

AGREEMENT
(Housing Resources Commission)

THIS AGREEMENT, made by and between **JACKSON COUNTY, MISSOURI**, a Constitutional Home Rule Charter County of the First Class of the State of Missouri, acting by and through its **Housing Resources Commission**, hereinafter referred to as "the County" and a Missouri not-for-profit corporation, **NEWHOUSE, INC., PO BOX 240019, KANSAS CITY, MO 64124**, hereinafter referred to as "Contractor".

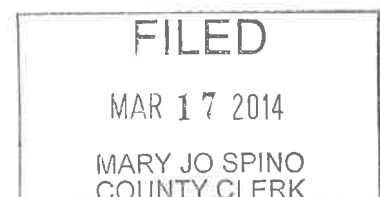
WHEREAS, on June 4, 1991, the voters of Jackson County authorized the County Legislature to impose a \$3.00 user fee on all instruments recorded with the County's Department of Records, the proceeds of which fee is to be used to provide funds for assistance to homeless persons; and,

WHEREAS, the County actually imposed said fee by Ordinance No. 1986, dated June 10, 1991; and,

WHEREAS, by Ordinance No. 2030, dated September 3, 1991, the Legislature created the Housing Resources Commission and designated said Commission as the agency of the County responsible for determining the allocation and distribution of the proceeds of the user fee; and,

WHEREAS, the Commission has reviewed Contractor's proposal for the expenditure of County user fee funds for the purpose of providing assistance to homeless persons in Jackson County; and,

WHEREAS, the Commission has determined that it is in the best interests of the County's citizens to provide funding to Contractor according to the terms and conditions hereof;



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

1. **SERVICES**. Contractor shall use the proceeds of this Agreement solely for the purpose of providing assistance to homeless persons in Jackson County, Missouri. Contractor agrees to use the funds as set out on the Housing Resources Commission Funding Request Form, attached hereto as Exhibit A. 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 to the Housing Resources Commission no later than October 31, 2014. Any changes to the budget must be approved by the Jackson County Legislature.

2. **TERMS OF PAYMENT**. The County shall pay to Contractor a total amount not to exceed \$15,000.00 for the purpose of providing assistance to homeless persons in Jackson County, Missouri. One quarter of this sum, or \$3,750.00, shall be paid to Contractor on a quarterly basis for the periods ending March 31, 2014, June 30, 2014, September 30, 2014, and December 31, 2014, upon receipt of Contractor's invoice and supporting documentation, provided that Contractor has submitted to the County the report(s) required under Paragraph 3 and Paragraph 5 hereof. Each quarter's payment will be issued after Contractor has submitted the required invoices and supporting documentation for reimbursement. 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. Under this Agreement, Contractor shall submit appropriate reports, including copies of invoices and cancelled checks and/or a copy of the face of the check and corresponding bank statements and other documentation, as requested by the Housing Resources Commission staff to show that funds paid to Contractor by the County are being used for the purpose of providing assistance to homeless persons in Jackson County, Missouri. If the reports submitted do not satisfactorily demonstrate appropriate expenditures of County funds, payments are subject to downward adjustment to reflect the amounts actually spent on allowable services provided during the previous quarter. The final request for payment shall include a Quarterly Report and an Annual Report, which shall set out the program objectives and accomplishments, and a final reconciliation of funds. The Annual Report shall be submitted no later than January 31, 2015. Section 67.1071, R.S.Mo., specifically requires the Annual Report to include "statistics on the number of persons served by the agency, and shall include the results of an independent audit of expenditures of funds received by Contractor pursuant to this Agreement. Failure to submit said reports, including the Annual Report, shall result in the loss of future funding by the County.

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. **MAINTENANCE OF ACCOUNTS.** The parties recognize that this funding by the County serves to improve the quality and effectiveness of homelessness programs in Jackson County, Missouri. It is, therefore, declared as the express intent of the parties that the services to be rendered hereunder shall be in addition to those deemed necessary and required to maintain the efficient and effective operation of Contractor in its normal duties, and that none of the funds paid by the County pursuant to this Agreement shall serve to reduce any funds budgeted, or to be budgeted, by Contractor for operations as they exist at the time of this Agreement. Contractor shall not commingle the County's funds and shall keep funds received under this Agreement separate from all other Contractor funds and accounts until expended as herein provided.

