

COOPERATIVE AGREEMENT
COMBAT Substance Abuse Treatment
(January 1, 2018, through December 31, 2018)

AN AGREEMENT by and between **JACKSON COUNTY, MISSOURI**, a Constitutional Home Rule Charter County, hereinafter referred to as "the County," and **SHEFFIELD PLACE 6604 EAST 12TH STREET KANSAS CITY, MO 64130**, (a Missouri not-for-profit corporation), hereinafter referred to as "Organization."

WHEREAS, the voters in Jackson County approved and renewed a quarter cent sales tax for the purpose of providing revenue to combat illicit drug use and violent crime in our community; and,

WHEREAS, the voters and the Jackson County Legislature authorized the County Executive to contract with qualified not-for-profit community treatment Organizations, whether public or private, to fund programs or services for the purpose of treating illegal drug use and drug-related offenses, if such Organization has been in existence for a period of not less than two (2) years; and,

WHEREAS, Organization has been in existence for more than two (2) years and proposes to provide services to treat illegal drug use and/or drug-related or violent crime related offenses; and,

WHEREAS, COMBAT Administration has carefully reviewed the Organization's proposal for 2018 funding; and,

WHEREAS, the Jackson County Legislature has recommended the expenditure of **\$65,000.00**, of COMBAT Anti-Drug Sales Tax funds (hereinafter referred to as "COMBAT funds") for Organization to assist in the treatment of drug abuse, drug-related offenses, or violence;

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

1. Services. Organization shall use COMBAT funds solely for the purpose of providing substance abuse treatment and rehabilitation services for those who have drug use, abuse, or addiction problems, and/or drug-related offenses, as submitted in their proposal. Organization shall administer the program as outlined on the application's Program Logic Model. If modifications have been made to the Organization's project plan, written approval must be obtained from COMBAT.

Organization shall collaborate and cooperate with COMBAT Administration in its efforts to provide for the substance abuse needs of those who are returning to Jackson County from correctional institutions. Further, Organization shall make every effort to accommodate individuals in need of treatment who are referred by the County's Drug

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MAY 23 2018
MARY JO SPINO
COUNTY CLERK

Court program. Organization shall participate in the collection of data in accordance to requirements set forth by COMBAT and shall utilize the COMBAT ~ Connections software application. Organization shall ensure that services are available to COMBAT eligible clients during the entire contract period. Organization has agreed to use COMBAT funds only as set forth in Exhibit A, Budget and Pricing Page, attached hereto.

2. Payment. The County agrees to pay to the Organization a total amount not to exceed **\$65,000.00**. Upon execution of this contract, an advance payment equal to one-quarter of the contract amount, totaling **\$16,250.00** will be submitted to Organization.

This award is contingent upon collection of sales taxes as budgeted at the time of the contract award. If COMBAT funds are reduced, contractor will be informed of necessary contract revisions, as provided for in this Agreement.

Organization understands that no payment shall be made under this Agreement until Organization's 2017 COMBAT contract has been fully reconciled.

Organization agrees to submit monthly program reports and an Annual Report on forms provided by COMBAT Administration by the 20th of month following the month's end. All payments will be processed within 30 days of receipt of invoice, if the invoice is complete and accurate. All payments will be detained until monthly program reports are received and accurate. Any reports that are incorrect will delay payment. The remaining contract amount will be paid in a monthly amount equal to:

- (1) 1/12th of this contract amount **or**
- (2) Expenses year to date, whichever is the lesser of the two.

The County reserves the right to audit all invoices and to reject any invoice for good cause. The County retains the right to deduct from an invoice of Organization any overpayment made by the County on a prior invoice. The County retains the right to make invoice corrections/changes. The County will not reimburse sales tax expense.

A Final Program Report will be due from Organization by January 20, 2019. The final payment will not be processed until the agency's annual program report has been completely reconciled.

3. Program Requirements. All COMBAT Treatment funded programs must adhere to the following:

- A. Organization must maintain a complete program expense file that reconciles to the invoices submitted to the COMBAT Administration.
- B. Organization must operate an evidence-based or research-based drug treatment project that is supported by research and scientific theory.
- C. Organization must be a governmental agency or an agency chartered in the State of Missouri and have received an exemption from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code, and must provide such documentation to COMBAT Administration. Organization must

have been in existence for two years prior to proposal submission (Statement of Contractor's Qualifications).

