

P.G.R.  
6/16/11

R. 17490

COOPERATIVE AGREEMENT

**AN AGREEMENT** by and between **JACKSON COUNTY, MISSOURI**, hereinafter called "the County" and **NORTHWEST COMMUNITIES DEVELOPMENT CORPORATION**, 217 S. Cedar Avenue, P.O. Box 520532, Independence, MO 64052, hereinafter called "NorthWest."

WHEREAS, the County and NorthWest desire to enter into an Agreement to provide funding to be used for its senior programs and program expenses; 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 NorthWest respectively promise, covenant, and agree with each other as follows:

1. **Services.** NorthWest shall provide services through its Seniors Program as is more fully set out in the proposal attached hereto as Exhibit A and incorporated herein by reference.
2. **Terms of Payment.** The County agrees to pay to NorthWest the total amount of \$56,478.00 in quarterly installments of \$14,119.50 each, with the first 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 reports as set forth in paragraph 3 hereof.
3. **Reports.** Within 30 days after the conclusion of each calendar quarter under this

<b>FILED</b>
<b>JUN 16 2011</b>
MARY JO SPINO COUNTY CLERK

Agreement, NorthWest shall submit a 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 Director of Finance and Purchasing, to establish that the funds provided pursuant to this Agreement were used for the purposes set forth herein. The reports for the first and second quarter shall both be submitted within 30 days after the conclusion of the second quarter. The last quarter's report shall include an annual report which shall summarize all of NorthWest's activities pursuant to this Agreement. NorthWest's failure to submit this annual report shall disqualify NorthWest from future funding by the County.

4. **Submission of Documents.** No payment shall be made under this contract unless the contracting agency shall have submitted to the 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) 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. **Equal Opportunity.** NorthWest agrees and assures that no person eligible for services shall on the ground of race, color, religion, national origin, sex, handicap, veteran status, or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination for any service funded by this Agreement. Furthermore, NorthWest agrees and assures that it will provide equal employment opportunities to applicants and employees and will not discriminate against them on the basis of race, color, religion, national origin, sex, handicap, veteran status, or age.

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

7. **Default.** If NorthWest 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 NorthWest 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.

8. **Conflict of Interest.** NorthWest 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.

9. **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.

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 NorthWest 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 NorthWest during the performance of this Agreement.

11. **Term.** This Agreement shall be effective January 1, 2011, and shall terminate on December 31, 2011. This Agreement may be terminated prior to that date by either party upon written notice, delivered thirty (30) 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 by NorthWest as verified by the County's audit.

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

IN WITNESS WHEREOF, the parties have executed this Agreement this 16<sup>th</sup>  
day of June, 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

NORTHWEST COMMUNITIES  
DEVELOPMENT CORPORATION

By: Bill Kops  
Executive Director  
43-1822719  
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 \$56,478.00 which is hereby authorized.

June 14, 2011  
Date

D. ...  
Director of Finance and Purchasing

Account No. 002-7742-6789  
301 2011011

EXHIBIT  
tabbles  
A



# OUTSIDE AGENCY FUNDING REQUEST FORM 2011 BUDGET

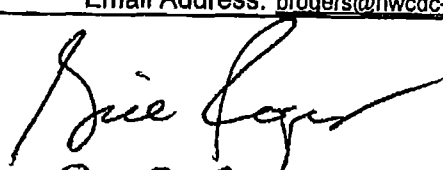
415 E 12th Street, 2nd Floor  
Kansas City, MO 64106

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

**RECEIVED**  
SEP 17 2010  
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KANSAS CITY, MISSOURI

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## Section A: Organization or Agency Information

Name:	NorthWest Communities Development Corporation		
Address:	217 S. Cedar Avenue, P. O. Box 520532, Independence, MO 64052		
Phone No:	816-252-5094	Fax:	816-252-5118
Website Address:	<a href="http://www.nwcdc-mo.org">www.nwcdc-mo.org</a>		
Federal Tax ID No:	43-1822719	Fiscal Year Cycle:	July 1 - June 30
Executive Director:	Bill Rogers		
Name and Title of Principal Contact Person:	Bill Rogers		
Phone No:	816-252-5094	Email Address:	<a href="mailto:brogers@nwcdc-mo.org">brogers@nwcdc-mo.org</a>
Submittal of this request has been authorized by:			
Date:	9-17-2010		