5. **SUBMISSION OF DOCUMENTS.** No payment shall be made under this Agreement unless Contractor 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) Contractor's IRS Form 990 from the previous fiscal or calendar year; (3) a statement of Contractor'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 Contractor has previously received funding from the County, to be eligible for future payments, Contractor must submit either an audited financial statement for Contractor's most-recent fiscal or calendar year by March 31 of the following year, or a certified public accountant's program audit of the County's funds by January 31 of the following year. Any documents described herein which were 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 Contractor is out of compliance on any other County contract, or has not paid county taxes on all properties owned by Contractor and assessed by the County.

6. **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 are employed 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.

7. **EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED.** Pursuant to §285.530.1, RSMo, Contractor 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, Contractor 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.

8. **AUDIT.** The parties agree that the County may, for any reason and at any given time, examine and audit the books and records of Contractor pertaining to its finances and operations. Further, Contractor 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.

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

10. **APPROPRIATION OF FUNDS**. Contractor and the County recognize that the County intends to satisfy its financial obligation to Contractor 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 Contractor 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.

11. **CONFLICT OF INTEREST**. Contractor 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.

12. **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.

13. **INDEMNIFICATION**. Contractor 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 Contractor during the performance of this Agreement.

14. **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.

15. **TERM.** The term of this Agreement shall commence January 1, 2014, and shall continue until December 31, 2014, unless sooner terminated pursuant to paragraph 9, 16, or 20 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.

16. **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.

17. **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.

18. **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
Troy Thomas
415 E. 12th Street, Suite 100
Kansas City, MO 64106

Newhouse, Inc.
Bea Lynn Tucker
Vice President of Finance
PO Box 240019
Kansas City, MO 64124
(816) 474-6446

19. **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.

20. **REMEDIES FOR BREACH.** Contractor agrees to faithfully observe and perform all of the terms, provisions, and requirements of this Agreement, and Contractor's failure to do so constitutes a breach of this Agreement. In such event, Contractor consents and agrees as follows:

- A. The County may, without prior notice to Contractor, immediately terminate this Agreement; and
- B. The County shall be entitled to collect from Contractor all payments made by the County to Contractor for which Contractor 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.

21. **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.

22. **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.

23. **CONFIDENTIALITY.** Contractor'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.

24. **INFORMATIONAL REPORTING.** A representative of Contractor shall attend meetings of the County Legislature and the Housing Resources Commission when so requested by either of the above-referenced entities. The representative shall be prepared to answer any questions concerning payments made pursuant to this Agreement.

25. **SURPLUS FUNDS.** Any surplus funds not spent at the end of this Agreement term shall be returned to the County by the fifteenth of the month following the termination of this Agreement. These funds shall not be subject to reappropriation. The term "surplus funds" refers only to those funds that have not been committed for costs or purposes by purchase order, contract, or other formal documentation within the Agreement term.

26. **PERFORMANCE REVIEW.** The performance of this Agreement shall be subject to review by the County or its designated agent. The County's Housing Resources Commission Director shall review the performance of this Agreement according to his/her responsibilities. Contractor agrees to file all required forms with the Housing Resources Commission Director. The Housing Resources Commission may provide to Contractor a list identifying specific areas funded by the proceeds of this Agreement to be reviewed or audited. The Housing Resources Commission and Contractor shall agree on the definition and scope of a review audit of each specific area identified. Contractor shall conduct internal review of each specific area identified and shall provide its findings to the Commission. The parties recognize that all books, records, accounts, and any other documents in the possession of the County relative to the funding of this Agreement, are public records and open for inspection and photocopying in accordance with Chapter 610, R.S.Mo.

27. **DISCONTINUANCE OF PROGRAM.** In the event Contractor should elect to discontinue this program, or file for bankruptcy, or participate in a reorganization, or go out of existence, or should a court of competent jurisdiction render a final decision in any way invalidating this Agreement or its purposes, Contractor shall remit any proceeds of this Agreement as are unexpended to the County.

28. **COMPLIANCE WITH RFP.** At all times in connection with the performance of its services hereunder, Contractor agrees to comply with and abide by the General Conditions, Specifications, and Guidelines contained in the County's RFP No. 49-13. Failure to comply with the terms of the RFP shall be a breach, remediable under

Paragraph 20 hereof. In the event of a conflict between any provision of this Agreement and a provision of the County's RFP No. 49-13, the provision of this Agreement shall govern.

29. **INCORPORATION**. This Agreement incorporates the entire understanding and agreement of the parties.


IN WITNESS WHEREOF, the County and Contractor have executed this Agreement this 17th day of March, 2014.

