

**COOPERATIVE AGREEMENT**

**AN AGREEMENT** by and between Jackson County, Missouri, a Constitutional Charter County, hereinafter referred to as the "County" and the Mid-America Regional Council, 600 Broadway, Suite 200, Kansas City, MO 64105, a regional planning commission operating pursuant to Section 251.150 et seq., RSMo, hereinafter referred to as "MARC."

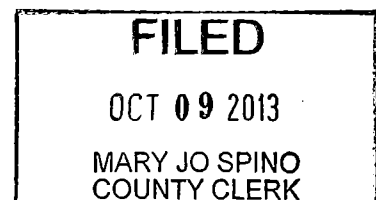
WHEREAS, the County deems it to be in the best interest of its citizenry to support services to low-income families as provided by MARC and other agencies, under subcontracts with MARC; and,

WHEREAS, this Agreement is entered into pursuant to the provisions of Chapter 70, RSMo, dealing with cooperative agreements; therefore,

The County and MARC agree, in consideration of the following mutual promises and valuable consideration, as follows:

1. **Services.** MARC shall provide emergency assistance to low-income families of Jackson County, and is expressly authorized to enter into a subcontract with the Don Bosco Community Center to provide these services, as are more fully set out in the document attached hereto, as Exhibit A, upon such terms and conditions as MARC shall deem appropriate, provided that said subcontractor shall provide that the County's funds shall be used by the Don Bosco Community Center solely to provide services to low-income families of Jackson County.

2. **Terms of Payment.** Upon the execution of this Agreement, the County shall pay to MARC the lump sum of \$40,000.00 to be used to provide these services and



programs. The County, through the Legislative Auditor, may approve adjustments to line items listed in Agency's budget/proposal contained in Exhibit A, in an amount not to exceed 10 percent of the total amount of the Agreement, so long as there is no additional total cost to the County.

3. **Annual Report.** MARC shall submit an annual report, including a statement of budgeted and actual expenditures, and other documentation as requested by the Director of Finance and Purchasing to show that the funds paid to MARC by the County were used for the purposes set forth in this Agreement. Said annual report shall be submitted no later than December 31, 2013. Failure to submit this annual report shall disqualify MARC from future funding by the County.

4. **Submission of Documents.** No payment shall be made under this contract unless the Don Bosco Community Center shall have provided to MARC and MARC shall have confirmed to County and the Director of Finance and Purchasing its receipt of: (1) a written proposal setting out in detail the intended use of the County's funding, including the target population to be served; (2) the agency's IRS Form 990, from the previous fiscal or calendar year; (3) a statement of the agency's total budget for its most recent fiscal year; and, (4) a detailed explanation of actual expenditures of County funds (pertains to final payments and payments on contracts for future years.) If an agency has previously received County funding, to be eligible for future payments, an agency must submit either an audited financial statement for the agency's most recent fiscal or calendar year, by March 31 of the following year, or a certified public accountant's program audit of County funds, by January 31 of the following year. Any document described herein which was 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 the contract agency is out of compliance on any other County contract.

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

6. **Default.** If MARC shall default in the performance or observation of any term or condition of this Agreement, the County shall give MARC written notice setting forth the default and correction required. Thereafter, if said default by MARC shall continue and not be corrected within ten days of the notice of default, the County may, at its election, terminate the Agreement and take such action in law or equity to recover all funds given to MARC under this Agreement, but not used for the purposes set forth in the Agreement, as the County deems appropriate.

7. **Conflict of Interest.** MARC 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. MARC shall insure that its subcontractor has made this same warranty.

8. **Employment of Unauthorized Aliens Prohibited.** Pursuant to §285.530.1, RSMo, MARC 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, MARC 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.

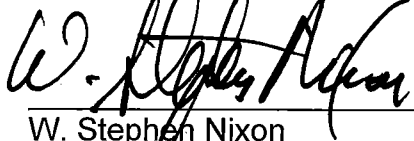
9. **Term.** This Agreement shall be effective January 1, 2013, and shall terminate on December 31, 2013. This Agreement may be terminated prior to that date by either party upon written notice delivered thirty days prior to the effective date of termination. If this Agreement is terminated by either party, the County shall pay only for those services actually performed as verified by the County's audit as provided in paragraph 5 above.

