

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

**A RESOLUTION** authorizing the County Executive to extend the agreement with Missouri Department of Social Services for the Homeless Prevention & Rapid Re-Housing Program (HPRP) grant, at no additional cost to the County, and authorizing the County Executive to execute addenda to the Agreements with certain outside agencies for the reallocation of unused grant funds at a cost to the County not to exceed \$232,051.00.

**RESOLUTION #17728**, November 7, 2011

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

WHEREAS, by Ordinance 4154, dated September 14, 2009, the Legislature did authorize the execution of an Agreement with the Missouri Department of Social Services, Family Support Division, in acceptance of the 2009 Homelessness Prevention & Rapid Re-Housing Program (HPRP) Grant, for the period of October 1, 2009 through September 30, 2011; and,

WHEREAS, by Resolution 17011, dated September 21, 2009, the Legislature did authorize an Agreement with the Mid America Assistance Coalition (MAAC) for data collection, evaluation, and reporting requirements related to the HPRP Grant; and,

WHEREAS, by Resolution 17009, dated September 21, 2009, the Legislature did authorize the execution of Agreements with certain other outside agencies for the use of the HPRP grant funds; and,

WHEREAS, the agreements with the outside agencies and MAAC expired September

30, 2011, when the HPRP Grant ended; and,

WHEREAS, the Missouri Department of Social Services has authorized an extension of the grant period from October 1, 2011, through July 22, 2012; and,

WHEREAS, some of the agencies were unable to spend all of the grant funds received in 2009 before the expiration of the grant period and those unspent funds are available for re-allocation during the extended grant period; and,

WHEREAS, the following agencies have indicated the desire to continue to participate in the grant program, in the amounts indicated below:

<u>AGENCY</u>	<u>AMOUNT</u>
Catholic Charities	\$40,740.00
Community Services League	\$28,080.82
Hillcrest Transitional Housing	\$27,761.38
Niles Home for Children	\$40,740.00
Reconciliation Services	\$35,398.19
Re-Start	\$40,765.85
United Inner City Services	\$16,945.67
Mid America Assistance Coalition	\$ 1,618.96

and,

WHEREAS, the execution of Addenda to the Agreements with these agencies, in the amounts indicated, is in the best interests of the health, welfare, and safety of the citizens of Jackson County; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the County Executive be and hereby is authorized to execute the attached extension to the Agreement with the Missouri Department of Social Services extending the HPRP grant through July 22, 2012; and,

BE IT FURTHER RESOLVED by the Legislature that the County Executive be and hereby is authorized to execute Addenda to the Agreements with the specified agencies in the respective amounts indicated, in forms to be approved by the County Counselor; and,

BE IT FURTHER RESOLVED that the Director of Finance and Purchasing be and hereby is authorized to make all payments, including final payment on the Agreements and Addenda thereto.

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

APPROVED AS TO FORM:

*Jim D. Hoch*  
Chief Deputy County Counselor

*W. Stephen Nejan*  
County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution #17728 of November 7, 2011, was duly passed on *November 7*, 2011 by the Jackson County Legislature. The votes thereon were as follows:

Yeas *8*

Nays *0*

Abstaining *0*

~~Absent~~ *Excused 1*

*11.7.11*  
Date

*Mary Jo Spino*  
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: 010 7010 56789  
ACCOUNT TITLE: Grant Fund  
Homeless Prev/Rapid Re-Housing  
Outside Agency Funding  
NOT TO EXCEED: \$232,051.00

