

**IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI**

**A RESOLUTION** authorizing the County Executive to execute a Cooperative Agreement with United Inner City Services to provide funding in the areas of emergency assistance, youth services, and day camp, at a cost to the County not to exceed \$193,700.00.

**RESOLUTION #17136**, January 11, 2010

**INTRODUCED BY** James D. Tindall, County Legislator

WHEREAS, the County and United Inner City Services (UICS) propose to enter into a Cooperative Agreement whereunder the County will contract for services with UICS in the areas of emergency assistance, youth services, and day camp; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the County Executive be and hereby is authorized to execute a Cooperative Agreement on behalf of the County with UICS, in a form to be approved by the County Counselor, at a cost to the County not to exceed \$193,700.00; and,

BE IT FURTHER RESOLVED that the Director of Finance and Purchasing is authorized to make all payments, including final payment on the agreement.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:

Parrela Tellin  
Deputy/Assistant County Counselor

Wm. [Signature]  
Acting County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution #17136 of January 11, 2010, was duly passed on January 11, 2010 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 8

Nays 1

Abstaining 0

Absent 0

1/12/2010  
Date

Mary Jo Spino by [Signature]  
Mary Jo Spino, Clerk of Legislature

There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.

ACCOUNT NUMBER: 002 7736 56789  
ACCOUNT TITLE: Health Fund  
United Inner City Services  
Outside Agency Funding  
NOT TO EXCEED: \$146,196.00

ACCOUNT NUMBER: 003 7736 56789  
ACCOUNT TITLE: Park Fund  
United Inner City Services  
Outside Agency Funding  
NOT TO EXCEED: \$47,504.00

January 7, 2010  
Date

[Signature]  
Director of Finance and Purchasing

**COOPERATIVE AGREEMENT**

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

WHEREAS, the County and UICS desire to enter into an Agreement to provide funding to be used for its childcare program; and

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

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

1. **Services.** UICS shall provide services relating to childcare, in accordance with the proposal and budget attached hereto as Exhibit A.

2. **Terms of Payment.** The County agrees to pay to UICS the total amount of \$193,700.00 in quarterly installments of \$48,425.00 each, with the first payment to be made upon execution of this Agreement. The remaining payments shall be made upon the County's receipt of the reports as set forth in paragraph 3 hereof.

3. **Reports.** Within 30 days after the conclusion of each calendar quarter under this Agreement, UICS shall submit a quarterly report, including cancelled checks and invoices, and any other documents requested by the Director of Finance and Purchasing, to establish that the funds provided pursuant to this Agreement were used for the purposes set forth herein. The last quarter's report shall include an annual report which shall

summarize all of UICS's activities pursuant to this Agreement. UICS's failure to submit this annual report shall disqualify UICS from future funding by the County.

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

5. **Equal Opportunity.** The Clinic 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, the Clinic 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 UICS pertaining to its finances and operations.

7. **Default.** If UICS shall default in the performance or observation of any term or condition of this Agreement, the County shall give written notice setting forth the default

and the correction required. If said default shall continue and not be corrected by UICS within ten days of its receipt of said notice, the County may, at its election, terminate the Agreement and withhold any payments not yet made. Said election shall not in any way limit the County's right to seek legal redress.

8. **Conflict of Interest.** UICS warrants that no officer or employee of the County, whether elected or appointed, shall in any manner whatsoever be interested in or receive any benefit from the profits or emoluments of this Agreement.

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. **Term.** This Agreement shall be effective January 1, 2010, and shall terminate on December 31, 2010. This Agreement may be terminated prior to that date by either party upon written notice, delivered thirty days prior to the effective date of termination. If this Agreement is terminated by either party, the County shall pay only for those services actually performed by the Clinic as verified by the County's audit.


11. **Liability and Indemnification.** No party to this Agreement shall assume any liability for the acts of any other party to this Agreement, its officers, employees or agents and UICS shall indemnify, defend and hold the County harmless from any and all claims, liabilities, damages, costs (including reasonable attorney's fees directly related thereto) including but not limited to violation of civil rights and/or bodily injury to or death of any

person and for damage to or destruction of property if and to the extent caused by the negligence, willful misconduct or omissions of UICS during the performance of this Agreement.