10. **Equal Opportunity.** In carrying out this Agreement, MARC shall insure that none of the benefits or services of the program are denied to any eligible recipient on the basis of race, color, religion, sex, age, handicap, or national origin. MARC shall take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, age, handicap, or national origin. Such action shall include but not be limited to, the following: employment or termination, rates of pay or other forms of compensation and selection for training including apprenticeship. MARC shall in all solicitations or advertisements for employees placed by or on behalf of MARC, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap, or national origin.

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

IN WITNESS WHEREOF, the County and MARC have executed this Agreement  
this 9<sup>th</sup> day of October, 2013.

APPROVED AS TO FORM:

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

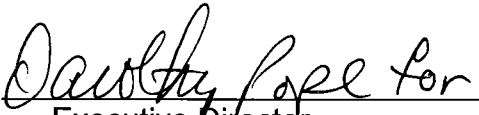
JACKSON COUNTY, MISSOURI

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

ATTEST:

  
\_\_\_\_\_  
Mary Jo Spind  
Clerk of the County Legislature

MID-AMERICA REGIONAL COUNCIL

By   
\_\_\_\_\_  
Executive Director  
Federal Tax ID: 43-0976432

### 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 \$40,000.00 which is hereby authorized.

October 4, 2013  
Date

  
\_\_\_\_\_  
Director of Finance and Purchasing  
Account No.: 002-7902-56789  
79022013001



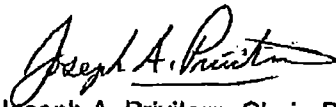
**OUTSIDE AGENCY FUNDING REQUEST FORM  
2013 BUDGET**

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

Email: auditor@jacksongov.org

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**Section A: Organization or Agency Information**

Name:	Don Bosco Community Center, Inc.		
Address:	535 Garfield Kansas City, Missouri 64124		
Phone No:	(816)691-2900	Fax:	(816)421-3162
Website Address:			
Federal Tax ID No:	44-0558260	Fiscal Year Cycle:	July 1, 2012 to June 30, 2013
Executive Director:	Joseph A. Privitera, Chair, Board of Directors		
Name and Title of Principal Contact Person:	Anne M. Miller, Senior Center Director		
Phone No:	(816)421-3160	Email Address:	
Submittal of this request has been authorized by:	 Joseph A. Privitera, Chair, Board of Directors		
Date:	29-Aug-12		

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

### Agency's 2013 Projected Revenue Information

Funding Entity	Agency's 2013 Total Projected Revenue Source You Will Request 2013 Funding From	Projected Amount	% of Total Revenue
Federal	MARC	\$ 889,000	83
State	MO Dept of Transportation	\$ 3,700	0
Jackson County	Outside Agency Program	\$ 40,000	4
Other Counties	None	\$ -	0
City	None	\$ -	0
Charity/Donations	United Way, Foundations, Individual Donors, Misc	\$ 75,000	7
Fundraisers	Special Events	\$ 30,000	3
Other	Food Svc/Catering Fees	\$ 33,255	3
<b>2013 Total Projected Revenue</b>		<b>\$ 1,070,955</b>	

### Agency's 2012 Revenue Information

Funding Entity	Agency's 2012 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal	See attachment of Detailed Revenue Information for Don Bosco Community Center, Inc.	\$ -	#DIV/0!
State		\$ -	#DIV/0!
Jackson County		\$ -	#DIV/0!
Other Counties		\$ -	#DIV/0!
City		\$ -	#DIV/0!
Charity/Donations		\$ -	#DIV/0!
Fundraisers		\$ -	#DIV/0!
Other (please list)		\$ -	#DIV/0!
<b>2012 Total Revenue</b>		<b>\$ -</b>	

If your agency received funding from Jackson County in 2012, please identify the funding source, amount and program name below.

Jackson County Funding Source	Yes	No	Amount	Program Name
COMBAT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 10,760	Youth Center
Mental Health Levy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ -	
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 type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Outside Agency Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 40,000	Senior Center
<b>2012 Total Jackson County Funding</b>			<b>\$ 50,760</b>	

Did your agency receive funding or resources in 2012 from either of the following?

Mid America Regional Council	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 856,855
Harvesters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 225,000

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Section B  
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**Section C - 2013 Program Budget**  
 Complete a separate program budget for each program your agency is applying for or fund for.

