

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, **ROSE BROOKS CENTER, INC., P. O. BOX 320599, KANSAS CITY, MO 64132**, hereinafter referred to as "Contractor".

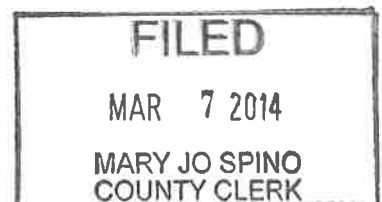
WHEREAS, on June 4, 1991, the voters of Jackson County authorized the County Legislature to impose a \$3.00 user fee on all instruments recorded with the County's Department of Records, the proceeds of which fee is to be used to provide funds for assistance to homeless persons; and,

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 **\$5,000.00** for the purpose of providing assistance to homeless persons in Jackson County, Missouri. One quarter of this sum, or **\$1,250.00**, 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

Rose Brooks Center, Inc.
Heather McKinney
Development Manager - Grants
P. O. Box 320599, KCMO 64132
(816) 523-5550

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 7th day of MARCH, 2014.

APPROVED AS TO FORM:

JACKSON COUNTY, MISSOURI



W. Stephen Nixon
County Counselor

By 
Michael D. Sanders
County Executive

ATTEST:

ROSE BROOKS CENTER, INC.


Mary Jo Spino
Clerk of the Legislature

By 
Title CEO
Federal Tax I.D. 51-0231573

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 \$5,000.00, which is hereby authorized.


Date


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

70012014 006



**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: Rose Brooks Center, Inc.

Full Address- City, State & Zip Code: P.O. Box 320599, Kansas City, MO 64132-0599

Phone No: 816-523-5550 Fax: 816-523-8177

Website Address: www.rosebrooks.org

Federal Tax ID No: 51-0231573 Fiscal Year Cycle: 07/01-06/30

Executive Director: Susan K. Miller

Name and Title of Principal Contact Person: Heather McKinney / Development Manager - Grants

Phone No: 816-523-5550 x442 Email Address: heatherm@rosebrooks.org

Major Program Activity (ies) - Check Only Those Activities For Which You Are Requesting Funding:

- Personal Services (Case Manager)
 Bednights Emergency Shelter Transitional Living
 Mortgage/Rent Assistance Utilities Other - Food/Clothing, ETC

Submittal of this request has been authorized by:

Susan K. Miller

Date:

9/17/13

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	OVW, HHS, HUD, ESG, VOCA, DFS	\$ 847,487	16
State	Department of Public Safety, MHTF, CTF, DFS	\$ 264,562	5
Jackson County	Mental Health Levy, COMBAT, HRC, DV Board	\$ 446,953	8
Other Counties	N/A	\$ -	0
City	DV Shelter Operations, Municipal Court Fees-Indep	\$ 101,817	2
Charity/Donations	Private Foundations and Corporations	\$ 1,645,000	31
Fundraisers	Cabaret, Casino Night, and Community Fundraisers	\$ 700,000	13
Other	Individuals, United Way, Other	\$ 1,347,005	25
2014 Total Projected Revenue		\$ 5,352,824	

Agency's 2013 Revenue Information

Funding Entity	Agency's 2013 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal	OVW, HHS, HUD, ESG, VOCA, DFS	\$ 943,764	17
State	Department of Public Safety, CTF, DFS	\$ 445,757	8
Jackson County	Mental Health Levy, COMBAT, HRC, DV Board	\$ 450,986	8
Other Counties	N/A	\$ -	0
City	DV Shelter Operations, Municipal Court Fees-Indep	\$ 106,790	2
Charity/Donations	Private Foundations and Corporations	\$ 1,053,493	19
Fundraisers	Cabaret and Community Fundraisers	\$ 581,319	10
Other (please list)	Individuals, United Way, Other	\$ 2,087,165	37
2013 Total Revenue		\$ 5,669,274	

