal	HUD	\$ 166,241	25
State	ATR, Family Drug Court	\$ 7,400	1
Jackson County	HRC, COMBAT, MH Levy	\$ 106,000	16
Other Counties		\$ -	0
City	ESG, CDBG	\$ 65,361	10
Charity/Donations	corporations, foundations, clubs, churches, Individuals	\$ 278,861	41
Fundraisers	Off the Wall, golf tournament	\$ 45,000	7
Other (please list)	client fees	\$ 5,000	1
2013 Total Revenue		\$ 673,863	

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 checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 40,000	
Mental Health Levy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 50,000	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 16,000	
Outside Agency Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
2013 Total Jackson County Funding			\$ 106,000	

Section C: 2014 Budget

Agency: Sheffield Place

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
Transitional Living	16	11,000	176,000	10,000	166,000	176,000
			-			
			-			

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: Sheffield Place

Program Name: Sheffield Place

Agency History / Background

Briefly describe your agency's history and background.

Founded in 1991, Sheffield Place has served more than 700 homeless mothers and their children through long-term housing and supportive services. The mission of Sheffield Place is to empower homeless mothers and their children to heal from their trauma and help them become self-sufficient. Fourteen families live at Sheffield Place at any one time; up to 50 families (up to 140 individuals) call Sheffield Place home over the course of a year. In addition, Sheffield Place serves up to 35 additional families who have completed the program through aftercare services. In 2012, 137 individuals received services (39 families on site). In 2013, through August, 38 families (102 individuals) have been served on-site and 25 families have been served in aftercare services. In 2012, 85% of clients discharged to stable housing, 90% participated in work development programs, 95% abstained from drugs and alcohol, and 95% had improved mental health functioning. 2012 outcomes also demonstrated a 73% increase in family functioning and 67% of mothers demonstrated improved parenting.

What sets Sheffield Place apart from other homeless serving agencies in the community is the commitment to trauma-informed, evidence-based interventions, the exclusive focus on homeless mothers and their children, the length of stay (up to two years), and the delivery of all services onsite. Some 90% of the women completing the Sheffield Place programs achieve self-sufficiency by overcoming the impact of trauma, acquiring and retaining permanent housing, increasing their education and employment skills, reducing their dependency on welfare. The children benefit from evidence-based therapeutic interventions. Pre- and post-testing measures provide data demonstrating program success.

Sheffield Place was the first homeless shelter in the nation to provide the three best evidence-based therapies for traumatized children (2007); was one of 20 organizations nationwide to participate in a learning community to implement the Integrated Treatment of Complex Trauma model (2008); and was a national best practice in working with homeless children (2009). In 2011 Sheffield Place received a Best Practice Award from HUD. Sheffield Place is certified by the Division of Alcohol and Drug Abuse, Department of Mental Health, state of Missouri.

Sheffield Place is piloting a permanent housing programming that provides affordable housing, aftercare services, and the opportunity to learn to manage a home. We are currently searching for funding to purchase homes so that we are able to provide a wider continuum of services to homeless families.

Section D: 2014 Program Information

Agency Name: Sheffield Place

Program Name: Sheffield Place

Proposed Program

Detail functions to be performed by each program.

Sheffield Place is requesting support to provide supportive housing and treatment services to homeless women and their children. Every client has an individual treatment plan based on their unique needs. To achieve the mission of healing and self-sufficiency, Sheffield Place offers:

- 1) Residential Services provides a two room living unit with a private bath and a shared kitchen and laundry facilities on each of the three floors of the shelter facility. Residential services assist 50 mothers (14 families at one time) and up to 70 children each year by providing a safe, comfortable place to live for up to two years.
- 2) Children's Clinical Services addresses the trauma that the children have experienced, including the trauma of homelessness. The program is led by licensed, master's level therapists. The goals of the program are for children and families to: Improve mental health functioning; Improve developmental functioning; Improve family functioning; and strengthen the maternal-child bond. These goals are met through group activities, and individual and family therapy.
- 3) Adult Clinical Services empowers the mothers to heal from their trauma through evidence-based, trauma-informed therapeutic services provided by a licensed, master's level clinician. Program goals include maintaining abstinence from alcohol and drugs, increasing knowledge of relapse prevention techniques, and decreasing mental health symptoms. In 2012 this program will assist up to 50 mothers in the shelter and 20 mothers who have graduated from the program and continue to receive these services while in aftercare.
- 4) After Care/Outpatient Case Management is provided for families who move into their own homes or have stable housing. Services include individual, family, and group therapy for the mothers and their children as well as social activities.

