

**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, **SHEFFIELD PLACE, 6604 East 12th Street, Kansas City, MO 64130**, hereinafter referred to as "Contractor".

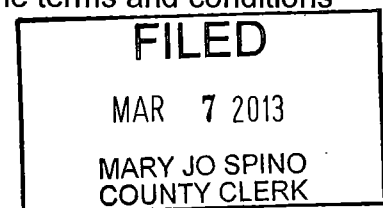
**WHEREAS**, on June 4, 1991, the voters of Jackson County authorized the County Legislature to impose a \$3.00 user fee on all instruments recorded with the County's Department of Records, the proceeds of which fee is to be used to provide funds for assistance to homeless persons; and,

**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.
2. **PAYMENT**. The County shall pay to Contractor a total amount not to exceed \$15,000.00 for the purpose of providing assistance to homeless persons in Jackson County, Missouri. One quarter of this sum, or \$3,750.00, shall be paid to Contractor on a quarterly basis for the periods ending March 31, 2013, June 30, 2013, September 30, 2013, and December 31, 2013, 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.
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, 2014. 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.

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. **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.

7. **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.

8. **TERM.** The term of this Agreement shall commence January 1, 2013, and shall continue until December 31, 2013.

9. **LIABILITY.** No party to this Agreement shall assume any liability for the acts of the other party, its officers, agents, or employees.

10. **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.

11. **EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED.** Pursuant to §285.530.1, RSMo, Organization 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, Organization 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.

12. **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.

13. **TERMINATION**. Except as provided in Paragraphs 7 and 16 hereof, this Agreement may be terminated by either of the parties upon thirty days written notice to the other party.

14. **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.

15. **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.

16. **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.

17. **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.

18. **ASSIGNMENT.** Contractor shall not assign any portion or the whole of this Agreement without the prior written consent of the County.

19. **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.

20. **APPROPRIATION OF FUNDS.** Clinic and the County recognize that the County intends to satisfy its financial obligation to Clinic 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 Clinic 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.

21. **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.

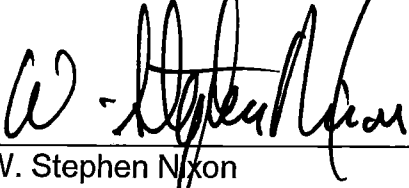
22. **COMPLIANCE WITH RFP.** At all times in connection with the performance of its services hereunder, Contractor agrees to comply with and abide by the General Conditions, Specifications, and Guidelines contained in the County's RFP No. 94-12. Failure to comply with the terms of the RFP shall be a breach, remediable under Paragraph 16 hereof. In the event of a conflict between any provision of this Agreement and a provision of the County's RFP No. 94-12, the provision of this Agreement shall govern.

23. **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.

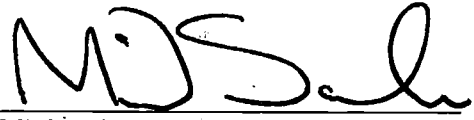
24. **INCORPORATION.** This Agreement incorporates the entire understanding and agreement of the parties.

IN WITNESS WHEREOF, the County and Contractor have executed this Agreement this 7<sup>th</sup> day of March, 2013.

APPROVED AS TO FORM:

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

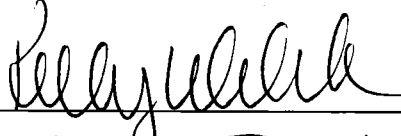
JACKSON COUNTY, MISSOURI

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

ATTEST:

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

SHEFFIELD PLACE

By   
\_\_\_\_\_  
Title Executive Director  
Federal Tax I.D. 43-1532267

**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 \$15,000.00, which is hereby authorized.

March 4, 2013  
Date

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

7001 2013 004



**HOUSING RESOURCES COMMISSION FUNDING REQUEST FORM  
2013 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 2012 and 2013 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: Sheffield Place

Full Address- City, State & Zip Code: 6604 East 12th Street; Kansas City, MO 64126

Phone No: 816 483-9927 Fax: 816 483-9934

Website Address: [sheffieldplace.org](http://sheffieldplace.org)

