

Rec'd
6/28/10

COOPERATIVE AGREEMENT

THIS AGREEMENT, by and between **JACKSON COUNTY, MISSOURI**, a Constitutional Home Rule County, hereinafter called "the County," and **BOYS & GIRLS CLUB OF GREATER KANSAS CITY**, 6301 Rockhill Road, Suite 303, Kansas City, MO 64131, hereinafter called "Club."

WHEREAS, the County and Club desire to enter into an agreement, whereunder the County will pay \$44,460.00 to Club to partially fund certain youth programs in the Club's four units: Thornberry, East Side, Leslie and Hawthorne Boys & Girls Clubs of Greater Kansas City; and,

WHEREAS, the County deems it to be in the best interest of its citizenry to support this Club;

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

1. **Services.** Club shall provide funding for activities in the Thornberry, East Side, Leslie and Hawthorne Boys and Girls Clubs of Greater Kansas City, as more fully set forth in the budget narrative and proposal designated as Exhibit A and attached hereto.

2. **Terms of Payment.** The County agrees to pay to Club the total amount of \$44,460.00 in quarterly installments of \$11,115.00 each, with the first payment of \$22,230.00 for the first and second quarter to be made upon execution of the Agreement. The remaining payments shall be made upon the County's receipt of the reports as set forth in paragraph 3 hereof.

FILED
JUN 28 2010
MARY JO SPINO
COUNTY CLERK

3. **Reports.** Within 30 days after the conclusion of each calendar quarter under this Agreement, Club shall submit a quarterly report, including cancelled checks and/or a copy of the face of the check and corresponding bank statements, invoices, and other documentation as requested by the Director of Finance and Purchasing to show that the funds paid to Club by the County were used for the purpose set forth in this Agreement. The reports for the first and second quarter shall both be submitted within 30 days after the conclusion of the second quarter. The last quarter's report shall include an Annual report which shall summarize all of Club's activities pursuant to this Agreement. Club's failure to submit this annual report shall disqualify Club from future funding by the County.

4. **Submission of Documents.** No payment shall be made under this contract unless the contracting agency shall have submitted to the 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) the agency's IRS Form 990, from the previous fiscal or calendar year; (3) a statement of the agency's total budget for its most recent fiscal year; and, (4) a detailed explanation of actual expenditures of County funds (pertains to final payments and payments on contracts for future years.) If an agency has previously received County funding, to be eligible for future payments, an agency must submit either an audited financial statement for the agency's most recent fiscal or calendar year, by March 31 of the following year, or a certified public accountant's program audit of County funds, by January 31 of the following year. Any document described herein which was 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 the contract agency is out of compliance on any other County contract.

5. **Audit.** The County further reserves the right to examine and audit, during reasonable office hours, the books and records of Club pertaining to the finances and operations of said organization.

6. **Default.** If Club shall default in the performance or observation of any term or condition of this Agreement, the County shall give Club written notice setting forth the default and the correction required. If said default shall continue and not be corrected by Club within 10 days after receipt of the notice, the County may at its election terminate the Agreement and withhold any payments not yet made to said organization. Said election shall not in any way limit the County's rights to such legal redress.

7. **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 Club 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 Club, its officers, employees or agents during the performance of this Agreement.

8. **Conflict of Interest.** Club 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. **Term.** This Agreement shall be effective January 1, 2010, and terminate on December 31, 2010. This Agreement may be terminated prior to that date by either party upon written notice, delivered thirty (30) days prior to the effective date of termination. If this

Agreement is terminated by either party, the County shall pay for only those services actually performed by Club as verified by the County's audit.

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

IN WITNESS WHEREOF, the parties have executed this Agreement this 28 day of June, 2010.

APPROVED AS TO FORM:

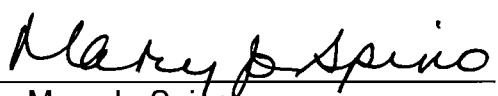
JACKSON COUNTY, MISSOURI



William G. Snyder
Acting County Counselor

By 
Michael D. Sanders
County Executive

ATTEST:

BOYS & GIRLS CLUB OF GREATER KANSAS CITY

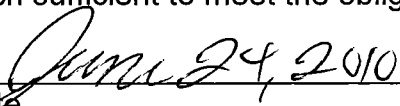
By: 
Mary Jo Spino
Clerk of the Legislature

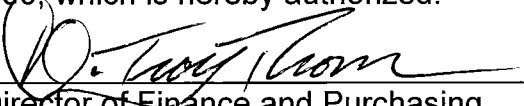
By: 
Title: President

Federal I.D. No.: _____

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 to the credit of the fund from which payment is to be made, each sufficient to meet the obligation of \$44,460.00, which is hereby authorized.


