

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, **GIVING THE BASICS 3150 MERCIER SUITE 270-D2 KANSAS CITY, MO 64111**, hereinafter referred to as "Organization".

WHEREAS, the County and Organization desire to enter into an Agreement to provide funding to be used for School Nurse Closet Project; 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 services School Nurse Closet Project, 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, 2019, through December 31, 2019, 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.

2. Terms Of Payment. The County agrees to pay Organization the total amount of **\$48,250.00** in quarterly installments of **\$12,062.50**, with the payment for the

FILED
AUG 20 2019
MARY JO SPINO
COUNTY CLERK

first quarter in advance upon execution of this Agreement; this is the ONLY payment that may be made in advance throughout the entire term of this Agreement. The remaining payments shall be made upon the County's receipt of the quarterly 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 reconciliation report through the Outside Agency Portal along with proof of payment and receipt documentation that reconciles to the 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 Department 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 must 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 submit all quarterly reconciliation reports in the format specified by the County regardless of whether activity took place in each quarter, before the next quarterly payment will be processed. Any quarterly reports that are incomplete or incorrect will delay payment.

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. When a management or staff position responsible for providing services pursuant to this contract is vacated and when the position is subsequently filled, the following will apply i.) reimbursement for a vacated position will be suspended until it is filled, and ii.) if another person under this contract assumes the duties of the vacated position, the Organization will not be allowed to bill the County for both positions.
- 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 Department of Finance and Purchasing through the Jackson County Outside Agency portal accessible on www.jacksongov.org/auditor: (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 Department 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 for employment 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 this Agreement. 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, 2019, and shall continue until December 31, 2019, 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
Department of Finance and
Purchasing
415 E. 12th Street, Suite 100
Kansas City, MO 64106

Giving the Basics
Kelley Scharosch
3150 Mercier Suite 270-D2
Kansas City, MO 64111
(913) 269-1736

18. **Affirmative Action 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 19th day of August, 2019.

APPROVED AS TO FORM:

JACKSON COUNTY, MISSOURI

[Signature]
County Counselor

By [Signature]
Frank White, Jr.
County Executive

ATTEST:

GIVING THE BASICS

[Signature]
Mary Jo Spino
Clerk of the Legislature

By [Signature]
Title CFO
Federal Tax I.D. 45-3069975

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 \$48,250.00, which is hereby authorized.

Date

8-12-19

Director of Finance and Purchasing
Account No.002-7771-56789

77712019001 KA

**2019 Jackson County Outside Agency Funding Proposal
Giving the Basics
School Nurse Closet Project**

Exhibit A

Giving the Basics
School Nurse Closet Project
Apr 17, 2019
Page 1 

Giving the Basics

3150 Mercier, Suite 270-D2
Kansas City, MO 64111
(816) 210-0115 x ____
www.givingthebasics.org
fedtaxid: 45-3069975

Fiscal Year: January to December

GuideStar: we have a login in but not an account number

Mission: To be a hygiene hub for personal care hygiene items not covered by SNAP/Food stamps to serve any person in need of the items for free. We will eliminate shame, promote self esteem, and improve their health and living conditions.

Executive Director

Executive Director
Teresa Hamilton
(913) 208-3611
teresa@givingthebasics.org

Contact Person

Director of Finance
Kelley Scharosch
(816) 210-0115
Kelley@givingthebasics.org

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

District 1: Yes

**2019 Jackson County Outside Agency Funding Proposal
Giving the Basics
School Nurse Closet Project**

Agency Revenue Information

Funding Entity	Source Description	Goods	Services	Cash	TFY Actual	NFY Projected
Federal	Nothing received			X	\$0	\$0
State	Nothing received			X	\$0	\$0
KCMO	Nothing Received			X	\$0	\$0
Donations	Individuals, businesses, foundations	X		X	\$700,000	\$620,000
Fundraisers	Yearly fundraiser			X	\$240,000	\$330,000

**Please check if your agency has cash reserves:
What is the current balance? \$305,000**

2019 Jackson County Outside Agency Funding Proposal
Giving the Basics
School Nurse Closet Project

Giving the Basics
School Name: Closet Project
Apr 17, 2019
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Date Program was Initiated: 2014

What time period does this program run: All Year

Provide program description: Giving the Basics' School Nurse Closet Project has a direct and immediate impact on Kansas City's poor and needy children. Of the 411,000 children who live in our area, an estimated nineteen percent live in poverty, according to a Children's Mercy Hospital study (1). While important programs, like the government's Supplemental Nutritional Assistance Program (SNAP), help people buy food, these do not cover any non-food items. Low-income people struggling to pay rent, utilities, and to feed their families may have no money left over for items like these, and the consequences of living without them can be serious--especially for children. Poor hygiene undermines people's health, social and emotional well-being, and overall situation. Being unable to wash hands or bathe contributes to the spread of germs and disease. Academics and employment are both problematic when a person cannot maintain a clean appearance. School nurses report that bullies target children who come to school with soiled clothing, dirty unkempt hair, or an offensive odor. The problem contributes to feelings of depression, humiliation, and despair, and exacerbates already-difficult situations. Those affected may stay home from school or work, and remain trapped in poverty. Giving the Basics addresses this problem by supplying 33 basic items not provided by any other agency--like soap, deodorant, and toothpaste. They partner with schools, prioritizing those with high numbers of low-income children. Students visit the nurse's office during school hours to obtain the items they need. The process is discreet and confidential. As of September 30, 2018, Giving the Basics has made more than \$100,000 in product available to students in the Center, Grain Valley, Grandview, Hickman Mills, Kansas City, and Raytown school districts, as well as charter schools Genesis, Gordon Parks, Hogan Prep, and KIPP Endeavor. This is in addition to product supplied to fifty pantries in Kansas City, Missouri, and the KCMO police department. Currently the Jackson County waitlist includes more than fifty pantries, as well as forty-three additional schools and youth organizations. The products supplied by Giving the Basics help students maintain their cleanliness and appearance, feel more confident, and take part in their classrooms without unnecessary embarrassment. They give struggling children dignity, health and the opportunity to thrive. (1)
https://www.childrensmercy.org/library/uploadedFiles/childrensmercy.org/About_Us/About_Childrens_Mercy/Community_Health_Needs_Assessment/Children'sMercyKansasCity_CHNA2

