

**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, **OPERATION BREAKTHROUGH, INC. 3039 TROOST KANSAS CITY, MO 64109**, hereinafter referred to as "Contractor".

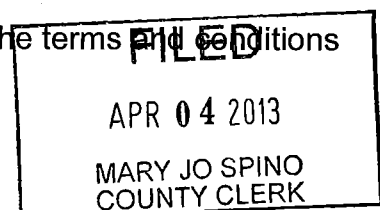
**WHEREAS**, on June 4, 1991, the voters of Jackson County authorized the County Legislature to impose a \$3.00 user fee on all instruments recorded with the County's Department of Records, the proceeds of which fee is to be used to provide funds for assistance to homeless persons; and,

**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.

2. **PAYMENT**. The County shall pay to Contractor a total amount not to exceed \$12,000.00 for the purpose of providing assistance to homeless persons in Jackson County, Missouri. One quarter of this sum, or \$3,000.00, shall be paid to Contractor on a quarterly basis for the periods ending March 31, 2013, June 30, 2013, September 30, 2013, and December 31, 2013, 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.

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, 2014. 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.

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. **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.

7. **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.

8. **TERM.** The term of this Agreement shall commence January 1, 2013, and shall continue until December 31, 2013.

9. **LIABILITY.** No party to this Agreement shall assume any liability for the acts of the other party, its officers, agents, or employees.

10. **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.

11. **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.

12. **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.

13. **TERMINATION**. Except as provided in Paragraphs 7 and 16 hereof, this Agreement may be terminated by either of the parties upon thirty days written notice to the other party.

14. **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.

15. **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.

16. **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.

17. **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.

18. **ASSIGNMENT.** Contractor shall not assign any portion or the whole of this Agreement without the prior written consent of the County.

19. **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.

20. **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.

21. **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.

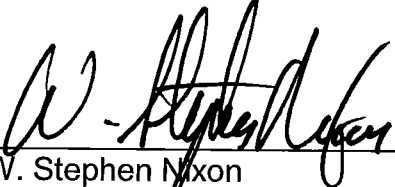
22. **COMPLIANCE WITH RFP**. At all times in connection with the performance of its services hereunder, Contractor agrees to comply with and abide by the General Conditions, Specifications, and Guidelines contained in the County's RFP No. 94-12. Failure to comply with the terms of the RFP shall be a breach, remediable under Paragraph 16 hereof. In the event of a conflict between any provision of this Agreement and a provision of the County's RFP No. 94-12, the provision of this Agreement shall govern.

23. **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.


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

IN WITNESS WHEREOF, the County and Contractor have executed this Agreement this 4<sup>th</sup> day of April, 2013.

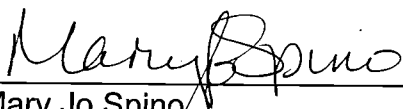
APPROVED AS TO FORM:

  
\_\_\_\_\_  
W. Stephen Nixon  
County Counselor


JACKSON COUNTY, MISSOURI

By   
\_\_\_\_\_  
Michael D. Sanders  
County Executive

ATTEST:

  
\_\_\_\_\_  
Mary Jo Spino  
Clerk of the Legislature

OPERATION BREAKTHROUGH, INC.

By   
\_\_\_\_\_  
Title CEO  
Federal Tax I.D. 43-0971560

**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 \$12,000.00, which is hereby authorized.

April 1, 2013  
Date

  
\_\_\_\_\_  
Director of Finance and Purchasing  
Account #043-7001-56789

70012013008



**HOUSING RESOURCES COMMISSION FUNDING REQUEST FORM  
2013 BUDGET**

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

Email: [hrc@jacksongov.org](mailto:hrc@jacksongov.org)

Section A: Organization or Agency Information ..... page 1  
 Section B: Agency's 2012 and 2013 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: OPERATION BREAKTHROUGH, INC.