## Section B: Agency's 2010 and 2011 Revenue Information

### Agency's 2011 Projected Revenue Information

Funding Entity	Agency's 2011 Total Projected Revenue Source You Will Request 2011 Funding From	Projected Amount	% of Total Revenue
Federal	CDBG, HOME, and Department of Justice	\$ 1,215,000	76
State		\$ -	0
Jackson County	Health Levy	\$ 63,914	4
Other Counties	none	\$ -	0
City	Council Goals Fund	\$ 20,000	1
Charity/Donations	Grants and contributions	\$ 150,000	9
Fundraisers	none	\$ 35,000	2
Other	Earned income and property sales	\$ 120,000	7
<b>2011 Total Projected Revenue</b>		<b>\$ 1,603,914</b>	

### Agency's 2010 Revenue Information

Funding Entity	Agency's 2010 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal	CDBG, HOME, and Department of Justice	\$ 1,550,862	82
State		\$ -	0
Jackson County	Health Levy	\$ 56,478	3
Other Counties	none	\$ -	0
City	Council Goals Fund	\$ 20,000	1
Charity/Donations	Grants and contributions	\$ 180,000	10
Fundraisers	none	\$ 32,938	2
Other (please list)	Earned income and property sales	\$ 45,000	2
<b>2010 Total Revenue</b>		<b>\$ 1,885,278</b>	

**If your agency received funding from Jackson County in 2010, please identify the funding source, amount and program name below.**

Jackson County Funding Source	Yes	No	Amount	Program Name
COMBAT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Mental Health Levy	<input type="checkbox"/>	<input checked="" 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"/>	\$ 56,478	NW Indep Senior Program
<b>2010 Total Jackson County Funding</b>			<b>\$ 56,478</b>	

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**Does your agency receive funding or resources in 2010 from either of the following?**

Mid America Regional Council	<input type="checkbox"/>	<input type="checkbox"/>	\$ -
Harvesters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 1,200

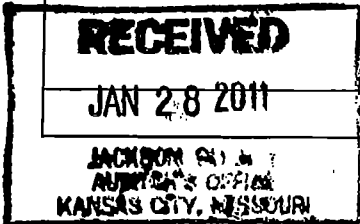
## Section C: 2011 REVISED Program Budget

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

**Agency Name:** NorthWest Communities Development Corporation

**Program Name:** NorthWest Independence Seniors Program

<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
Senior Program Assistant	12,402	100%	\$ 12,402
			\$ -
Senior Program Coordinator	20,280	100%	\$ 20,280
			\$ -
			\$ -
			\$ -
Total Salaries			\$ 32,682
Total Benefits			\$ 3,268
<b>Total Personal Services</b>			<b>\$ 35,950</b>
<b>Contractual Services</b>			
Senior Exercise Instructors			\$ 960
Senior Meals			\$ 16,000
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total Contractual Services</b>			<b>\$ 16,960</b>
<b>Supplies</b>			
Program Supplies			\$ 3,568
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total Supplies</b>			<b>\$ 3,568</b>



**Total Program Request \$ 56,478**



## **Position Description**

### ***Program Assistant***

NorthWest Communities Development Corporation  
Fairmount Community Center

**Reports to:** Community Center Manager

**Position Summary:**

Works with Center Manager, Seniors Program Coordinator other staff and volunteers to provide quality programming for all participants. Carry out daily programming as assigned by Community Center Manager and Seniors Program Coordinator. Interacts with family members and other agencies with the best interest of the participants.

**Essential Functions:**

1. Keeps Community Center Manager and Senior Program Coordinator informed of all significant developments.
2. Supervises Center Opening and Morning Nutrition Activities.
3. Responsible for keeping accurate records, sign-in sheets and other data requested by Community Center Manager.
4. Oversees food delivery from caterer. Advises the Center Manager when there is a discrepancy in the numbers.
5. Checks participants in at lunch and keeps count of money received and meals ordered. Delivers money and reports to administrative office.
6. Accompanies participants on any field trips, helps plan special events.
7. Acquire food handlers permit and assist with nutrition site duties, as needed.
8. Performs other duties reasonably related to position goals as outlined.

