

COOPERATIVE AGREEMENT

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

WHEREAS, the County and Organization desire to enter into an Agreement to provide funding to be used for to provide assistance to homeless mothers and their children; and,

WHEREAS, the County deems it to be in the best interest of its citizenry to support such programs and activities; and,

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:

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. **Services**. Organization shall provide assistance to homeless mothers and their children, as is more fully set out in the proposal attached hereto as Exhibit A and incorporated herein by reference. The term of this contract is January 1, 2017, through December 31, 2017, and as such, all expenditures must occur within this period. The budget Organization submitted as part of Exhibit A is considered final and non-changeable. If Organization encounters unforeseen circumstances that require a change to Organization's budget, Organization shall submit a written request to the



Jackson County Legislative Auditor's no later than October 31, 2017. Any changes to the budget must be approved by the Jackson County Legislature.

2. **Terms Of Payment.** The County agrees to pay Organization the total amount of **\$10,000.00** in quarterly installments of **\$2,500.00**, with the payment for the first quarter 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 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.

3. **Reports/Other Documentation.** Within 30 days after the conclusion of each calendar quarter under this Agreement, Organization 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 requested by the Director of Finance and Purchasing, to establish that the funds provided pursuant to this Agreement were used for the purposes set forth herein. The report for the first quarter 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 all of Organization's activities pursuant to this Agreement. Organization's failure to submit this annual report shall disqualify Organization from future funding by the County.

Organization must notify the County in writing on Organization's 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 toward the Organization

4. **Submission of Documents.** No payment shall be made under this Agreement unless Organization 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) Organization's IRS Form 990 from the previous fiscal or calendar year; (3) a statement of Organization'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 Organization has previously received funding from the County, to be eligible for future payments, Organization must submit either an audited financial statement for Organization's most-recent fiscal or calendar year, or a certified public accountant's program audit of the County's funds. 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 Organization is out of compliance on any other County contract, or has not paid county taxes on all properties owned by Organization and assessed by the County.

5. **Equal Opportunity.** 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.

6. **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.

7. **Audit.** The parties agree that the County may, for any reason and at any given time, examine and audit the books and records of Organization pertaining to its finances and operations as related to County funds. Further, Organization 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.

8. **Default.** If Organization shall default in the performance or observation of any covenant, term or condition herein contained to be performed by Organization, the County shall give Organization ten days written notice, setting forth the default. If said default shall continue and not be corrected by Organization 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 Organization. Said election shall not, in any way, limit the County's rights to sue for breach of this Agreement.

9. **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 payment 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 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.

10. **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.

11. **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.

12. **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) 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 Organization during the performance of this Agreement.

13. **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.

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.

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.

14. **Term**. The term of this Agreement shall commence January 1, 2017, and shall continue until December 31, 2017, unless sooner terminated pursuant to paragraph 8, 15, or 19 hereof. If this Agreement is terminated by either party, the

County shall pay only for those services actually performed by Organization as verified by the County's audit.

15. **Termination**. This Agreement may be terminated for any reason or no reason by either of the parties upon thirty (30) days' written notice to the other 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.

16. **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.

17. **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.

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

Sheffield Place
Kelly Welch, Executive Director
6604 East 12th Street
Kansas City, MO 64130
(816) 483-9927 x111

18. **Compliance**. The performance of this Agreement shall be subject to review by the County. The County Compliance Review Officer shall review this contract

according to his responsibilities as set out in Chapter 6 of the Jackson County Code. Organization shall file quarterly compliance reports as required by the County Compliance Review Office. The County warrants that all books, records, accounts, and any other documents in the possession of the County relating to this Agreement are public records open for inspection in accordance with Chapter 610, RSMo.

19. **Remedies For Breach**. Organization agrees to faithfully observe and perform all of the terms, provisions, and requirements of this Agreement, and Organization's failure to do so constitutes a breach of this Agreement. In such event, Organization consents and agrees as follows:

A. The County may, without prior notice to Organization, immediately terminate this Agreement; and

B. The County shall be entitled to collect from Organization all payments made by the County to Organization for which Organization 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.

20. **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.

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

22. **Confidentiality**. Organization'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.

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

IN WITNESS WHEREOF, the County and Organization have executed this Agreement this 16th day of March, 2017.