Full Address- City, State & Zip Code: 3039 Toost Avenue, Kansas City, MO 64109

Phone No: (816) 756-3511 Fax: (816) 329-5289

Website Address: [www.operationbreakthrough.org](http://www.operationbreakthrough.org)

Federal Tax ID No: 43-0971560 Fiscal Year Cycle: Nov 1 - Oct 31

Executive Director: Susan Stanton, CEO

Name and Title of Principal Contact Person: Marsha Gillespie, Grants Manager

Phone No: (816) 329-5258 Email Address: [marshag@operationbreakthkrough.org](mailto:marshag@operationbreakthkrough.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

Submission of this request has been authorized by: Susan Stanton

Date: December 4, 2012

## Section B: Agency's 2012 and 2013 Revenue Information

Agency's 2013 Projected Revenue			
Federal	Head Start, Early Head Start, USDA	\$ 1,564,160	25
State	MO DSS Childcare Asst, Children's Trust Fund	\$ 862,529	14
Jackson County	COMBAT, Mental Health, HRC, Outside Agency	\$ 148,901	2
Other Counties	n/a	\$ -	0
City	CDBG	\$ 117,000	2
Charity/Donations	Charitable Donations	\$ 1,281,287	20
Fundraisers	Annual Dinner & Auction, other FR activities	\$ 1,376,000	22
Other	Grants from Private Foundations, Misc Revenue	\$ 987,940	16
<b>2013 Total Projected Revenue</b>		<b>\$ 6,337,817</b>	

Agency's 2012 Revenue			
Federal	Head Start, Early Head Start, USDA	\$ 1,564,160	23
State	MO DSS Childcare Asst, Children's Trust Fund	\$ 862,529	13
Jackson County	COMBAT, Mental Health, HRC, Outside Agency	\$ 148,901	2
Other Counties	n/a	\$ -	0
City	CDBG	\$ 117,000	2
Charity/Donations	Charitable Contributions	\$ 1,393,373	21
Fundraisers	Annual Dinner & Auction, other FR activities	\$ 1,544,199	23
Other (please list)	Grants from private foundations	\$ 1,155,759	17
<b>2012 Total Revenue</b>		<b>\$ 6,785,921</b>	

COMBAT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 35,500	Violence Prev, Youth Dev.
Mental Health Levy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 39,816	Adult Mental Health
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"/>	\$ 12,000	Housing Asst/Case Mgmt
Outside Agency Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 61,585	Speech/Psych/Food Asst
<b>2012 Total Jackson County Funding</b>			<b>\$ 148,901</b>	

**Section C: 2013 Budget**

**Agency: OPERATION BREAKTHROUGH, INC**

**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
Case Manager	39,000	22%	\$ 8,400
			\$ -
			\$ -
			\$ -
		Fringe Benefits (limited to 20% of salaries)	\$ -
<b>Total Personal Services</b>			<b>\$ 8,400</b>

**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	2013 Jackson County HRC Request	Matching Funds	Total Item Cost
			-			
			-			
			-			
<b>Total Shelter Assistance \$</b>						<b>-</b>

**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	2013 Jackson County HRC Request	Matching Funds	Total Item Cost
Rental Assistance	Limited to 3x per family	297	72	21,384	-	21,384
<b>Total Mortgage / Rental Assistance \$</b>						<b>-</b>

**UTILITIES**

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

	\$300 Maximum Per Client	Number of Units	Total Item Cost	2013 Jackson County HRC Request	Matching Funds	Total Item Cost
Utility Assistance	Limited to 1x per family	300	36	10,800	3,600	7,200
<b>Total Utilities \$</b>						<b>3,600</b>

**OTHER (Food, Clothing)**

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

Type: Please Describe	Unit Cost	Number of Units	Total Item Cost	2013 Jackson County HRC Request	Matching Funds	Total Item Cost
			-			
			-			
<b>Total Other \$</b>						<b>-</b>

