

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, **GREATER KANSAS CITY HOUSING INFORMATION CENTER, 3200 Wayne Avenue Kansas City, MO 64109**, hereinafter referred to as "Contractor".

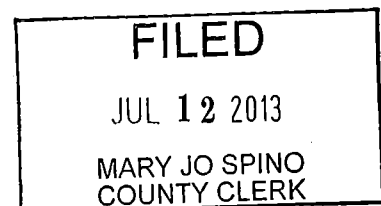
WHEREAS, on June 4, 1991, the voters of Jackson County authorized the County Legislature to impose a \$3.00 user fee on all instruments recorded with the County's Department of Records, the proceeds of which fee is to be used to provide funds for assistance to homeless persons; and,

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, Contractor 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, Contractor 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.** Contractor and the County recognize that the County intends to satisfy its financial obligation to Contractor 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 Contractor 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.

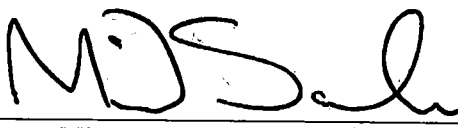
IN WITNESS WHEREOF, the County and Contractor have executed this Agreement this 12th day of July, 2013.

APPROVED AS TO FORM:



W. Stephen Nixon
County Counselor

JACKSON COUNTY, MISSOURI

By 

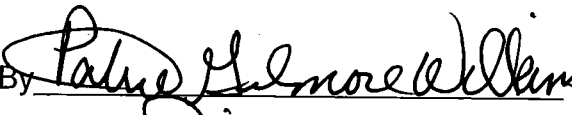
Michael D. Sanders
County Executive

ATTEST:



Mary Jo Spind
Clerk of the Legislature


GREATER KANSAS CITY HOUSING
INFORMATION CENTER

By 

Title Ex Director
Federal Tax I.D. 43-1427341

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.



Date



Director of Finance and Purchasing
Account No. 043-7001-56789

70012013018



**HOUSING RESOURCES COMMISSION FUNDING REQUEST FORM
2013 BUDGET**

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

Email: 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: GREATER KC HOUSING INFORMATION CENTER

Full Address- City, State & Zip Code: 3200 WAYNE AVENUE, KANSAS CITY, MO. 64109

Phone No: 816-931-0443 Fax: 816-931-0722

Website Address: WWW.GKCHIC.ORG

Federal Tax ID No: 43-1427341 Fiscal Year Cycle: JANUARY 1,- -DECEMBER 31

Executive Director: PATRICIA GILMORE-WILKINS

Name and Title of Principal Contact Person:

Phone No: 816-931-0443 Email Address: pat_gilmorewilkins@att.net

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: BOARD OF DIRECTORS

Date: 11/29/2012

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	United Way	\$ 25,800	7
State	City of KCMO-Community Dev Block Grant	\$ 200,000	56
Jackson County	City of KCMO-Supportive Housing Program Grant	\$ 24,265	7
Other Counties	HomeFree USA-Nat'l Foreclosure Mitigation	\$ 31,000	9
City	Private Funds/Donations	\$ 25,835	7
Charity/Donations	Jackson County	\$ 50,000	14
Fundraisers		\$ -	0
Other		\$ -	0
2013 Total Projected Revenue		\$ 356,900	

Agency's 2012 Revenue Information

Funding/Entity	Agency's 2012 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal	United Way of GKC	\$ 25,800	9
State	City of KCMO-Community Dev Block Grant	\$ 177,508	62
Jackson County	City of KCMO-Supportive Housing Program	\$ 24,265	9
Other Counties	HomeFree USA-Nat'l Foreclosure Mitigation	\$ 31,108	11
City	Private Funds/Donations	\$ 25,835	9
Charity/Donations		\$ -	0
Fundraisers		\$ -	0
Other (please list)		\$ -	0
2012 Total Revenue		\$ 284,516	

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 type="checkbox"/>	<input type="checkbox"/>	\$ -	
Mental Health Levy	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Board of Services for Developmentally Disabled	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Domestic Violence Board	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Housing Resources Commission	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Outside Agency Program	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
2012 Total Jackson County Funding			\$ -	

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
Intake Specialist	24,960	5%	\$ 1,248
Case Manager	20,000	10%	\$ 2,000
Housing Counselor	54,172	7%	\$ 3,352
			\$ -
Fringe Benefits (limited to 20% of salaries)			\$ 900
Total Personal Services			\$ 7,500