- D. Organization must notify COMBAT Administration in writing on Organization letterhead, within five working days of the following changes:
 - a. Organization name, address, telephone number, administration, or board of directors
 - b. Organization funding that will affect the program under this contract
 - c. Liability insurance coverage
 - d. Management or staff responsible for providing services pursuant to this contract
 - e. Any proposed or actual merger or acquisition either taken by the Organization or towards the Organization
 - f. Changes to program and/or services, and the program's Logic Model and Outcome Measurement Framework chart.
- E. Organization must submit monthly invoices and a Program Report of activities in the format specified by COMBAT before payment will be processed for each month.
- F. Organization must agree to accept referrals from the Jackson County Drug Court or other referrals by the COMBAT Administration, when requested.
- G. Organization must send a representative to the COMBAT Awards Program.
- H. Organization must participate in other COMBAT sponsored activities as notified or requested.

4. Annual Report/Other Documentation. Organization shall submit annual reports and other documentation as requested by the County's Director of Finance and Purchasing, or by such other manager as designated in writing by the County Executive, to show that funds paid to Organization by the County were used for the purpose set forth in this Agreement. This Annual Report is due by January 20, 2019.

5. Evaluation Requirements. Organization agrees that evaluative outcomes shall be given priority status. COMBAT Administration or its designee will monitor the Organization to assure that not only are the terms of this Agreement being fulfilled, but also to monitor the treatment program's impact on drug use. The Organization agrees to participate in an effectiveness evaluation of the Organization's program objectives and an overall evaluation of specific core items, as required by the COMBAT Administration. Organization further agrees to utilize an agency specific evaluation document. Organization agrees to participate in and respond to periodic COMBAT Administration evaluations, assessments, and data inquiries.

The COMBAT Administration will evaluate Organization's performance periodically based on the Organization's monthly performance reports and compliance with contractual provisions. The County reserves the right to terminate this Agreement pursuant to paragraph 18 if the Organization does not meet stated performance measures and contractual requirements.

5. **Audit.** The County reserves the right to examine and audit the books and records of Organization pertaining to the finances and operations of Organization in order to ensure COMBAT anti-drug funds are being used to support COMBAT programs and services. Organization agrees to establish and adopt such accounting standards and forms as may be recommended by the County's Financial Advisor prior to receipt of the County's first distribution of funds under the terms of this Agreement. The forms used to document the expenditure of these funds may be changed from time to time upon mutual agreement.

6. **Default.** If Organization shall default in the performance or observation of any term or condition herein, the County shall give Organization ten (10) days' written notice setting forth the default. If said default shall continue for ten (10) days after written notice thereof, the County may at its election terminate the contract and withhold any payments not yet made to Organization. Said election shall not in any way limit the County's right to sue for breach of contract.

7. **Submission Of Documents.** No payment shall be made under this contract unless the contracting agency shall have submitted to COMBAT Administration (1) a written proposal setting out in detail the intended use of the County's funding, including the target population to be served; (2) a statement of the agency's total budget for its most recent fiscal year; (3) a certified financial audit including a statement of use for COMBAT funds; (4) an IRS Form 990; and (5) a statement of Good Standing with the Missouri Secretary of State. Any document described herein which was submitted to COMBAT Administration, 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 County contract, including previous COMBAT contracts.

8. **Indemnification.** Organization 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) to the extent caused by the negligence or willful misconduct of Organization or its employees, agents or representatives.

9. **Insurance.** Organization shall maintain the following insurance coverage during the term of this Agreement.

A. Organization shall maintain Commercial General Bodily Injury and Property Damage Liability insurance, each in a combined single limit of One Million Dollars (\$1,000,000) each occurrence for bodily injury and property damage liability. Organization agrees to name the County as Additional Insured on such policies, but only to the extent of Organization's negligence under this Agreement and only to the extent of the insurance limits specified herein.

B. Organization shall maintain, if any motor vehicles are used in the performance of the Services, Commercial General Bodily Injury and Property Damage Liability insurance, and Automobile Liability insurance including owned, non-owned, or hired vehicles, each in a combined single limit of One Million Dollars (\$1,000,000) each occurrence for bodily injury and property

damage liability. Organization agrees to name the County as Additional Insured on such policies, but only to the extent of Organization's negligence under this Agreement and only to the extent of the insurance limits specified herein.

- C. Organization agrees to provide the County with certificates of insurance evidencing the above described coverage prior to the start of Services, and annually thereafter, if required by the County. Such certificates shall provide that the applicable insurance policies have been endorsed to provide a minimum of thirty days advance notice to the County in the event of cancellation, non-renewal, or reduction in limits by endorsement.

