

COOPERATIVE AGREEMENT

THIS AGREEMENT, made by and between **JACKSON COUNTY, MISSOURI**, a Constitutional Home Rule Charter County of the First Class of the State of Missouri, hereinafter referred to as "the County" and a Missouri not-for-profit corporation, **HEALING HOUSE, INC. 4420 ST. JOHN AVENUE KANSAS CITY, MO 64123**, hereinafter referred to as "Organization".

WHEREAS, the County and Organization desire to enter into an Agreement to provide funding to be used for Community Care Link; and,

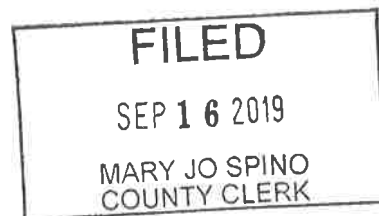
WHEREAS, the County deems it to be in the best interest of its citizenry to support such programs and activities; and,

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

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

1. **Services**. Organization shall provide services Community Care Link, as is more fully set out in the proposal attached hereto as Exhibit A and incorporated herein by reference. The term of this contract is January 1, 2019, through December 31, 2019, and as such, all expenditures must occur within this period. The budget Organization submitted as part of Exhibit A is considered final and non-changeable.

2. **Terms Of Payment**. The County agrees to pay Organization the total amount of **\$24,250.00** in quarterly installments of **\$6,062.50**, with the payment for the first quarter in advance upon execution of this Agreement; this is the **ONLY** payment



that may be made in advance throughout the entire term of this Agreement. The remaining payments shall be made upon the County's receipt of the quarterly reports as set forth in paragraph 3 hereof. 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**. Within 30 days after the conclusion of each calendar quarter under this Agreement, Organization shall submit a quarterly reconciliation report through the Outside Agency Portal along with proof of payment and receipt documentation that reconciles to the quarterly report, including cancelled checks and/or a copy of the face of the check and corresponding bank statements, invoices, and any other documents requested by the Department 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 must be submitted within 30 days after the execution of this Agreement. The last quarter's report shall include an annual report which shall summarize all of Organization's activities pursuant to this Agreement. Organization's failure to submit this annual report shall disqualify Organization from future funding by the County. Organization must submit all quarterly reconciliation reports in the format specified by the County regardless of whether activity took place in each quarter, before the next quarterly payment will be processed. Any quarterly reports that are incomplete or incorrect will delay payment.

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. When a management or staff position responsible for providing services pursuant to this contract is vacated and when the position is subsequently filled, the following will apply i.) reimbursement for a vacated position will be suspended until it is filled, and ii.) if another person under this contract assumes the duties of the vacated position, the Organization will not be allowed to bill the County for both positions.
- e. Any proposed or actual merger or acquisition either taken by the Organization or toward the Organization

4. **Submission of Documents.** No payment shall be made under this Agreement unless Organization shall have submitted to the County's Department of Finance and Purchasing through the Jackson County Outside Agency portal accessible on www.jacksongov.org/auditor: (1) a written proposal setting out in detail the intended use of the County's funding, including the target population to be served; (2) Organization's IRS Form 990 from the previous fiscal or calendar year; (3) a statement of Organization'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 Organization has previously received funding from the County, to be eligible for future payments, Organization must submit either an audited financial statement for Organization's most-recent fiscal or calendar year, or a certified public accountant's program audit of the County's funds. Any documents described herein which were submitted to the Department 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 Organization is out of compliance on any other County contract, or has not paid county taxes on all properties owned by Organization and assessed by the County.

5. **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 for employment 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.

6. **Employment Of Unauthorized Aliens Prohibited**. Pursuant to §285.530.1, RSMo, Organization 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, Organization 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.

7. **Audit.** The parties agree that the County may, for any reason and at any given time, examine and audit the books and records of Organization pertaining to this Agreement. Further, Organization 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.

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

9. **Appropriation Of Funds.** Organization and the County recognize that the County intends to satisfy its financial obligation to Organization 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 Organization 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.

10. **Conflict Of Interest.** Organization 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. **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.

12. **Indemnification.** Organization 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 Organization during the performance of this Agreement.

13. **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.

14. **Term.** The term of this Agreement shall commence January 1, 2019, and shall continue until December 31, 2019, unless sooner terminated pursuant to paragraph 8, 15, or 19 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.

