

COOPERATIVE AGREEMENT

AN AGREEMENT by and between **JACKSON COUNTY, MISSOURI**, hereinafter called "the County" and **HARRY S. TRUMAN LIBRARY INSTITUTE FOR NATIONAL AND INTERNATIONAL AFFAIRS**, 500 W. U.S. Highway 24, Independence, MO, a not-for-profit organization, hereinafter called "Library."

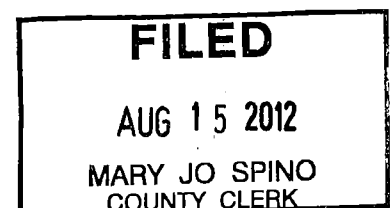
WHEREAS, the County and Library desire to enter into a Cooperative Agreement whereby County will provide funds to allow underserved Jackson County students to participate in field trips and educational programs at the Library; and,

WHEREAS, the County deems it to be in the best interest of the citizenry to support such efforts;

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

1. **Services.** Library shall use said \$20,000.00 as funding for the Bus Stops Here Field Trip Grant Program, as explained in Library's Outside Agency Funding Request Form, attached hereto as Exhibit A.

2. **Terms of Payment.** The County agrees to pay to Library the amount of \$20,000.00, in quarterly installments of \$5,000.00 each, with the payment for the first and second quarters to be made upon execution of this Agreement. The remaining payments shall be made upon the County's receipt of the reports as set forth in paragraph 3 hereof. The County, through the Legislative Auditor, may approve



adjustments to line items listed in Agency's budget/proposal contained in Exhibit A, in an amount not to exceed 10 percent of the total amount of the Agreement, so long as there is no additional total cost to the County.

3. **Reports**. Within 30 days after the conclusion of each calendar quarter under this Agreement, Library shall submit a quarterly report, including cancelled checks and/or a copy of the face of the check and corresponding bank statements, invoices, and any other documents as requested by the Director of Finance and Purchasing to establish that the funds paid by the County were used for the purpose set forth in this Agreement. The report for the first and second quarters shall be submitted within 30 days after the execution of this Agreement. The last quarter's report shall include an annual report which shall summarize Library's activities pursuant to this Agreement. Failure to submit the annual report shall disqualify the Library 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 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) 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. **Equal Opportunity.** Library agrees and assures that no person eligible for services shall on the ground of race, color, religion, national origin, sex, handicap, veteran status, or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination for any service funded by this Agreement. Furthermore, the Library agrees and assures that it will provide equal employment opportunities to applicants and employees and will not discriminate against them on the basis of race, color, religion, national origin, sex, handicap, veteran status, or age.

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

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

8. **Conflict of Interest.** Library 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 as of January 1, 2012, and shall terminate on December 31, 2012. This Agreement may be terminated prior to that date by either party upon written notice, delivered thirty days prior to the effective date of termination. If this Agreement is terminated by either party, the County shall pay only for those services actually performed by Library as verified by the County's audit.

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

(Signature page to follow)

IN WITNESS WHEREOF, the parties have executed this Agreement this
15 day of August, 2012.

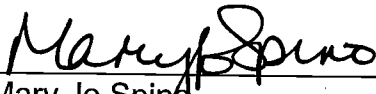
APPROVED AS TO FORM


W. Stephen Nixon
County Counselor


JACKSON COUNTY, MISSOURI

By: 
Michael D. Sanders
County Executive

ATTEST:


Mary Jo Spino
Clerk of the County Legislature

HARRY S. TRUMAN LIBRARY INSTITUTE
FOR NATIONAL AND INTERNATIONAL
AFFAIRS

By: 
Executive Director
Federal I.D. # 43-6042632

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 \$20,000.00 which is hereby authorized.