Federal Tax ID No: 431532267 Fiscal Year Cycle: January - December

Executive Director: Kelly Welch

Name and Title of Principal Contact Person: Kelly Welch

Phone No: 816 483-9927 Email Address: [kwelch@sheffieldplace.org](mailto:kwelch@sheffieldplace.org)

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

Personal Services (Case Manager)

Bednights  Emergency Shelter  Transitional Living

Mortgage/Rent Assistance  Utilities  Other - Food Clothing

Submittal of this request has been authorized by: \_\_\_\_\_

Date: \_\_\_\_\_

## Section B: Agency's 2012 and 2013 Revenue Information

### Agency's 2013 Projected Revenue Information

Funding Entity	Agency's 2013 Total Projected Revenue Source You Will Request 2013 Funding From	Projected Amount	% of Total Revenue
Federal	HUD	\$ 163,000	23
State	ATR	\$ 21,000	3
Jackson County	COMBAT, MH Fund, Housing Resource Comm	\$ 100,000	14
Other Counties		\$ -	0
City	ESG, CDBG, HOME	\$ 96,000	14
Charity/Donations	foundations, corporations	\$ 277,300	39
Fundraisers	golf tournament, special event	\$ 50,000	7
Other		\$ -	0
<b>2013 Total Projected Revenue</b>		<b>\$ 707,300</b>	

### Agency's 2012 Revenue Information

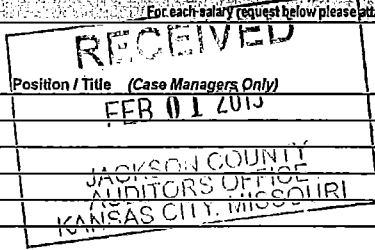
Funding Entity	Agency's 2012 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal	HUD	\$ 163,000	24
State	ATR	\$ 18,000	3
Jackson County	COMBAT, MH Fund, Housing Resource Comm	\$ 96,000	14
Other Counties		\$ -	0
City	ESG, CDBG, HOME	\$ 95,000	14
Charity/Donations	foundations, corporations	\$ 272,280	40
Fundraisers	golf tournament, special event	\$ 42,600	6
Other (please list)		\$ -	0
<b>2012 Total Revenue</b>		<b>\$ 686,880</b>	

If your agency received funding from Jackson County in 2012, please identify the funding source, amount and program name below.

Jackson County Funding Source	Yes	No	Amount	Program Name
COMBAT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 38,000	Substance Abuse Treatment
Mental Health Levy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 50,000	Mental Health Services
Board of Services for Developmentally Disabled	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Domestic Violence Board	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Housing Resources Commission	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 8,000	Bednights
Outside Agency Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
<b>2012 Total Jackson County Funding</b>			<b>\$ 96,000</b>	

**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
			\$ -
			\$ -
			\$ -
			\$ -
Fringe Benefits (limited to 20% of salaries)			\$ -
<b>Total Personal Services</b>			<b>\$ -</b>

**SHELTER ASSISTANCE - Bednights, Emergency Shelter, Transitional Living**

Maximum \$50 Per Individual / \$100 Per Family (Total \$300 Individual / \$600 Family)

Type: Bednights, Emergency Shelter, or Transitional Living	Unit Cost	Number of Units	Total Item Cost	2013 Jackson County HRC Request	Matching Funds	Total Item Cost
Transitional Living		16	10,500	168,000	15,000	153,000

**Total Shelter Assistance \$ 15,000**

**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	2013 Jackson County HRC Request	Matching Funds	Total Item Cost

**Total Mortgage / Rental Assistance \$ -**

**UTILITIES**

Client must provide statement of arrears on utility company letterhead to qualify

	\$300 Maximum Per Client	Number of Units	Total Item Cost	2013 Jackson County HRC Request	Matching Funds	Total Item Cost

**Total Utilities \$ -**

**OTHER (Food, Clothing)**

Maximum of \$50 Per Individual / \$100 Per Family Per Year

Type: Please Describe	Unit Cost	Number of Units	Total Item Cost	2013 Jackson County HRC Request	Matching Funds	Total Item Cost