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**Required Knowledge, Skills and Abilities:**

1. Knowledge of senior issues and needs.
2. Ability to work with confidential information.
3. Must know basic bookkeeping and math.
4. Must be able to communicate clearly and effectively.
5. Must be able to maintain documentation of client records.
6. Must be able to maintain files.
7. Must have the ability to work in a busy environment, work with tact, maintain confidentiality and meet deadlines and schedules.

**Education and Experience:**

1. Minimum of one year experience in human services field
2. An equivalent of education and experiences to meet required knowledge, skills and abilities

**Special Requirements:**

1. Must be bondable and insurable.
2. Must possess valid driver's license
3. Must be willing to work an occasional evening or weekend hours (Compensatory time off will be given).
4. Must be willing to attend training and workshops as required.

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## **Position Description**

### ***Seniors Program Coordinator*** **NorthWest Communities Development Corporation**

**Reports to:** Community Center Manager

**Position Summary:**

Works with Center Manager to develop and provide social, educational and recreational programs for senior citizens. Makes assessment of needs and makes referrals to appropriate agencies or service providers. Works with Program Assistants and Volunteers in areas of senior programming and nutritional opportunities.

**Essential Functions:**

1. Keeps Center Manager informed of all significant developments. Consults with him/her on matters of policy, initiates recommendations and answers questions related to senior's programming.
2. Networks with city, schools, neighborhood organizations and all appropriate and related agencies and providers.
3. Develops and coordinates activities related to senior programming, i.e., educational, recreational, cultural and health and wellness related programs.
4. Assists Center Manager in preparation of monthly activity calendar and any flyers needed to promote senior activities.
5. Collects data related to all facets of senior programming and clients served.
6. Assists in the development of brochures, newsletters, etc., and speaks to organizations about senior programs.
7. Acquire food handlers permit and assist with nutrition site duties, as needed.
8. Performs other duties reasonably related to position goals as outlined.

**Required Knowledge, Skills and Abilities:**

1. Knowledge of gerontology and the aging process.
  2. Knowledge of federal, state and local laws and ordinances related to seniors.
  3. Knowledge of basic nutritional, health and recreational needs of participants.
  4. Knowledge of community organizations, agencies and supportive services available for seniors.
  5. Must be able to communicate clearly and effectively, both orally and in writing.
  6. Must be proficient in interviewing techniques for seniors and their family members to elicit relevant information.
  7. Must be proficient in maintaining documentation in client records.
  8. Must be able to maintain files and prepare reports in a satisfactory manner.
- have the ability to work in a busy environment, work with tact, maintain confidentiality and meet deadlines and schedules.

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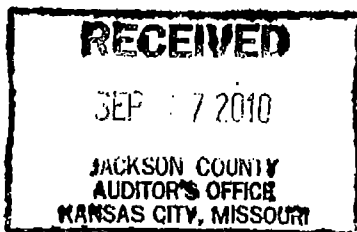
10. Must know basic bookkeeping and math.
11. Must have basic computer skills.

**Education and Experience:**

1. Must have a minimum of one-year experience in human services field.
2. Or an equivalent combination of education and experiences to meet required knowledge, skills and abilities.

**Special Requirements:**

1. Must be bondable and insurable.
2. Must possess valid motor vehicle operator's license.
3. Must be willing to work occasional evening or weekend hours (Compensatory time off will be given).
4. Must be willing to attend training, conferences and workshops as needed.



## Section D: 2011 Program Information

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

**Agency Name:** NorthWest Communities Development Corporation

**Program Name:** NorthWest Independence Seniors Program

### Proposed Program

Detail functions to be performed by each program.

The Northwest Independence Senior Program offers an array of services to senior citizens in western Independence, including congregate meals, an exercise program, line dancing, monthly health and vision screening, tax preparation and financial consultation as well as educational, cultural and social programs. In addition to specific services, the Senior Program draws older western Independence residents out of their isolation and builds a sense of community and support that is critical to their quality of life.