APPROVED AS TO FORM:

JACKSON COUNTY, MISSOURI

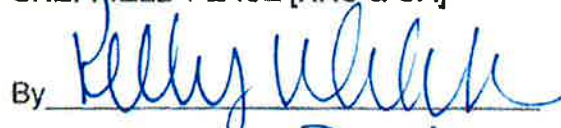

W. Stephen Nixon
County Counselor

By 
Frank White, Jr.
County Executive

ATTEST:

SHEFFIELD PLACE [HRC & OA]


Mary Jo Spino
Clerk of the Legislature

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

REVENUE CERTIFICATE

I hereby certify that there is a balance otherwise unencumbered to the credit of the appropriation to which this Agreement is chargeable, and a cash balance otherwise unencumbered in the treasury from which payment is to be made, each sufficient to meet the obligation of \$10,000.00, which is hereby authorized.

March 14, 2017
Date


Chief Financial Officer
Account No. 002-7774-56789

77742017001

**2017 Jackson County Outside Agency Funding Proposal
Sheffield Place
Sheffield Place**

**EXHIBIT A
RES. 19371**

Sheffield Place

6604 East 12 Street
Kansas City, MO 64126
(913) 634-6934 x111
sheffieldplace.org
fedtaxid: 43-1532267

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Fiscal Year: January to December

GuideStar:

Mission: To empower homeless mothers and their children to heal from their trauma and gain self-sufficiency

Executive Director

Executive Director
kelly welch
(913) 634-6934
kwelch@sheffieldplace.org

Contact Person

Executive Director
Kelly Welch
(816) 483-9927 x111
kwelch@sheffieldplace.org

Check the Jackson County Legislative District and your At-Large District where your agency is located?

District 1: Yes

At-large District 2: Yes

**2017 Jackson County Outside Agency Funding Proposal
Sheffield Place
Sheffield Place**

Agency Revenue Information

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Funding Entity	Source Description	2016 Actual	2017 Projected
Federal	HUD	\$166,241	\$0
State			
Jackson County	COMBAT, Mental Health Fund, HRC, Outside Agency	\$202,000	\$232,000
City of Kansas City	ESG, CDBG	\$67,500	\$67,500
Charity/Donations	corps, foundations, faith groups, individuals	\$455,870	\$575,027
Fundraisers	golf tourney, Off the Wall	\$235,000	\$280,000
Donations			
		\$1,126,611	\$1,154,527

Please check if your agency has cash reserves: Yes
What is the current balance? \$300,000

Please check all Jackson County sources your agency received funding from in 2016:
COMBAT: Yes
Domestic Violence Board: Yes
Housing Resources Commission: Yes
Mental Health Levy: Yes
Outside Agency: Yes

Please check any of the following your agency received funding or resources from in 2016:

	Goods	Services	Cash	Amount
Harvesters				
Mid America Regional Council				
MAAC Link				
United Way			Yes	\$25,000

2017 Jackson County Outside Agency Funding Proposal
Sheffield Place
Sheffield Place

Date Program was Initiated: 2010

What time period does this program run: All Year

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Provide program description: With the mission "to empower homeless mothers and their children to heal from their trauma and gain self-sufficiency," Sheffield Place has served nearly 1000 families in the past 25 years. To help families reach self-sufficiency, the goals for them are: increased employment skills; improved physical/mental health, and permanent housing. In these ways, families begin the process of recovery from their trauma and gain the resiliency and skills they need to lead healthy, productive lives. To achieve those goals, the agency offers four programs: Residential Housing provides a private living unit with a private bathroom; Residential Clinical provides therapy, case management and educational groups for mothers and children at the facility; Aftercare provides therapy, case management and other supportive services once the families transition to housing in the community; and Permanent Housing serves families that live in houses owned and operated by the agency. The requested funds support maintenance of the main facility and off site permanent houses. Specific duties include: performs minor and major repairs in all buildings; performs preventive maintenance; replaces broken doors, locks, windows; painting, general upkeep. The role has been expanded to facilitating a group for the clients that teaches basic skills including use of hand tools and light maintenance to help prepare the women to live independently and to be able to do minor repairs such as plunging a toilet. The group also helps build skills for employment. In the past year we have continued to have far more requests for services than we can provide. Year to date 491 families have called for housing. In 2016 we will serve more than 110 families on site and in aftercare. We currently have 7 houses for permanent housing " 5 occupied, 2 in rehab. This is up from the 4 houses last year. We expect to have 2 more in early 2017. The Maintenance Worker is critical to services because he keeps the facilities and homes safe and ready for clients to reside. Aftercare clients are women who have received services on-site and now live in permanent housing. They can continue to receive therapy, case management, and group services for them and their children for as long as needed. The families who live in Sheffield Place permanent housing homes are typically women who earn \$9 - \$12 an hour. They are "harder" to house because of felonies, past evictions, and their low incomes. Permanent housing families are typically the "working poor".