**TOTAL 2013 JACKSON COUNTY HRC REQUEST \$ 12,000**

## Section D: 2013 Program Information

**Agency Name:** OPERATION BREAKTHROUGH, INC.

**Program Name:** Supportive Housing Program

Operation Breakthrough grew out of St. Vincent's Catholic elementary school in Kansas City's urban core, where Operation Breakthrough's founders, Sister Corita Bussanmas and Sister Berta Sailer, had come to work in the late 1960s. In addition to running the school, the sisters opened a childcare center in their living room for mothers who had no one to look after their babies and toddlers while they were at work. As white families moved to the suburbs, St. Vincent's enrollment became increasingly made up of the African-American children who were left behind. Though most were not Catholic, their families valued the education the children received at St. Vincent's, especially because of the deteriorating conditions in Kansas City's urban public schools. In 1971, the diocese, citing a lack of Catholic families in the area, closed St. Vincent's parish and withdrew all school funding. At this turn of events, the nuns worked with the children's parents to obtain Model Cities funding and incorporated as Operation Breakthrough, Inc., a 501(c)(3) not-for-profit corporation.

Our mission is help children living in poverty develop to their fullest potential by providing them a safe, loving and educational environment. We also strive to support the children's families through advocacy, education, referral services and emergency assistant. Today, the Center serves over 300 children from 6 weeks to 5 years in early childhood educational programs based on Early Head Start/Head Start curricula; 120 school-age children ages 5 - 12 in before/after-school and summer enrichment programs; and 200+ parents/caregivers through a wide variety of support services. Services for children include on-site medical and dental care; therapeutic services for children suffering from trauma; speech and occupational therapy for those with developmental delays and violence prevention programming. Services for parents/caregivers include crisis counseling; clinical case management for those who are homeless/near homeless; on-site adult medical and mental health services; educational programming; and emergency assistance, including food, clothing, diapers, household and personal items, and rent/utility assistance.

With a waiting that typically hovers around 900, Operation Breakthrough is Missouri's largest single-site childcare center and a broad-based social services agency. Less than 50% of the agency's annual operating fund comes from government sources; the rest must be raised each year from private foundations, corporations and individuals.

## Section D: 2013 Program Information

Agency Name: OPERATION BREAKTHROUGH, INC.

Program Name: Supportive Housing Program

Operation Breakthrough seeks support for our ongoing Supportive Housing Program for very low-income families who have little other hope of securing decent, stable and affordable places to live. We assist families by:

- 1) Enrolling children in the Center's childcare programs and assigning each family a case manager to assess and address current needs;
- 2) Securing Department of Mental Health housing vouchers for homeless families who qualify for the Shelter Plus Care program;
- 3) Finding suitable housing, based on each family's individual needs;
- 4) Providing intensive case management throughout their tenure in the program; and
- 5) Providing emergency financial assistance to families to secure housing or to prevent impending homelessness.

With the assistance of their Case Manager, families secure housing in private rental units in the Kansas City metropolitan area or on the Amethyst Place transitional housing program campus at 26th & Troost. Families pay approximately 30% of their income on rent, with the rest subsidized through the Missouri Department of Mental Health Shelter Plus Care program. Families are able to remain in the program as long as they actively participate in intensive case management and comply with other program criteria. Services are individualized to clients' specific needs and goals; activities include: classes on parenting, economic literacy and household management; individual and/or group therapy; and assistance with job search or education. Clients in the program are required to maintain a drug free life-style and are required to pass random screenings. In the last 12 months, 24 families received Intensive case management as a requirement of their housing placement.

In addition to helping homeless families secure housing, the Supportive Housing Program provides utility assistance to families on the verge of losing housing due to outstanding utility bills. Over the past 12 months, Operation Breakthrough provided utility assistance to a total of 139 families.

