

COOPERATIVE AGREEMENT

**AN AGREEMENT** by and between Jackson County, Missouri, a Constitutional Home Rule County, hereinafter called "the County" and United Inner City Services, 2008 East 12<sup>th</sup> Street, Kansas City, MO, 64127 hereinafter called "UICS."

WHEREAS, the County and UICS desire to enter into an Agreement to provide funding to be used in the areas of art education, youth services, and child development; and,

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

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

1. **Services.** UICS shall provide services relating to art education, youth services, and child development programs, in accordance with the proposal and budget attached hereto as Exhibit A.
2. **Terms of Payment.** The County agrees to pay to UICS the total amount of \$213,860.00 in quarterly installments of \$53,465.00 each, with the first payment to be made upon execution of this Agreement. The remaining payments shall be made upon the County's receipt of the reports as set forth in paragraph 3 hereof.
3. **Reports.** Within 30 days after the conclusion of each calendar quarter under this Agreement, UICS shall submit a quarterly report, including cancelled checks and invoices, and any other documents requested by the Director of Finance and

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MARY JO SPIRO



Purchasing, to establish that the funds provided pursuant to this Agreement were used for the purposes set forth herein. The last quarter's report shall include an annual report which shall summarize all of UICS's activities pursuant to this Agreement. UICS's failure to submit this annual report shall disqualify UICS from future funding by the County.

4. **Submission of Documents.** No payment shall be made under this contract until the contracting agency shall have submitted to the County's Director of Finance and Purchasing (1) a written proposal setting out in detail the intended use of the County's funding, including the target population to be served; (2) an audited financial statement for the agency's most recent fiscal year; (3) the agency's most recent IRS Form 990, if applicable, (4) a statement of the agency's total budget for its most recent fiscal year; and (5) a detailed explanation of actual expenditures of County funds pertaining to final payments and payments on contracts for future years.

5. **Audit.** The County further reserves the right to examine and audit, during reasonable office hours, the books and records of UICS pertaining to its finances and operations.

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



7. **Conflict of Interest.** UICS 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.

8. **Severability.** If any covenant or other provision of this Agreement is invalid or incapable of being enforced by reasons 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.

9. **Term.** This Agreement shall be effective upon execution, and shall terminate on December 31, 2011.

10. **Liability and Indemnification.** No party to this Agreement shall assume any liability for the acts of any other party to this Agreement, its officers, employees or agents and UICS shall indemnify, defend and hold the County harmless from any and all claims, liabilities, damages, costs (including reasonable attorney's fees directly related thereto) including but not limited to violation of civil rights and/or bodily injury to or death of any person and for damage to or destruction of property if and to the extent caused by the negligence, willful misconduct or omissions of UICS during the performance of this Agreement.

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



IN WITNESS WHEREOF, the parties have executed this Agreement this 10 day of Feb., 2011.

APPROVED AS TO FORM:  
W. Stephen Nixon  
W. Stephen Nixon  
County Counselor

JACKSON COUNTY, MISSOURI  
By: Michael D. Sanders  
Michael D. Sanders  
County Executive

ATTEST:  
Mary Jo Spino  
Mary Jo Spino  
Clerk of the Legislature

UNITED INNER CITY SERVICES  
By: Executive Director  
Executive Director  
44-0646347  
Federal I.D. or S.S.#

**REVENUE CERTIFICATE**

I hereby certify that there is a balance otherwise unencumbered to the credit of the appropriation to which this contract is chargeable, and a cash balance otherwise unencumbered in the treasury from which payment is to be made, each sufficient to meet the obligation of \$213,860.00 which is hereby authorized.

February 10, 2011  
Date

[Signature]  
Director of Finance and Purchasing  
Account No. \_\_\_\_\_

002- 7736-56789 = 166,536  
003- 7736-56789 = 47,504  
3012011002

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## Section C: 2011 Revised Program Budget

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

**Agency Name:** United Inner City Services

**Program Name:** Child Development

<b>Personal Services</b>			
For each salary request below please attach a job description or duties.			
Position / Title	Total Salary	% of Salary to be funded by Jackson Co.	Amount of Salary to be funded by Jackson County
Bobbye Fuller Co-Director of Childcare	40,000	100%	\$ 40,000
Dorice Ramsey Director	53,812	100%	\$ 53,812
Vicki Lockett Family Advocate	33,200	100%	\$ 33,200
Kevin Jones Administration	44,980	100%	\$ 44,980
PM Receptionist	9,368	100%	\$ 9,368
			\$ -
Total Salaries			\$ 181,360
Total Benefits			\$ 20,500
<b>Total Personal Services</b>			<b>\$ 201,860</b>
<b>Contractual Services</b>			
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total Contractual Services</b>			<b>\$ -</b>
<b>Supplies</b>			
Classroom Art Supplies			\$ 12,000
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total Supplies</b>			<b>\$ 12,000</b>

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JACKSON COUNTY  
AUDITOR'S OFFICE  
KANSAS CITY, MISSOURI

**Total Program Request \$ 213,860**

## **Job Responsibilities**

### **Bobbye Fuller – Co-Director of Program Services**

#### **Responsibilities:**

- In cooperation with the Education Coordinator, supervises all classroom teachers and aides.
- Supervises the implementation of all aspects of the Licensing, CACFP, Head Start and the Early Childhood program. Ensures that daily classroom activities are operating in accordance with all of the agencies rules and regulations.
- Recruits and selects staff to implement the program, and provides on going supervision with the Education Coordinator.
- Is responsible, in conjunction with the Education Coordinator for the training for all staff development and volunteers.
- Works with the Education Coordinator, Deputy Director and accountant on the center's budget.