APPROVED AS TO FORM:



W. Stephen Nixon
County Counselor

JACKSON COUNTY, MISSOURI

By 

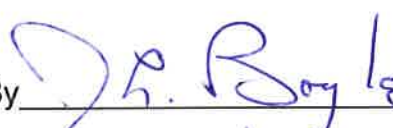
Michael D. Sanders
County Executive

ATTEST:



Mary Jo Spino
Clerk of the Legislature

NEWHOUSE, INC.

By 


Title Pres. & CEO
Federal Tax I.D. 43-0962293

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 \$15,000.00, which is hereby authorized.

March 13, 2014

Date



Director of Finance and Purchasing
Account #043-7001-56789
7001 2014010



**HOUSING RESOURCES COMMISSION FUNDING REQUEST FORM
2014 BUDGET**

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

Email: hrc@jacksongov.org

Section A: Organization or Agency Information page 1
 Section B: Agency's 2013 and 2014 Revenue Information page 2
 Section C: Individual Program Budget page 3
 Section D: Program Information pages 4 -10

Section A: Organization or Agency Information	
Name:	Newhouse, Inc. (street address is confidential)
Full Address- City, State & Zip Code:	P.O. Box 240019., Kansas City, MO 64124-0019
Phone No:	816-474-6446
Fax:	816-474-4157
Website Address:	www.newhouseshelter.org
Federal Tax ID No:	43-0962293
Fiscal Year Cycle:	01/01-12/31
President/CEO:	James L. Bogle
Name and Title of Principal Contact Person:	Bea Lynn Tucker, VP of Finance & HR
Phone No:	816-462-0501
Email Address:	vpfinance@newhouseshelter.org
Major Program Activity (ies) - Check Only Those Activities For Which You Are Requesting Funding:	
Personal Services (Case Manager)	<input type="checkbox"/>
Bednights	<input checked="" type="checkbox"/>
Emergency Shelter	<input type="checkbox"/>
Transitional Living	<input type="checkbox"/>
Mortgage/Rent Assistance	<input type="checkbox"/>
Utilities	<input type="checkbox"/>
Other - Food/Clothing, ETC	<input type="checkbox"/>
<small>*must be approved by board</small>	
Submittal of this request has been authorized by:	<i>James L. Bogle</i>
Date:	<i>9/13/13</i>

Section B: Agency's 2013 and 2014 Revenue Information

Agency's 2014 Projected Revenue Information

Funding Entity	Agency's 2014 Total Projected Revenue Source You Will Request 2014 Funding From	Projected Amount	% of Total Revenue
Federal	HUD, DVSS, DHHS, FEMA, VOCA	\$ 315,000	20
State	SSVF, MO DV, MHTF	\$ 249,503	16
Jackson County	HRC, JC DV	\$ 67,340	4
Other Counties		\$ -	0
City	DV Shelter Operations	\$ 76,000	5
Charity/Donations		\$ 92,000	6
Fundraisers		\$ 330,497	21
Other	United Way, Foundations, Corporations	\$ 469,660	29
2014 Total Projected Revenue		\$ 1,600,000	

Agency's 2013 Revenue Information

Funding Entity	Agency's 2013 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal	HUD, DVSS, DHHS, FEMA, VOCA	\$ 313,132	21
State	SSVF, MO-DV	\$ 129,503	9
Jackson County	HRC, JC-DV	\$ 62,340	4
Other Counties		\$ -	0
City	DV Shelter Operations	\$ 75,937	5
Charity/Donations		\$ 87,000	6
Fundraisers		\$ 340,000	23
Other (please list)	United Way, Foundations, Corporations	\$ 458,300	31
2013 Total Revenue		\$ 1,466,212	

**If your agency received funding from Jackson County in 2013,
please identify the funding source, dollar 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 checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 47,340	
Housing Resources Commission	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 15,000	
Outside Agency Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
2013 Total Jackson County Funding			\$ 62,340	

PERSONAL SERVICES

For each salary request below please attach a job description of duties

Position / Title (Case Managers Only)	Annual Salary	% of Salary to be funded by Jackson Co HRC	Amount of Salary to be funded by Jackson Co HRC
			\$ -
			\$ -
			\$ -
			\$ -
Fringe Benefits (limited to 20% of salaries)			\$ -
Total Personal Services			\$ -

SHELTER ASSISTANCE - Bednights, Emergency Shelter, Transitional Living

Maximum \$50 Per Individual / \$100 Per Family (Total \$300 Individual / \$500 Family)

