

COOPERATIVE AGREEMENT
(Senior Center)

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, **DON BOSCO CENTER 580 CAMPBELL KANSAS CITY, MO 64106**, hereinafter referred to as “Organization”.

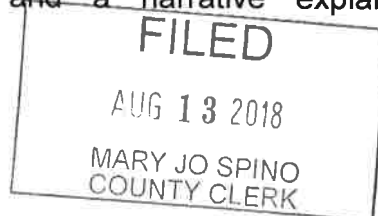
WHEREAS, the County and Organization desire to enter into an Agreement to provide funding to be used for Client Support Services; and,

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 Client Support Services, 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, 2018, through December 31, 2018, 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. If Organization encounters unforeseen circumstances that require a change to Organization’s budget, Organization shall submit a written request of line item changes limited to contractual services and supplies and a narrative explaining the



circumstances to the Jackson County Legislative Auditor's Office no later than October 31, 2018. The Jackson County Legislature must authorize any changes to the budget. Any changes approved by the Legislature will not take effect until your agency receives written notification from the Jackson County Legislative Auditor's Office.

2. **Terms Of Payment.** The County agrees to pay Organization the total amount of **\$8,068.00** in quarterly installments of **\$2,017.00**, with the payment for the first and second quarters to be made upon execution 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 on forms provided by the County along with 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 and second quarters shall 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 quarterly reconciliation reports in the format specified by the County 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
- 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, 2018, and shall continue until December 31, 2018, 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

Don Bosco Center
Anne Miller
580 Campbell
Kansas City, MO 64106
(816) 421-3160

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 August, 2018.

APPROVED AS TO FORM:

JACKSON COUNTY, MISSOURI



W. Stephen Nixon
County Counselor

By 

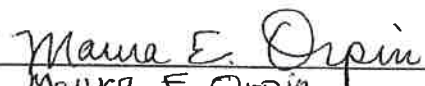
Frank White, Jr.
County Executive

ATTEST:

DON BOSCO CENTER



Mary Jo Spino
Clerk of the Legislature

By 


Maura E. Orpin
Title Executive Director
Federal Tax I.D. 44-0558260

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 \$8,068.00, which is hereby authorized.

8/8/18

Date




Chief Administrative Officer
Account No.002-7780-56789
77802018002

**2018 Jackson County Outside Agency Funding Proposal
Don Bosco Centers
Don Bosco Senior Center Client Support Services**

Don Bosco Centers

580 Campbell
Kansas City, MO 64106
(816) 691-2900
www.donbosco.org
fedtaxid: 44-0558260

Don Bosco Centers
Don Bosco Senior Center Client Support Services 
Feb 27, 2018
Page 1

Fiscal Year: July to June

GuideStar: 1634628976

Mission: Don Bosco Centers positions our ethnically diverse population of all ages across metropolitan Kansas City to be self-sufficient and contributing members of this great community.

Executive Director

Executive Director
Maura Orpin
(816) 691-2802
morpin@donbosco.org

Contact Person

Senior Center Director
Anne Miller
(816) 691-2900
amiller@donbosco.org

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

District 1: Yes

At-large District 1: Yes

**2018 Jackson County Outside Agency Funding Proposal
Don Bosco Centers
Don Bosco Senior Center Client Support Services**

Agency Revenue Information

Don Bosco Centers
Don Bosco Senior Center Client Support Services
Feb 27, 2018
Page 2

Funding Entity	Source Description	2017 Actual	2018 Projected
Federal	Mid-America Regional Council	\$1,119,765	\$862,154
State			
Jackson County	Outside Agency Funding	\$40,000	\$40,000
City of Kansas City			
Charity/Donations	Corporate, Individuals, Foundations	\$731,585	\$439,631
Fundraisers	Annual Dinner, Golf Tournament	\$126,549	\$114,653
Donations	United Way	\$51,416	\$56,055
		\$2,069,315	\$1,512,493

**Please check if your agency has cash reserves:
What is the current balance?** \$293,332

Please check all Jackson County sources your agency received funding from in 2017:
Outside Agency: Yes

Please check any of the following your agency received funding or resources from in 2017:

	Goods	Services	Cash	Amount
Harvesters	Yes			\$101,650
Mid America Regional Council			Yes	\$1,119,765
MAAC Link		Yes		\$0
United Way			Yes	\$51,416

2018 Jackson County Outside Agency Funding Proposal
Don Bosco Centers
Don Bosco Senior Center Client Support Services

Date Program was Initiated: 2010

Don Bosco Centers
Don Bosco Senior Center Client Support Services
Feb 27, 2018

What time period does this program run: All Year

Page 3

Provide program description: Don Bosco Senior Center Support & Emergency Assistance Services are provided through 1 full-time Specialist for the homebound seniors, 1 full-time & 2 part-time Specialists (includes Spanish language ability) & 2 part-time volunteers (Vietnamese language ability) for the seniors attending the Senior Center & from the community. Staff assist the seniors in their time of crises/personal challenges to enable them to remain in their home with a better quality of life. Services include: utility, rent assistance & household furnishings; medical & prescription copays, medical equipment, dentures & dental work; assistance in completing government benefit applications- Food Stamps, Medicaid & Medicare, Housing; sign-up & distribution of 190 Missouri Senior Commodity Food Boxes each month in addition to on-site food pantry with hygiene & cleaning products; minor home repairs including heating & cooling/plumbing/pest exterminator & lawn mowing; referrals to other agencies for mental health services/employment counseling/legal matters, etc. *The staffing was expanded in the Fall 2016 with a part-time specialist focusing on housing & transportation for seniors & adults with a disability. These issues were found to be 2 critical areas that required developing an expertise for difficult to house seniors who were at risk of homelessness or with records of poor credit/prior evictions, etc. Additionally, the specialist stays abreast of Kansas City's evolving public transportation system as it improves to better serve veterans and low income older adults. The Senior Center staff & volunteers serve as advocates to stabilize the clients' status so residential care placement is avoided when at all feasible. Services are provided both at the Senior Center and in the homebound Meals on wheels seniors' homes.