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## Section D: 2011 Program Information

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

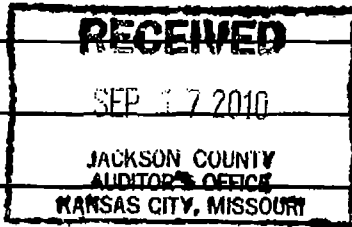
**Agency Name:** NorthWest Communities Development Corporation

**Program Name:** NorthWest Independence Seniors Program

### Participants

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

Jackson, MO		839
Clay, Platte, Cass, MO		
Wyandotte, Johnson, KS		
Other Missouri		



### Target Population

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

Our Senior Program is focused on elderly residents of western Independence, 60 years of age and above. 1,614 people, or 13% of the area population were over age 62 at the 2000 Census. Most of the senior population is on fixed income. 12% of the seniors are below the poverty line. These individuals face the loss of loved ones, physical deterioration, limited income, increasing isolation, loneliness and depression: these factors compound each other, undermining the physical and mental health of senior citizens.

Would you provide these services to anyone at your door?	Answer <u>Yes</u> or No
Is anyone denied services?	Answer Yes or <u>No</u>
What level of indigents (below poverty level) do you serve?	Low to Medium
Please classify your program from the following types by percentage of your agency's overall service	
Senior Program	88%
Indigent Program (Below Poverty Level)	%
Senior Indigent Program	12%
What criteria do you have for the clients you serve?	
Although we cater mainly to seniors, no Jackson County resident is turned away.	

## Section D: 2011 Program Information

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

**Agency Name:** NorthWest Communities Development Corporation

**Program Name:** NorthWest Independence Seniors Program

### Service Delivery Area

Identify your specific geographic service delivery area for each program.

Our service area is defined as: Sterling Avenue on the east; 23rd Street on the south; Independence City Limits on the west and north. A map of senior program intake forms indicates that while most of our participants reside in this area, a fair number of participants are coming from the area between 23rd Street and 40 Highway. Although we do have a specific service delivery area, we draw senior residents from all over Independence. Since we have been partnering with Fairmount Christian Church in the use of their bus and driver, we have been able to pick up seniors from Sterling Place Apartments, Heritage House Senior Apartments, and Fairmount Plaza Apartments and other seniors in the area who do not have transportation. Currently, we are able to do this on Thursday for lunch and bingo and several other extracurricular activities throughout each month. We have submitted a grant to the MARC and the Missouri Department of Transportation to get our own bus and are working on raising the required matching funds of \$11,000 in order to acquire it. So far, we have raised over \$7,000 toward that goal. Having our own bus will allow us to reach many more senior residents that would otherwise not be able to utilize our services, a number of whom live outside of our service delivery area.

### 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.

Our senior program participants are clustered in western Independence, many within walking distance of the Center. Since we do not offer programs in other counties, Jackson County funds are focused in a very concentrated manner on the needs of western Independence residents. As stated above, we are adding bus pick up services in 2011 for only in the western Independence area.

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## Section D: 2011 Program Information

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

**Agency Name:** NorthWest Communities Development Corporation

**Program Name:** NorthWest Independence Seniors Program

### Approach & Method

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

1. Increase the relationships and social networks of seniors

2. Provide services that respond to specific needs

3. As a result of the first two goals, increase seniors' physical and mental health

Detail specific methods you will use to achieve these objectives.

We provide hot lunches four times a week, exercise classes three times per week, line dancing twice per week, a visiting nurse once per month, and music events once a month. We have added a Health Clinic at the Community Center where a certified gerontologist sees patients once a week. Many other programs and services are anchored by our lunch program, including tax preparation, Bingo, quilting classes, holiday and seasonal events. As important as the programs is the sense of warmth and community that we have developed around the seniors who participate. We will be increasing our lunch program to 5 times per week and adding bus pick-up services in 2011.

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## Section D: 2011 Program Information

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

**Agency Name:** NorthWest Communities Development Corporation

**Program Name:** NorthWest Independence Seniors Program

### 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.

We are measuring success based upon the number of participants who report better nutrition and better physical and mental health as a result of our program. Using a nationally tested questionnaire, we surveyed our program participants in January 2010 to find: 60% of our participants report better nutrition, 90.2% report and increase in their social network, 80% report better physical health, 80.65% report better mental health as a result of participating in the Senior Program and 78.38% said they were able to maintain their independence as a result of the programs at the Center. We will be using this questionnaire again this fall and next year and will use these performance measures to evaluate the success of our program.

### 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)

When we know that Jackson County funding is secured, we announce and celebrate: at our congregate meals for seniors; on our website; in news releases and in Community Focus articles that one of our Board members maintains in The Examiner.

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