Operation Breakthrough has worked with the University of Kansas School of Social Welfare to create a model strengths-based approach to intensive case management that provides encouragement and education while fostering self-sufficiency and a sense of community and mutual support among the families in the program. In addition to case management, OB's Supportive Services staff also provide crisis counseling and mental health services as part of our integrated approach to care for the whole family. Other Support from Jackson County Housing Resources Commission will allow Operation Breakthrough to continue providing decent housing to some of the poorest families in Kansas City, Jackson County. Funds will be used to provide case management, which is critical for families' on-going stability and long-term success, and assist with outstanding utility bills -- an often insurmountable obstacle for accessing housing and a key to preventing homelessness for many. Other program funding will cover security deposits and rental assistance as needed.

## Section D: 2013 Program Information

**Agency Name:** OPERATION BREAKTHROUGH, INC.

**Program Name:** Supportive Housing Program

Jackson, MO	36 families
Clay, Platte, Cass, MO	
Wyandotte, Johnson, KS	
Other Missouri	

Overall, 85% of the families served by Operation Breakthrough are African American and 90% live below federal poverty guidelines. Over 96% are headed by single women; 78% live on less than \$15,000 a year – including all forms of public assistance; 58% live on less than \$10,000. Approximately 49% of parents are working, primarily in fast food restaurants, as home health care aides and childcare workers, where they average 30 hours/week at an hourly wage of \$9.81. Of those who are not working, 16% are going to school, 6% are enrolled in job training programs, 7% are disabled and 22% are unemployed, usually because of homelessness, substance abuse and/or mental health problems. Nearly one-third of families have no health insurance; 54% rely on Medicaid/Medicare for health care. Typically, 20-25% of enrolled children require individual/group therapy and/or psychiatric services to address problems associated with maladaptive functioning and attachment disorders, largely the result of exposure to family violence, abuse or other trauma. Currently, 26% of OB families -- including 117 children -- are homeless or near homeless, i.e., sleeping in shelters, motels, or on the sofa at a friend or relative's house.

Most of our families struggle to meet their families' most basic needs. As a result, many have poor credit histories and prior evictions. Most also have outstanding utility bills that make them ineligible for subsidized housing. They often end up living in homeless shelters, abandoned buildings and cars, or staying with one friend or relative after another until they wear out their welcome. The children in these families have no roofs. They don't know their addresses or their neighbors; they care their belongings in plastic trash bags. They don't have safe places to play or other children to play with. To make sure these children grow up to be healthy and productive adults, they must have a safe, stable place to call home.

Homeless families often turn to Operation Breakthrough when they have exhausted all other options. Operation Breakthrough's 4 case managers help secure emergency housing in shelters or motels until staff can help the family find a safe, suitable place to live. The severe shortage decent, affordable housing makes this task extremely difficult. OB's housing initiative, in collaboration with the Dept of Mental Health's Shelter Plus Care program, was born out of the realization that homeless families need mental health and community supports in addition to a place to live if they are to achieve long-term stability.

Operation Breakthrough's Supportive Housing program is limited by the Shelter Plus Care program's long waiting list, but in 2013 we expect to provide rent/utility assistance and approximately 6.5 hours of case management per week to 24 homeless families (approximately 56 children) and utility assistance to 12 near-homeless families. To be eligible, families must be homeless or at acute risk of becoming homeless, meet



## Section D: 2013 Program Information

Agency Name: OPERATION BREAKTHROUGH, INC.

Program Name: Supportive Housing Program

1. Provide affordable housing and necessary support to homeless and near-homeless families.

2. Assist families in increasing their overall well-being across various life domains (financial, emotional/mental health, relationships) and help them identify and achieve their individual goals.

3. Help parents provide stability for their children and, when necessary, access services that will help mitigate the trauma of homelessness.

Intensive, strengths-based case management is the core of OB's Supportive-Housing Program. Case managers take time to build meaningful and trusting relationships with families and keep their focus on the strength and resilience that is inherent in each client. Case management involves bi-weekly – or more frequent - meetings in the families' homes, and focuses on identifying barriers, developing coping strategies necessary to goal acquisition, and on completing concrete tasks. OB case managers help families build on their strengths by working with them on everything from preparing for GED exams, to finding employment or getting a better job, to becoming involved in other community organizations. Participation in Operation Breakthrough's Family Enrichment activities, economic literacy and household management classes, and individual and/or group therapy is encouraged. In addition, the children have the benefit of all the services offered at the Center, including high quality early childhood education, speech therapy, play therapy, medical and dental care, after-school tutoring and extensive summer enrichment activities. Families at risk of homelessness due to outstanding utility bills will meet with their case manager to discuss the situation and complete a budget analysis. Financial assistance will be provided when it is evident that the funds could make a significant difference for a family and follow-up budgeting work will occur.