August 14, 2012
Date


Director of Finance and Purchasing
Account No. 003-7728-56789

77282012001



OUTSIDE AGENCY FUNDING REQUEST FORM 2012 BUDGET

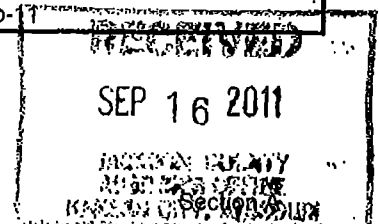
415 E 12th Street, 2nd Floor
Kansas City, MO 64106

Email: auditor@jacksongov.org

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Section A: Organization or Agency Information

Name:	Harry S. Truman Library Institute for National and International Affairs		
Address:	500 W. US Highway 24 Independence, MO 64050		
Phone No:	816.268.8246	Fax:	816.268.8299
Website Address:	www.TrumanLibrary.org		
Federal Tax ID No:	436042632	Fiscal Year Cycle:	October 1 to September 30
Executive Director:	Alex Burden		
Name and Title of Principal Contact Person:	Judy Turner, Development Officer		
Phone No:	816.268.8246	Email Address:	judy.turner@nara.gov
Submittal of this request has been authorized by: Alex Burden, Executive Director			
Date:		15-Sep-11	



Section B: Agency's 2011 and 2012 Revenue Information

Agency's 2012 Projected Revenue Information

Funding Entity	Agency's 2012 Total Projected Revenue Source You Will Request 2012 Funding From	Projected Amount	% of Total Revenue
Federal		\$ 75,000	28
State		\$ -	0
Jackson County		\$ 20,000	7
Other Counties		\$ -	0
City		\$ -	0
Charity/Donations		\$ 174,649	65
Fundraisers		\$ -	0
Other		\$ -	0
2012 Total Projected Revenue		\$ 269,649	

Agency's 2011 Revenue Information

Funding Entity	Agency's 2011 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal		\$ 75,000	28
State		\$ -	0
Jackson County		\$ -	0
Other Counties		\$ -	0
City		\$ -	0
Charity/Donations		\$ 195,000	72
Fundraisers		\$ -	0
Other (please list)		\$ -	0
2011 Total Revenue		\$ 270,000	

If your agency received funding from Jackson County in 2011,
please identify the funding source, amount and program name below.

Jackson County Funding Source	Yes	No	Amount	Program Name
COMBAT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Mental Health Levy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Board of Services for Developmentally Disabled	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Domestic Violence Board	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Housing Resources Commission	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Outside Agency Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
2011 Total Jackson County Funding			\$ -	

Did your agency receive funding or resources in 2011 from either of the following?

Mid America Regional Council	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -
Harvesters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -

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SEP 16 2011

JACKSON COUNTY
MID-AMERICA REGIONAL COUNCIL
HARVESTERS

Section C: 2012 Program Budget

Complete a separate program budget for each program your agency is applying for funding.

Agency Name: Harry S. Truman Library Institute for National & International Affairs

Program Name: The 'Bus Stops Here' Field Trip Grant Program

Personal Services			
For each salary request below please attach a job description or duties.			
Position / Title	Total Salary	% of Salary to be funded by Jackson Co.	Amount of Salary to be funded by Jackson County
Director of Education	125910	2%	\$ 2,518
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Salaries			\$ 2,518
Total Benefits			\$ -
Total Personal Services			\$ 2,518
Contractual Services			
Harry S. Truman Library & Museum - Tour Scholarships			\$ 8,433
School Busses - Metro districts			\$ 3,591
			\$ -
			\$ -
			\$ -
			\$ -
Total Contractual Services			\$ 12,024
Supplies			
Printing - curricula			\$ 5,458
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Supplies			\$ 5,458

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SEP 16 2011

JACKSON COUNTY
AUDITOR'S OFFICE
JACKSON CITY, MISSOURI

Total Program Request \$ 20,000

Job Description
Director of Education position
The Harry S. Truman Library Institute

The Director of Education for the Harry S. Truman Library Institute is responsible for leadership and growth of Museum's education, public programming and outreach activities. Responsibilities include supervision of education staff, develop new programs, and ensure program delivery, fiscal management, exhibit interpretation, and primary liaison with regional educational community.