**Agency Name:** Don Bosco Community Center, Inc.  
**Program Name:** Don Bosco Senior Center- On-Site Activities & Transportation

<b>Personal Services</b>			
For each salary request below please attach a job description or duties.			
Position / Title	Annual Salary	% of Salary to be funded by Jackson Co.	Amount of Salary to be funded by Jackson County
Senior Center Director	\$49,659	1%	\$ 497
Activities/Program Specialist	\$16,900	15%	\$ 2,535
Latino Senior Services Coord.	\$20,800	10%	\$ 2,080
Transportation Supervisor	\$37,086	2%	\$ 742
Site Transportation Driver	\$25,084	10%	\$ 2,508
<b>Total Salaries</b>			\$ 8,362
<b>Total Fringe Benefits</b>			\$ -
<b>Total Personal Services</b>			\$ <b>8,362</b>
<b>Contractual Services</b>			
Yoga Instructor, Class Instruction 1 x per week (on-site)			\$ 1,200
Zumba Exercise Instructor, Class Instruction 1 x per week (on-site)			\$ 1,200
Tai Chi Instructor, Class Instruction 2 x per month (on-site)			\$ 1,000
Ballroom Dance Instructor, Instruction 1 x per week (on-site)			\$ 1,000
Chair Exercise Instructor, Instruction 1 x per week (on-site)			\$ 1,000
<b>Total Contractual Services</b>			\$ <b>5,400</b>
<b>Supplies</b>			
Transportation to Center- Vehicle Mintenance & Upkeep			\$ 1,250
Occupancy/Senior Center, including Utilities			\$ 1,800
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total Supplies</b>			\$ <b>2,850</b>

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**Total Program Request \$ 16,612**



## Section D: 2013 Program Information

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

Agency Name: Don Bosco Community Center, Inc.

Program Name: Senior Center- On-Site Activities & Transportation

### Proposed Program

Detail functions to be performed by each program.

The Senior Center's primary focus is to assist seniors, age 60 and older and adults with disabilities, age 18 and older, to maintain their health (physical, mental, emotional and social), by providing meaningful programming tailored to their needs. Activities are designed around health promotion, physical activity, and opportunities for social interaction, thus helping seniors learn to manage and delay the onset of illness and experience measurable improvements in their physical, social, emotional and mental well-being. The Center offers weekly Zumba and yoga classes, bi-monthly Tai Chi classes, and tri-monthly Ballroom dancing & Aerobic exercise opportunities. On-site exercise equipment and an organized volleyball team allows participants to stay active year-round and an organized softball team plays in the spring and summer months. Social activities, including monthly birthday parties; cultural outings; holiday celebrations; bi-monthly dances, twice weekly Bingo; and pool, dominoes, and card playing provide the participants with social activities that are critical to their maintaining a positive outlook. In fact, a recent survey of the Don Bosco participants revealed that 92 percent of seniors and adults with Disabilities socialize more because of their involvement at the Center. The Center assists clients take care of their shopping needs by providing transportation to area grocery and discount stores several times a month.

The Center has partnered with the Holy Rosary Credit Union to help seniors learn to become more financially literate. The Credit Union has taken an active role in ensuring that seniors better understand the benefit of using financial institutions, avoiding predatory check cashing & lending companies. Health education is a major focus at Don Bosco. Partnerships with various educational institutions ensure that seniors receive health benefits through on-site programming, including presentations by professional speakers and information about community-based and government resources. On-site health screenings are provided by the Visiting Nurse Association (two days each month, with one day dedicated to just the Vietnamese-American seniors with the interpreter available to assist). Clinical rotations in the community setting by student nurses from institutions such as Research Medical Center and the University of Missouri-Kansas City provide 14 student nurses 8 times throughout the year and Johnson County Community College and Saint Luke's Nursing School provide students 6 times throughout the school year. A total of approximately 2,400 screenings took place in fiscal year 2012 including blood pressure checks, cholesterol checks, glucose monitoring, and interviews regarding physical and mental health. The direct service provided by student nurses is supervised and evaluated by a registered nurse-instructor. A Podiatrist provides foot care once every 2 months for seniors with a medical condition such as Diabetes.