### **Dorice Ramsey – Co-Director of Curriculum**

#### **Responsibilities:**

- Develops and administers programming reporting and assessments systems to assist the center in meeting performance standards.
- Implements High/Scope curriculum and Head Start Education Plan
- Plans and implements educational training for staff and work with Family Advocate to include parents in some Head Start training.

- Evaluates teachers and assistants to ensure that DAP are being achieved.
- Observes classroom activities, provide feedback, determine training needs for staff.
- Serves as liaison and works with community agencies.
- Develops equipment and material purchasing plan

### **Vicki Lockett - Family Advocate**

#### **Responsibilities:**

- (Enrollment)
- Recruit families into the program
- Complete enrollment applications
- Complete family needs assessment and goals at the time of application and develop an action plan or referrals if necessary
- Maintain a waiting list for participants
- Explain program services and procedures
- (Health)
- Schedule health screenings with community partners
- Track health needs to ensure they are done in a timely manner
- Follow up on health referrals
- (Data Entry)
- Enter Daily Attendance
- Enter all health information
- Enter all data from enrollment application
- (Parent Involvement)
- Schedule parent involvement activities

- Make and maintain community resources
- Respond to parent complaints and suggestions
- Establish a parent committee at Center level
- (Clerical)
- Update applications for re-enrollees each program year
- Keep children's files updated
- Prepare payment invoices for parents
- Prepare a monthly newsletter
- Prepare reports for attendance, PIR, and in-kind
- (Miscellaneous)
- Make and return phones calls
- Attend trainings and meetings
- Contact Caseworkers (as needed)

**KeVin Jones – Executive Assistant**

**Responsibilities:**

- Provided full administrative and organizational support to Executive Director primarily.
- Provided support to Deputy Director, Leadership Team members as needed.
- Organize and maintain filing system for Executive Director and Board of Directors.
- Take minutes, prepare necessary documentation and coordinate email notifications and/or communications for Board of Director meetings, prepare presentations and implement special projects.
- Set-up and arrange all teleconference meetings for Executive Committee and Board of Directors.

- Provide technical assistance and general trouble-shooting for Child Care Center computers.
- Serve on the Leadership Team and attend and assistance in all staff meetings.
- Maintain confidentiality of all personnel information.
- Coordinate all add, moves and changes in phone systems. Make recommendations as necessary.
- Supervise the Administrative Assistant to the Child Care Center.
- Provide support to Executive Director and grant writer in gathering and updating necessary information for current and/or new grants available to the organization.
- Administrate the Emergency Assistance Program for the organization. Screen callers; provide information and set-up appointments for qualified applicants to apply for assistance. Process applications according to the program requirements, create disbursements to vendors, landlords etc. Process and update all applicants in the MAACLink system.

## Section D: 2011 Program Information

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

**Agency Name:** United Inner City Services

**Program Name:** Child Development

### Proposed Program

Detail functions to be performed by each program.

Educators have long seen a central purpose for art in education. In fact, many studies have shown that disadvantaged children can advance their development through creative enhancing techniques such as dance or movement, drawing and music, and other efforts to incorporate arts into the curriculum. This not only improves children's cognitive, social, and motor abilities, but also enhances comprehension of language, math, science, and history. According to a study released by the Arts Education Partnership, arts education reaches children who are not otherwise being reached and provides an excellent means to help at-risk students excel. Developed and written by a team of early childhood educators from UMKC, local early childhood specialists, and St. Mark staff, the Connecting with Children© curriculum combines the goals of Head Start and the High/Scope educational approach with the infusion of historical and cultural arts learning. The curriculum introduces children to the arts while promoting intellectual growth as well as healthy social and emotional development. In addition, St. Mark children are involved in at least four productions throughout

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### Participants

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

Jackson, MO	225
Clay, Platte, Cass, MO	
Wyandotte, Johnson, KS	
Other Missouri	

### Target Population

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

UICS annually serves approximately 225 very low and low-income families through its early child education program, before and after school program, and summer camp. Nearly 100% of the children are African American, with many living in single parent households in one of Kansas city, Missouri's poorest neighborhoods. There are no other Head Start affiliated, early childhood development providers with regularly scheduled hours and consistent services in the area.

Would you provide these services to anyone at your door?      Yes

Yes

**Answer Yes or No**

Is anyone denied services?      No

No

**Answer Yes or No**

What level of indigents (below poverty level) do you serve?

Please classify your program from the following types by percentage of your agency's overall service

Senior Program

%

Indigent Program (Below Poverty Level)

100%

Senior Indigent Program

%

What criteria do you have for the clients you serve?

They must fall below the poverty level and live in Jackson County, Missouri

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### Service Delivery Area

Identify your specific geographic service delivery area for each program.

Downtown urban core

### Fund Separation

Indicate what measures your agency will take to ensure that funds received from Jackson County will be utilized for the benefit of Jackson County residents.

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Agency Name: United Inner City Services

Program Name: Child Development

### Approach & Method

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

1. The children at UICS will be ready to enter kindergarten

2. The children will have their health and nutrition needs met.

3. The children will receive an arts and culture based education.

Detail specific methods you will use to achieve these objectives.

UICS will provide kindergarten readiness screenings and follow-up, health and nutrition screenings and follow-up, and will incorporate the arts throughout its curriculum, including summer camp.

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### Evaluation

How can the success of each program be evaluated?

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

The success of this program will be evaluated by pre- and post- tests. 100% of the children will be ready to enter kindergarten. 100% of the children will have their health and nutrition needs met. 100% of the children will receive an arts and culture based education, including summer camp.

### Notification

How will your organization make clients, the public and the media aware of the generous taxpayer funding received from Jackson County? (Please attach any examples)

UICS will make clients, the taxpayers, and the media aware of generous funding received from Jackson County through advertisements and publications.

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