Type: Bednights, Emergency Shelter, or Transitional Living	Unit Cost	Number of Units	Total Item Cost	2014 Jackson County HRC Request	Matching Funds	Total Item Cost
Bednights	70	300	21,000	\$15,000	6000	15000
			-			
			-			
			-			

Total Shelter Assistance \$ 15,000

MORTGAGE / RENTAL ASSISTANCE

Client must provide statement of arrears or foreclosure from landlord (on letterhead) to qualify

Type: Mortgage or Rent	Unit Cost	Number of Units	Total Item Cost	2014 Jackson County HRC Request	Matching Funds	Total Item Cost
			-			
			-			
			-			

Total Mortgage / Rental Assistance \$ -

UTILITIES

Client must provide statement of arrears on utility company letterhead to qualify

	\$300 Maximum Per Client	Number of Units	Total Item Cost	2014 Jackson County HRC Request	Matching Funds	Total Item Cost
			-			
			-			
			-			

Total Utilities \$ -

OTHER (Food, Clothing, Etc*.)

*Must provide statement of explanation on letterhead-subject to HRC Board approval

Maximum of \$50 Per Individual / \$100 Per Family Per Year

Type: Please Describe	Unit Cost	Number of Units	Total Item Cost	2014 Jackson County HRC Request	Matching Funds	Total Item Cost
			-			
			-			

Total Other \$ -

TOTAL 2014 JACKSON COUNTY HRC REQUEST \$ 15,000

Section D: 2014 Program Information

Agency Name: Newhouse, Inc.

Program Name: Breaking the Cycle at All Ages

Agency History / Background

Briefly describe your agency's history and background.

Newhouse Mission: To break the cycle of domestic violence by providing the tools that allow women to make positive choices and lead self-sufficient lives.

In 1971, an ecumenical community service located in the northeast area of Kansas City, Missouri formed Neighborhood Ecumenical Witness and Service (NEWS) to meet the many needs of residents. By 1979, NEWS had incorporated as the nonprofit, Newhouse, offering safe shelter and other critical services to victims of domestic violence. It was the first domestic violence shelter to provide Spanish language services in the metropolitan Kansas City area, an invaluable outreach for the growing Latino population that continues today.

Newhouse, an 88-bed facility for women and children, provides the necessary support services to help them address the myriad of issues faced as they rebuild their lives. The programs are client-centered and designed to empower women to set realistic and achievable goals for their future. Staff provide nurturing, emotional support and positive motivation as families make their journey toward self-sufficiency and a life free from abuse.

A strong aspect of Newhouse's tradition is collaborative involvement with five other domestic violence shelters in the Metropolitan Family Violence Coalition. Together, the shelters strengthen and enhance victim services in the bi-state (MO-KS) region and share responsibility for a metro hotline hosted by Newhouse. Daily interactions between direct service staff play a critical role in assisting those seeking shelter, e.g. current information regarding bed night availability for immediate access is pooled between shelter advocates.

Newhouse is a certified United Way agency and an active participant in the Homeless Services Coalition of Greater Kansas City. Staff collaborate with over 50 service agencies including Kansas City Missouri School District, MO University Extension, Samuel U. Rodgers Center, Children's TLC, Metropolitan Organization to Counter Sexual Assault (MOCSA), Legal Aid of Western MO, Swope Health Services, Truman Medical Center, and KCMO Municipal Court Victim Assistance Program, among others.

Newhouse is committed to serving in a manner that reflects and respects the diversity of its target population, which is 63 percent individuals of color. The agency adheres to a strict affirmative action hiring policy, evident by its composition: 59 percent people of color with two bilingual staff. The VP of Clinical Services is a board member of the Missouri Coalition Against Sexual and Domestic Violence (MCASDV) and participates in the Safe Family Coalition. The volunteer Board of Directors is also diverse in terms of gender, race, skill sets, and direct experience with domestic violence and homelessness. Community and faith volunteers are equally valuable to effective service delivery at Newhouse. They assist with hotline calls, intake, child care, speaker's bureau, office assistance, building maintenance, and participate in event planning and celebrations. In 2012, 847 volunteers provided 4,870 hours of service. Both volunteers and paid staff sign client confidentiality agreements upon their employment/service.

For more than 40 years, Newhouse has provided shelter and compassionate guidance to women and children that honors their self-determination to live a life free from abuse. By reducing barriers to self-sufficiency, the agency promotes the safety, strength, and freedom of each courageous survivor of domestic violence.

Section D: 2014 Program Information

Agency Name: Newhouse, Inc.