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## Section D: 2013 Program Information

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

**Agency Name:** Don Bosco Community Center, Inc.

**Program Name:** Senior Center- On-Site Activities & Transportation

<b>Participants</b>	
Identify the number of participants by County that each program serves.	
Jackson, MO	
Clay, Platte, Cass, MO	
Wyandotte, Johnson, KS	
Other Missouri	
<b>Target Population</b>	
Describe target population and demographics to be served by each program.	
<p>The Don Bosco Senior Center serves the Northeast corridor, East side and mid-town areas of Kansas City, including zip codes 64105, 64106, 64108, 64109, 64111, 64120, 64123 through 64130. Our service area includes Columbus Park, River Market and Northeast Kansas City to the Missouri River/Cliff Drive, East to Interstate 435, South to 47th Street and West to Broadway. With over 50 languages spoken in the community, it is one of the most diverse communities in Kansas City. Individuals and families come from Cuba, Somalla, Sudan, Burundi, Ivory Coast, Myanmar and Vietnam, and Latin America.</p> <p>It is also an area marked by poverty. The median household income is \$27,968, with 74 percent living below the poverty level. It is an area that struggles with numerous challenges including homelessness, joblessness, lack of quality housing, poverty, and high crime rates. According to the 2010 United Way 2-1-1 data, in our service area, the top ten assistance needs included electric utility, gas utility, rent/mortgage/deposit assistance, food pantry, and water utility. It is in communities like this where disparities in income, education, and housing are highest, and where emergency and support services like those offered by the Center are needed most. The Center is in the heart of a neighborhood that has five public housing developments located within three miles. A greater number of Kansas Citians and Northeast residents are turning to agencies such as Don Bosco to meet their basic needs during this prolonged economic downturn.</p>	
Would you provide these services to anyone at your door?	<b>Yes</b>
Is anyone denied services?	<b>No</b>
What level of indigents (below poverty level) do you serve?	<b>70 %</b>
Please classify your program from the following types by percentage of your agency's overall service	
Senior Program	<b>85 %</b>
Indigent Program (Below Poverty Level)	<b>70 %</b>
Senior Indigent Program	<b>70 %</b>

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## Section D: 2013 Program Information

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

Agency Name: Don Bosco Community Center, Inc.

Program Name: Senior Center- On-Site Activities & Transportation

What criteria do you have for the clients you serve?

A senior is considered eligible if 60 years of age or older, with no other restrictions or qualifications. Individuals with a disability must be at minimum 18 years of age and have been determined to be "disabled" primarily by the social security Administration (MARC guidelines). There are no financial guidelines required.

### Service Delivery Area

Identify your specific geographic service delivery area for each program.

The Don Bosco Senior Center's service delivery area encompasses the following zip codes in Jackson County: 64105, 64106, 64108, 64109, 64111, 64120, 64123 through 64130. This covers the boundaries from the Missouri River/Cliff Drive to the North, 47th Street to the South, Interstate 435 to the East and Broadway to the West.

### 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.

The Center captures residency information through completing MARC registration cards for all individuals attending the Center and/or receiving services as required by the Mid-America Regional Council for funding and contract compliance. According to these records, 90 percent of registered participants are Jackson County residents. As Jackson County funding is 5 percent of the Senior Center budget, we know that all funding will be utilized for Jackson County residents.

### Approach & Method

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

1. Promote healthy behaviors through nutrition promotion and education.
2. Promote physical and social activity through organized fitness classes and recreational activities.
3. Promote good health through health screenings and physician and medical care provider referrals.

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Section D

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## Section D: 2013 Program Information

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

Agency Name: Don Bosco Community Center, Inc.

Program Name: Senior Center- On-Site Activities & Transportation

Detail specific methods you will use to achieve these objectives.

1. Staff arrange for health promotion and education activities to be held at the Center. Partnerships are established with community organizations and professionals such as home health agencies, university schools of nursing, medical & physical therapy universities, and other professionals to provide health education. Community agencies & financial institutions conduct the educational components of programming.
2. Staff schedule yoga, ballroom dancing, Zumba, Tai Chi, and other classes with qualified instructors and agencies such as AARP, the American Red Cross, and Truman Behavioral Health. The Center facilitates sports and social activities.
3. Regular health screenings are provided by health care providers and universities through partnerships with the Don Bosco Senior Center.

### 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.

Periodic outcomes measurement surveys are conducted at the Center and are sent to the homebound via drivers to collect information about the impact the program has on their ability to remain independent in the community and the impact services have on their overall health and well-being. The Center collects data such as units of service of home visits by staff, number of meals served, number of participants in exercise and other health promotion classes. This information is compiled in monthly and quarterly reports to the Mid-America Regional Council and other funders to verify services provided.

