

**COOPERATIVE AGREEMENT**

**AN AGREEMENT** by and between **JACKSON COUNTY, MISSOURI**, hereinafter called "the County" and **HOMELESS SERVICES COALITION OF GREATER KANSAS CITY**, 3200 Wayne Avenue, Ste. 202, Kansas City, MO 64109, hereinafter called "HSCGKC."

WHEREAS, the County and HSCGKC desire to enter into an Agreement to provide funding to be used for homeless services in Jackson County; 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 HSCGKC respectively promise, covenant, and agree with each other as follows:

1. **Services.** HSCGKC shall provide services as the Housing and Urban Development designated jurisdictional Continuum of Care for Kansas City, Independence, and Jackson County, as is more fully set out in the proposal attached hereto as Exhibit A and incorporated herein by reference.

2. **Terms of Payment.** The County agrees to pay to HSCGKC the total amount of \$32,500.00 in quarterly installments of \$8,125.00 each, 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, through the Legislative Auditor, may approve

**FILED**  
JUN 21 2012  
MARY JO SPINO  
COUNTY CLERK

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

3. **Reports.** Within 30 days after the conclusion of each calendar quarter under this Agreement, HSCGKC 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 HSCGKC's activities pursuant to this Agreement. HSCGKC's failure to submit this annual report shall disqualify HSCGKC from future funding by the County.

4. **Submission of Documents.** No payment shall be made under this contract unless the contracting agency shall have submitted to the Director of Finance and Purchasing (1) a written proposal setting out in detail the intended use of the County's funding, including the target population to be served; (2) the agency's IRS Form 990, from the previous fiscal or calendar year; (3) a statement of the agency's total budget for its most recent fiscal year; and, (4) a detailed explanation of actual expenditures of County funds (pertains to final payments and payments on contracts for future years.) If an agency has previously received County funding, to be eligible for future payments, an agency must submit either an audited financial statement for the

agency's most recent fiscal or calendar year, by March 31 of the following year, or a certified public accountant's program audit of County funds, by January 31 of the following year. Any document described herein which was submitted to the Director of Finance and Purchasing as a part of an application for funding need not be resubmitted to qualify for payment. No payment shall be made if the contract agency is out of compliance on any other County contract.

5. **Equal Opportunity.** HSCGKC agrees and assures that no person eligible for services shall on the ground of race, color, religion, national origin, sex, handicap, veteran status, or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination for any service funded by this Agreement. Furthermore, HSCGKC agrees and assures that it will provide equal employment opportunities to applicants and employees and will not discriminate against them on the basis of race, color, religion, national origin, sex, handicap, veteran status, or age.

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

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

8. **Conflict of Interest.** HSCGKC warrants that no officer or employee of the County, whether elected or appointed, shall in any manner whatsoever be interested in or receive any benefit from the profits or emoluments of this Agreement.

9. **Severability.** If any covenant or other provision 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.

10. **Liability and Indemnification.** No party to this Agreement shall assume any liability for the acts of any other party to this Agreement, its officers, employees or agents and HSCGKC shall indemnify, defend and hold the County harmless from any and all claims, liabilities, damages, 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 HSCGKC during the performance of this Agreement.

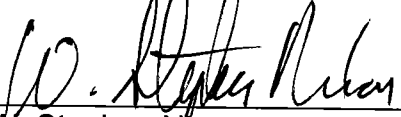
11. **Term.** This Agreement shall be effective January 1, 2012, and shall terminate on December 31, 2012. This Agreement may be terminated prior to that date by either party upon written notice, delivered thirty (30) days prior to the effective date of termination. If this Agreement is terminated by either party, the County shall pay only for those services actually performed by HSCGKC as verified by the County's audit.

12. **Incorporation.** This Agreement incorporates the entire understanding

and agreement of the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement this 21<sup>st</sup>  
day of June, 2012.