Candidate must have strong leadership/supervisory skills, history discipline or education, excellent communication skills; minimum five years classroom or informal education experience. They will perform a variety of administrative duties including planning, organizing, implementing and evaluating educational programs for the Truman Library and Museum.

Responsible for overseeing day to day on-site and outreach program operations.

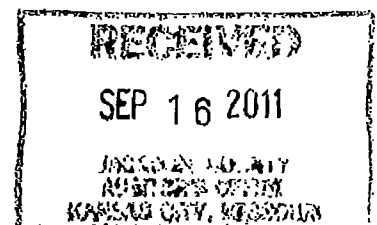
Responsible for the content of all related promotional materials for museum programs and assists with design.

Assists in the training of staff and volunteers related to education programs.

Serves as part of the Museum System upper management staff and may be called upon to oversee other Museum System functions.

Designs and implements education program booking/scheduling system and trains staff and volunteers in procedures.

Drafts and submits for approval policies and procedures related to educational programs.



Section D: 2012 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: The Harry S. Truman Library Institute for National and International Affairs

Program Name: The 'Bus Stops Here' Field Trip Grant Program

Proposed Program

Detail functions to be performed by each program.

Today, Harry Truman is regarded as the one of the five greatest leaders of our nation and there is no better place in all of America to be inspired by his life and legacy than in his hometown of Independence, Missouri. The Truman Library Institute, responding to the elimination of school field trips due to shrinking school budgets initiated The 'Bus Stops Here' Field Trip Grant Program. The 'Bus Stops Here' Field Trip Grant Program provides field trip scholarships for underserved students in grades 4-12. Funding from Jackson County would be restricted to schools and students in Jackson County. Specifically, scholarships underwrite the cost for busses, substitute teachers, curricula and program fees for student participation in the Truman Library Institute's education programs, including Guided Museum Tours and the highly acclaimed White House Decision Center (WHDC) – an innovative experiential program for students in grades 8-12 that allows students to step into a re-creation of the West Wing and the shoes of President Truman, his cabinet members and advisers. This hands-on history lab deepens the students' knowledge of history and government while strengthening their skills in information gathering and analysis, problem so The Truman Library Institute is well prepared to make certain that young people, our future leaders, know how people,

The Truman Library Institute strives to help students discover history in meaningful, memorable ways by providing educational programs that are exciting, innovative, and experiential. Our programs place an emphasis on the use of primary sources in the teaching of history. We believe that students, using primary sources, will realize history is real and they will begin to touch the lives of the people history is written. The 'Bus Stops Here' Field Trip Grant Program will introduce Harry S. Truman, his life, the time in which he lived, his presidency and his world altering decisions to students and their teachers.

"... Money spent for education is a valuable investment in the future of this country. We should move forward and secure a brighter future for the generations in the coming years that will guide the Nation. There is nothing that could be more important to our country's welfare." Harry S. Truman

Revised

DEC 15 2011

Section D: 2012 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: The Harry S. Truman Library Institute for National and International Affairs

Program Name: The 'Bus Stops Here' Field Trip Grant Program

Participants

Identify the number of participants by County that each program serves.

Jackson, MO	8,095
Clay, Platte, Cass, MO	1,666
Wyandotte, Johnson, KS	3,809
Other Missouri	1,905

Target Population

Describe target population and demographics to be served by each program.

The target population for the 'Bus Stops Here' Field Trip program is students in grades 4 through 12, attending a public, private or charter school in Jackson County Missouri.

Would you provide these services to anyone at your door?

Yes

Is anyone denied services?

No

What level of indigents almost 50% of students receiving scholarships qualify for free or reduced school lunches

Please classify your program from the following types by percentage of your agency's overall services:

Senior Program

0 %

Indigent Program (Below Poverty Level)

0 %

Senior Indigent Program

0%

What criteria do you have for the clients you serve?