### 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)

The Don Bosco Senior Center will make clients, the public, and the media aware of the generous Jackson County taxpayer funding through several outlets including the Don Bosco website, bi-annual newsletters, monthly e-blasts and the annual report. The Center will also include this Jackson County funding information in press releases and presentations.

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**Section C - 2013 Program Budget**  
 Complete a separate program budget for each program your agency is applying for funding.

**Agency Name:** Don Bosco Community Center, Inc.

**Program Name:** Don Bosco Senior Center-Client Services Coordination

<b>Personal Services</b>			
For each salary request below please attach a job description or duties.			
Position / Title	Annual Salary	% of Salary to be funded by Jackson Co.	Amount of Salary to be funded by Jackson County
Senior Center Director	\$49,659	1%	\$ 497
Senior Care Coordinator	\$29,554	10%	\$ 2,955
Latino Client Services Coordinator	\$20,800	8%	\$ 1,664
Senior Services Specialist	\$16,900	10%	\$ 1,690
			\$ -
			\$ -
<b>Total Salaries</b>			\$ 6,806
<b>Total Fringe Benefits</b>			\$ -
<b>Total Personal Services</b>			\$ <b>6,806</b>
<b>Contractual Services</b>			
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total Contractual Services</b>			\$ -
<b>Supplies</b>			
Occupancy/Senior Center Facility, including Utilities			\$ 1,200
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total Supplies</b>			\$ <b>1,200</b>

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**Total Program Request \$ 8,006**

## Section D: 2013 Program Information

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

**Agency Name:** Don Bosco Community Center

**Program Name:** Senior Center- Client Services Coordination

### Proposed Program

Detail functions to be performed by each program.

Recognizing that senior centers are a focal point for promoting health and independence, the Don Bosco Senior Center concentrates on providing services that impact the health and well-being of seniors, age 60 and older and individuals with disabilities, age 18 and older. The overarching goal of client services coordination is to increase the likelihood that clients stay in their homes, thus decreasing the high cost of residential care. With the support of Don Bosco staff, our clients gain access to health information, assistance with personal and financial issues and crises that arise, and information about community services. A Don Bosco Client Services Coordinator (M.A., Licensed Professional Counselor) conducts bi-annual visits to the home-bound to assess need for meal delivery, evaluate the home environment, and determine basic needs and challenges. Based on these visits, as well as telephone communications with the client throughout the year, the Coordinator provides access to resources through referrals to the Don Bosco Family Support Center and other agencies to help with food, rent and utility assistance, and other essential services. The staff person coordinates the Senior Commodity Food Program at Don Bosco provided by the Missouri Department of Health and Senior Services to provide food to our clients.

The Center also provides resources via community agencies and organizations such as the American Red Cross Kansas City Chapter, Kansas City Power & Light, AARP Volunteer Tax Assistance Service, Truman Behavioral Health for obtaining a flu vaccine, assistance with Low Income Energy Assistance (LIHEAP) forms, tax filing assistance, and counseling services respectively. This past year the Center entered into a partnership with the Holy Rosary Credit Union within a block of the Center to provide financial literacy programming. A Latino Outreach Coordinator and a Vietnamese-speaking volunteer provide bilingual services to clients at the Center and the homebound who are Latino and Vietnamese. The Center is serving a growing number of immigrants and refugees from Latin America and Viet Nam who not only need senior services, but also staff who speak their language and understand their culture. Don Bosco is reaching out to them, knowing that they are reluctant to ask for assistance. All staff, including the drivers, provide continuous health education via face-to-face communication and through printed materials to the homebound. The focus of the Don Bosco Senior Center is to provide the necessary resources and assistance that enables seniors and adults with disabilities to live an independent lifestyle.

### Participants

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

Jackson, MO	350
Clay, Platte, Cass, MO	20
Wyandotte, Johnson, KS	8
Other Missouri	

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## Section D: 2013 Program Information

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

Agency Name: Don Bosco Community Center

Program Name: Senior Center- Client Services Coordination

### Target Population

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

The Don Bosco Senior Center serves the Northeast corridor, East side and mid-town areas of Kansas City, including zip codes 64105, 64106, 64108, 64109, 64111, 64120, 64123 through 64130. Our service area includes Columbus Park, River Market and Northeast Kansas City to the Missouri River/Cliff Drive, East to Interstate 435, South to 47th Street and West to Broadway. With over 50 languages spoken in the community, it is one of the most diverse communities in Kansas City. Individuals and families come from Cuba, Somalia, Sudan, Burundi, Ivory Coast, Myanmar and Vietnam, Latin America, etc.