Describe the benefits of this program to Jackson County Missouri: Sheffield Place seeks to improve the lives of homeless women and children, improve neighborhoods and the community. The program: Develops employed tax paying citizens; Supports law abiding community members; Prevents crime by housing, treating, and employing past offenders; Helps gets families off streets; Improves properties in blighted targeted areas; Teaches families to access community resources; Teaches women skills necessary for living in permanent housing; Provides county with taxable properties; Breaks cycle of poverty and homelessness for future citizens; Supports clean & sober communities.

Describe target population to be served: The families that receive services at Sheffield Place are those with the most severe needs in our community. Last year 92% of the mothers had a mental health diagnosis, 89% were addicts, 88% had domestic violence, and all lived below the poverty line. The families have all experienced a high level of trauma. Sheffield Place employees are trained to understand the profound consequences that severe, chronic, and continuous trauma have on the physical and mental health of its victims. To be eligible for services a women must be homeless and have children; be in her third trimester of pregnancy; or be reunifying with her children in the next 30 days. Sheffield Place specifically works with families who have multiple barriers to housing and to self sufficiency. The demand for services far exceeds what we can provide. Last year 623 families needed services and 72 were served onsite.

What are the qualifications for participants: Homeless women with children; women who are in their last trimester of pregnancy, or who are being reunified with their children within 30 days are eligible. Sheffield Place works with families who have multiple needs - addiction, mental illness, domestic violence, legal issues, and who are homeless - many chronically.

Check if your services are available to anyone: Yes

Do you maintain a database of participants: Yes

Number of participants from Jackson County: 300

Number of participants from Other Areas: 3

Total Number of participants: 303

Outcomes

Outcome 1: 85% of families in the facility will move into permanent housing

How will outcome 1 be measured: lease, rental agreement

Outcome 2: 90% of aftercare families will maintain permanent housing

How will outcome 2 be measured: rental agreement, lease

Outcome 3: 75% of women in the on-site program will maintain or increase income

How will outcome 3 be measured: pay stubs, benefits received

Outcome 4: 90% of aftercare women will maintain or increase income

How will outcome 4 be measured: pay stubs, benefits received, bank accounts

Outcome 5: 85% of women will improve their health

How will outcome 5 be measured: test clean & sober, medication compliant, receive health care

Please classify your program from the following types of services:

Community Improvement/Outreach: Yes

Health/Wellness: Yes

Youth Services: Yes

treatment & supportive housing for homeless families: Yes

What Jackson County Legislative Districts are served by this program:

Countywide: Yes

**2017 Jackson County Outside Agency Funding Proposal
Budget as Awarded
Sheffield Place
Sheffield Place**

Total 2017 Program Budget: \$10000

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Salaries

Position/Title	Description	Amount of Salary Requested	Total Salary
Facilities Maintenance Worker	provides maintenance, repairs, preventive building services, and facilitates skills group	\$10,000	\$35,000
Total Salaries & Fringe Benefits		\$10,000	

Contractual Services & Supplies

Description	Amount
Total Contractual Services & Supplies	\$0

Program sustainable without Jackson County Funding	Yes
Total Cost to Run Program WITHOUT Jackson County Funding	\$993,363
Cost/Participant	\$50
JACO Funding/Total Program Cost	%

**2017 Jackson County Outside Agency Funding Proposal
Sheffield Place
Sheffield Place**

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Reviewed the Non-Allowable Expenses: Yes

Reviewed Executive Order 04-18 to deem your agency in compliance if funding is awarded and approved: Yes

Include the Jackson County Logo and credit Jackson County in marketing efforts and provide the Auditor's Office with copies: Yes

Certificate of Liability Insurance valued at a minimum of \$1 million per occurrence or \$2 million annual aggregate: Yes

Missouri Secretary of State Certificate of Good Standing: Yes

Missouri Secretary of State Annual Registration Report: Yes

Financial Statements (Balance Sheet, Income Statement, Cash Flow Statement): Yes

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**, 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
3/13/17
Date

Subscribed and sworn before me this 13 day of March, 2017. 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

3/13/17
Date