Describe the benefits of this program to Jackson County Missouri: Don Bosco serves the Kansas City urban area with a significant number of vulnerable older adults & those who are disabled who are at greatest risk of institutionalization due to frail health, low income, limited resources and lack of family & friends able to help them in their time of need. *Don Bosco advocates for the at-risk senior population by leveraging staff experience & expertise in emergency assistance & support services to seniors at high risk of personal crises and unstable living conditions. The Senior Center fills a large void in the Kansas City urban community. THEREFORE, JACKSON COUNTY benefits by partnering with Don Bosco to make these essential services available to older adult residents, thus having a positive impact on its most vulnerable & often low income residents.

Describe target population to be served: Individuals must be an older adult or an adult with a disability. Residents of the Kansas City urban area & neighborhoods are the target population; low income, frail & isolated are the predominant characteristics. Kansas City's Northeast & East Side corridors are prioritized, but services extend Countywide.

What are the qualifications for participants: Participants must be an age adult 60 years or older; or age 18 to 59 years with a disability. There is a Federal Poverty Guideline for eligibility to receive certain types of financial emergency assistance & benefits. Staff will consider extenuating circumstances of the senior on a case-by-case basis if over a financial guideline. Non-monetary assistance is provided to all others in need of help. The Senior Center serves a very ethnically diverse population, often with language & cultural barriers. *Don Bosco participates in the MAAC Link Network and Database.

Check if your services are available to anyone: Yes

Do you maintain a database of participants: Yes

Number of participants from Jackson County: 530

Number of participants from Other Areas: 29

Total Number of participants: 559

Outcomes

Outcome 1: Seniors are better able to remain independent in the community.

How will outcome 1 be measured: Annual Survey/Self Report & staff conducts in-home assessment..

Outcome 2: Seniors experience reduction in their stress & anxiety levels.

How will outcome 2 be measured: Annual Survey/Self Report & staff conducts in-home assessments.

Outcome 3: Seniors experience improvement in their basic needs being met.

How will outcome 3 be measured: Annual Survey/Self Report & staff conducts in-home assessments.

Outcome 4:

How will outcome 4 be measured:

Outcome 5:

How will outcome 5 be measured:

Please classify your program from the following types of services:

Food/Emergency Services: Yes

Health/Wellness: Yes

Indigent Population: Yes

Senior Services: Yes

What Jackson County Legislative Districts are served by this program:

Countywide: Yes

**2018 Jackson County Outside Agency Funding Proposal
 Budget as Awarded
 Don Bosco Centers
 Don Bosco Senior Center Client Support Services**

Total 2018 Program Budget: \$8068

Don Bosco Centers
 Don Bosco Senior Center Client Support Services
 Feb 27, 2018
 Page 4

Salaries

Position/Title	Description	Amount of Salary Requested	Total Salary
Client Services Coordinator (FT)	Responsible to serve the homebound clients, including in their home.	\$1,500	\$31,595
Latino Services Coordinator (PT)	Responsible to serve clients in English/Spanish language with support services.	\$2,500	\$17,472
Senior Advocate Specialist (FT)	Responsible to serve clients with support services.	\$2,500	\$30,128
Fringe Benefits		\$368	
Total Salaries & Fringe Benefits		\$6,868	

Contractual Services & Supplies

Description	Amount
Occupancy/SeniorCenter (5 offices) including Utilities & Office Equipment/Technology	\$1,200
Total Contractual Services & Supplies	\$1,200

Program sustainable without Jackson County Funding	Yes
Total Cost to Run Program WITHOUT Jackson County Funding	\$138,676
Cost/Participant	\$22
JACO Funding/Total Program Cost	%

**2018 Jackson County Outside Agency Funding Proposal
Don Bosco Centers
Don Bosco Senior Center Client Support Services**

Don Bosco Centers
Don Bosco Senior Center Client Support Services
Feb 27, 2018
Page 5

Reviewed the Non-Allowable Expenses: Yes

Reviewed Executive Order 04-18 to deem your agency in compliance if funding is awarded and approved: Yes

Include the Jackson County Logo and credit Jackson County in marketing efforts and provide the Auditor's Office with copies: Yes

Certificate of Liability Insurance valued at a minimum of \$1 million per occurrence or \$2 million annual aggregate:

Missouri Secretary of State Certificate of Good Standing:

Missouri Secretary of State Annual Registration Report:

Financial Statements (Balance Sheet, Income Statement, Cash Flow Statement):

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 **Don Bosco Center**, 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, **Don Bosco Center**, 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.)

Maura E. Orpin
Authorized Representative's Signature
Executive Director
Title

Maura E. Orpin
Printed Name
8/3/18
Date

Subscribed and sworn before me this 3rd day of August, 2018. I am commissioned as a notary public within the County of Clay, State of Missouri, and my commission expires on Feb. 12, 2022.

Linh Tran
Signature of Notary



8/3/2018
Date