**Total Other \$ -**

**TOTAL 2013 JACKSON COUNTY HRC REQUEST \$ 15,000**

## Section D: 2013 Program Information

Agency Name: Sheffield Place

Program Name: Sheffield Place

### Agency History/Background

Briefly describe your agency's history and background

Founded in 1991, Sheffield Place has served more than 650 homeless mothers and their children through long-term housing and supportive services. The mission of Sheffield Place is to empower homeless mothers and their children to heal from their trauma and help them become self-sufficient. Fourteen families live at Sheffield Place at any one time; up to 50 families (up to 120 individuals) call Sheffield Place home over the course of a year. In addition, Sheffield Place serves 20 additional families through aftercare services.

What sets Sheffield Place apart from other homeless serving agencies in the community is the commitment to trauma-informed, evidence based interventions, the exclusive focus on homeless mothers and their children, the length of stay (up to two years), and the delivery of all services onsite. Some 90% of the women completing the Sheffield Place programs achieve self-sufficiency by overcoming the impact of trauma, acquiring and retaining permanent housing, increasing their education and employment skills, reducing their dependency on welfare. The children benefit from evidence-based therapeutic interventions. Pre- and post-testing measures provide data demonstrating program success.

Sheffield Place was the first homeless shelter in the nation to provide the three best evidence-based therapies for traumatized children (2007); was one of 20 organizations nationwide to participate in a learning community to implement the Integrated Treatment of Complex Trauma model (2008); and was a national best practice in working with homeless children (2009). In 2011 Sheffield Place received a Best Practice Award from HUD.

According to the National Center of Family Homelessness: Homeless families comprise about one third of the total homeless population – not since the Great Depression have so many families been homeless. More than 1.6 million children will experience homelessness over the course of the year; 71% of homeless families are headed by females; 92% of homeless mothers have experienced severe physical/sexual abuse. By age 12, 83% of homeless children have been exposed to at least one serious violent event. Homeless children have three times the rate of emotional and behavioral problems compared to non-homeless children and are sick four times more than non-homeless children. Factors causing homelessness for families include: lack of affordable housing; poverty; decreasing government support; domestic violence; changing demographics of the family; substance abuse; mental illness.

As Sheffield Place begins our third decade of service, we are reminded everyday that the conditions that led to our founding have not abated, but rather have intensified. One-third of the Kansas City area's annual homeless population of approximately 20,000 people is made up of mothers and their children. These families are scarred by severe trauma that adversely affects their physical and mental health and puts them on a path toward premature death. Their trauma is worsened by the challenge of finding unskilled jobs in a difficult economy. Healing from trauma is an essential step for homeless families as they make the difficult journey to self-sufficiency.

## Section D: 2013 Program Information

Agency Name: Sheffield Place

Program Name: Sheffield Place

### Proposed Program

Detail functions to be performed by each program.

Sheffield Place is requesting funding to provide bed nights (which includes supportive housing and treatment services) to homeless women and their children. Every client has an individual treatment plan based on their unique needs. To achieve the mission of healing and self-sufficiency, Sheffield Place offers five programs:

- 1) Residential Services provides a two room living unit with a private bath and a shared kitchen and laundry facilities on each of the three floors of the shelter facility. Residential services assist 50 mothers (14 families at one time) and up to 70 children each year by providing a safe, comfortable place to live for up to two years.
- 2) Children's Clinical Services address the trauma that the children have experienced, including the trauma of homelessness. The program is led by licensed, master's level therapists. The goals of the program are for children and families to: improve mental health functioning; improve developmental functioning; improve family functioning; and strengthen the maternal-child bond. These goals are met through group activities, and individual and family therapy.
- 3) Adult Clinical Services empower the mothers to heal from their trauma through evidence-based, trauma-informed therapeutic services provided by a licensed, master's level clinician. Program goals include maintaining abstinence from alcohol and drugs, increasing knowledge of relapse prevention techniques, and decreasing mental health symptoms. In 2012 this program will assist up to 50 mothers in the shelter and 20 mothers who have graduated from the program and continue to receive these services while in aftercare.
- 4) Health Care Services provide access to routine health care services onsite through a contract with the Samuel U. Rodgers Health Center. The program provides five hours of primary health coverage each week to mothers and children, including well-women visits and pediatric care. The Health Care Services program provides consistent access to a health care professional (a Nurse Practitioner) and creates an increased understanding of the health care system for the mothers, decreased use of the emergency room, and improved health status through consistent care, education and prevention.
- 5) The Strengths-Based Case Management Program empowers mothers to move from homelessness to self-sufficiency over the course of up to 24 months through a structured process of education and increased responsibility. Strengths-Based Case Management is integral to the program. The goals of the program include empowering residents to obtain and maintain employment or increase educational attainment, obtain and maintain permanent housing, and increase the quality of life.