For scholarship funded student field trips, students criteria is based upon financial need and students are in grades 4 through 12.

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Program Name: The 'Bus Stops Here' Field Trip Grant Program

Service Delivery Area

Identify your specific geographic service delivery area for each program.

The 'Bus Stops Here' Field Trip Program geographic service area is 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.

The Truman Library Institute utilizes the modified cash basis of accounting and will hold in a separate restricted account funds from Jackson County for program funding. Student attendance will be tracked ensuring funds are use appropriately and the designated goals are achieved.

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Agency Name: The Harry S. Truman Library Institute for National and International Affairs

Program Name: The 'Bus Stops Here' Field Trip Grant Program

Approach & Method

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

1. The 'Bus Stops Here' Field Trip Grant Program will provide students with an exciting, innovative, and experiential learning experience. Walking the galleries will promote the student's physical health and vigor while the experiential learning will benefit their tactile, sensory and emotional wellbeing, resulting in overall satisfaction.

2. Students participating in Museum Tours and the White House Decision Center will have an increased interest in history, will be encouraged to think and reason logically, and learn how President Harry S. Truman solved complex problems. The program also integrates other education and development services to help participants build such critical skills as teamwork and leadership.

We understand that the driving force for the 21st century is the intellectual capital of citizens. Political, social, and economic advances in the United States during this millennium will be possible only if the intellectual potential of America's youth is developed now.

We embrace this concept and provide education programs that meet Missouri and national grade level expectancies and deliver the history field trip experience via The 'Bus Stops Here' Field Trip Program.

Detail specific methods you will use to achieve these objectives.

Everyday Harry Truman took a vigorous one or two-mile walk at the Army's 120-steps-per-minute pace. On a museum tour, visiting students will learn why. Because the objective of teaching any subject is to engage the intellectual curiosity of the student in order to inspire critical thought and personal growth, we structure all education content keeping questions of rationale, or purpose, in mind. As future leaders, we help students understand how the events of Truman's era re-shaped the world and remain relevant to the world today.

To increase student interest in history, all docents receive extensive training and certification and all visiting teachers provided with pre visit lessons for structured inquiry into the Truman era. These lessons align to Missouri grade level expectancies and are designed to ensure students are interested, engaged, and receive historically correct knowledge. They help students realize that democratic institutions and values are not automatically sustained, but are to be appreciated, nurtured, and protected while offering a study in what it means to be a responsible citizen, one of the central mandates of education in the United States.

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Section D: 2012 Program Information

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Agency Name: The Harry S. Truman Library Institute for National and International Affairs

Program Name: The 'Bus Stops Here' Field Trip Grant Program

Evaluation

How can the success of each program be evaluated?

Indicate performance measures or statistics you will use to demonstrate the success of each program.

The Truman Library Institute's experiential education programs will actively engage students who tour the museum and participate in our educational programs by providing them access to primary documents in an experiential learning environment. The quality of the student experience, their desire to learn more about American history, the presidency, or how to become a more engaged citizen will be monitored and recorded by program facilitators, docents, and volunteers. Student and teacher pre and post visit surveys will be utilized to collect data for use in measuring success, program effectiveness and accountability. Student post visit surveys will also measure, interest in history, physical engagement, and program relevance. Data collected will be compiled and evaluated allowing us to identify necessary program changes, ensuring visitor satisfaction and for future program structure.

Notification

How will your organization make clients, the public and the media aware of the generous taxpayer funding received from Jackson County? (Please attach any examples)

The Harry S. Truman Library Institute will show our appreciation and acknowledgement of generous Jackson County taxpayer funding by a press release, and a press conference with invitations extended to Congressman Emanuel Clever, Jackson County Executive, Mike Sanders, and the Mayors of both Kansas City and Independence. Our quarterly printed newsletter, all materials supplied to teachers, along with postings on the Truman Library website and facebook page would be used to provide recognition to the taxpayers of Jackson County.

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