15. **Termination.** This Agreement may be terminated for any reason or no reason by either of the parties upon thirty (30) days' written notice to the other party's designated fiscal representative. All services and payments shall continue through the effective date of termination. Termination of this Agreement shall not constitute a waiver of the rights or obligations which the County or Organization may be entitled to receive as provided in this Agreement, or be obligated to perform under this Agreement for services prior to the date of termination. Should this Agreement terminate, all County written materials of any kind must be delivered and returned by Organization to the County within ten (10) days of the termination of this Agreement.

16. **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.

17. **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
Department of Finance and
Purchasing
415 E. 12th Street, Suite 100
Kansas City, MO 64106

Healing House, Inc.
Judi Burkholder
4420 St. John Avenue
Kansas City, MO 64123

18. **Affirmative Action 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.

19. **Remedies For Breach.** Organization agrees to faithfully observe and perform all of the terms, provisions, and requirements of this Agreement, and Organization's failure to do so constitutes a breach of this Agreement. In such event, Organization consents and agrees as follows:

A. The County may, without prior notice to Organization, immediately terminate this Agreement; and

B. The County shall be entitled to collect from Organization all payments made by the County to Organization for which Organization 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.

20. 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.

21. 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.

22. Confidentiality. Organization'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.

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

IN WITNESS WHEREOF, the County and Organization have executed this Agreement this 13th day of September, 2019.

APPROVED AS TO FORM:

JACKSON COUNTY, MISSOURI

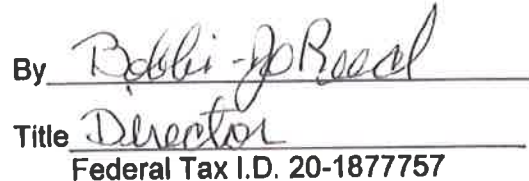

County Counselor

By 
Frank White, Jr.
County Executive

ATTEST:

HEALING HOUSE


Mary Jo Spino
Clerk of the Legislature

By 
Title Director
Federal Tax I.D. 20-1877757

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 \$24,250.00, which is hereby authorized.

Date


9-9-2019


Director of Finance and Purchasing
Account No.002-7908-56789

79082019001 KA

**2019 Jackson County Outside Agency Funding Proposal
Healing House, Inc.
Community Care Link**

Exhibit A

Healing House, Inc.
Community Care Link
Apr 17, 2019
Page 1 

Healing House, Inc.

4505 St. John Ave.
Kansas City, MO 64123
(816) 920-7181
www.healinghousekc.org
fedtaxid: 20-1877757

Fiscal Year: January to December

GuideStar: 1334168009

Mission: Healing House, Inc. is a faith-based substance abuse recovery organization working in the Kansas City metropolitan area to provide safe and stable homes, with opportunities for spiritual and personal growth, along with purposeful guidance and support, for men and women who are committed to overcoming their addiction and becoming responsible, productive, drug and alcohol free members of our community.

Executive Director

Founder/Director
Bobbi Jo Reed
(913) 706-2222
reedbobbijo@gmail.com

Contact Person

Assistant Director
Judi Burkholder
(816) 216-7395
judi@healinghousekc.org

Check the Jackson County Legislative District and your At-Large District where your agency is located?

District 1: Yes

**2019 Jackson County Outside Agency Funding Proposal
Healing House, Inc.
Community Care Link**

Agency Revenue Information

Funding Entity	Source Description	Goods	Services	Cash	TFY Actual	NFY Projected
State	DMH - RSS & RCC			X	\$298,718	\$484,556
Donations	Individual donors			X	\$159,778	\$160,000
Fundraisers	Agency run & organized			X	\$183,233	\$190,000
Other	Rental Income/Comprehensive			X	\$562,569	\$780,000
COMBAT	Treatment & Match Grants			X	\$192,000	\$207,000
Outside Agency	Moms & Babies			X	\$20,000	\$0

**Please check if your agency has cash reserves:
What is the current balance? \$15,000**

2019 Jackson County Outside Agency Funding Proposal

Healing House, Inc.

