

COOPERATIVE AGREEMENT
COMBAT Drug Prevention
(March 1, 2017, through February 28, 2018)

AN AGREEMENT by and between **JACKSON COUNTY, MISSOURI**, a Constitutional Home Rule Charter County, hereinafter referred to as "the County," and, **CITY OF BLUE SPRINGS, MISSOURI, 903 W. MAIN STREET, BLUE SPRINGS, MO 64015**, (a Missouri not-for-profit corporation), hereinafter referred to as "City."

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 organizations, whether public or private, for the purpose of preventing drug use, violent crime, and drug-related offenses, if such organization has been in existence for a period of not less than two (2) years; and,

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

WHEREAS, the COMBAT Administration has carefully reviewed the City's proposal for 2017 funding; and,

WHEREAS, the Jackson County Legislature has recommended the expenditure of **\$10,000.00**, of COMBAT Anti-Drug Sales Tax funds (hereinafter referred to as "COMBAT funds") for City to assist in the prevention of drug use, drug related offenses, or violent crimes;

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

1. **Services.** City shall use COMBAT funds solely for the purpose of providing prevention activities to prevent illegal drug use, drug related offenses, or violent crime in Jackson County; and,

City has agreed to use COMBAT funds only as set forth in Exhibit A, attached hereto; and,

City shall administer the program as outlined on the application's Program Logic Model. Any changes to the City's program as funded by COMBAT, must receive written



approval from the County before implementing any changes from their submitted proposal.

2. **Payment.** The County agrees to pay to the City a total amount not to exceed **\$10,000.00**. Upon execution of this contract, an advance payment equal to one-quarter of the contract amount, totaling **\$2,500.00** will be submitted to City. This award is contingent upon collection of sales taxes as budgeted at the time of the contract award. If COMBAT funds are reduced, City will be informed of necessary contract revisions, as provided for in this Agreement.

City understands that the failure to execute this Agreement by May 31, 2017, shall disqualify City from funding under this Agreement. Additionally, City understands that no payment shall be made under this Agreement until City's 2016 COMBAT contract has been fully reconciled, as applicable.

City agrees to submit monthly program reports and monthly invoices on forms provided by COMBAT Administration by the 20th of the 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:

- A. 1/12th of the 2017 contract amount or
- B. 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 City 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, which will serve as the Annual Program Report, will be due from City by March 20, 2018. The final payment will not be processed until the agency's annual program report has been completely reconciled.

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

- A. City must maintain a complete program expense file that reconciles to the invoices submitted to the COMBAT Administration.
- B. City must operate an evidence-based or research-based drug and/or under-aged alcohol-consumption, and/or violence prevention program which focuses on risk and protective factors recognized and supported by prevention research and scientific theory.
- C. City must be 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.

- D. City must have been in existence for two years prior to proposal submission (Statement of Contractor's Qualifications).
- E. City must notify COMBAT Administration in writing on City letterhead, within five working days of the following changes:
 - a. City name, address, telephone number, administration, or board of directors
 - b. City 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 City or towards the City
 - f. Changes to program and/or services, and the program's Logic Model and Outcome Measurement Framework chart.
- F. City must submit monthly invoices and program reports of activities in the format specified by COMBAT before payment will be processed for each month.
- G. City must send a representative to the COMBAT Awards program.
- H. City must participate in other COMBAT sponsored activities as required.

4. **Annual Report/Other Documentation.** City shall submit the Final Report of program activities and other documentation directly related to this Agreement 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 City by the County were used for the purpose set forth in this Agreement. This Annual Report shall be due by March 20, 2018.

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

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

6. **Audit.** The County reserves the right to examine and audit the books and records of City pertaining to the finances and operations of City related to this Agreement. City agrees to establish and adopt accounting standards and forms for this program 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.

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

8. **Submission of Documents.** No payment shall be made under this contract unless the City has submitted to COMBAT (1) a written proposal setting out in detail the intended use of the County's funding, including the target population to be served; and, (2) a certified financial audit including a statement of use of COMBAT funds for programs funded in the prior year; (3) an IRS Form 990; and (4) 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. However, an approved budget, which may be different from the amount of funds requested in the application, must be submitted to COMBAT in order to qualify for payment. No payment shall be made if the contract agency is out of compliance on any other County contract.

9. **Indemnification.** City shall indemnify, defend, and hold the County harmless from any and all claims, liabilities, damages, and costs to the extent permissible by law caused by the negligence of City or its employees, agents, or representatives.

10. **Insurance.** City shall maintain the following insurance coverage during the term of this Agreement.

- A. City 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. City agrees to name the County as Additional Insured on such policies, but only to the extent of City's negligence under this Agreement and only to the extent of the insurance limits specified herein.
- B. City 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. City agrees to name the County as Additional Insured on such policies, but only to the extent of City's negligence under this Agreement and only to the extent of the insurance limits specified herein.
- C. City 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.

11. **Standard Of Care** City 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.