10. Standard Of Care. Organization shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily possessed and exercised by professionals operating under similar circumstances.

11. Term. The term of this Agreement shall commence as of January 1, 2018, and shall continue until December 31, 2018, unless sooner terminated pursuant to paragraph 6, 19, or 26 hereof.

12. No Replacement Revenue. It being recognized by the parties that the purpose of the COMBAT funds is to improve the quality and effectiveness of drug treatment services in Jackson County, 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 Organization in its normal duties.

13. Purchasing. Organization hereby agrees that purchases to be reimbursed from COMBAT funds provided by this Agreement will be with bidders/vendors that have received certificates of compliance from the County's Affirmative Action Program as administered by the County's Compliance Review Officer.

14. Conflict Of Interest. Organization 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.

15. Financial Contact. Organization shall designate a fiscal representative to act as a liaison between the parties to resolve any problems, complaints, or special circumstances encountered in the billing of the services agreed upon here.

Sheffield Place

Agency's Fiscal Representative

Executive Director Title
Kelly Welch Name
810-483-9927 Telephone

16. Informational Reporting. A designated representative of the Organization shall attend meetings of the County Legislature and COMBAT Administration activities when so requested by either entity.

17. Publicity. If Organization receives or obtains any media attention because of this project, Organization is required to acknowledge that funding for the project is from COMBAT funds. Printed material involving this program shall contain the COMBAT logo and a COMBAT sign shall be posted at the program site(s) for the duration of the contract.

18. Suspension, Termination, and Disqualification. COMBAT may suspend the payment of funds based on a determination that:

- A. The nature of deficiencies results in substantial probability of or actual jeopardy to individuals being served.
- B. Serious or repeated incidents of abuse or neglect of individuals being served or violations of rights have occurred.
- C. Fraudulent fiscal practices have transpired or significant and repeated errors in billings to COMBAT have occurred.
- D. Failure to secure appropriate certification has occurred, including falsification or fabrication of any information used to determine compliance with requirements.
- E. The nature and extent of deficiencies results in the failure to conform to the basic principles and requirements of the program or service being offered.
- F. An organization has failed to comply with COMBAT and/or Jackson County requirements, or falsification of any information used to determine compliance has occurred.
- G. An organization has failed to comply with the scope of work of contracted services.

19. Termination. Notwithstanding any other provision of this Agreement, this Agreement may be terminated for any reason or no reason by either of the parties upon thirty (30) days written notice to the party's designated fiscal representative. All services and payments shall continue through the effective date of termination. Termination of this Agreement shall not constitute a waiver of the rights or obligations which the County or Organization may be entitled to receive as provided in this Agreement, or be obligated to perform under this Agreement for services prior to the date of termination. Should this Agreement terminate, all County written materials of any kind must be delivered and returned by Organization to the County within ten (10) days of the termination of this Agreement.

20. Unspent Allocation. Any appropriated funds under this Agreement not invoiced by Organization within 45 days from the expiration of this Agreement shall not be paid but shall remain in the COMBAT funds. These funds shall be subject to reappropriation. Such funds refer only to those funds that have not been committed for costs or purchases by purchase order, contract, or other formal documentation.

21. **Minority Hiring.** Organization shall have a twenty percent (20%) goal for minority hiring and employment regarding all positions funded out of the proceeds of COMBAT funds.

22. **Appropriation of Funds.** Organization and the County recognize that the County intends to satisfy its financial obligation to Organization 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 payments due hereunder, County shall immediately notify Organization 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 agree 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 fund 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.

23. **Equal Opportunity Employment.** Organization shall maintain policies of employment as follows:

- A. Organization and Organization's subcontractor(s) shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, disability, or national origin. Organization shall take affirmative action as set forth to ensure that applicants are employed and employees are treated without regard to their race, religion, color, sex, age, disability, or national origin. Such action shall include, but not be limited, to the following: recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Organization agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of non-discrimination.
- B. Organization and Organization's subcontractor(s) shall, in all solicitation or advertisements for employees placed by them or on their behalf, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, age, disability, or national origin.

24. **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.

25. Inspection Or Audits By The County. The performance of this Agreement shall be subject to review by the County. Organization shall file annual program specific compliance reports as required.