*November 3, 2011*  
Date

*D. Craig Thomas*  
Director of Finance and Purchasing

	A	B	C	D	E	F	G	H	I	J
1	<b>Funds for HPRP Re-allocation &amp; Extension</b>									
2										
3	Original Agency Allocations	Original Budget	Spent	Dollars Remaining	Percent Spent	Wish To Continue	Available to Re-Allocate	Proposed Additional Dollars	Unspent From Contract	New Contract Amounts
4										
5	Bishop Sullivan Center	58,550	0.00	58,550.00	0.00	No	58,500.00	0.00		
6	Catholic Charities	58,550	58,550.00	0.00	100.00	Yes	0.00	40,740.00		40,740.00
7	Community Services League	58,550	57,629.18	920.82	98.43	Yes	0.00	27,160.00	920.82	28,080.82
8	Hillcrest Transitional Housing	58,550	57,948.62	601.38	98.97	Yes	0.00	27,160.00	601.38	27,761.38
9	Metro Lutheran Ministry	58,550	18,059.07	40,490.93	30.84	No	40,490.93	0.00		
10	Niles Home	50,000	50,000.00	0.00	100.00	Yes	0.00	40,740.00		40,740.00
11	Operation Breakthrough	58,550	46,768.22	11,781.78	79.88	No	11,781.78	0.00		
12	Reconciliation Services	50,000	41,761.81	8,238.19	83.52	Yes	0.00	27,160.00	8,238.19	35,398.19
13	Re-Start, Inc.	58,550	58,524.15	25.85	99.96	Yes	0.00	40,740.00	25.85	40,765.85
14	Sarita Lynne Ministries	50,000	0.00	50,000.00	0.00	No	50,000.00	0.00		
15	Mother's Refuge	58,550	51,659.75	6,890.25	88.23	No	6,890.25	0.00		
16	United Inner City Services	50,000	8,054.33	41,945.67	16.11	Yes	25,000.00	0.00	16,945.67	16,945.67
17										
18		668,400.00	448,955.13	219,444.87			192,662.96			
19						Dollars Reallocated From MAAC				
20							11,037.04			
21							203,700.00	203,700.00	26,731.91	230,431.91
22	Data Collection Service Mid America Asst Coalition (MAAC)	14,070.00	1413.98	12,656.02	10.05	Yes				
23							11,037.04 (giving additional 1618.98 for a gtotal of \$3,032.96)			
24							*16,945.67 is a reflection of a new contract total removing \$25,000 from their 41,945.67 in unspent funds for re-allocation.			
25	United Inner City Services*									

AMENDMENT #002 TO CONTRACT ER16410022A

**CONTRACT TITLE:** Jackson County Homeless Prevention and Rapid Re-Housing Program (HPRP)

**CONTRACT PERIOD:** October 1, 2009 through September 30, 2011

The State of Missouri hereby desires to amend the above referenced contract for the distribution of American Recovery and Reinvestment (ARRA) funding for the Homeless Prevention and Rapid Re-Housing Program as follows:

- The Department of Social Services (State) and Jackson County (contractor) hereby agree to renew the terms of contract ER16410023A for the period of October 1, 2011 thru July 22, 2012.
  1. Invoices for prior month services shall be submitted by the 20<sup>th</sup> of the following month. Example: invoices for November 2011 services shall be submitted to the State no later than December 20, 2011.
  2. Services provided under this contract extension shall end by May 31, 2012.
  3. Invoices for services provided through May 31, 2012, shall be submitted to the State by June 20, 2012. Invoices submitted after this date shall not be considered for reimbursement.
  4. Contractor may incur and bill for administrative costs to close out the contract from June 1, 2012, through June 20, 2012.
  5. If the State requires additional information to process an invoice, the Contractor shall provide required documentation by July 10, 2012 or the State may reject such invoice for payment.
  6. The State reserves the right to reallocate HPRP funds obligated under this amendment if at least 40% of the unbilled obligation under the original agreement as of September 30, 2011 has not been billed in services by January 20, 2012 (e.g., obligation under previous contract period = \$100,000; contractor has not billed \$20,000 of the \$100,000 obligation as of September 30, 2011; contractor must bill for at least \$8,000 in services by January 20, 2012 or State may reallocate obligation to another contractor).

Additionally, the State of Missouri desires to amend the contract in accordance with the following:

- Delete Exhibit C (Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions) in its entirety and replace with Exhibit C (Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions) as attached hereto and incorporated by reference as if fully set forth herein.
- Delete Exhibit D (Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization) in its entirety and replace with Exhibit D (Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization) as attached hereto and incorporated by reference as if fully set forth herein.

All other terms, conditions and provisions, of the previous contract period shall remain the same and apply hereto except for where the terms, conditions and provisions listed in this amendment shall supersede such terms, conditions and provisions in previous contract period.

ER16410022A - Jackson County HPRP

In witness thereof the parties hereto execute this agreement.