Program Name: Breaking the Cycle at All Ages

Proposed Program

Detail functions to be performed by each program.

Newhouse provides assistance to victims of domestic violence and their children 24 hours a day, year-round. A comprehensive approach is critical to recovery and responsive to their diverse challenges. Newhouse's continuum of services includes several key components:

- 24-hour hotline: Newhouse serves as the main location and back-office for a collaborative 24-hour hotline to answer calls from women who are fleeing violence and others seeking information.
- Residential living: Housing services include emergency shelter, food, personal hygiene items, clothing, and access to laundry facilities onsite. Intake includes referral to medical services, if necessary. Transitional housing can be a "next step" after women achieve stability and gain self-sufficiency skills.
- Mental health therapy: Individual, group, and family therapy are provided for the women and children; referral to substance abuse counseling, psychiatric evaluation, and treatment are offered.
- Case management and advocacy: Strengths-based case management and advocacy include assessment of client needs, emotional support, housing/employment goal setting, compensation claim assistance, safety planning, and follow up. Women may also choose to access job training; GED classes; and/or medical, legal, and immigration referrals to collaborative service providers.
- Empowerment classes: Financial management, job readiness, life, and attitude for success classes assist women in preparing for autonomy in the community.
- Children's services: Support services for children from newborn up through 17 years of age include child care, non-violent conflict resolution, self-esteem building activities, privacy-fenced playground, and a certified classroom teacher for children, K-8.
- Legal advocacy: The Newhouse court advocate provides assistance for women residents and those accessing assistance in the Municipal Domestic Violence Court. She makes referrals to legal services, provides follow up, and coordinates onsite sessions for the women with an attorney from Legal Aid.
- Community outreach: Women and their families who move to transitional living in the community or area residents seeking support without needing emergency shelter may access Newhouse services to help them maintain stability, obtain community resources, and engage with a caring support system.

These services are open to all residents, yet with the recognition many need time for respite and healing in the first 30 days at Newhouse and may not choose to engage fully in all aspects of programming. The continuum of services offers the components above in progressive steps that build upon each level, allowing women and children to develop as they are ready:

- I) Saving Lives includes 24-hour hotline services and immediate residential shelter and care as well as court advocacy;
- II) Breaking the Cycle includes mental health services for individual women, group and family therapy, case management, positive parenting classes, and children's services.
 - Children's services include (1) child care that helps with healing, safety, and rebuilding trust through experiential learning; and (2) an onsite classroom for K-8 students to maintain academic studies, promoting smoother transition back into mainstream schools upon exiting the shelter.
- III) Creating Self-Sufficiency involves career preparation, financial stability, health care and healthy lifestyles, goal setting and case management, and continued mental health services; and
- IV) Transitional Living seeks to assist residents in moving towards permanent housing with community outreach services, mental health therapy, and empowerment classes for support, as needed.

Newhouse envisions a secure future for the women and children where life is free of violence and the intergenerational cycle of abuse is broken.

Section D: 2014 Program Information

Agency Name: Newhouse, Inc.

Program Name: Breaking the Cycle at All Ages

Participants	
Identify the number of participants by County that each program serves.	
Jackson, MO	560
Clay, Platte, Cass, MO	33
Wyandotte, Johnson, KS	100
Other Missouri	25
Target Population	
Describe target population and demographics to be served by each program.	
<p>Annually, the agency answers over 9,200 hotline calls, provides assistance to more than 650 women through Municipal Domestic Violence Court, and ensures safe shelter to an average of 700 clients, approximately 35 percent of whom are children. The majority of clients, 82 percent, come from the urban core neighborhoods of Kansas City and daily face inordinate limitations to autonomy for self and family—low income status, lack of life skills and education, unsafe neighborhoods, and unemployment. In addition to barriers of language, transportation, and poverty, are risk factors for ongoing violence e.g. substance abuse, children's disabilities, past childhood abuse among women, and their children's exposure to current trauma and violence.</p> <p>Characteristics of the population served include a majority, 63 percent, being persons of color: (1) Of the women—57 percent have a high school/GED education or less; 79 percent are unemployed; 58 percent witnessed domestic violence as a child; and over 37 percent are adult children of an alcoholic. Their average annual income is zero to \$6800. (2) Of the children, 70 percent are nine years of age or younger, 75.8 percent witnessed the violence/abuse, and 15 percent have disabilities.</p> <p>In 2012, Newhouse served 10,701 people. The shelter provided 24,769 bed nights to 792 residents (511 women and 281 children). For those residents, 26,876 units of service were provided by professional staff in face-to-face interaction (ALICE Database 2012).</p>	

Section D: 2014 Program Information

Agency Name: Newhouse, Inc.