Date


Director of Finance and Purchasing
Account No. 003-7727-56789

7727201000)



OUTSIDE AGENCY FUNDING REQUEST FORM 2010 BUDGET

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

Email: auditor@jacksongov.org

RECEIVED

SEP 10 2009

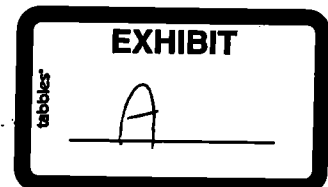
JACKSON COUNTY
AUDITOR'S OFFICE
KANSAS CITY, MISSOURI

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:	Boys & Girls Clubs of Greater Kansas City		
Address:	6301 Rockhill Rd., Ste. 303, Kansas City, MO 64131		
Phone No:	816-361-3600	Fax:	816-361-3675
Website Address:	www.helpKCKids.org		
Federal Tax ID No:	42-6072065	Fiscal Year Cycle:	January 1 - December 31
Name and Title of Contact Person:	John Winnett, VP-Development, Marketing & Public Relations		
Phone No:	816-361-3600	Email Address:	jwinnett@helpkckids.org
Submission of this request has been authorized by:	<i>David A Smith</i>		

Program Name <i>(please prioritize with number 1 being most important)</i>		Amount
1. Project Learn	\$	75,000
2.	\$	-
3.	\$	-
Total Jackson County Funding Request for All Programs		\$ 75,000



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	Boys & Girls Clubs of America Pass-Thru	\$ 100,000	2
State	Child Care & Food Subsidies	\$ 62,400	1
Jackson County	COMBAT, COMBAT match, City of Indep., Outside Agency, CDBG	\$ 310,000	6
Other Counties		\$ -	0
City		\$ -	0
Charity/Donations	Individuals, Corporations, Foundations & United Way	\$ 2,827,600	59
Fundraisers	Special Events	\$ 900,000	19
Other	Operations/Club Generated Revenue	\$ 600,000	13
2010 Total Projected Revenue		\$ 4,800,000	

Agency's 2009 Revenue Information			
Funding Entity	Agency's 2009 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal	Boys & Girls Clubs of America Pass-Thru	\$ 100,000	2
State	Childcare & Food Subsidies & Dept. of Mental Health	\$ 139,400	3
Jackson County	COMBAT, COMBAT match, City of Indep., Outside Agency, CDBG	\$ 282,500	6
Other Counties		\$ -	0
City		\$ -	0
Charity/Donations	Individuals, Corporations, Foundations & United Way	\$ 2,833,000	58
Fundraisers	Special Events	\$ 890,000	18
Other (please list)	Operations/Club Generated Revenue	\$ 600,000	12
2009 Total Revenue		\$ 4,844,900	

Jackson County Funding Source	Yes	No	Amount	Program Name
COMBAT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 188,600	SMART Moves
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"/>	\$ 47,500	Project Learn
2009 Total Jackson County Funding			\$ 236,100	

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.

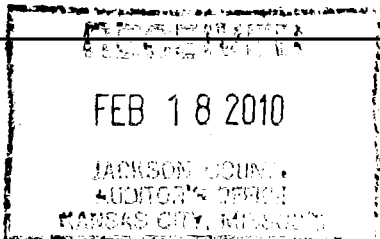
Agency Name: Boys & Girls Clubs of Greater Kansas City

Program Name: Project Learn

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
Program Director (x4) x10% =\$12,821			32,000.00		\$ 12,800
School Yr Group Leaders*(4 x 40 weeks x 30 hours x \$9/hr x 66%)			-	\$ 9.00	\$ 28,512
			-		\$ -
			-		\$ -
Total Salaries					\$ 41,312
Total Benefits					\$ -
Total Personal Services					\$ 41,312
Contractual Services					
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Contractual Services					\$ -
Supplies					
Educational Games, Workbooks, Puzzles, Educational Projects, Incentives x 26% = \$3,148					\$ 3,148
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Supplies					\$ 3,148

Total Program Request \$ 44,460





**BOYS & GIRLS CLUBS
OF GREATER KANSAS CITY**

JOB DESCRIPTION

Date: October, 2001

Job Title: Program Director

Position Classification: Exempt

Reports To: Unit Director

General Function:

Responsible for overseeing the delivery of a broad range of programs within the Club in all program areas. Plans, develops, oversees implementation and supervised programs and program staff and performs related administrative duties. Provides communication link with parents, community groups and members to ensure a variety of innovative challenging programs and services are available. Works with the Unit Director to ensure a multitude of opportunities are available for members to actively participate in planning, programming, and reward processes for all club members, including orientation and goal setting for all new members.