The Northeast is also an area marked by poverty. The median household income is \$27,968, with 74 percent living below the poverty level. It is an area that struggles with numerous challenges including homelessness, joblessness, lack of quality housing, poverty, and high crime rates. According to the 2010 United Way 2-1-1 data, in our service area, the top ten assistance needs included electric utility, gas utility, rent/mortgage/deposit assistance, food pantry, and water utility. It is in communities like this where disparities in income, education, and housing are highest, and where emergency and support services like those offered by the Center are needed most. The Center is in the heart of a neighborhood that has five public housing developments located within three miles. A greater number of Kansas Citians and Northeast residents are turning to agencies such as Don Bosco to get assistance to meet their basic needs during this prolonged economic downturn.

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

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 Indigent Program **70 %**

What criteria do you have for the clients you serve?

Seniors eligible for the Program must be at least 60 years of age and individuals with disabilities must be 18 years of age or older. There is not an income guideline for eligibility, all are welcome. Services for in-home clients must reside in the MARC-assigned geographical service area.

### Service Delivery Area

Identify your specific geographic service delivery area for each program.

The Don Bosco Senior Center's service delivery area encompasses the following zip codes in Jackson County: 64105, 64106, 64108, 64109, 64111, 64120, 64123 through 64130. This covers the boundaries from the Missouri River/Cliff Drive to the North, 47th Street to the South, Interstate 435 to the East and Broadway to the West.

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## Section D: 2013 Program Information

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

Agency Name: Don Bosco Community Center

Program Name: Senior Center- Client Services Coordination

### 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.

The Center captures residency information through registration cards for the Congregate/on-site and assessment forms for the homebound which must be completed for all individuals attending the Center and/or receiving services as "homebound" as required by Mid-America Regional Council for funding. According to these records, 90% of registered participants are Jackson County residents. As Jackson County is 5% of the Senior Center, we know that all funding will be utilized for Jackson County residents.

### Approach & Method

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

1. To assess the health and well-being, living conditions and needs of homebound seniors, age 60 and older and adults, age 18 and older with disabilities, increasing the likelihood that they can continue to live independently.
2. To provide a safety-net for homebound seniors and adults with disabilities through regular contact, including in-home visits, written notices and via telephone.
3. To provide direct services and/or referrals for assistance to other Don Bosco departments and/or to other community and governmental agencies for the homebound seniors and the participants at the Center.

Detail specific methods you will use to achieve these objectives.

1. Through bi-annual homebound client assessments of the individual's health and living conditions, the Client Services Coordinator determines the needs and any personal issues and challenges the senior needs assistance with to remain living independently.
2. & 3. There are four professional staff available to provide extensive "information & referral" and direct services, i.e. completing applications for government and utility assistance, to the extent necessary for each individual requesting help. To better serve the diverse population of seniors served, one staff person is bi-lingual Spanish and a trained volunteer Vietnamese language interpreter are available to assist the seniors attend in the Center and those who are homebound.

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## Section D: 2013 Program Information

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

Agency Name: Don Bosco Community Center

Program Name: Senior Center- Client Services Coordination

### 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.

Periodic outcomes measurement surveys are conducted at the Center and are sent to the homebound via drivers to collect information about the impact the program has on their ability to remain independent in the community and the impact services have on their overall health and well-being. The Center also collects data such as the number of units of service of home visits by staff, number of meals served, number of participants in exercise and other health promotion classes. This information is compiled in monthly and quarterly reports to the Mid-America Regional Council and other funders to document and verify services provided.

### 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)

The Don Bosco Senior Center will make clients, the public, and the media aware of the generous Jackson County taxpayer funding through several outlets including the Don Bosco website, bi-annual newsletters, monthly e-blasts and the annual report. The Center will also include this Jackson County funding information in press releases and presentations.

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**Section C - 2013 Program Budget**  
Complete a separate program budget for each program you desire. Use copying to fill in.