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 checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 122,000	Project SAFE/Addictions
Mental Health Levy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 255,270	Shelter Services
Board of Services for Developmentally Disabled	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Domestic Violence Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 63,716	Shelter Bednights
Housing Resources Commission	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 10,000	Transitional Housing
Outside Agency Program	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
2013 Total Jackson County Funding			\$ 450,986	

Section C: 2014 Budget

Agency: Rose Brooks Center

PERSONAL SERVICES

For each position, 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
Transitional Housing Case Manager/Economic Empowerment Specialist	31,229	14%	\$ 4,234
			\$ -
			\$ -
			\$ -
Fringe Benefits (limited to 20% of salaries)			\$ 766

Total Personal Services \$ 5,000

SHELTER ASSISTANCE (Bednights, Emergency Shelter, Transitional Living)

(Maximum of \$200 for individual / \$300 for family / Total \$300 maximum / \$200 for 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
			-			
			-			
			-			

Total Shelter Assistance \$ -

MORTGAGE/RENTAL ASSISTANCE

(Maximum of \$300 for individual / \$400 for family / Total \$400 maximum / \$300 for family)

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

(Maximum of \$300 for individual / \$400 for family / Total \$400 maximum / \$300 for family)

	\$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.)

(Maximum of \$100 for individual / \$150 for family / Total \$150 maximum / \$100 for individual)

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 \$ 5,000

Section D: 2014 Program Information

Agency Name: Rose Brooks Center

Program Name: Transitional Housing Program

Agency History / Background

Briefly describe your agency's history and background.

For 35 years Rose Brooks Center has served women and their children in the Kansas City area who are victims of domestic violence and offers comprehensive services so that survivors may find safety and healing to begin rebuilding their lives. Rose Brooks Center has always understood the importance of helping survivors heal from the trauma of violence, yet we also recognize and support the critical next steps survivors seek when ready to rebuild their own lives and regain control of their future. These critical next steps include working to obtain financial literacy, housing, and employment skills in order to achieve self-sufficiency, so they no longer need to rely on their abusers' income to survive.

Since 1992, Rose Brooks Center has been providing transitional housing to women and their children in 20 private homes or apartments scattered throughout the Kansas City community. Our agency is widely recognized as a model program in providing comprehensive prevention, crisis intervention, and supportive services to victims of domestic violence and their children. Shortly after our shelter opened in 1979, we recognized the need for a community response to domestic violence and began to offer comprehensive services to our clients, as well as the community. Rose Brooks Center continues its work to end violence by developing, facilitating, and partnering with other support services, such as schools, hospitals, and the police department to provide life-changing programming. We accomplish our mission "To end the cycle of violence so that individuals and families can live free of abuse" through a full range of the following services: a 24-hour crisis line; a 100-bed emergency shelter for women and children; a children's therapeutic and advocacy program; court victim advocacy; strengths-based case management; employment advocacy; transitional housing with supportive services; outreach therapy; a school-based violence prevention program; hospital-based victim advocacy; economic empowerment financial training and counseling; spiritual healing offered by an onsite chaplain; and the Lethality Assessment Program in partnership with the Kansas City Police Department to reach victims immediately during a police response call.

Section D: 2014 Program Information

Agency Name: Rose Brooks Center

Program Name: Transitional Housing Program

Proposed Program

Detail functions to be performed by each program.