The County may provide to Organization a list identifying specific areas funded by COMBAT funds which are to be inspected or audited by the County, and the definition and scope of a review audit of each specific area indicated. Organization shall conduct internal audits of each specific area identified and shall provide its findings to the County and/or COMBAT Administration. If the County and/or COMBAT Administration desire additional study, after the in-house audit provided above, the County and/or COMBAT Administration and Organization shall engage a mutually agreed upon outside auditing firm to conduct further audit of each specific area identified, and shall share the costs of the outside auditor equally.

The County warrants that all books, records, accounts, and any other documents in the possession of the County relative to COMBAT funds are public records open for inspection in accordance with Chapter 610, RSMo.

26. Remedies For Breach. Organization promises, covenants, and agrees to faithfully observe and perform all of the terms, provisions, and requirements of this Agreement, and Organization's failure to so observe and perform in accordance with said Agreement represents and constitutes a breach of this Agreement. In such even, Organization consents and agrees as follows:

- A. That the County may without prior notice to Organization immediately terminate this Agreement; and,
- B. In addition to the foregoing, the County shall be entitled to collect from Organization all payments made by the County for which Organization has not yet rendered services in accordance with this Agreement, and may also be entitled to reasonable attorney's fees, court costs, and other expenses if it is necessary to bring legal action to recover such amount.

27. Severability. If any term of this Agreement is invalid, or incapable of being enforced by reasons of any rule of law or public policy, all other conditions and provisions of this Agreement shall nevertheless remain in full force and effect and no covenant or provision shall be deemed dependent upon any other covenant or provision unless so expressed herein.

28. Transfer and Assignment. Organization shall not assign or transfer any portion or the whole of this Agreement without the prior written consent of the County.

IN WITNESS WHEREOF, this Agreement has been executed this 23rd day of May, 2018.

APPROVED AS TO FORM:

JACKSON COUNTY, MISSOURI

By: W. Stephen Nixon
W. Stephen Nixon
County Counselor

By: Frank White, Jr.
Frank White, Jr.
County Executive

ATTEST:

SHEFFIELD PLACE

Mary Jo Spino
Mary Jo Spino
Clerk of the County Legislature

By: Kelly Welch
Title: Executive Director

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 **\$65,000.00**, which is hereby authorized.

5/22/18
Date

[Signature]
Chief Administrative Officer
Account No: 008-4404-56789

44042018022 KA

Agency: *Sheffield*
 Exhibit A: PROGRAM BUDGET
 January - December 2018

SHEFFIELD PLACE
 RES: 19843

Budget Categories	COMBAT Program Budget	Other Funding Amount	Other funding Sources	TOTAL PROGRAM COST
Personnel – Salaries	\$ 58,105.00			
		\$610,063.00	Corp, found, gov, special	\$668,168.00
Fringe Benefits (max 10% of salaries)	\$ 3,595.00			
		\$177,378.00	Corp, found, gov, special	\$180,973.00
Auditing/Accounting Services	\$ -	\$17,900.00	special events	\$17,900.00
Evaluation	\$ -	\$0.00		\$0.00
Supplies				
Postage	\$ -	\$2,500.00	special events, indiv	\$2,500.00
Printing	\$ -	\$2,500.00	special events, indiv	\$2,500.00
Meeting Expense	\$ -	\$0.00		\$0.00
Mileage (Local Travel)	\$ -	\$4,000.00	special events, indiv	\$4,000.00
Training	\$ -	\$6,000.00	found, corp	\$6,000.00
Memberships	\$ -	\$3,000.00	special events	\$3,000.00
Insurance	\$ -	\$38,000.00	gov, corp, found	\$38,000.00
Indirect Administration (max 7% of total)	\$ -			
program supplies	\$ -	\$15,000.00	found,	\$15,000.00
drug tests	\$ 3,300.00	\$700.00	indiv	\$4,000.00
communications/data	\$ -	\$3,000.00	indiv	\$3,000.00
prog supplies, transportation, activities		\$226,000.00	corp, found, gov	\$226,000.00
	\$ -			
TOTAL BUDGET	\$ 65,000.00	\$1,106,041.00		\$171,041.00

Funds may not be used:

- *For capital improvements (Article 6, Section 23 of the Mo. Constitution).
- *For functions that have traditionally been performed by volunteers.
- *For rent, utilities, or equipment.

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.)

Kelly Welch
Authorized Representative's Signature
Executive Director
Title

Kelly Welch
Printed Name
5/17/18
Date

Subscribed and sworn before me this 17 day of May, 2018. I am commissioned as a notary public within the County of Jackson, State of Missouri, and my commission expires on 4/26/20.

Alice M. Lemmons
Signature of Notary

5/17/18
Date

