

**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, **COMMUNITY SERVICES LEAGUE, 404 N. NOLAND ROAD, INDEPENDENCE, MO 64050**, hereinafter referred to as "Contractor".

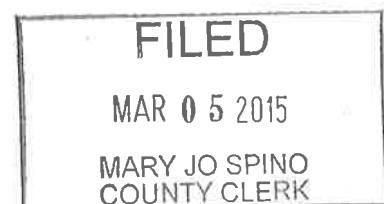
**WHEREAS**, on June 4, 1991, the voters of Jackson County authorized the County Legislature to impose a \$3.00 user fee on all instruments recorded with the County's Department of Records, the proceeds of which fee is to be used to provide funds for assistance to homeless persons; and,

**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, 2015. 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 \$10,000.00 for the purpose of providing assistance to homeless persons in Jackson County, Missouri. One quarter of this sum, or \$2,500.00, shall be paid to Contractor on a quarterly basis for the periods ending March 31, 2015, June 30, 2015, September 30, 2015, and December 31, 2015, 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, 2016. 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, 2015, and shall continue until December 31, 2015, 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  
Q. Troy Thomas  
415 E. 12<sup>th</sup> Street, Suite 100  
Kansas City, MO 64106

**Community Services League**  
Lynn Rose, Grants Manager  
404 N. Noland Road  
Independence, MO 64050  
(816) 912-4486

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 5<sup>th</sup> day of March, 2015.

APPROVED AS TO FORM:

JACKSON COUNTY, MISSOURI


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

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

ATTEST:

COMMUNITY SERVICES LEAGUE

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

By   
\_\_\_\_\_  
Title President + CEO  
Federal Tax I.D. 43-0976396

**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 \$10,000.00, which is hereby authorized.

March 3, 2015  
\_\_\_\_\_  
Date

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

PC 70012015001



**HOUSING RESOURCES COMMISSION FUNDING REQUEST  
FORM 2015 BUDGET**

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

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

Section A: Organization or Agency Information . . . . . page 1  
 Section B: Agency's 2014 and 2015 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:	Community Services League
Full Address- City, State & Zip Code:	404 North Noland Road, Independence, MO 64050
Phone No:	816-254-4100 Fax: 816-268-0965
Website Address:	<a href="http://www.cslicares.org">www.cslicares.org</a>
Federal Tax ID No:	43-0976396 Fiscal Year Cycle: January 1 - December 31
Executive Director:	Doug Cowan
Name and Title of Principal Contact Person:	Lynn Rose, Major Gifts and Grants Manager
Phone No:	816-912-4486 Email Address: <a href="mailto:rosel@cslicares.org">rosel@cslicares.org</a>
Major Program Activity (ies) - Check Only Those Activities For Which You Are Requesting Funding:	
Personal Services (Case Manager) <input checked="" type="checkbox"/>	
Bednights <input type="checkbox"/> Emergency Shelter <input type="checkbox"/> Transitional Living <input type="checkbox"/>	
Mortgage/Rent Assistance <input checked="" type="checkbox"/> Utilities <input checked="" type="checkbox"/> Other - Food/Clothing, ETC <input type="checkbox"/> <small>*must be approved by board</small>	
Submittal of this request has been authorized by: <u>Doug Cowan, President and CEO</u>	
Date:	30-Jan-15

## Section B: Agency's 2014 and 2015 Revenue Information

### Agency's 2015 Projected Revenue Information

Funding Entity	Agency's 2014 Total Projected Revenue Source You Will Request 2014 Funding From	Projected Amount	% of Total Revenue
Federal	Department of Housing and Urban Development	\$ 154,821	5
State		\$ -	0
Jackson County	Jackson County Housing Resources Commission	\$ 10,000	0
Other Counties		\$ -	0
City	CDBG, Independence IRAP Program	\$ 24,750	1
Charity/Donations	Foundations / General Donations/ United Way	\$ 1,264,050	42
Fundraisers	Special Event Income	\$ 240,000	8
Other	Business ventures/In-Kind Donations (food/vol hrs.)	\$ 1,343,379	44
<b>2015 Total Projected Revenue</b>		<b>\$ 3,037,000</b>	

### Agency's 2014 Revenue Information

Funding Entity	Agency's 2014 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal	Department of Housing and Urban Development	\$ 147,160	5
State		\$ -	0
Jackson County	Jackson County Housing Resources Commission	\$ 10,000	0
Other Counties		\$ -	0
City	CDBG, Independence IRAP Program	\$ 21,950	1
Charity/Donations	Foundations / General Donations/ United Way	\$ 1,101,250	39
Fundraisers	Special Event Income	\$ 219,700	8
Other (please list)	Business ventures/In-Kind Donations (food/vol hrs.)	\$ 1,288,140	46
<b>2014 Total Revenue</b>		<b>\$ 2,788,200</b>	