Community Care Link

Healing House, Inc.
Community Care Link
Apr 17, 2019
Page 3

Date Program was Initiated: 2019

What time period does this program run: All Year

Provide program description: Healing House, Inc (HH) is a comprehensive addiction Recovery Support Services organization in Kansas City, MO operating with a mission to provide safe and stable homes, with opportunities for spiritual and personal growth, along with purposeful guidance and support, for men and who are committed overcoming their addiction and becoming responsible, productive, drug and alcohol free members of our community. The vision of HH began when the program's founder, Ms. Bobbi Jo Reed, purchased a single residence home in the historic Northeast sector of Kansas City and converted it into a residence for recovering drug and alcohol addicts, who were committed to working towards a life of abstinence. Two years later, Healing House, Inc was founded on the fundamental belief that the way to life-long recovery is through exposure to and active participation in a safe and healthy home environment, focused on participant and group support, which fosters the development of healthy relationships. Healing House has grown from a grassroots organization to a comprehensive service organization trying to keep pace with a growing community need. From 2015 to 2016 individual programs and services experience a 50% increase in the number of participants served. Currently, with the opening of the Healing House Headquarters, two (2) additional homes and the future opening of the Recovery Community Center (January 2019) we have had a 25% increase in the participants at the Healing House (2017 we had 608 participants, and we will have over 750 participants in 2018). To date HH has served over 5,000 participants in addiction recovery, renovated 14 buildings in the Northeast section of Kansas City into group housing, apartments, and single-family homes, including a particular house for pregnant women/new mothers; and forged diverse community partnerships that help recovering addicts navigate the challenges to living a life of abstinence. Healing House currently utilizes paper forms and files to maintain participant records. Due to the lack of an efficient software system, HH struggles with proper data collection regarding participant services, identify areas in need of improvement, identify areas of strength, and communicate with other community agencies that our participants use throughout their recovery process. Healing House, Inc must move to an electronic records system to track participant's data, care and coordinate services with other agency partners in the community. To meet the needs of our participants, community and stakeholders Healing House is requesting \$66,615.00 in funding from Jackson County Outside Agency Funding to build internal capacity in critical areas that document participant progress and program success. Specifically, HH will utilize funds to improve participant tracking and data collection to ensure that both current and new programs are assessed timely and that the organization can generate consistent and clear outcome report for partners, funders, and stakeholders. HH will contract with the First Call in Kansas City for a web-based (Community Care Link) software system that will track data for current and former HH participants and improve participant's service by connecting care providers electronically. A grant from the Jackson County outside funding will help with the implementation and software costs for the system, as well as, the staff to supervise and enter the necessary data. A reduction in the amount of staff time needed to compile and report data; and better service quality for HH participants as staff time is reallocated to program development and service delivery and participant's care data is shared across service providers.

Describe the benefits of this program to Jackson County Missouri: Healing House is a unique organization with a holistic approach addressing every aspect of a drug-free life through faith, health, and community. Healing House accepts men and women from treatment, hospitals, Drug Court, prison system and homelessness. Although Healing House is a faith-based program, it is not required for residents to be affiliated with any religious faith or church. Healing House has a reputation for effective programming and successful outcomes, receiving multiple awards of recognition and excellence. There is no doubt that Substance Use Disorder (SUD) is directly related to crime in the Jackson County area. The Healing House priority will continuously be to educate and treat those participants with SUD. As we follow-up with participants after discharging from Healing House programming, we are reevaluating the resources that participants need to build a strong recovery foundation. Resources are continuously identified when working with relapsed participants and their inability to access medical & mental health resources, as well as, the need for continued support of a Certified Peer Specialist (CPS) and a robust social network. Currently, Healing House utilizes COMBAT Connections, Community Care Link, when compiling data and billing for IMANI participants that receive COMBAT funds at the Healing House. With this implementation, all Healing House participants (750 participants per year) can be tracked when utilizing any resources under the COMBAT/Jackson County umbrella. COMBAT connections can monitor the medical/mental health needs, previous drug/alcohol history, and goals identified at admission to the HH. Additionally, participants' appointments, meetings, non-compliance, and discharge summary can be tracked throughout their recovery process after an HH discharge. With HH implementing this software package will offer hundreds of Jackson County participants a stronger opportunity to stay drug, alcohol, and violence-free. Sound and reliable information is the foundation of decision-making in regards to the participant's recovery plan. This data system is essential for the Healing House policy development and implementation, SUD education and training, service delivery and financing. A good data collection system brings together all relevant partners to ensure that participants have access to reliable, usable and understandable resources.

Describe target population to be served: Annually, Healing House provides transitional housing along with recovery programming and services for over 750 participants and their families in the Kansas City area who are recovering from drug or alcohol addiction. Accommodations are available for 164 adults and 29 children. To date, more than 5,000 participants in recovery have been served by the Healing House. Participants originate from across the greater Kansas City Metro area and are referred to Healing House by a variety of organizations including Drug Courts, treatment centers, hospitals, detox units, Department of Corrections, DISMAS, churches, and word of mouth from previous and current participants. Many participants face significant challenges to recovery: 26% report being inappropriately touched by a family member; more than 20% report being victims of sexual abuse; 78% report being victims of domestic violence, and 55% indicate they have a co-occurring mental illness. Despite these challenges, the program is overwhelmingly successful with 94% of the participants living substance-free under the Healing House care, and 95% of participants obtain employment within 30 days. Much of this success is due to the comprehensive support services and addiction recovery programming offered daily by Healing House. This success has resulted in an increasing demand for services as the Healing House turns away over 200 participants a month due to capacity. As Healing House continues to grow and expand to keep pace with demand, we are continuously working to ensure that programs and services meet the needs of the participants