Section D: 2014 Program Information

Agency Name: Sheffield Place

Program Name: Sheffield Place

Participants	
Identify the number of participants by County that each program serves.	
Jackson, MO	up to 50 women and 75 children
Clay, Platte, Cass, MO	
Wyandotte, Johnson, KS	
Other Missouri	
Target Population	
Describe target population and demographics to be served by each program.	
<p>The typical family at Sheffield Place is headed by a 22-year old African-American mother. She left school in the 11th grade and has few job skills. Her family has been homeless before and depends on TANF (Temporary Aid for Needy Families). Her family is covered either by MC+ or Medicaid. This mother has two children under five years of age. In all, 40% of the mothers are African American, 44% are Caucasian, 5% are Hispanic/Latina, and 11% have not designated a race/ethnicity. Some have timed out of TANF and receive only food stamps. In 2012 all of the mothers have a mental health diagnosis, most commonly depression, anxiety, Post-Traumatic Stress Disorder, and bi-polar disorder. More than 66% of the mothers struggle with addiction, 77% have experienced domestic violence, 48% have had a child/children removed from their care, 58% entered the program without a diploma or GED, 88% were victims of abuse/neglect as children, and 72% had legal issues. All the families lived in poverty. Many of our families come from generational poverty, addiction, and violence. They grew up in foster care and as runaways, never having positive relationships with supportive family members.</p> <p>A typical child at Sheffield Place in 2011 is a 6 year old boy who has been exposed to severe trauma caused by abuse – physical, sexual, verbal, or substance abuse. His father is not involved due to incarceration, addiction or lack of interest. He has attended many schools and has never known a stable life. He struggles with a number of mental health issues including adjustment disorder, Attention Deficit Hyperactivity Disorder, anxiety, depression, Post Traumatic Stress Disorder, and Oppositional Defiant Disorder. In 2012, 505 families were placed on the waiting list. Of the families who call for services we are only able to work with about 10%.</p> <p>Currently of the women being served in the facility all are survivors of domestic violence, are homeless, and have a mental health diagnosis, half also have an addiction issue. Five are pregnant and there are 26 children in the program - 5 are school age, 21 are under 4 years old.</p>	

Section D: 2014 Program Information

Agency Name: Sheffield Place

Program Name: Sheffield Place

Service Delivery Area
Identify your specific geographic service delivery area for each program.

Sheffield Place serves homeless mothers and their children in Jackson County, Missouri.

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.

All of our clients are Jackson County residents.

Section D: 2014 Program Information

Agency Name: Sheffield Place

Program Name: Sheffield Place

Approach & Method
(List the top three (3) objectives for each program)

1. Outcome 1: To secure stable housing
Goal #1: 75% of clients will maintain their units & pay program fees on time;
Measured by: Program fee receipts & unit inspections
Goal #2: Of clients who stay in the program 6 months, 75% will move to stable housing;
Measured by: Client discharge summary

2. Outcome 2: To Increase Income/education
Goal #1: 95% of clients with income will contribute/maintain a savings account;
Measured by: Savings account log, treatment plan
Goal #2: 95% of eligible clients will apply for public benefits;
Measured by: Completed application, award of benefits, treatment plan
Goal #3: 100% of clients will be engaged in work development activities;
Measured by: Verification of enrollment, employment, hours in treatment

3. Outcome 3: To Improve health
Goal #1: 90% of women & children will have increased access to appropriate health care;
Measured by: 90% of children current on immunizations, Increased knowledge on health pre & post tests
Outcome 4: To Increase self determination
Goal: 80% of clients will increase social & leadership skills;
Measured by: Hearth, Hope, Treatment Plan, leadership list score