**Agency Name:** Don Bosco Community Center, Inc.

**Program Name:** Don Bosco Senior Center- Meal Program

<b>Personal Services</b>			
For each salary request below please attach a job description or duties.			
Position / Title	Annual Salary	% of Salary to be funded by Jackson Co.	Amount of Salary to be funded by Jackson County
✓ Transportation Supervisor	2%	\$37,086	\$ 742
Site Transportation Driver	10%	\$25,084	\$ 2,508
✓ Home Delivered Meal Drivers (9)	29%	\$33,000	\$ 9,332
			\$ -
			\$ -
			\$ -
Total Salaries			\$ 12,582
Total Fringe Benefits			\$ -
<b>Total Personal Services</b>			<b>\$ 12,582</b>
<b>Contractual Services</b>			
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total Contractual Services</b>			<b>\$ -</b>
<b>Supplies</b>			
Transportation- Vehicle Maintenance & Upkeep			\$ 1,200
Occupancy/Senior Center Facility, Including Utilities			\$ 1,600
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total Supplies</b>			<b>\$ 2,800</b>

**Total Program Request \$ 15,382**

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## Section D: 2013 Program Information

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

**Agency Name:** Don Bosco Community Center, Inc.

**Program Name:** Senior Center- Meal Program

### Proposed Program

Detail functions to be performed by each program.

The Don Bosco Senior Center recognizes the vital role that good nutrition plays in the health and quality of life of seniors, necessary for maintaining the ability to live independently. The Center also recognizes that socialization is key to good health and critical to seniors' emotional well-being. Congregate meals, served at from 11:30am to 1:00pm, Monday through Friday, at the Don Bosco Senior Center, provide optimum nutrition and an opportunity to socialize. The menus, approved by two registered dietitians follow strict guidelines set by the Mid-America Regional Council (MARC). The Center continues to experience an increase in the number of individuals who come for lunch and activities. Currently, we are serving an average of 143 meals daily. The increase is partly attributed to an increase in the number of Vietnamese-Americans and Latino's who attend the Center. Congregate meals provide an excellent opportunity to not only provide nutrition to seniors and adults with disabilities, but to encourage participation in healthy activities, health education, and social activities provided by the Center before and after lunch. A recent survey conducted at the Center showed that 91% of clients believe they socialize more regularly because of coming to Don Bosco. Thus having a positive impact on their overall outlook on life. Bilingual staff and volunteers are available to accommodate our non-English speaking clients. The Center recognizes the importance of nutrition in prevention of certain medical conditions (i.e. Diabetes, Hypertension), considering that 85 percent of older Americans have chronic illnesses that could be helped by better nutrition and dietary habits.

The Home-delivered Meal Program, staffed by part-time drivers, provides the opportunity for homebound seniors and individuals with disabilities to receive a nutritionally-balanced meal and a daily check on their well-being. The meals, prepared in the Don Bosco kitchen and approved by two registered dietitians, must meet the daily nutritional requirements set forth by MARC. Currently, we are serving an average of 300 meals to homebound seniors on a daily basis. Staff at the Don Bosco Senior Center also take an active role in ensuring the safety and emotional well-being of the homebound clients. Clients find comfort in knowing that someone will be by their home five days a week to check on them. Some clients could go days without a visit from a friend or family member. Meal drivers report back to staff on their concerns of a change in the condition or behavior of a senior or if the individual does not come to the door. Emergency contact information is maintained on every senior served so staff can contact their family member or friend to inform of our concern. Every participant is served regardless of their ability to pay provided that they meet the age (sixty years or older) or disability eligibility requirements. Donations are accepted, but not required per guidelines set by the Mid-America Regional Council. Both meal programs offered by Don Bosco provide early intervention, long term support, and community services/system support to promote and maintain the independence and self-sufficiency of the seniors.

### Participants

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

Jackson, MO	300 (Homebound) 570 (on-site)
Clay, Platte, Cass, MO	0 (homebound) 25 (on-site)
Wyandotte, Johnson, KS	0 (homebound) 20 (on-site)
Other Missouri	0 (homebound) 20 (on-site)

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## Section D: 2013 Program Information

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

Agency Name: Don Bosco Community Center, Inc.