In 2011, Sheffield Place increased services to include Outpatient Case Management. A case manager provides ongoing case management to up to 20 families that have completed their stay at Sheffield Place. These families continue to receive supportive services to help ensure their long-term success.

As a part of the adult and children's clinical services programs, Sheffield Place provides substance abuse treatment through funding partially provided by COMBAT, including the addiction component of the dual diagnosis. Specific treatment activities include: individual therapy, substance abuse support groups, psycho-education groups, children's supportive care, community support or case management, family counseling, and

drug testing. These services contribute to the outcomes of the Adult and Children's Clinical Services and Case Management Program.

In the past year the number of therapy and educational groups increased from 3 weekly groups to 13 and include:

- "Take Charge! Developing Financial, Job Search, and Computer Proficiency at Sheffield Place" is a 22 week program in job readiness, computer skills, and financial management for the residents.
- Community Garden/Nutrition – Sheffield Place operates a community garden onsite to teach residents about the nutritional and therapeutic value of gardening.
- 12 Step Recovery Group – Peer led on-site NA group
- Children's Health – The group uses the book "What to do When Your Child Gets Sick"
- Children's Developmental Group – Moms and their children do age & development appropriate activities
- Mommy & Me – Group teaches ways to play and interact with your child.
- Parenting Group
- HIV Prevention Education Group & HIV Testing

Additionally the compensated work program/social enterprise pilot began this fall, Sheffield Place teaches homeless mothers about starting and maintaining a small business. Using herbs from the community garden, the mothers make soap, candles, bath oil, and other products that will be marketed at Sheffield Place events and at other venues. A portion of the proceeds will be returned to the mothers in proportion to the time they have invested in the project. This program supports the outcomes of increasing income and maintaining independent living.

Sheffield Place is also pleased to have expanded our network of community partners. Partnerships include:

- Pets For Life - pet therapy
- Country Club Christian Church - tutoring for women & children
- Housing Authority of Kansas City – provides housing
- Shelter Plus Care Program & member agencies - provides housing
- Avila University - BSW students
- Legal Aid – legal services are provided to clients
- Metropolitan Colleges – provides job training and education
- Full Employment Council – job training and employment opportunities
- Samuel Rodgers Health Clinic – on site medical care
- Alcoholics Anonymous, Narcotics Anonymous, Dual Recovery Anonymous, Cocaine Anonymous provide critical support for our clients
- University of Missouri – Kansas City School of Nursing – student nursing provide medical assessments; UMKC Conservatory – music therapy
- Rose Brooks, Hope House, Newhouse, Veronica's Voice – referrals
- Women's Employment Network – work preparation
- Benilde Hall, reStart - shared programming, training & referrals

Sheffield Place is a member of the Homeless Services Coalition, Substance Abuse Treatment Providers Coalition, and Access to Recovery Providers.