Know How

- Understanding of the Club's philosophy, vision and goals
- Bachelors degree in related field and one year experience or five years directly related work experience
- Experience with program planning, delivery and implementation
- Management and supervisory experience
- Strong communication skills and solid interpersonal skills
- Ability to produce professional documents using Microsoft Word
- Mastery knowledge of all national and local programs
- Mandatory CPR and First Aid Certification
- Experience with youth development work

Job Segments

- Organizes, directs and implements programming which includes all of the Core Program Areas
- Provides individual and group instruction; demonstrate methods, techniques and procedures; explain game rules; referee games; maintain discipline; arbitrate disputes and enforce rules
- Maintains and reports to Unit Director on a regular basis, all relationships and agreements between outside groups
- Refers youth in need of additional services to appropriate agencies
- Facilitates all club Program Directors meetings
- Assists with volunteers
- Assists with community and public relations, establishing collaborative relationships, site staff training, staff development and program evaluation
- Researches and implements a multitude of comprehensive youth programs, services and activities that meet the ever changing needs of all club members between the ages of 5 to 18
- Ensures planned programs, services and activities are carried out
- Oversees provision of guidance services to members to assist them in fulfilling and making appropriate program choices
- Attends and often facilitates weekly staff meetings
- Maintains priority contact files
- Solicits input from staff, community, parents, volunteers and members for improvement
- Manages the day to day operations of the Club
- Productively and positively contribute to our goal of maintain a safe, healthy, productive, and enjoyable workplace.
- Attends training to continue to develop as a staff member of Boys & Girls Clubs of Greater Kansas City
- Participates in hiring of program staff
- Assists Unit Director as needed, not limited to job description
- Other duties as assigned

End Results

A variety of interactive challenging programs, activities and services are in operations (with trained staff and volunteers to facilitate them) that meet the ever-changing needs of youth, parents and the community.



**BOYS & GIRLS CLUBS
OF GREATER KANSAS CITY**

JOB DESCRIPTION

Date: 2001

Job Title: Unit Director

Position Classification: Exempt

Reports To: Area Director

General Function:

The Unit Director has the responsibility of supervising site operations, including community and public relations, establishing collaborative relationships, strategic planning, program and staff development and evaluation and participation in program budget development and financial management.

Know How

- Bachelors degree in related field or equivalent experience.
- Management and supervisory experience.
- Written and verbal communication skills.
- Experience with program planning, delivery and implementation.
- Knowledge of Youth Development.
- Computer literate
- Knowledge of all-national and local programs.
- Understanding of vision and goals.
- Establish relationships and partnerships to ensure community support.

Job Segments

- Fiscal management.
- Community collaborations
- Refer youth in need of additional services to appropriate agencies
- Risk management
- Facility management
- Community presentations
- Training



**BOYS & GIRLS CLUBS
OF GREATER KANSAS CITY**

JOB DESCRIPTION

Date: June 2007

Job Title: Group Leader

Position Classification: Part-time

Reports To: Site Coordinator

General Function:

Plan, implement, facilitate, and supervise activities and events in core program areas. Research, test and model a variety of innovative, exciting new programs in a specific core area that meet the diverse needs of members, community, and parents. Interface with volunteers assigned to specific programs to ensure proper application. Promote safety of members, quality of programs, and appearance of the Club at all times. Establish priority contacts in coordination with the program.

Know How

The successful Group Leader must have ability to deal effectively with staff, youth, parents, local community leaders, schools and churches. In addition, must demonstrate an understanding for the on-the-street inner city environment. Must demonstrate written and verbal communication skills in order to prepare and present oral presentations effectively.

Job Segments

- Plan, implement, facilitate, supervise, and evaluate all educational programs, activities and events
- Understand the Clubs' philosophy, vision and goals
- Know youth development
- Develop special events and activities for core program areas
- Provide guidance and role modeling to members
- Research, test, and model a variety of innovative programs in core areas that meet the diverse needs of the members, community and families.
- Interface with volunteers assigned to specific programs to ensure proper application
- Promote safety of members, quality of programs, and appearance of the Club at all times.
- Establish priority contacts with schools, organizations, and families of members.
- Mandatory First Aid / CPR
- May be required to drive the van
- Other duties as assigned

End Results

A variety of age appropriate, interactive activities and quality programs will exist in the program area.