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

IN WITNESS WHEREOF, the parties have executed this Agreement this 12 day of Jan., 2010.

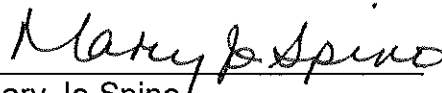
APPROVED AS TO FORM:

  
\_\_\_\_\_  
William Snyder  
Acting County Counselor

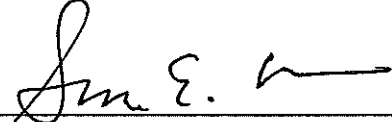
JACKSON COUNTY, MISSOURI

By:   
\_\_\_\_\_  
Michael D. Sanders  
County Executive

ATTEST:

  
\_\_\_\_\_  
Mary Jo Spino  
Clerk of the Legislature


UNITED INNER CITY SERVICES

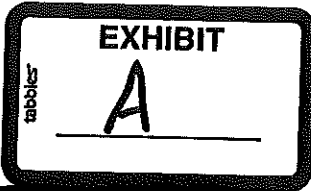
By:   
\_\_\_\_\_  
Executive Director  
420-50-2505  
\_\_\_\_\_  
Federal I.D. or S.S.#

**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 \$193,700.00 which is hereby authorized.

January 13, 2010  
Date

  
\_\_\_\_\_  
Director of Finance and Purchasing  
Account No. 002-7736-56789 \$146,196  
003-7736-56789 47,504  
193,700



# OUTSIDE AGENCY FUNDING REQUEST FORM 2010 BUDGET

416 E 12th Street, 2nd Floor  
Kansas City, MO 64108

Email: auditor@jacksongov.org

**RECEIVED**  
SEP 10 2009  
JACKSON COUNTY  
AUDITOR'S OFFICE  
KANSAS CITY, MISSOURI

Section A: Organization or Agency Information .....	page 1
Section B: Agency's 2009 and 2010 Revenue Information .....	page 2
Section C: Individual Program Budget .....	page 3
Section D: Program Information .....	pages 4 - 8

## Section A: Organization or Agency Information

Name: United Inner City Services, Inc.

Address: 2008 East 12th Street, Kansas City, MO 64127

Phone No: 816.842.5454 Fax: 816.421.5072

Website Address: n/a

Federal Tax ID No: 440646347 Fiscal Year Cycle: January - December

Name and Title of Contact Person: Rev. Samuel Mann

Phone No: 816.842.5454 Email Address: revmann@aol.com

Submittal of this request has been authorized by: UICS Board of Directors

Summary of Jackson County Funding Request by Program		
	Program Name <i>(please prioritize with number 1 being most important)</i>	Amount
1.	Childrcare	\$ 193,700
2.		
3.		
Total Jackson County Funding Request for All Programs		\$ 193,700

## Section B: Agency's 2009 and 2010 Revenue Information

Agency's 2010 Revenue Information			
Funding Entity	Agency's 2010 Total Projected Revenue Source You Will Request 2010 Funding From	Projected Amount	% of Total Revenue
Federal	Head Start, Appropriation, CAAFP	\$ 500,773	32
State	Division of Family Services, State Grant	\$ 125,000	8
Jackson County	Outside Agency Funding	\$ 193,700	12
Other Counties		\$ -	0
City	CDBG	\$ 87,878	6
Charity/Donations	Foundations, Businesses, Individuals, United Way	\$ 546,000	35
Fundraisers		\$ -	0
Other	Program Fees, Food Services Fees	\$ 128,000	8
<b>2010 Total Projected Revenue</b>		<b>\$ 1,581,351</b>	

Agency's 2009 Revenue Information				
Funding Entity	Agency's 2009 Total Revenue Source You Received Funding From	Amount	% of Total Revenue	
Federal	Head Start, Appropriation, CAAFP	\$ 630,000	38	
State	Division of Family Services	\$ 108,000	7	
Jackson County	Outside Agency Funding	\$ 201,180	12	
Other Counties		\$ -	0	
City	CDBG	\$ 80,000	5	
Charity/Donations	Foundations, Businesses, Individuals, United Way	\$ 440,000	27	
Fundraisers		\$ -	0	
Other (please list)	Program Fees	\$ 195,000	12	
<b>2009 Total Revenue</b>		<b>\$ 1,654,180</b>		
If your agency received funding from Jackson County in 2009, please identify the funding source, amount and program name below.				
Jackson County Funding Source	Yes	No	Amount	Program Name
COMBAT	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Mental Health Levy	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Board of Services for Developmentally Disabled	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Domestic Violence Board	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Housing Resources Commission	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Outside Agency Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 201,180	
<b>2009 Total Jackson County Funding</b>			<b>\$ 201,180</b>	