APPROVED AS TO FORM:

  
W. Stephen Nixon  
County Counselor

JACKSON COUNTY, MISSOURI

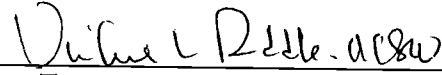
By: 

Michael D. Sanders  
County Executive

ATTEST:

  
Mary Jo Sping  
Clerk of the Legislature

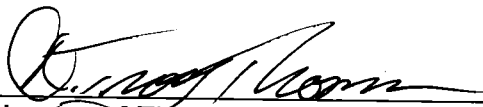
HOMELESS SERVICES COALITION  
OF GREATER KANSAS CITY

By:   
Executive Director  
Federal I.D. #: 43-1844751

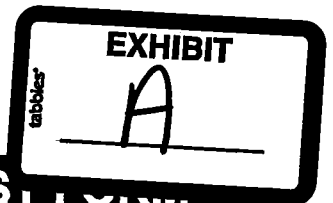
### REVENUE CERTIFICATE

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 from which payment is to be made, each sufficient to meet the obligation of \$32,500.00 which is hereby authorized.

June 29, 2012  
Date

  
Director of Finance and Purchasing  
Account No. 002-7763-56789

77632012001



# OUTSIDE AGENCY FUNDING REQUESTS 2012 BUDGET

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

Email: [auditor@jacksongov.org](mailto:auditor@jacksongov.org)

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## Section A: Organization or Agency Information

Name:	Homeless Services Coalition of Greater Kansas City		
Address:	3200 Wayne Ave. Ste. 202 Kansas City MO 64109		
Phone No:	816-924-7997	Fax:	816-924-7994
Website Address:	<a href="http://www.hscgkc.org">www.hscgkc.org</a>		
Federal Tax ID No:	43-1844751	Fiscal Year Cycle:	2012-2013
Executive Director:	Vickie L. Riddle, ACSW		
Name and Title of Principal Contact Person:	Vickie L. Riddle, ASCW		
Phone No:	816-924-7997	Email Address:	<a href="mailto:vriddle@hscgkc.org">vriddle@hscgkc.org</a>
Submittal of this request has been authorized by:	<i>Ms. Rhonda Holman, Board Chair</i>		
Date:	08-Mar-12		

## Section B: Agency's 2011 and 2012 Revenue Information

### Agency's 2012 Projected Revenue Information

Funding Entity	Agency's 2012 Total Projected Revenue Source You Will Request 2012 Funding From	Projected Amount	% of Total Revenue
Federal		\$ 125,000	73
State		\$ -	0
Jackson County		\$ 35,000	20
Other Counties		\$ -	0
City		\$ -	0
Charity/Donations		\$ 1,000	1
Fundraisers		\$ 10,000	6
Other		\$ -	0
<b>2012 Total Projected Revenue</b>		<b>\$ 171,000</b>	

### Agency's 2011 Revenue Information

Funding Entity	Agency's 2011 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal		\$ 135,800	91
State		\$ -	0
Jackson County		\$ -	0
Other Counties		\$ -	0
City		\$ -	0
Charity/Donations		\$ 1,000	1
Fundraisers		\$ 10,000	7
Other (please list)	Abt grant for admin'g project on Rapid Rehousing	\$ 3,000	2
<b>2011 Total Revenue</b>		<b>\$ 149,800</b>	

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

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

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

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

## Section C: 2012 Program Budget

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

**Agency Name:** Homeless Services Coalition of Greater Kansas City

**Program Name:** same

Personal Services			
To search salary ranges below please refer to the job description for duties			
Position / Title	Total Salary	% of Salary to be funded by Jackson Co.	Amount of Salary to be funded by Jackson County
Executive Director	63,500.00	18%	\$ 11,430
Program Specialist	40,000.00	33%	\$ 13,230
Data Clerk/5FTE	8,000	98%	\$ 7,840
			\$ -
			\$ -
			\$ -
<b>Total Salaries</b>			<b>\$ 32,500</b>
<b>Total Benefits \$8035.00 Paid by agency</b>			<b>\$ -</b>
<b>Total Personal Services</b>			<b>\$ 32,500</b>
Contractual Services			
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total Contractual Services</b>			<b>\$ -</b>
Supplies			
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total Supplies</b>			<b>\$ -</b>

**Total Program Request \$ 32,500**

Section C

RECEIVED

JUN 12 2012

JACKSON COUNTY  
AUDITORS OFFICE  
KANSAS CITY, MISSOURI



## Section D: 2012 Program Information

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

Agency Name: Homeless Services Coalition of Greater Kansas City

Program Name: same

### Proposed Program

Detail functions to be performed by each program.