## Section D: 2013 Program Information

Agency Name: Sheffield Place

Program Name: Sheffield Place

### Participants

Identify the number of participants by county that each program serves

<b>Jackson, MO</b>	Up to 50 women and 70 children
<b>Clay, Platte, Cass, MO</b>	
<b>Wyandotte, Johnson, KS</b>	
<b>Other MO</b>	

### Target Population

Describe target population and demographics to be served by each program

The typical family at Sheffield Place is headed by a 22-year old African-American mother. She left school in the 11th grade and has few job skills. Her family has been homeless before and depends on TANF (Temporary Aid for Needy Families). Her family is covered either by MC+ or Medicaid. This mother has two children under five years of age. In all, 49% of the mothers are African American, 33% are Caucasian, 14% are Hispanic/Latina, and 4% have not designated a race/ethnicity. Some have timed out of TANF and receive only food stamps. Currently all of the mothers have a mental health diagnosis, most commonly depression, anxiety, Post-Traumatic Stress Disorder, and bi-polar disorder. More than 57% of the mothers struggle with addiction, 64% have experienced domestic violence, 35% are court-involved, 57% have had a child/children removed from their care, and 35% are felons. All the families live in poverty.

A typical child at Sheffield Place in 2011 was a 5 year old boy who had been exposed to severe trauma caused by abuse – physical, sexual, verbal, or substance abuse. His father is not involved due to incarceration, addiction or lack of interest. He has attended many schools and has never known a stable life. He struggles with a number of mental health issues including adjustment disorder, Attention Deficit Hyperactivity Disorder, anxiety, depression, Post Traumatic Stress Disorder, and Oppositional Defiant Disorder. Since January more than 470 families have been placed on the waiting list. Of the families who call for services we are only able to work with about 1 in 10.

## Section D: 2013 Program Information

Agency Name: Sheffield Place

Program Name: Sheffield Place

### Service Delivery Area

Identify your specific geographic service delivery area for each program.

Sheffield Place serves homeless mothers and their children in Jackson County, Missouri.

### Fund Separation

Indicate what measures your agency will take to ensure that funds received from Jackson County will be utilized for the benefit of Jackson County residents.

All of our clients are Jackson County residents.

## Section D: 2013 Program Information

Agency Name: Sheffield Place

Program Name: Sheffield Place

### Approach & Method

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

#### Outcome 1: To secure stable housing

- Goal #1: 75% of clients will maintain their units & pay program fees on time; Measured by: Program fee receipts & unit inspections
- Goal #2: Of clients who stay in the program 6 months, 75% will move to stable housing; Measured by: Client discharge summary

#### Outcome 2: To increase income/education

- Goal #1: 95% of clients with income will contribute/maintain a savings account; Measured by: Savings account log, treatment plan
- Goal #2: 95% of eligible clients will apply for public benefits; Measured by: Completed application, award of benefits, treatment plan
- Goal #3: 100% of clients will be engaged in work development activities; Measured by: Verification of enrollment, employment, hours in treatment

#### Outcome 3: To improve health

- Goal #1: 90% of women & children will have increased access to appropriate health care; Measured by: 25% decrease in visits to emergency room, 90% of clients seen at health clinic, 90% of children current on immunizations, increased knowledge on health pre & post test
- Goal #2: 90% of women will increase healthy lifestyle; Measured by: HIV testing, drug testing
- Goal #3: 85% of women & children will have improved mental health; Measured by: Treatment plan, GAF scores, SF36v2 scores

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

We accomplish our mission and goals through the provision of supportive housing (up to 24 months) and supportive services provided in multiple agency programs, including Project HOPE, 7-Step Empowerment Program, Therapeutic Services, Aftercare Services, and Healthcare Services. Every client has an individual treatment plan based on their unique needs. The goals of the program include empowering residents to obtain and maintain employment or increase educational attainment, obtain and maintain permanent housing, and increase the quality of life. Services include:

Strengths Based Case Management Program-This is a client-driven, behavior modification program that gives clients the responsibility for their progress. The program is a blend of case management and learning modules that address the skills necessary to achieve self-sufficiency. Upon entry into Sheffield Place, the client and case manager complete a Strengths Assessment and set long-term goals. Case managers meet with clients at least weekly to help clients determine objectives and overcome obstacles to family stability and self-sufficiency.

As clients work toward their goals and complete the independent skills modules, they move up levels, earning defined privileges and leadership opportunities. The program emphasizes personal responsibility and provides opportunities for clients to clearly understand natural consequences.