\_\_\_\_\_  
Jackson County  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative of  
Family Support Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative of  
Department of Social Services

\_\_\_\_\_  
Date

**EXHIBIT C**

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Name and Title of Authorized Representative

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Signature

Date

**Instructions for Certification**

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.



**EXHIBIT D**

**BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,  
AND AFFIDAVIT OF WORK AUTHORIZATION**

**BUSINESS ENTITY CERTIFICATION:**

The contractor must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.

- |  |
|--|
| <p><b>BOX A:</b> To be completed by a non-business entity as defined below.</p> <p><b>BOX B:</b> To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at <a href="http://www.dhs.gov/files/programs/ge_1185221678150.shtm">http://www.dhs.gov/files/programs/ge_1185221678150.shtm</a>.</p> <p><b>BOX C:</b> To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing and Materials Management.</p> |
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**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. The term "**business entity**" shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

**BOX A – CURRENTLY NOT A BUSINESS ENTITY**

I certify that \_\_\_\_\_ (Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- I am a self-employed individual with no employees; **OR**
- The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if \_\_\_\_\_ (Company/Individual Name) is awarded a contract for the services requested herein under \_\_\_\_\_ (Contract Number) and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, then, prior to the performance of any services as a business entity, \_\_\_\_\_ (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide the Missouri Department of Social Services with all documentation required in Box B of this exhibit.

\_\_\_\_\_  
Authorized Representative's Name (Please Print)

\_\_\_\_\_  
Authorized Representative's Signature

Company Name (if applicable)

Date

**EXHIBIT D, continued**

*(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)*

**BOX B – CURRENT BUSINESS ENTITY STATUS**

I certify that \_\_\_\_\_ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530.

\_\_\_\_\_  
Authorized Business Entity Representative's  
Name (Please Print)

\_\_\_\_\_  
Authorized Business Entity  
Representative's Signature

\_\_\_\_\_  
Business Entity Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address

As a business entity, the contractor must perform/provide the following. The contractor should check each to verify completion/submission:

- Enroll and participate in the E-Verify federal work authorization program (Website: [http://www.dhs.gov/files/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm); Phone: 888-464-4218; Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the contractor's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the contractor's name and the MOU signature page completed and signed, at minimum, by the contractor and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the contractor's name and company ID, then no additional pages of the MOU must be submitted; AND
- Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

**EXHIBIT D, continued**

**AFFIDAVIT OF WORK AUTHORIZATION:**

The contractor who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now \_\_\_\_\_ (Name of Business Entity Authorized Representative) as \_\_\_\_\_ (Position/Title) first being duly sworn on my oath, affirm \_\_\_\_\_ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that \_\_\_\_\_ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

*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	Printed Name
_____	_____
Title	Date
_____	_____
E-Mail Address	E-Verify Company ID Number

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_, I am  
(DAY) (MONTH, YEAR)  
commissioned as a notary public within the County of \_\_\_\_\_, State of  
(NAME OF COUNTY)  
\_\_\_\_\_, and my commission expires on \_\_\_\_\_,  
(NAME OF STATE) (DATE)

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

EXHIBIT D, continued

*(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)*

**BOX C – AFFIDAVIT ON FILE – CURRENT BUSINESS ENTITY STATUS**

I certify that \_\_\_\_\_ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the contractor’s name and the MOU signature page completed and signed by the contractor and the Department of Homeland Security – Verification Division
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of Missouri State Agency or Public University\* to Which Previous E-Verify Documentation Submitted: \_\_\_\_\_

(\*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

Date of Previous E-Verify Documentation Submission: \_\_\_\_\_

Previous Bid/Contract Number for Which Previous E-Verify Documentation Submitted: \_\_\_\_\_

(if known)

\_\_\_\_\_  
Authorized Business Entity Representative’s Name (Please Print)

\_\_\_\_\_  
Authorized Business Entity Representative’s Signature

\_\_\_\_\_  
E-Verify MOU Company ID Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Business Entity Name

\_\_\_\_\_  
Date

**FOR STATE USE ONLY**

Documentation Verification Completed By:

\_\_\_\_\_  
Buyer

\_\_\_\_\_  
Date