Rose Brooks Center is seeking funding to support our Transitional Housing Program and specifically fund a portion of a full-time Case Manager and a full-time Employment Advocate. This program is critical to preventing the cycle of homelessness and domestic violence. The overall goal is to give participants the tools and resources necessary to choose the course of action that is best for them to gain their sense of self and independence from abuse. To accomplish this, the program provides the following supports: 1) affordable housing for up to twenty-four months; 2) strengths-based case management either in the home, in the community, or onsite at Rose Brooks Center; 3) individual and group therapy; 4) financial education groups and individual financial counseling through our Economic Empowerment Program; 5) employment advocacy and job seeking support; and 6) children's advocacy. Survivors are often isolated from support networks and financial resources by their abusers. As a result, they lack steady income, employment history, credit history, and landlord references. To this end, Rose Brooks Center helps victims overcome the tremendous barriers to achieving a life free of abuse and teaches long-term life skills to move forward. A significant part of our Transitional Housing Program is the Economic Empowerment Program curriculum, enhanced through our partnership with Allstate Foundation, which works to economically empower survivors. The curriculum consists of individual and group sessions which includes understanding the dynamics and impact of economic abuse; planning for financial goals and working to repair credit; budgeting, savings and investments and planning for home buying; protecting yourself from identity theft, and planning for the costs of a child's higher education. The combination of the economic empowerment financial curriculum, group, individual support, and housing with employment advocacy gives participants the opportunity to establish the stability and resources necessary to heal from domestic violence, improve their level of income and financial management, secure employment, and develop community social supports in order to maintain permanent housing and a stable income. "As a child, when I watched my father hurt my mother, I told myself over and over 'that will never happen to me'. By the time I was 19, it happened to me. By the time I was 23, it was my daughter sitting in that same chair watching her father hurt me and saying 'it will never be me'. As I look into the faces of my children, my hopes and my fears for the future are that my son will never raise his hand in anger toward a woman and that my daughter will never bear the mental and physical scars of her mother and my mother before." This is spoken by a client who moved into a safe home of her own and was determined to break the cycle of violence for her children. Children who experience or witness violence as a child are four times more likely to become a victim or abuser as an adult.

Section D: 2014 Program Information

Agency Name: Rose Brooks Center

Program Name: Transitional Housing Program

Participants	
Identify the number of participants by County that each program serves.	
Jackson, MO	80 participants (25 adults, 55 children)
Clay, Platte, Cass, MO	
Wyandotte, Johnson, KS	
Other Missouri	
Target Population	
Describe target population and demographics to be served by each program.	
<p>Women who are survivors of domestic violence reach Rose Brooks Center through various referral systems. The following are points of entry: women engaged in our outreach therapy who are currently living with an abuser or have recently left an abusive relationship; women who are staying in our emergency shelter; women who are attending groups through our outreach services; women who call the highly publicized metro-wide hotline for crisis intervention and become engaged in services; women referred to services by a Rose Brooks Center advocate located in one of our eight hospitals and 11 clinics; women referred by court advocates stationed at the municipal or adult abuse division; or women referred by a public or private community agency. Rose Brooks Center has built relationships with many community agencies, allowing us to receive referrals from beyond the typical referral process. Our Transitional Housing Program reaches women who are working to become self-sufficient and live free of abuse. In 2012, of the women served, 37% were Caucasian, 29% African-American, 25% Hispanic, 2% Asian, 7% Other (BI-racial African-American and White Non-Hispanic).</p>	

Section D: 2014 Program Information

Agency Name: Rose Brooks Center

Program Name: Transitional Housing Program

Service Delivery Area

Identify your specific geographic service delivery area for each program.

Rose Brooks Center currently has 20 scattered-site transitional housing units located throughout Jackson County, Missouri. We work collaboratively with property managers and private landlords to locate safe, decent, affordable housing for our clients and provide education and training to housing staff. Our most successful partnership is with Eagle Point Management (Paige Pointe Townhomes, adjacent to Rose Brooks Center), as well as those established with landlords of single family homes and apartments.

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.

All residents of our Transitional Housing Program are residents of Jackson County. Funding is maintained and tracked through our accounting department, but all eligibility requirements are tracked and monitored by our Transitional Housing Program staff and director.

Section D: 2014 Program Information

Agency Name: Rose Brooks Center

Program Name: Transitional Housing Program

Approach & Method

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

1. 60% of all program participants will attain a source of income necessary for living in permanent housing within nine months of entering the Transitional Housing Program.

2. 80% of all our program residents who remain in the program for a minimum of one year will attain permanent housing upon exit from the program.

3. 65% of participants will show increased skills in planning for their financial future as evidenced by at least one or more of the completed Economic Empowerment Action Steps (i.e. utilized a budget, obtained a credit report, repaired credit, connected with mainstream resources, developed long-term savings accounts).