Project HOPE-Project HOPE provides comprehensive therapeutic and developmental services to homeless children. The purpose of Project HOPE is to provide children an opportunity for growth and development through education, self-discovery and family support. Each component, listed below, supports the program's goals and serves to enhance the quality of life for our homeless children and their family's stability.

- Assessment and development of individualized treatment plans
- Evidence-based therapy for children
- Evidence-based parent interaction therapy
- Psycho-educational groups
- Play, art, and music therapy
- Individualized development session
- Strengths-based case management
- Parenting training and real-time support
- Family recreational field trips

Therapeutic Services-The primary focus of therapeutic services is to treat the mothers who are recovering from addiction, diagnosed with a mental illness, and/or are recovering from trauma. The primary components include mental health assessments, treatment planning, therapy & support groups, individual and group counseling and family therapy. The focus of therapeutic services is to provide clients with the coping skills and support to obtain and maintain a healthy lifestyle. Therapeutic Services are provided by master's level Therapists.

Aftercare Services-The Case Manager and master's level Therapists support this program, providing all agency services to program graduates. Alumni are encouraged to stay engaged in services at Sheffield Place, participating in the agency's special events and receive assistance through our Holiday Adopt-a-Family.

Healthcare Services-Sheffield Place provides on-site, primary healthcare clinic. Sheffield Place contracts with Samuel U. Rodgers Health Center so clients and alumni have access to primary healthcare services. This intervention is invaluable to our single mothers with small children. One of our goals with this program is to reduce the number of unnecessary emergency room services, as homeless families rarely have primary care physicians.

Our facility houses 14 families at one time. The four-story building contains three residential floors and two floors containing program areas, common areas, meeting rooms, and staff offices. Sheffield Place is ADA accessible and has secured entry. Each family has their own secured living unit that contains two bedrooms, a full bathroom, and storage. Each family shares the kitchen, dining room and laundry facilities with 3 - 4 other families.

As a residential facility, our clients live at Sheffield Place and have access to the building and living units 24 hours a day, seven days a week. As a part of the clients' leadership training, responsible and successful clients serve as Resident Monitors. The Resident Monitors manage emergency situations, conflict resolution, and problem solve with clients when staff are not immediately available. Resident Monitors have access to staff through an on-call system provided 24 hours a day.

## Section D: 2013 Program Information

Agency Name: Sheffield Place

Program Name: Sheffield Place

### 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.

Sheffield Place uses the local homeless management information system (HMIS). Data is tracked with MAACLINK. Every client signs disclosure forms as regulated by the federal regulations (42 CFR Part 2) to allow legal and ethical sharing of information. Paper charts are also kept on each client.

In the past year Sheffield Place received full certification from the Missouri Department of Mental Health Division of Alcohol & Drug Abuse and became an Access to Recovery provider for the state. We went from 3 groups in spring of 2011 to 13 groups a week currently including onsite 12 Step meetings and HIV education & testing. We also began testing for K2. In 2012 we focused on the children's programming implementing more structure and focusing on healthy living, safe living, and communication. We now have a large garden with 16 garden boxes and a greenhouse. We are also implementing a compensated work program to teach small business practices to the women. We have also amped up aftercare programming to provide a more structured, therapeutic approach with access to all programming. We have engaged more volunteers in 2011, 232 (up from 100 last year) who provided 2281 (2 ½ times more than in 2011) hours of service.

In 2011, Sheffield Place served 45 homeless mothers with children (125% increase from 2010). They all lived below the poverty line and 100% of the mothers had a mental health diagnosis, most commonly – Depression & Post-Traumatic Stress Disorder. Ninety percent received Medicaid or MC+, 88% food stamps, 38% reported an addiction issue, 33% had experienced domestic violence, 30% did not graduate from high school, and 24% grew up in foster care. Sixty-four children ages 0 – 12 years were served – most common diagnoses include adjustment disorder, Attention Deficit Hyperactivity Disorder, anxiety, depression, Post Traumatic Stress Disorder, and sometimes Oppositional Defiant Disorder, and developmental delays. Outcomes from 2011 included 87% of mothers gained hope for the future (Herth Hope Index), 67% of mothers increased overall satisfaction with their lives (Satisfaction with Life Index), 67% of the mothers reported increased social support (Social Support Survey), 100% of mothers had improved mental health (Global Assessment of Functioning), 96% abstinence from drugs & alcohol (Random drug/alcohol testing), and 95% of women had improved income or education (progress on individual treatment goals). In children's services, 50% of children had improved mental health; 50% stayed the same (Children's Global Assessment of Skills), and the mothers' parenting skills increased (Parental Stress Index).