12. **Term**. The term of this Agreement shall commence as of March 1, 2017, and will continue until February 28, 2018, unless sooner terminated pursuant to paragraph 7, 18, or 26 hereof.

13. **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 or violent crime prevention 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 City in its normal duties.

14. **Conflict of Interest**. City 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**. City 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.

COMBAT Administration
Fiscal Representative
Troy Thomas
415 E. 12th Street, Suite 100
Kansas City, MO 64106

City of Blue Springs, Missouri	
Agency's Fiscal Representative	
<u>Finance Director</u>	Title
<u>Karen Van Winkle</u>	Name
<u>816. 228. 0185</u>	Telephone

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

17. **Publicity**. If City receives or obtains any media attention because of this project, City 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 City 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 City 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 City 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**. City 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**. City and the County recognize that the County intends to satisfy its financial obligation to City 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 City 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.

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

- A. City and City's subcontractor(s) shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, disability or national origin. City 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. City agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of non-discrimination.
- B. City and City's subcontractor(s) shall, in all solicitations 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, City 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, City 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. **Inspections or Audits by the County.** The performance of this Agreement shall be subject to review by the County. City shall file annual program specific compliance reports as required.

The County may provide to City 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 identified. City shall conduct internal audits of each specific area identified relative to the program 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 City 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.** City promises, covenants and agrees to faithfully observe and perform all of the terms, provisions and requirements of this Agreement, and City's failure to so observe and perform in accordance with said Agreement represents and constitutes a breach of this Agreement. In such event, City consents and agrees as follows:

- A. The County may without prior notice to City immediately terminate this Agreement; and,
- B. In addition to the foregoing, the County shall be entitled to collect from City all payments made by the County for which City 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. **Assignment and Transfer.** City shall not assign or transfer any portion or the whole of this Agreement without the prior written consent of the County.

29. **COMBAT Contact.** For the purpose of this Agreement, COMBAT Administration or the person designated by COMBAT Administration, shall act as the COMBAT Contact. The COMBAT Contact shall be responsible for overseeing the performance of the services to be rendered under this Agreement. The COMBAT Contact shall be authorized to accept minor changes in services rendered as long as they are not material nor do they substantially alter the services to be performed. Any substantial or material changes in the service provided under this Agreement must be approved by COMBAT Administration and the County.

30. **Organization Identity.** If City is merged or purchased by another entity, the County reserves the right to terminate this Agreement. City shall immediately notify the County in the event it is merged or purchased by any other entity.

31. **Incorporation.** This Agreement contains the entire understanding and agreement of the parties, and modifications hereof shall be enforceable only if in writing, signed by the parties hereto.

IN WITNESS WHEREOF, this Agreement has been executed this 8th day of June, 2017.

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:

CITY OF BLUE SPRINGS, MISSOURI

By: Mary Jo Spino
Mary Jo Spino
Clerk of the County Legislature

By: Eric Johnson
Eric Johnson
Title: City Administrator

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 **\$10,000.00**, which is hereby authorized.

June 6, 2017
Date

Q. Tony Thomas
Chief Financial Officer
Account No. 008-4402-56005

PC 44022017009

EXHIBIT A:

City of Blue Springs
RES 19434

Name of Agency
(Mar 1, 2017 - Feb 28, 2018)

Budget Categories	Proposed COMBAT Program	Other funding amount	Name of other funding sources	Total Program Cost
Personnel – Salaries	\$10,000.00	\$111,121.00	City of Blue Springs and the Blue Springs R-IV School District	\$121,121.00
Fringe Benefits – <i>no more than 10% of Salaries</i>	\$0.00	\$12,203.24	City of Blue Springs and the Blue Springs R-IV School District	\$12,203.24
Auditing/Accounting Services				
Evaluation				
Postage				
Printing				
Meeting Expense				
Mileage (Local Travel)				
Training				
Memberships				
Supplies				
Insurance				
Other*(Specify):				
Program Operating Expenses				
Indirect: <i>no more than 7% of total</i>				
TOTAL PROPOSED BUDGET	\$10,000.00	\$123,324.24		\$133,324.24

***Other--Expenses in this category require "approval" from COMBAT**

1. Funds may not be used to provide capital improvements (Article 6, Section 23 of the Mo. Constit
2. Funds may not be used to pay salaries for functions that have traditionally been performed by vc
3. Funds may not be used to pay rent, utilities, or equipment.

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 **City of Blue Springs, Missouri**, (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 **City of Blue Springs, Missouri**, 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)

Susan Heiman
Authorized Representative's Signature
Human Resources Director
Title

Susan Heiman
Printed Name
05/22/2017
Date

Subscribed and sworn before me this 22nd day of May, 2017. I am commissioned as a notary public within the County of Jackson, State of Missouri, and my commission expires on 9/29/19.

Elizabeth Powers
Signature of Notary

May 22, 2017
Date

ELIZABETH POWERS
Notary Public - Notary Seal
State of Missouri, Jackson County
My Commission Expires: September 29, 2019
Commission #15999815