## Section D: 2013 Program Information

**Agency Name:** OPERATION BREAKTHROUGH, INC.

**Program Name:** Supportive Housing Program

The success of Operation Breakthrough's supportive housing program is measured by the number of families who are able to meet program requirements for a minimum of one year. Program criteria include paying rent, working cooperatively with their case manager, and attending all required classes and workshops. An agency-developed Likert scale self-report measuring a client's well-being in four life domains (housing, financial, emotional/mental health, and relationships), administered at intake and monthly thereafter, will be utilized to analyze the effectiveness of case management. An additional assessment focused on indicators of a client's financial, housing, vocational, and medical well-being will be piloted in 2013 with new clients entering the program.

## Section D: 2013 Program Information

**Agency Name:** OPERATION BREAKTHROUGH, INC.

**Program Name:** Supportive Housing Program

Operation Breakthrough recognizes that homelessness – and the circumstances that lead to homelessness – can have significant impact on a client's emotional and mental health. Case managers work with families to ensure that mental health needs are being met through crisis counseling, in-house adult therapy, children's psychiatric services and play therapy, or through partnership with other mental health providers.

Our adult therapist uses evidence-based modalities to ensure quality care. Trauma-focused cognitive behavior therapy (TF-CBT), used in both group and individual sessions, is designed to treat posttraumatic stress (PTSD) and related mental illnesses such as major depression, bipolar disorder, and schizophrenia. TF-CBT is often used in conjunction with expressive techniques, which have been shown to stimulate the release of feelings and may increase verbal communication and recall of details. Our adult therapist also uses Eye Movement Desensitization and Reprocessing (EMDR) with select clients. EMDR has been found productive in helping the client learn from past negative experiences, desensitize present triggers, and incorporate new templates for appropriate future action.

In addition to mental health services for parents/caregivers, five children's therapists provide group and individual play and music therapy to children who show signs of trauma or have behavior or emotional issues. Psychiatric services are also available through our weekly tele-medicine link with KU child psychiatrists. Children's therapists also work in groups with children and their caregivers to help build or re-build positive attachments.

Crisis counseling, case management and mental health services are part of OB's integrated approach to care for the whole family. Staff includes four full-time case managers, one full-time adult therapist, five children's play therapists, and one children's music therapist. Through our partnership with the University of Kansas, psychiatric services for children are also provided on-site. Adult groups are open to all parents and tailored to the needs and interests of participants; they focus on identifying and reducing symptomology, supporting self-esteem, and building frameworks for healthy relationships. Collaborations with Truman Behavioral Health and Kansas City Free Clinic have been created to ensure accessibility for those clients who may need psychiatric services or medication management. All OB staff are trained using the Head Start Trauma Smart curriculum to promote an environment sensitive to the varied mental health needs of our children. Other on-site supports include year-round educational childcare for children from 6 weeks to 12 years; health and dental care; emergency assistance (food, clothing, diapers, household and personal items), and life skills training and parenting education. Since all parents access childcare services, OB staff are in daily contact with parents to monitor needs and concerns as they arise.

Exhibit B

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

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

*Susan Stanton*  
Authorized Representative's Signature  
CEO  
Title

Susan Stanton  
Printed Name  
3/29/13  
Date

Subscribed and sworn before me this 29 day of March, 2013. I am commissioned as a notary public within the County of Jackson, State of Missouri, and my commission expires on 6/18/16.

*Katie E. Dalbey*  
Signature of Notary

3/29/13  
Date