Details specify methods you will use to achieve these objectives

We accomplish our mission and goals through the provision of supportive housing (up to 24 months) and supportive services provided in multiple agency programs, including Project HOPE, Strengths Based Case Management, Therapeutic Services, and Aftercare Services. Every client has an individual treatment plan based on their unique needs. The goals of the program include empowering residents to obtain and maintain employment or increase educational attainment, obtain and maintain permanent housing, and increase the quality of life.
SEE ATTACHED

Strengths Based Case Management Program-This is a client-driven, behavior modification program that gives clients the responsibility for their progress. The program is a blend of case management and learning modules that address the skills necessary to achieve self-sufficiency. Upon entry into Sheffield Place, the client and case manager complete a Strengths Assessment and set long-term goals. Case managers meet with clients at least weekly to help clients determine objectives and overcome obstacles to family stability and self-sufficiency.

As clients work toward their goals and complete the independent skills modules, they move up levels, earning defined privileges and leadership opportunities. The program emphasizes personal responsibility and provides opportunities for clients to clearly understand natural consequences.

Project HOPE-Project HOPE provides comprehensive therapeutic and developmental services to homeless children. The purpose of Project HOPE is to provide children an opportunity for growth and development through education, self-discovery and family support. Each component, listed below, supports the program's goals and serves to enhance the quality of life for our homeless children and their family's stability.

- Assessment and development of individualized treatment plans
- Evidence-based therapy for children
- Evidence-based parent interaction therapy
- Psycho-educational groups
- Play, art, and music therapy
- Individualized development session
- Strengths-based case management
- Parenting training and real-time support
- Family recreational field trips

Therapeutic Services-The primary focus of therapeutic services is to treat the mothers who are recovering from addiction, diagnosed with a mental illness, and/or are recovering from trauma. The primary components include mental health assessments, treatment planning, therapy & support groups, individual and group counseling and family therapy. The focus of therapeutic services is to provide clients with the coping skills and support to obtain and maintain a healthy lifestyle. Therapeutic Services are provided by master's level Therapists.

Aftercare Services-The Case Manager and master's level Therapists support this program, providing all agency services to program graduates. Alumni are encouraged to stay engaged in services at Sheffield Place, participating in the agency's special events and receive assistance through our Holiday Adopt-a-Family.

Our facility houses 14 families at one time. The four-story building contains three residential floors and two floors containing program areas, common areas, meeting rooms, and staff offices. Sheffield Place is ADA accessible and has secured entry. Each family has their own secured living unit that contains two bedrooms, a full bathroom, and storage. Each family shares the kitchen, dining room and laundry facilities with 3 - 4 other families.

As a residential facility, our clients live at Sheffield Place and have access to the building and living units 24 hours a day, seven days a week. As a part of the clients' leadership training, responsible and successful clients serve as Resident Monitors. The Resident Monitors manage emergency situations, conflict resolution, and problem solve with clients when staff are not immediately available. Resident Monitors have access to staff through an on-call system provided 24 hours a day.

Section D: 2014 Program Information

Agency Name: Sheffield Place

Program Name: Sheffield Place

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.

Sheffield Place uses the local homeless management information system (HMIS). Data is tracked with MAACLINK. Every client signs disclosure forms as regulated by the federal regulations (42 CFR Part 2) to allow legal and ethical sharing of information. Paper charts are also kept on each client.

In 2012 11, 429 bed nights were provided. Outcome results included:

- 85% of clients transitioned into stable housing
- 90% of clients participated in work development programming
- 97% increased satisfaction with life
- 100% improved mental health – documented by GAF scores
- 97% reported increased hopefulness
- Children showed an increase in mental health and a decrease in stress & problem behavior

Sheffield Place is certified by the Missouri Department of Mental Health Division of Alcohol & Drug Abuse and is an Access to Recovery provider for the state. We went from 3 groups in spring of 2011 to 13 groups a week currently including onsite 12 Step meetings and HIV education & testing. We also began testing for K2. In 2012 we focused on the children's programming implementing more structure and focusing on healthy living, safe living, and communication. There is a large garden with 16 garden boxes and a greenhouse. Compensated work programming teaches small business practices to the women. In 2013 we have identified several gift shops that have agreed to carry our products. We continued to engage more volunteers. In 2012, 323 volunteers provided 4,764 hours of services to our families. This is double the number of hours contributed in 2011 and equates to more than 2 full time employees. SEE ATTACHED

Evaluation (continued)

In 2012, Sheffield Place served 39 homeless mothers with children. They all lived below the poverty line and 100% of the mothers had a mental health diagnosis, most commonly – Depression & Post-Traumatic Stress Disorder. Fifty-eight percent entered the program without a GED or diploma, 55% grew up in foster care or were runaways, 48% had other children removed from their care, 88% were victims of child abuse/neglect, 66% were addicts, and 77% were victims of domestic violence.