If your agency received funding from Jackson County in 2014, 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 type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
<b>Housing Resources Commission</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>\$ 10,000</b>	Housing Program
Outside Agency Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
<b>2015 Total Jackson County Funding</b>			<b>\$ 10,000</b>	

**Section C: 2015 Budget**

**Agency: Community Services League**

**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
Site Manager - Blue Springs, Buckner and Oak Grove Office	39,000	22%	\$ 8,650
			\$ -
			\$ -
			\$ -
Fringe Benefits (limited to 20% of salaries)			\$ 1,350
<b>Total Personal Services</b>			<b>\$ 10,000</b>

**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
			-			
			-			
			-			
			-			
<b>Total Shelter Assistance \$</b>				<b>-</b>		

**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
			-			
			-			
			-			
<b>Total Mortgage / Rental Assistance \$</b>				<b>-</b>		

**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
			-			
			-			
			-			
<b>Total Utilities \$</b>				<b>-</b>		

**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
			-			
			-			
<b>Total Other \$</b>				<b>-</b>		

**TOTAL 2015 JACKSON COUNTY HRC REQUEST \$ 10,000**



## Section D: 2014 Program Information

**Agency Name:** Community Services League

**Program Name:** Housing Program

### Agency History / Background

*Briefly describe your agency's history and background.*

In 1916, a small group of exceptional women, including former first lady Bess Wallace Truman, created an organization called The Community Welfare League to reach out to those who had fallen on hard times. Originally, the organization succeeded because whatever the need, caring compassionate persons were willing to help their neighbors get back on their feet in times of crisis. In 1972, the organizations name was changed to Community Services League (CSL), but the important legacy of neighbors helping neighbors still served as the foundation for CSL's work. Over the past 99 years, the programs and services evolved as the needs of the community have changed and the mission to move families from poverty to economic stability has remained the same. Today's programs include: The Work Express Program which promotes self-sufficiency and seeks to move people to economic stability by obtaining, retaining and advancing through employment. The Emergency Assistance Program assists with the most basic needs of food, clothing, prescription medications and utility and housing costs. These critical services are provided at seven locations throughout Eastern Jackson County, Missouri. The Housing Program, for which this funding supports, assists the homeless and those at risk of becoming homeless with permanent housing, tenant-landlord advocacy, housing counseling, budgeting, and rent assistance. Community Services League's mission is to assist communities in reaching their potential by providing immediate relief to people in need, assessing their situations and providing solutions that lead to economic stability.

## Section D: 2014 Program Information

**Agency Name:** Community Services League

**Program Name:** Housing Program

### Proposed Program

*Detail functions to be performed by each program.*

CSL will use funding from the Housing Resources Commission to provide case management services for clients in Eastern Jackson County who are homeless or at risk of becoming homeless. CSL has been awarded Missouri Housing Trust Funds for FY 2015 as well as additional funds to provide direct assistance for rent and utilities for families in need and HRC funding will allow CSL case managers to help families achieve economic stability beyond a one-time assist. CSL case managers build on the existing strengths of individuals and families to provide access to resources that enable them to remain in their homes and to maintain their homes. Case managers perform a thorough needs assessment with all families. The assessment includes a review of the household income and expenses and identifies strategies that will assist families in determining their immediate needs and long-term strategies that will help them become economically stable and remain permanently housed. Other services may include: tenant-landlord mediation; education on tenant rights and responsibilities; mortgage delinquency and foreclosure avoidance counseling; assisting families with delinquent rent payments; developing strategies for maintaining permanent housing; assisting with transportation, food, and medicine through internal referrals; providing employment opportunities through CSL's Work Express program; crisis counseling; and referrals to other agencies and resources in the community. CSL has an extensive history of helping people help themselves to become economically stable. Our Housing Program has long been part of achieving that goal. All case management services are provided with the goal of the client becoming economically stable as soon as reasonably possible and remaining stable over the long term.

Community Services League will provide case management services to 1400 families living in Blue Springs, Buckner, and Oak Grove and will provide direct financial housing assistance to 75 families.