The Homeless Services Coalition of Greater Kansas City (HSCGKC) is the jurisdictional Continuum of Care (CoC) for Kansas City/Independence/Jackson County. HUD recognizes a single entity as the functional provider for each Continuum of Care in the state of MO. There are 8 MO CoC's including; St. Joseph area, Columbia area, St. Louis City, St. Louis Co, St. Charles Co, Greene Co and Balance of State {101 counties throughout MO that are not a part of a specific continuum}. The HSCGKC/COG performs all of the functions of securing the \$9.4M (2012) in HUD funds that support the work of agencies in Kansas City/Independence/Jackson County that provide direct services to homeless individuals and families. At this time we receive no funding from the cities in the county or the county itself. In 2014 we will be able to expand our application for HUD funding through the expansion of the homeless funding source, the HEARTH program when it replaces the current funding mechanism, the McKinney-Vento statute. At that point, HSCGKC will be able to reduce its reliance on the County, the City CDBG pass through funds and other small grants that we struggle to secure because we do not provide direct services. The value of our program is serving as the jurisdictional vehicle to secure over \$9M in monies used by Jackson County agencies to serve the homeless.

## Section D: 2012 Program Information

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

**Agency Name:** Homeless Services Coalition of Greater Kansas City

**Program Name:** same

### Participants

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

Jackson, MO	100% of approximately 50,000 clients served in the clalendar year, by the 7+
Clay,Platte, Cass, MO	
Wyandotte, Johnson, KS	
Other Missouri	

### Target Population

The HSCGKC's area is all of Jackson County and we serve all of the agencies (24) in the CoC as well as @50 non-CoC homeless population serving agencies in the county. The agencies in Jackson County serve @50,000 homeless persons/families each year. This count is unduplicated and does not reflect a continuous population but rather an aggregate of those impacted by homelessness, for some defined amount of time throughout the year. The CoC agencies serve 12,000-13,000 unduplicated homeless persons each year. The total numbers of persons served are Jackson County residents. The answers to the next 3 questions below are answered on behalf of the agency membership of the HSCGKC.

Would you provide these services to anyone at your door?

**Answer Yes**

Is anyone denied services?

**Answer Yes**

What level of indigents (below poverty level) do you serve?

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

Senior Program 5 %

Indigent Program 90 %

Senior Indigent Program 5 %

What criteria do you have for the clients you serve?

The clients of the agencies must be at imminent risk of or currently homeless, per the HUD definition.

## Section D: 2012 Program Information

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

Agency Name: Homeless Services Coalition of Greater Kansas City

Program Name: same

### Service Delivery Area

Identify your specific geographic service delivery area for each program.

The HSCGKC serves all of Jackson County; all 74 agencies in the HSCGKC are located in Jackson Co MO.

### 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.

All of the requested funds will be used to support the salaries of the employees of the HSCGKC. Our services support only those agencies in Jackson Co. and those agencies serve Jackson County residents. Jackson Co. funds will be identified within our line-item budget separately from the federal funds derived from the Community Development Block Grants (CDBG)

## Section D: 2012 Program Information

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

Agency Name: Homeless Services Coalition of Greater Kansas City

Program Name: same

### Approach & Method

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

1. Complete all of the work to obtain, monitor and document the HUD Notice of Funding Availability (NOFA) each year that brings \$9.4M to agencies wholly within Jackson Co. MO, for the Continuum of Care.(CoC).

2. Provide education to the agencies in Jackson Co. on best practices in serving homeless persons/families in their programs. We hold monthly meetings for the CoC and HSCGKC agency members.

3. Manage the inter-face between the HSCGKC/CoC agencies and the Mid-America Assistance Coalition (MAAC), the Homeless Management Information System(HMIS) of the KC/Jackson Co CoC.