## Section C: Individual Program Budget

Complete a separate program budget for each program your agency is applying for funding.  
 Program Name, Priority, and Total Program Request Amount from this sheet must match  
 information entered under Page 1, Section A.

Agency Name: United Inner City Services

Program Name: Childcare Priority: 1

Personal Services					
For each salary request below please attach a job description or duties.					
Position	No. of Hours		FTE	Rate	Annual Hours
	Per Week	or Annually			x Rate
Bobbye Fuller Co-Director of Childcare		2080	1.00		\$ 40,000
Dorice Ramsey Co-Director of Childcar		2080	1.00		\$ 48,500
Vicki Lockett Family Advocate		2080	1.00		\$ 33,200
Kevin Jones		2080	1.00		\$ 39,000
			-		\$ -
			-		\$ -
Total Salaries					\$ 160,700
Total Benefits					\$ 20,500
<b>Total Personal Services</b>					<b>\$ 181,200</b>
Contractual Services					
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Contractual Services</b>					<b>\$ -</b>
Supplies					
					\$ -
Classroom art supplies					\$ 12,500
					\$ -
					\$ -
					\$ -
<b>Total Supplies</b>					<b>\$ 12,500</b>

**Total Program Request \$ 193,700**

## **Job Responsibilities**

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

#### **Responsibilities:**

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

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

#### **Responsibilities:**

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

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

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

#### **Responsibilities:**

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

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

**KeVin Jones – Executive Assistant**

**Responsibilities:**

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

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

## Section D: Program Information

*Complete each section for each program your agency is applying for funding.  
All Program 1 information should be entered in the left column, all Program 2 information in the middle column,  
and all Program 3 information in the right column.*

Program 1 Name	Program 2 Name	Program 3 Name
<p>Childcare</p>		
<p><b>Proposed Program</b> Detail functions to be performed by each program.</p>		
<p>UICS education will promote school readiness by providing children with a quality-learning environment that enhances their intellectual, social, physical, and emotional development. Integrated computer software provides printed monthly reports on all enrolled children including information on developmental screenings, health and safety, mental health, and nutrition. In addition, developed and written by a team of early childhood educators from UMKC, local early childhood specialists, and St. Mark staff, the Connecting with Children® curriculum combines the goals of Head Start and the HighScope educational approach with the infusion of historical and cultural arts learning. The curriculum introduces children to the arts while promoting intellectual growth as well as healthy social and emotional development.</p>		

Participants		
Identify the number of participants by County that each program serves.		
Jackson	225	
Clay/Platte		
Cass		
Other		
Missouri		
Kansas		
Target Population		
Describe target population and demographics to be served by each program		
<p>UICS annually serves approximately 225 very low and low-income families through its early child education program, before and after school program, and summer camp. Nearly 100% of the children are African American, with many living in single parent households in one of Kansas city, Missouri's poorest neighborhoods. There are no other Head Start affiliated, early childhood development providers with regularly scheduled hours and consistent services in the area.</p>		

**Service Delivery Area**  
Identify your specific geographic service delivery for each program.

UICS serves metropolitan Kansas City, MO specifically Wayne Miner, Theron B. Watkins, Parker Square, and Olive Park Housing Development.

**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.

UICS only serves Jackson County residents.



**Approach & Method**

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

<p>1. The children at UICS will be ready to enter kindergarten</p>		
<p>2. The children will have their health and nutrition needs met</p>		
<p>3. The children will receive an arts and culture based education.</p>		
<p><b>Detail specific methods you will use to achieve these objectives</b></p>		
<p>UICS will provide kindergarten readiness screenings and follow-up, health and nutrition screenings and follow-up, and will incorporate the arts throughout its curriculum, including summer camp.</p>		

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

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

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

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