Program Name: Breaking the Cycle at All Ages

Approach & Method

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

1. Women and children entering Newhouse have their priority needs met: safe shelter, food, clothing, and personal items

2. Women residing in the shelter develop a safety plan

3. Children (age 2 and older) who reside in the shelter for at least two weeks demonstrate increased feelings of safety

Detail specific methods you will use to achieve these objectives.

Objectives are achieved through role of women's and children's advocates. Women's advocates conduct the following activities when a new client enters Newhouse:

1. Provide a tour of the facility, personal necessities, room assignment, and bed linens
2. Perform intake interview and comprehensive assessment of needs and referrals
3. Complete orientation, e.g. review shelter policies and resident handbook, giving out copies
4. Establish a warm, caring, and supportive atmosphere for women and children
5. Assist women in developing a safety plan
6. Secure a signature for each shelter woman resident pertaining to bed night occupancy

Children's advocates are responsible for the following activities:

1. Complete child intakes for new clients entering the shelter including school enrollment
2. Provide direct child care to shelter children
3. Provide an emotionally safe and nurturing atmosphere for children/youth in the program
4. Encourage children to share feelings and find appropriate ways of expressing emotions
5. Maintain confidential records on each child

Section D: 2014 Program Information

Agency Name: Newhouse, Inc.

Program Name: Breaking the Cycle at All Ages

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.

Data is collected through Intake demographics; units of service provided to each individual as tracked per staff member (e.g. advocates, therapists); client goal or treatment plans that include specific measurable action steps and a projected timeline for accomplishment; staff observation and case notes; and client satisfaction surveys that provide feedback on the type and quality of services received. The results are reported to the management team who review all data, noting program changes needed to maintain the agency's optimum client-centered standards.

Performance measures anticipated:

1. 100% of the women and children entering Newhouse have their priority needs met: safe shelter, food, clothing, and personal items
2. 90% of the women residing in the shelter develop a safety plan
3. 85% of the children age two and older who reside in the shelter for at least two weeks demonstrate increased feelings of safety

Section D: 2014 Program Information

Agency Name: Newhouse, Inc.

Program Name: Breaking the Cycle at All Ages

Mental Health

How does your agency deal with mental health due to homelessness?

Breaking the Cycle at all Ages offers mental health assessment and services by therapists with credentials of MSW, LSCSW, and LCSW.

For the women, psycho-social evaluations are performed and daytime therapy is available. Referrals are made for psychiatric conditions or inpatient needs. In September-October 2013, evening and weekend sessions are planned for working women, those exiting to transitional or permanent housing, and/or those who seek intervention and assistance without needing shelter. Child care services are being extended into evening and weekend hours to accommodate the women's appointments.

Likewise, mental health care services for children/youth are expanding in September. Currently, only assessments, individual/family sessions, and play therapy are available. Through the addition of weekly youth groups and art therapy, children are able to improve their knowledge and resilience, learn about self-acceptance and self-expression, and gain understanding of how to distinguish between healthy versus unhealthy family dynamics.

What programs does your agency have in place or utilize to address mental health issues for the homeless population?

The licensed women's and children's therapists offer individual and group therapy for women to address key issues, e.g. trauma, depression, and coping skills; parenting groups for women; individual/group sessions including art and play therapy for children; and family therapeutic sessions and/or activities to strengthen family/individual emotional and social skills. Three evidence-based practices, as applicable and appropriate to the varied needs, circumstances, abilities, and ages of each individual or family, are engaged:

- Eye Movement Desensitization and Reprocessing (EMDR)
- Trauma-informed care (TIC)
- Strengthening Families: A Protective Factors Framework

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 **Newhouse, Inc.**, 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, **Newhouse, Inc.**, 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.)

James L. Boagle
Authorized Representative's Signature
President & CEO
Title

James L. Boagle
Printed Name
3/5/14
Date

Subscribed and sworn before me this 5 day of March, 2014. I am commissioned as a notary public within the County of Jackson, State of MO, and my commission expires on 2-25-2015.

Bea Lynn Tucker
Signature of Notary

3-5-14
Date

BEA LYNN TUCKER
Notary Public - Notary Seal
State of Missouri
Commissioned for Platte County
My Commission Expires: February 25, 2015
Commission Number: 11519344