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>The requested funds from Jackson County will be used to increase academic achievement of members of the Boys & Girls Clubs of Greater Kansas City's four units: Thornberry, East Side, Hawthorne and Leslie. Along with focusing on improving academics, Project Learn emphasizes experiential learning opportunities to expose our members to an array of activities and creative outlets to motivate these youth to excel in and out of school. The Project Learn framework is based on the concept that by incorporating learning into the daily activities at the sites, young people will be more engaged and interested in learning, which will ultimately result in improved academic achievement. In addition to incorporating learning into everyday activities, Project Learn consists of five major program components: homework help and tutoring, high-yield learning and leisure activities, parent and adult involvement, collaboration with schools and incentives. By centering daily activities around learning in a fun setting, the Clubs are preparing our urban youth for a brighter, more productive fut</p>		

Jackson	5,885		
Clay/Platte			
Cass			
Other			
Missouri			
Kansas	1,000		
<p>The Boys & Girls Clubs of Greater Kansas City serve youth, ages 5-18, with special emphasis on those from disadvantaged circumstances. The average income within a two-mile radius of our Club sites is less than \$25,000 and 80% of members live in single parent households. Eighty seven percent (87%) of our members qualify for free or reduced lunches. Demographic breakdowns of our Club members show that 63% are African-American, 25% are Caucasian, 6% are Multi-Racial, 4% are Hispanic, 1% are Native American and 1% are Asian. Sixty-six percent (66%) are male and thirty-four percent (34%) are female.</p>			

<p>Our delivery area is centered around the four specific Club sites, the Thornberry Unit, 3831 East 43rd Street, the East Side Unit, 5101 E. 24th Street, the Leslie Unit, 315 South Leslie and the Hawthorne Unit, 16995 Dover Lane in Independence. These four Club sites were strategically selected so the Clubs can have the greatest impact on those youth who need our programs and services the most. Our East Side Unit, which is located in one of the most blighted and crime-ridden parts of our community, offers the only discernable school-aged programming during out of school hours for the youth of this community. In the coming year, we will break ground on a new facility in that neighborhood which will allow us to offer programs and services to even more youth from the east side community in a setting suitable to meet their needs.</p>		<p>All funds received from Jackson County are restricted for use solely for Project Learn facilitation in our four Jackson County Clubs. The accounting department of the Boys & Girls Clubs of Greater Kansas City maintains detailed records of restricted funds to ensure all dollars are being spent as intended by the funding entity.</p>
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1. Increase academic achievement		
2. Increase commitment to learning		
3. Improve attitude toward learning		
<p>To achieve the above objectives, the Boys & Girls Clubs will incorporate proven programmatic methods to engage and motivate Club members. Through the program, homework help is provided five to six hours weekly. This enables Club members to develop the daily habit of completing homework and preparing for class in a safe, quiet, allocated space with staff and volunteer encouragement and assistance. We use POWER HOUR, a homework help and tutoring program developed by Boys & Girls Clubs of America, to help our members complete their daily school assignments. During the 2008-09 school year, we are launching a pilot effort focusing more one-on-one tutoring for youth members who are academically at-risk in reading and math. Through partnerships with area school districts, this initiative will place greater emphasis on strengthening baseline skills among Club members in grades 3-6 whose performance in reading and/or math is below average. This emphasis, along with support from parents, will allow us to provide more opportunities for youth to remain on track for high school graduation with post-secondary aspirations.</p>		

<p>Indicate performance measures of status for all users demonstrate the success of each program.</p>	<p>Project Learn is evaluated throughout the year via pre- and post-tests, staff activity reports, attendance reports and grade cards. On a quarterly basis, 65% of the members who participate in homework help and/or tutoring at least three days a week will improve their grades, as indicated by grade reports. This information will be gathered via grad reports, attendance records and staff observation. On a daily basis, 60% of attendees will participate in high-yield learning activities. These indicators show progress made by Club members both in building and sustaining skills in the Clubs and how they translate into academic achievement in school.</p>	<p>How will you know that you are making a difference? (Please include a list of the generous funding sources from Jackson County.) (Please attach any examples)</p>
		<p>The Boys & Girls Clubs of Greater Kansas City will promote the generous support of Jackson County through our Annual Report, which is circulated to over 7,000 community stakeholders, on our website, through weekly email blasts and within the Clubs themselves. Everyday, and average of more than 1,000 youth walk through the doors of one of our Club sites. The support of Jackson County is greatly valued by the Clubs, and we are happy to position this support in front of the citizens of the county who are benefiting from this generosity, our youth and their families.</p>