What are the qualifications for participants: Each participant will have a Substance Use Disorder (SUD) and have a desire to receive the blessings of living a clean and sober life. However; there are those participants that seek Healing House programming, not for themselves but family or Courts or Probation & Parole. The participant may not be convinced that using drug/alcohol has been harmful or caused them problems. These participants will be educated on SUD and offered several different resources. With the implementation of Community CareLink, we will be able to provide over 800 resources to our participants. Healing House's mission is to ensure each participant receives the necessary resource information regarding their problems or concerns

in regards to SUD and that each participant is educated on the harmfulness of abusing drug/alcohol. Family Member(s) or Significant Other(s) are offered the opportunity to participate in family 12 Step Groups, family counseling, meet individually with a Certified Peer Specialist (CPS) or attend open 12-step meetings.

Check if your services are available to anyone: Yes

Do you maintain a database of participants:

Number of participants from Jackson County: 638

Number of participants from Other Areas: 112

Total Number of participants: 750

2019 Jackson County Outside Agency Funding Proposal

Healing House, Inc. Community Care Link

Outcomes

Outcome: Purchase and Install New Web Based Software.

How will outcome be measured: Complete purchase and installation of the COMMUNITY CareLink software by early 2019

Outcome: Healing House Participants Entered into the COMMUNITY CareLink system

How will outcome be measured: Complete entry of all current participants into the system within 2 months of software installation, new participants entered daily

Outcome: Participant Data Reports Implemented

How will outcome be measured: New participant monthly and annual data reports available for use in evaluating the Healing House programs and success, as well as, changes that need to be implemented.

Outcome: Reduction in Data Entry and Reporting Time Requirements

How will outcome be measured: Participant data and reporting administration duties should be reduced in the long term and will free up staff time for participant mentoring.

Is this program Health and Safety: Yes

Type of Service	<input type="checkbox"/>
Basic Needs	Yes
Educational	Yes
Emergency Assistance	Yes
Mental Health	<input type="checkbox"/>
Recreational	Yes
Support Services	Yes

What Jackson County Legislative Districts are served by this program:

Countywide: Yes

District 1: Yes

At-large District 1: Yes

**2019 Jackson County Outside Agency Funding Proposal
Budget as Awarded
Healing House, Inc.
Community Care Link**

Total 2019 Program Budget Award: \$24,250

Salaries						
Category	Job Title	Description of Position	Salary Awarded	Total Salary	Fringe Benefit	Fringe Awarded
Administration	Program Director/Coordinator	Supervising data collection	\$4,250	\$28,000	-	
Support Staff	Clerical	Data Entry	\$20,000	\$20,000	-	
Salary & Fringe Totals			\$24,250	\$48,000		\$0

Direct & Indirect Expenses				
Category	Name	Description	Amount Awarded	Total Expense
Total			\$0	\$32,615

Program sustainable without Jackson County Funding	No
Total Cost to Run Program WITHOUT Jackson County Funding	\$80,615
Cost/Participant	\$104.41
JACO Funding/Total Program Cost	30%

**2019 Jackson County Outside Agency Funding Proposal
Budget as Awarded
Healing House, Inc.
Community Care Link**

Document type: insurance
Name: [jackson-co-outside-funding-liability-insurance.pdf](#)

Document type: goodstanding
Name: [certificate-of-good-standings.pdf](#)

Document type: 501
Name: [501c-3-1.pdf](#)

Document type: registration
Name: [jc-outside-funding-registration-and-certificate-of-good-standing-2018.pdf](#)

Document type: balance
Name: [jc-outside-funding-balance-sheet-december-2017.pdf](#)

Document type: cashflow
Name: [jc-outside-funding-cash-flows-december-2017.pdf](#)

Document type: income

Name: [jc-outside-funding-p-l-december-2017.pdf](#)

Document type: irs990

Name: [990-2017.pdf](#)

Document type: taxreceipt

Name: [property-taxes-2018.pdf](#)

Document type: irsw9

Name: [hh-w9-dec-2018.pdf](#)

Document type: audit

Name: [audit-2017.pdf](#)