SHELTER ASSISTANCE - Bednights, Emergency Shelter, Transitional Living

Maximum \$50 Per Individual / \$100 Per Family (Total \$300 Individual / \$500 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
FEB 01 2013			-			
JACKSON COUNTY AUDITORS OFFICE KANSAS CITY MISSOURI			-			

Total Shelter Assistance \$ -

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
MORTGAGE ASSISTANCE			4,500	4,500		
RENTAL ASSISTANCE			3,000	3,000		

Total Mortgage / Rental Assistance \$ 7,500

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: GRTR KC HOUSING INFORMATION CENTER

Program Name: Homeless Prevention

Agency History/Background

Briefly describe your agency's history and background.

The Greater Kansas City Housing Information Center (GKCHIC) was established in 1970 to assist low-income persons faced with challenges in meeting their housing needs. GKCHIC became the first HUD certified housing counseling agency in this area and the primary purpose was and still is to make sure consumers have access to safe decent housing on an equal opportunity basis. A full range of housing counseling is provided for all ages, individuals, families, and all ethnic/racial groups. GKCHIC has delivered high quality housing counseling throughout the metropolitan area. GKCHIC has a history of outreach education to consumers which includes potential tenants, current tenants and homeowners. GKCHIC uses a comprehensive approach to allow families and individuals to increase their self-sufficiency to obtain or remain in stable housing. GKCHIC meets the National Industry Standard for Homeownership Education and Housing Counseling. HIC has successfully administered comprehensive housing counseling activities for over 40 years, and has the staff capacity to do so.

All housing counselors are certified through Neighbor Works of America Homeownership Education Program. GKCHIC has developed and implemented public information campaigns, including publicizing GKCHIC housing counseling program and make services available to the surrounding community. Information is shared with real estate agents and landlords/management companies on issues related to differential treatment of homeowners and tenants to address problems and reduce the incidence of housing problems. A variety of funding resources have supported these unique services to address homeless prevention activities. Funding sources include CDBG funds, United Way, Private funders and Federal dollars, all of which allow assistance to be provided to families facing housing challenges.

Section D: 2013 Program Information

Agency Name: GRTR KC HOUSING INFORMATION CENTER

Program Name: Homeless Prevention

Proposed Program

Detail functions to be performed by each program

Assistance will be provided to county residents depending on their needs. include:

- Mortgage Default- An nterview will be scheduled to a minimum of 30 homeowners to determine the nature and extent of the problem and to ensure that all relevant documents are produced. Contact with the lender and other resources are made to verify the problem. Documentation regarding Income and reasons for default are provided to show the need. A detailed financial review is done and a draft budget is prepared. If it is determined that assistance is needed, contact will be made with the lender on participant's behalf.
- Pre- and post-rental services: Services include affordable housing search, referrals to available vacancies, and information on housing conditions. An appointment will be scheduled with a minimum of 40 pre-post renters. Problem analysis can result in varlous approaches: emergency assistance; landlord mediation; codes inspection; education/retraining for homeless clients; referrals to community resources.

Homeless prevention activities are geared toward assisting acquiring or maintaining permanent housing. The interview process is the same- verification of need, income, etc. Problem analysis results in a variety of approaches. Financial assistance is provided to prevent eviction, to maintain current housing or to obtain alternative housing. The process may include, but not be limited to, mediation with landlords and public service agencies, and education training /retraining opportunities on housing stability.

Section D: 2013 Program Information

Agency Name: GRTR KC HOUSING INFORMATION CENTER

Program Name: Homeless Prevention

Participants	
Identify the number of participants by County that each program serves.	
Jackson, MO	1,500
Clay, Platte, Cass, MO	25
Wyandotte, Johnson, KS	2
Other Missouri	20
Target Population	
Describe target population and demographics to be served by each program.	
<p>HIC services are targeted to at-risk families/individuals, particularly low and moderate income, elderly, disabled and female-headed households. HIC has been committed to the long-term sustainability of all ages, individuals, families, and all ethnic/racial groups since this promotes broader neighborhood revitalization objectives. The three top priorities under this program will be to serve delinquent homeowners, delinquent renters and homeless families who lack housing. These families/individuals have become a priority due to the urgency of sustaining housing in our neighborhoods. Consequently, we aim to improve the lives of our customers by providing them the skills, knowledge and assistance to increase their financial security now and well into the future. This increases the likelihood that consumers will seek assistance at the earliest sign of difficulty.</p>	

Section D: 2013 Program Information

Agency Name: GRTR KC HOUSING INFORMATION CENTER

Program Name: Homeless Prevention

Service Delivery Area

Identify your specific geographic service delivery area for each program.