## Section D: 2014 Program Information

**Agency Name:** Community Services League

**Program Name:** Housing Program

Participants	
Identify the number of participants by County that each program serves.	
Jackson, MO	1400 families will receive case management services.
Clay, Platte, Cass, MO	
Wyandotte, Johnson, KS	
Other Missouri	
Target Population	
Describe target population and demographics to be served by each program.	
<p>The target population to be served is low-income families, including elderly and disabled persons living in Jackson County - specifically in Blue Springs, Buckner, and Oak Grove - who are homeless or at risk of becoming homeless. CSL serves people living in poverty and unable to meet their basic needs for food, shelter, heat, utilities, clothing, transportation, health and child care. Typically families living at or below the Federal Poverty Level are economically insecure. They must choose which basic needs they will fulfill. In Jackson County, families must have an annual income far above the poverty level in order to stay ahead of conditions of poverty.</p>	

## Section D: 2014 Program Information

Agency Name: Community Services League

Program Name: Housing Program

### Approach & Method

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

1. To prevent homelessness by providing a comprehensive range of case management support services that assist in finding and or maintaining permanent housing for low-income, elderly and disabled individuals and families.

2. Provide case management and support services that promote long-term economic stability and prevent homelessness for persons / families both short-term and long-term.

3. Reduce the number of homeless in the community by working with local homeless shelters and transitional living programs to assist those who have become homeless to successfully transition in to a safe and affordable permanent housing.

### Detail specific methods you will use to achieve these objectives.

Housing Case Managers use the strengths-based approach to client services to build on the existing strengths clients' exhibit while working to overcome identified weaknesses. To do this, Housing Case Managers:

- Complete and intake with the client to determine the client's eligibility for services and identify the client's strengths and areas of concerns. \* Develop
- a plan with the client to overcome immediate, short-term, and long-term needs. \* Provide
- budget counseling for clients and unemployed and underemployed clients new job opportunities through CSL's Work Express Program. \* Provide
- clients with access to the on-site computer lab where clients can access the internet to conduct a job search or housing search. \* Provide direct financial
- assistance as available, to overcome immediate needs; provide short-term housing counseling and case management; provide foreclosure avoidance and/or eviction rights and responsibilities counseling as needed; provide referrals to other services that address client needs.

## Section D: 2014 Program Information

**Agency Name:** Community Services League

**Program Name:** 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.

Client services are evaluated three ways; a quantitative evaluation; a qualitative evaluation; and an outcomes-based evaluation. Details of the procedures used for each type of evaluation are:

Quantitative Evaluation:

All

CSL housing programs are measured and reported monthly, quarterly and annually. The monthly reports are internal and evaluated by each Site Manager, the Grants Manager, the Chief Executive Officer and the Board of Directors. Quarterly and annual reports are submitted to the sponsoring entity as requested or required.

Qualitative

Evaluation:

All programs

are measured annually through the use of client satisfaction surveys. Statistical analysis of the survey is quantified with the results submitted to Site Managers, the Chief Operations Officer, the Chief Executive Officer and the Board of Directors for review and the implementation of changes as warranted by the survey results.

Outcomes Evaluation:

For this project, the following outcome evaluations will be used:

\* 85

percent of the households served will remain housed for 90 days post assistance

\* 50

percent of the households receiving direct housing assistance will also receive other supportive services from CSL, further stabilizing the household.

## Section D: 2014 Program Information

**Agency Name:** Community Services League

**Program Name:** Housing Program

### Mental Health

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

CSL case managers work with clients to ensure their basic needs are met. The case manager then works with the clients to identify other barriers to economic stability. Case managers also make needed referrals to other local agencies for services not provided by CSL, such as for mental health assessments. The programs work with each client on an individualized basis to address and overcome each client's barriers and through collaborations mental health needs are identified and addressed.

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

CSL provides referral services to agencies who are better equipped to help identify and treat mental health issues such as:

Comprehensive Mental Health

Mental Health Association of the Heartland and other HUD Supportive Housing projects; and Jackson County and Independence Health Departments.

WORK AUTHORIZATION AFFIDAVIT

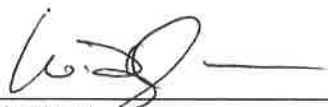
As a condition for any service provided to the County, a business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

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 **Community Services League**, 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, **Community Services League**, 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.)

  
\_\_\_\_\_  
Authorized Representative's Signature  
President + CEO  
\_\_\_\_\_  
Title

W. Douglas Cowan  
\_\_\_\_\_  
Printed Name  
2-26-2015  
\_\_\_\_\_  
Date

Subscribed and sworn before me this 26<sup>th</sup> day of February, 2015. I am commissioned as a notary public within the County of Jackson, State of MO, and my commission expires on 6-5-18.

  
\_\_\_\_\_  
Signature of Notary

2-26-2015  
\_\_\_\_\_  
Date

S. RIZZO  
Notary Public - Notary Seal  
STATE OF MISSOURI  
Jackson County  
My Commission Expires June 5, 2018  
Commission # 14895988