Detail specific methods you will use to achieve these objectives.

Objective 1 Indicator: The number of women who report having attained a source of income within nine months of entering the program.

Objective 2 Indicator: The number of women exiting the program after one year who report having attained permanent housing.

Objective 3 Indicator: Participants who complete two or more Economic Empowerment group sessions will answer yes to one or more of the Economic Empowerment action steps.

Section D: 2014 Program Information

Agency Name: Rose Brooks Center

Program Name: Transitional Housing 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.

Housing case managers and therapists record confidential client information in individual files and also maintain appropriate reporting information in our database, ALICE. ALICE stores data and generates reports based on specific individuals, demographics, programs, outcomes, units of service, staff, and can be customized using date-range parameters. Case managers and therapists are required to enter data within 24-48 hours; allowing staff to efficiently track outcomes throughout the year by generating reports from ALICE. These results are reviewed by the Director of Housing & Economic Advocacy on a quarterly basis and discussed during weekly supervision with program staff.

Section D: 2014 Program Information

Agency Name: Rose Brooks Center

Program Name: Transitional Housing Program

Mental Health

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

The framework for Rose Brooks Center services is a trans-theoretical stage of change model entitled "The Stages of Healing/Recovery of Lost Self" developed at Rose Brooks Center. This model embraces a philosophy that the experience of domestic violence is profoundly traumatic and one that permeates all aspects of a victim's life. Further, that escaping and healing from this experience is a complex process that necessitates intervention targeted to assisting women in moving through stages of the process. Developed over years of clinical work with victims of domestic violence, this model recognizes that while every woman's journey is unique, there are some common milestones in the recovery process. The model is based on the foundation that the experience of domestic violence is highly traumatizing, and this inevitably leads to a loss of sense of self. Therefore, two factors are critical to the healing process. The first critical factor is to heal from the symptoms of long-term exposure to trauma. The second critical factor is to regain and empower the self that is "lost" as a result of the experience of domestic violence. This second factor is considered critical in that beginning awareness of self is essential to separating from an abusive partner and that full recovery of self is a protective factor against re-involvement in an abusive relationship. The model describes six broad stages in a continuum of denial of the abuse and loss of self to full recovery and integration of the experience. While not exhaustive, the following is a list of issues commonly faced by women in therapy: managing threats to physical and emotional safety; symptoms of acute trauma and post-traumatic stress; self-blame; lack of social support, and depression.

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

Residents of the Transitional Housing Program are able to participate in a variety of mental health support groups, individual therapy, family therapy, and/or children's therapy. Our Outreach Program has four full-time licensed therapists, along with one bilingual therapist providing services to clients, and a full-time addictions counselor for recovery needs. In addition to individual therapy for children and adults, six different support groups are held weekly and provide different focus based on where the client is at in her stage of healing. The Women's Support Group is available to women seeking support, information, and education on healthy relationships, the nature and dynamics of abusive relationships, and serves as a safe place for women to share their experiences and gain support from one another. The Survivor's Group focuses on topics such as coping with abusive relationships, safety planning, and healing. "Back to Me" is a thrivers group for women focusing on recovering their sense of self and dealing with triggers of trauma and abuse. Healthy Relationships covers topics such as boundaries, codependency, and how you relate to others. Wellness addresses topics such as sleep hygiene, stress management and reduction, positive body image, physical health, anger management, anxiety, worry, grief, and depression. Recovery groups are process groups that focus on drug and alcohol addiction. All services are voluntary and open to all adult and child residents of transitional housing.

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 **Rose Brooks Center, 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, **Rose Brooks Center, 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.)

[Signature]
Authorized Representative's Signature
CEO
Title

Susan K Miller
Printed Name
2/19/14
Date

Subscribed and sworn before me this 19th day of February, 2014. I am commissioned as a notary public within the County of Jackson, State of Missouri, and my commission expires on Dec. 6, 2016.

[Signature]
Signature of Notary

2/19/14
Date