Outcomes included 95% of mothers had improved mental health, 95% abstinence from drugs & alcohol, 84% increased health knowledge, and 90% of women participated in work development programming.

Fifty children ages 0 – 12 years were served on-site – most common diagnoses include adjustment disorder, Attention Deficit Hyperactivity Disorder, anxiety, depression, Post Traumatic Stress Disorder, and sometimes Oppositional Defiant Disorder, and developmental delays.

Outcomes from 2012 included 67% of mothers increased parenting skills, 73% of families showed improved functioning, and 82% of children improved mental health functioning.

Section D: 2014 Program Information

Agency Name: Sheffield Place

Program Name: Sheffield Place

Mental Health

How does your agency deal with mental health issues of homelessness?

Sheffield Place believes that trauma – emotional, physical, sexual, mental health issues, substance abuse and the trauma of homelessness itself – must be addressed for the mothers and their children to heal and gain self-sufficiency. The Adverse Childhood Experience (ACE) study (Felitti, Anda, et al., 1998) underscores the importance of healing from trauma. The study found that the risk of mental and physical health problems grows with the number of adverse childhood experiences (ACEs) that a patient has endured such as verbal, physical, and sexual abuse. A person with four ACEs, for example, is three to five times more likely to experience depression, attempt suicide, and abuse alcohol and drugs than someone with no ACEs.

The ACE Study has important implications for homeless female-led households with children in Jackson County. A survey of the fourteen mothers at Sheffield Place showed that the average ACE score was six. It is not surprising, then, that all of the mothers have a mental health diagnosis. Because of trauma, all of the children 3 years of age and older suffer from a mental health issue and, like their mothers, are at high risk for adverse physical and mental health outcomes throughout their lifetimes if they do not receive effective treatment.

Sheffield Place provides comprehensive, fully-integrated and trauma-informed, therapeutic interventions, including evaluation, therapy, and case management onsite where clients live. Sheffield Place has 21 years of success in empowering homeless mothers and children to heal from their trauma. We are uniquely positioned to provide evidence-based interventions. Treatment services include:

- Evaluation & Assessment
- Individual adult therapy
- Individual child therapy
- Family therapy
- Psycho-educational services
- Case management
- Group therapy

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

Sheffield Place provides evidenced-based services that address mental health, substance abuse, trauma, violence, parenting, and domestic violence issues. Basic life skills, work skill development, communication, leadership, and empowerment are also addressed. Clients see a case manager, individual therapist, and participate in a minimum of 8 hours of group therapy each week. Groups include Shame Resiliency, DBT (dialectical behavior therapy), Take Charge (work prep & personal finance), 12 Step, Free to Be Me (communications), Cooking, Recovery, HIV Prevention & Testing, Leadership, Children's Health, and Women's Health. DBT is a best practice that teaches mental health strategies combined with an Eastern influence. Clients learn how to manage stress, anxiety and to regulate emotions in a practical manner that can be used in their daily lives. Individual, family, and group therapy is provided by licensed masters level therapists. Case management is provided weekly and each client has an individual treatment plan. Children participate in individual, family and group therapy. The children's groups focus on healthy living, social skills, and safe living. Family therapy focuses on communication, trust, safety and attachment.

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 **Sheffield Place**, 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, **Sheffield Place**, 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.)

Kelley Welch
Authorized Representative's Signature
Executive Director
Title

Kelley Welch
Printed Name
2/18/14
Date

Subscribed and sworn before me this 18 day of February, 2014. I am commissioned as a notary public within the County of Jackson, State of Missouri, and my commission expires on April 26, 2016.

Alice M. Lemmons
Signature of Notary

2/18/2014
Date