Detail specific methods you will use to achieve these objectives.

**Obj 1)** This includes writing the CoC NOFA each fall and conducting training for the agencies to submit their portion of the application. Other responsibilities include conducting 2 Point-in-Time (PIT) Counts each year, completing the HUD required Homeless Inventory Chart (HIC), Annual Homeless Assessment Report (AHAR), the Annual Performance Report (APR) with CoC and non-COC agencies, the Grants Summary Worksheet (GSW), and providing HEARTH regulation interpretations as they are promulgated by HUD throughout 2012-2013. **Obj 2)** At these 12 monthly meetings we provide education and training on a wide array of direct services, public impact work, advocacy education, the HUD required workshops on the NOFA/CoC applications, the 2 PIT Count trainings including developing the surveys and censuses required to complete the PIT Counts and conduct quarterly workshops on HEARTH as the regulations are released throughout 2012-2013. **Obj 3)** HSCGKC has developed a monitoring format that keeps agencies and MAAC in constant communication to improve their outcomes on behalf of our CoC HUD submissions throughout the contract year. As the HMIS provider, MAAC accepts/inputs agency information and then provides it back to agencies in the forms of reports needed to complete the information noted in 1 above. The agencies have experienced difficulty in these transactions for reasons related to information technology issues and a

## Section D: 2012 Program Information

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

Agency Name: Homeless Services Coalition of Greater Kansas City

Program Name: same

### 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.

Each of the above objectives include outcomes measured within the completion of the task. In the **NOFA application** for instance, success is measured by continued funding for renewal projects plus earning the performance bonus that allows us to submit new projects each year; in 2012 we were awarded \$483,000.00 bonus that allowed us to fund 3 new projects wich will increase our 2012 renewal from \$9.4M to \$9.9M in finding for Jackson Co. agencies serving the homeless. HSCGKC has achieved its bonus for the each of the past 5 CoC cycles, when we achieved hold harmless status for the first time. In the case of the **PIT count**, we release a public report in March of the count done in the previous January and in August of the count done in the previous July. For the **HIC**, the **AHAR**, **GIW** and the **APR**, all reports are submitted to HUD, to the City for the Consolidated plan and to the City Housing Dept. as a part of our reporting for/securing the CDBG contract. For the 12 monthly meetings of the **HSCGKC/CoC** success is measured by 75% attendance at the meetings by the membership; the attendance sheets and minutes are submitted to the MO Housing Development Corp each month. HSCGKC will submit all of these materials, which demonstrate our continued success, to the appropriate Jackson Co. Dept. for review and their monitoring. All of the mentioned reports can be submitted to Jackson Co. for the review of this application.

### Notification

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

We have been striving to create diverse funding for the agency since I joined HSCGKC in 2010. We will publicize Jackson Co. support in our news releases, in our annual reports, at our yearly fundraiser in Novemebr of each year and in testimony at public hearings we participate in. We will hold a news conference if/when we receive funding since this will be the first time we have received other than federal funding on a pass through basis from the City. We will add the Jackson County symbol/support to all of our printed materials. We will list the support in any other funding requests we make to demonstrate the Couny support for addressing the issue of homelessness in the community.

### Section E: Summary of Jackson County Funding Request by Program

<b>Agency Name:</b>	Homeless Services Coalition of Greater Kansas City	
<b>Program Name:</b>	same	<b>Amount</b>
1.	Homeless Services Coalition of Greater Kansas City	\$ 35,000
2.		\$ -
3.		\$ -
Total Jackson County Funding Request for All Programs		\$ 35,000

Is there anything Jackson County can do to help your operation run more efficiently? As the COC funding moves from HUD's McKinney Vento legislation to HEARTH legislation over the next 24-36 months it would be supportive if Jackson Co. required its HUD funded COC's and all homeless serving agencies to be active participants in HSCGKC; this is consistent with the federal *Opening Doors* strategy of the United States Inter-agency Council on Homelessness (USICH), the MO Interagency Council on Homelessness (MICH) and HUD HEARTH funding requirements for complete community participation in addressing this issue.