Program Name: Senior Center- Meal Program

### Target Population

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

The Don Bosco Senior Center serves the Northeast corridor, East side and mid-town areas of Kansas City, including zip codes 64105, 64106, 64108, 64109, 64111, 64120, 64123 through 64130. Our service area includes Columbus Park, River Market and Northeast Kansas City to the Missouri River/Cliff Drive, East to Interstate 435, South to 47th Street and West to Broadway. With over 50 languages spoken in the community, it is one of the most diverse communities in Kansas City. Individuals and families come from Cuba, Somalia, Sudan, Burundi, Ivory Coast, Myanmar and Vietnam, Latin America, etc.

The Northeast is also an area marked by poverty. The median household income is \$27,968, with 74 percent living below the poverty level. It is an area that struggles with numerous challenges including homelessness, joblessness, lack of quality housing, poverty, and high crime rates. According to the 2010 United Way 2-1-1 data, in our service area, the top ten assistance needs included electric utility, gas utility, rent/mortgage/deposit assistance, food pantry, and water utility. It is in communities like this where disparities in income, education, and housing are highest, and where emergency and support services like those offered by the Center are needed most. The Center is in the heart of a neighborhood that has five public housing developments located within three miles. A greater number of Kansas Cityans and Northeast residents are turning to agencies such as Don Bosco to get assistance to meet their basic needs during this prolonged economic downturn.

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 services:

Senior Program	85 %
Indigent Program (Below Poverty Level)	70 %
Senior Indigent Program	70 %

What criteria do you have for the clients you serve? A Senior must be 60 years or older and to be eligible as "Disabled" the individual must be 18 to 59 years receiving disability benefits. Homebound seniors must also have a "Physician's Statement" that they are medically challenged & "homebound".

### Service Delivery Area

Identify your specific geographic service delivery area for each program.

The Don Bosco Senior Center's service delivery area encompasses the following zip codes in Jackson County: 64105, 64106, 64108, 64109, 64111, 64120, 64123 through 64130. This covers the boundaries from the Missouri River/Cliff Drive to the North, 47th Street to the South, Interstate 435 to the East and Broadway to the West.

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## Section D: 2013 Program Information

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Agency Name: Don Bosco Community Center, Inc.

Program Name: Senior Center- Meal Program

### 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.

The Center captures residency information through completing MARC registration cards for all individuals attending the Center and/or receiving services as required by the Mid-America Regional Council for funding and contract compliance. According to these records, 90 percent of registered participants are Jackson County residents. As Jackson County funding is 5 percent of the Senior Center budget, we know that all funding will be utilized for Jackson County residents.

### Approach & Method

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

1. To provide hot, nutritious meals on-site and to homebound seniors (60 and older) and individuals with disabilities (18 and older).

2. To conduct daily, Monday through Friday, monitoring of homebound seniors and individuals with disabilities by the meal drivers and in-home assessments by the Client Services Coordinator.

3. To encourage active participation in health education and recreational activities provided at the Center. Written information will be distributed to the homebound through the meal delivery service.

Detail specific methods you will use to achieve these objectives.

1. Meals are planned, evaluated and approved by the Don Bosco Senior Center's registered dietitian, adhering to strict guidelines and MARC conducts a final review. A client's physician first approves enrollment in the home-delivered meal program. Meals are delivered directly to the client's home Monday through Friday.

2. A staff driver conducts a check on the well-being of the client each time he/she delivers meals and communicates any issues or concerns that need immediate attention and/or follow-up to the Client Services Coordinator. The Coordinator conducts the in-home assessment of each senior, one to two times per year, more

3. In-house congregate meals provide a motivation for many seniors and individuals with disabilities to attend health promotion and education activities, as well as recreational activities held at the Center. Staff encourage active participation in these activities. Three languages (English, Spanish and Vietnamese) are accommodated for seniors attending the Center and for the homebound. The Client Services Coordinator is also available to provide information and referral to seniors in need of additional information.

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## Section D: 2013 Program Information

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Program Name: Senior Center- Meal Program

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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 Mid-America Regional Council, 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, Mid-America Regional Council, 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.)

Dorothy Pope  
Authorized Representative's Signature  
Director of Financial Affairs  
Title

Dorothy Pope  
Printed Name  
7-11-13  
Date

Subscribed and sworn before me this 11 day of July, 2013. I am commissioned as a notary public within the County of JACKSON, State of Missouri, and my commission expires on 7-28-2013.

[Signature]  
Signature of Notary

7-11-13  
Date