GKCHIC services supported by this grant will be directed to county residents. GKCHIC service area extends to the suburban areas of Jackson County outside of the Kansas City urban core. There is a myth that people living in the suburbs don't need help. More than ever, GKCHIC is seeing clients in suburban locations. By providing support and resources to help them address a housing problem, foreclosures and evictions are prevented. Often, households in both urban core and suburban settings have an out of pocket expense such as an unforeseen medical expense that has caused them to get behind in meeting their housing financial obligations. These are not chronic homeless, nor will they continue needing the help but will be able to maintain their housing if GKCHIC is able to intervene with the lender or landlord and provide one time targeted assistance.

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.

GKCHIC is able to target the use of various funding to households by income and geography. While GKCHIC is not restricted to service delivery within certain neighborhoods or a specific population, the Jackson County funds would be used only for county residents.

Section D: 2013 Program Information

Agency Name: GRTR KC HOUSING INFORMATION CENTER

Program Name: Homeless Prevention

Approach & Method

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

1. Homeowners will avoid foreclosure as a result of counselling and emergency assistance being provided.

2. Renters will avoid being evicted and and homeless persons/families will be assisted to address their lack of stable housing.

3. Families/Individuals will be able to obtain or maintain safe, affordable housing suitable to meet their needs.

Detail specific methods you will use to achieve these objectives.

Intake is either in person or by telephone, where information is taken to verify the nature of the problem. This also ensures the client resides within the boundaries of Jackson County. Clients are instructed on what necessary documents are needed before an appointment is scheduled. "Walk-in" clients are discouraged - Exceptions are made when an eviction or foreclosure is imminent. Homeowners are required to attend a one hour workshop depending on the length of delinquency of loan. All supporting documents must be brought in for the workshop and reviewed by a triage counselor. It is then assigned to a specific housing counselor who will contact the client to schedule an appointment. During the initial session, a plan of action is discussed specific to the problem. A series of sessions are scheduled and a plan is established on how the problem can be resolved. The HIC counselor works with the client to develop a budget and housing plan. The counselor and client jointly decide when to contact the utility company, lenders, or landlord to seek resolution of the housing problem. The housing counselor will advocate on the behalf of participants. A maximum of \$500 under this grant will be awarded as necessary for a household and the counselor may seek other funding sources to ensure that client will sustain housing or resolve the housing problem.

Section D: 2013 Program Information

Agency Name: GRTR KC HOUSING INFORMATION CENTER

Program Name: Homeless Prevention

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 types of housing activities will be validated through the Mid-America Assistance Coalition, our local homeless management system (HMIS). This innovative tracking system provides access to information about both current and past human service needs of low-income households, an invaluable tool for service coordination and planning. GKCHIC meets the National Industry Standard for Homeownership Education and Housing Counseling. GKCHIC has successfully administered comprehensive housing counseling activities for over 40 years, and has the staff capacity to do so. Information on all 87 participants will be entered into the HMIS system, and through follow-up appointments and contacts, GKCHIC will monitor the households' housing situation over a 12-month time period following assistance to ensure that the housing situation remains stable.

Section D: 2013 Program Information

Agency Name: GRTR KC HOUSING INFORMATION CENTER

Program Name: Homeless Prevention

Mental Health

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

GKCHIC has a list of mainstream resources available in the community and partners with many other agencies that are equipped to deal with mental health issues and will make referrals if the need arises. Counselors are trained to identify stress among clients and work in a respectful non-threatening manner.

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

GKCHIC usually will receive a referral from case managers who work closely with the homeless population within the Mental health community and that agency can be identified in the Homeless Management Information System (HMIS). They will work with the housing counselor to resolve the issues of concern.

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 **Greater KC Housing Information Center**, 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, **Greater KC Housing Information Center**, 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.)

Patricia Gilmae Wilkins
Authorized Representative's Signature
Executive Director
Title

Patricia Gilmae Wilkins
Printed Name
7/9/13
Date

Subscribed and sworn before me this 9th day of July, 2013. I am commissioned as a notary public within the County of Jackson, State of Missouri, and my commission expires on 4/22/15.

A. Sciara
Signature of Notary

July 9, 2013
Date