Describe the benefits of this program to Jackson County Missouri: Giving the Basics' School Nurse Closet Project impacts students' lives and supports the following outcomes: Better health. Hygiene products promote good health, including oral health. Improved well-being. Giving the Basics' products reduce feelings of humiliation and shame. Improved social outcomes for students. Good hygiene has been shown to reduce bullying and encourage social participation. "Boys get deodorant and start talking to other kids," says a school nurse. Children aren't embarrassed to have friends over when their homes are clean. Positive outcomes for students. Products contribute to improved attendance, participation in sports and activities, and better grades. Giving the Basics answers the basic human need for hygiene for 47,000 students in Jackson County.

Describe target population to be served: The target population is school-aged children of all ages and races attending partnering schools in Jackson County, Missouri, as well as their families.

What are the qualifications for participants: Low-income people make up 100% of the population served by this program. Giving the Basics relies on school personnel to identify poor and needy children and administer the program.

Check if your services are available to anyone: Yes

Do you maintain a database of participants: Yes

Number of participants from Jackson County: 47000

Number of participants from Other Areas: 76315

Total Number of participants: 123315

2019 Jackson County Outside Agency Funding Proposal
Giving the Basics
School Nurse Closet Project

Outcomes

Outcome: The number of students with access to the basics will increase by 50% as a result of adding Kansas City, Missouri charter schools to the distribution network by December 2019.

How will outcome be measured: The increase in Jackson County students with access to the basics from 47,000 to 70,500 will be measured by school enrollments and order tracking.

Outcome: Ninety percent of school nurses participating in the program will report that the program is beneficial and improves students' quality of life.

How will outcome be measured: The level of satisfaction will be measured by survey responses.

Outcome: To raise awareness of low-income people's need for hygiene supplies, and to restore their dignity in the eyes of others, in 2019 Giving the Basics will recruit 8,000 volunteers from KC-area businesses and service organizations to pack and fill orders, a 6.6% increase over 2018.

How will outcome be measured: The number of volunteers will be measured by volunteer logs.

Is this program Health and Safety: Yes

Type of Service	
Basic Needs	Yes
Educational	Yes
Emergency Assistance	Yes
Mental Health	
Recreational	
Support Services	

What Jackson County Legislative Districts are served by this program:

Countywide: Yes

District 1: Yes

At-large District 2: Yes

**2019 Jackson County Outside Agency Funding Proposal
Budget as Awarded
Giving the Basics
School Nurse Closet Project**

Total 2019 Program Budget Award: \$48,250

Salaries						
Category	Job Title	Description of Position	Salary Awarded	Total Salary	Fringe Benefit	Fringe Awarded
Salary & Fringe Totals			\$0	\$0		\$0

Direct & Indirect Expenses				
Category	Name	Description	Amount Awarded	Total Expense
Direct Client Services	Program Materials & Supplies (required for program participation, consumable and for client use)	product cost reimbursement.	\$48,250	\$620,500
Total			\$48,250	\$620,500

Program sustainable without Jackson County Funding	Yes
Total Cost to Run Program WITHOUT Jackson County Funding	\$620,500
Cost/Participant	\$1.06
JACO Funding/Total Program Cost	08%

**2019 Jackson County Outside Agency Funding Proposal
Budget as Awarded
Giving the Basics
School Nurse Closet Project**

Document type: 501
Name: [gtb-irs-determination-letter.pdf](#)

Document type: balance
Name: [2017-audit.pdf](#)

Document type: goodstanding
Name: [certificate-of-good-standing-mo](#)

Document type: registration
Name: [2018-19-biennial-registration-report.pdf](#)

Document type: insurance
Name: [giving-the-basics-cert.pdf](#)

Document type: income
Name: [2017-audit.pdf](#)

Document type: cashflow
Name: [2017-audit.pdf](#)

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 **Giving the Basics**, 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, **Giving the Basics**, 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.)

[Signature]
Authorized Representative's Signature
CFO
Title

Kelley Scharosch
Printed Name
8/5/19
Date

Subscribed and sworn before me this 8 day of August, 2019. I am commissioned as a notary public within the County of Wyandotte, State of Kansas, and my commission expires on 04/16/2023.

[Signature]
Signature of Notary

8/5/19
Date