## Section D: 2013 Program Information

Agency Name: Sheffield Place

Program Name: Sheffield Place

### Mental Health

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

Sheffield Place believes that trauma – emotional, physical, sexual, substance abuse and the trauma of homelessness itself – must be addressed for the mothers and their children to heal and gain self-sufficiency. The Adverse Childhood Experience (ACE) study (Felitti, Anda, et al., 1998) underscores the importance of healing from trauma. The study found that the risk of mental and physical health problems grows with the number of adverse childhood experiences (ACEs) that a patient has endured such as verbal, physical, and sexual abuse. A person with four ACEs, for example, is three to five times more likely to experience depression, attempt suicide, and abuse alcohol and drugs than someone with no ACEs. The ACE Study has important implications for homeless female-led households with children in Jackson County. A survey of the fourteen mothers at Sheffield Place showed that the average ACE score was six. It is not surprising, then, that all of the mothers have a mental health diagnosis. Because of trauma, all of the children 3 years of age and older suffer from a mental health issue and, like their mothers, are at high risk for adverse physical and mental health outcomes throughout their lifetimes if they do not receive effective treatment.

Sheffield Place provides comprehensive, fully-integrated and trauma-informed, therapeutic interventions, including evaluation, therapy, and case management onsite where clients live. Sheffield Place has 21 years of success in empowering homeless mothers and children to heal from their trauma. We are uniquely positioned to provide evidence-based interventions. Treatment services include:

- Evaluation
- Individual adult therapy
- Individual child therapy
- Family therapy
- Support groups
- Group therapy
- Psycho-educational services
- Case management

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

The Adult & Children's Clinical Services and Strengths-Based Case Management Program at Sheffield Place provide homeless mothers and their children with the evaluation, individual therapy, group therapy, family therapy, psycho-education and case management services they need to heal from their trauma and become self-sufficient. These services constitute core services for the homeless mothers and children the agency serves. The comprehensive, fully integrated therapeutic interventions used in this program include Cognitive-Behavioral Therapy (CBT), Dialectical Behavioral Therapy (DBT), and Trauma-Informed Care. These approaches are well established as effective treatment for a range of disorders and are recognized as evidence-based practices. The therapists focus on teaching clients how to control their emotional and behavioral responses, helping them correct faulty thinking, and training them to manage their symptoms. CBT has been shown in clinical trials to help ease symptoms of various mental health problems including depression, anxiety, psychosis, substance disorders, eating disorders, and others. (The National Child Traumatic Stress Network, 2008) Research from the National Child Traumatic Stress Network ([www.nctsn.org](http://www.nctsn.org)) shows that Trauma-Focused Cognitive Behavioral Therapy is superior to other active treatments for traumatized children for improvement in Post-Traumatic Stress Disorder, depression, anxiety, internalizing, externalizing, sexualized behaviors, shame and abuse-related cognitions.

Exhibit B

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 **Sheffield Place**, (Organization name) 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, **Sheffield Place**, 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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2013. I am commissioned as a notary public within the County of \_\_\_\_\_, State of \_\_\_\_\_, and my commission expires on \_\_\_\_\_.

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

\_\_\_\_\_  
Date

**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 «Contracting AGENCY», (Organization name) 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, «Contracting AGENCY», 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.)

[Handwritten Signature]  
Authorized Representative's Signature

Kelly Welch  
Printed Name

Executive Director  
Title

2/25/13  
Date

Subscribed and sworn before me this 25 day of February, 2013. I am commissioned as a notary public within the County of Jackson, State of Missouri, and my commission expires on April 26, 2016.

[Handwritten Signature: Alice M. Lemmons]  
Signature of Notary

2/25/13  
Date

