

**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 64126**, hereinafter referred to as “Organization”.

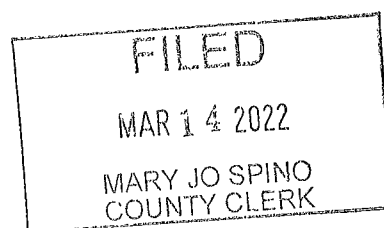
WHEREAS, the County and Organization desire to enter into an Agreement to provide funding to be used for Sheffield Place; and,

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 Sheffield Place, 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, 2022, through December 31, 2022, 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 **\$22,000.00** in quarterly reimbursements up to **\$5,500.00**, Payments shall be made upon the County's receipt of the quarterly reports as set forth in paragraph 3 hereof. The final payment will not be processed until the Organization's annual program report has been completely reconciled. 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 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, itemized credit card receipts and credit card statements showing proof of purchase and proof of payment 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. 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 reports are received and accurate. Any reports that are incorrect will delay payment. The last quarter's report is due by January 31<sup>st</sup>, 2023 and 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. The final payment will not be processed until the Organization's annual program report has been completely reconciled. Organization must submit all quarterly 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. Any unspent funds under this Agreement not invoiced by Organization within 30 days from the expiration of this Agreement shall be forfeited and not be paid.

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](http://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; (5) 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. Organization must be chartered in the State of Missouri, hold a certificate of good standing with annual registration through the Missouri Secretary of State and have received an exemption from Federal income taxes under Section 501c3 of the Internal Revenue Code. Any documents described herein which were submitted as a part of an application for funding need not be resubmitted to qualify for payment. Organization understands that no payment shall be made under this agreement until Organization's 2021 Outside Agency contract has been fully reconciled with the County's Department of Finance and Purchasing. 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 submit an Affirmative Action Plan or Equal Employment Opportunity statement as required by the County Compliance Review Office. 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, 2022, and shall continue until December 31, 2022, 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 & Purchasing  
415 E. 12<sup>th</sup> Street, Suite 100  
Kansas City, MO 64106

**Sheffield Place**  
**Kelly Welch**  
6604 East 12th Street  
Kansas City, MO 64126  
(816) 483-9927

18. **Compliance Review.** The performance of this Agreement shall be subject to review by the County. The County Compliance Review Office and staff shall review this contract according to their responsibilities including site visits to any and all agencies. Organization agrees any display of hostile behavior, refusing and/or hindering a site review by any employee or staff member shall be grounds for suspension, termination or disqualification of this Agreement. 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.

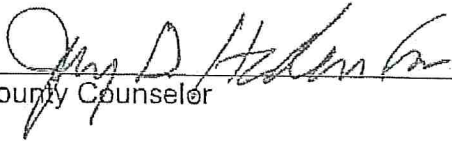
22. **Confidentiality.** Organization's records concerning the identities of those participating in its programs shall be strictly confidential; the County shall be entitled to examine said records in performing its audit and review functions, but shall not disclose said identities to any third party 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 14<sup>th</sup> day of March, 2022.

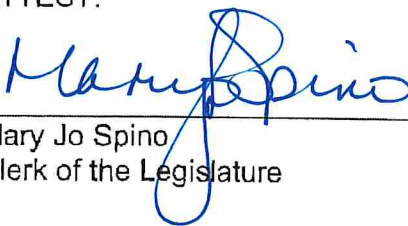
APPROVED AS TO FORM:

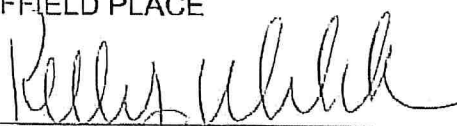
JACKSON COUNTY, MISSOURI

  
County Counselor

By   
Frank White, Jr.  
County Executive

ATTEST:

  
Mary Jo Spino  
Clerk of the Legislature

SHEFFIELD PLACE  
By   
Title CEO/President  
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 **\$22,000.00**, which is hereby authorized.

3-9-2022  
Date

  
Director of Finance and Purchasing  
Account No. 002-7774-56789  
CT 777422001 MR

**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.)

Kelley Welch  
Authorized Representative's Signature  
CEO/President  
Title

Kelley Welch  
Printed Name  
3/8/2022  
Date

Subscribed and sworn before me this 8 day of March, 2022. I am commissioned as a notary public within the County of Jackson, State of Missouri, and my commission expires on \_\_\_\_\_.

D'Ann Leigh Clark  
Signature of Notary

3/8/2022  
Date



D'ANN LEIGH CLARK  
My Commission Expires  
December 30, 2023  
Jackson County  
Commission #11535464

**2022 Jackson County Outside Agency Funding Proposal**  
**Sheffield Place**  
**Sheffield Place**



**Sheffield Place**

6604 East 12 Street  
Kansas City, MO 64126  
(816) 483-9927 x111  
sheffieldplace.org  
fedtaxid: 43-1532267

**Fiscal Year:** January to December

**GuideStar:** 43-1532267

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

**Executive Director**

CEO/President  
Kelly Welch  
(816) 483-9927 x111  
kwelch@sheffieldplace.org

**Contact Person**

CEO/President  
Kelly Welch  
(816) 483-9927 x330  
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

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**2022 Jackson County Outside Agency Funding Proposal  
Sheffield Place  
Sheffield Place**

Sheffield Place  
Sheffield Place  
Feb 25, 2022  
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**Agency Revenue Information**

Funding Entity	Source Description	Goods	Services	Cash	TFY Actual	TFY Projected
KCMO	CDBG and ESG			X	\$60,000	\$60,000
Donations	Foundations, corporations, individuals			X	\$550,000	\$560,000
Fundraisers	Golf, Off-the-Wall Gala			X	\$300,000	\$325,000
United Way	agency			X	\$14,092	\$14,092
Other	rent income, interest			X	\$50,000	\$50,000
Children Services Fund	Children's Case Mgr, Crisis Intervention Therapist			X	\$135,914	\$135,914
COMBAT	Treatment and Anti-Bullying			X	\$109,100	\$102,222
Housing Resources Commission	Bednights			X	\$20,000	\$20,000
Mental Health Levy	Clinical Services			X	\$303,100	\$309,185
Outside Agency	Facilities Worker			X	\$18,000	\$22,000

Please check if your agency has cash reserves:  
What is the current balance? \$1,025,000

**Community Infrastructure**

Other organizations in the community that provide the same or similar services as your organization.

Amethyst Place Community Link Healing House

Compare your programs and results to others working in the same field.

The homeless have higher rates of illness, die on average 12 years sooner than the general population. Factors impacting health include: poverty, unemployment, mental health, substance abuse. Homeless are significantly more likely to have diabetes, hypertension, heart attack, HIV, hep C, depression, substance abuse. It is estimated that the COVID rate is 75% higher in the homeless Homeless children have 2X the rate of being sick, having learning disabilities & 3X times the rate of emotional problems. SP addresses stability & health factors, helping families apply for benefits

List all partnerships you have with other organizations along with the nature of the partnership.

BMO Harris Bank, Children's Mercy, CommunityAmerica Credit Union, John Deere – work skills, job search Church of the Resurrection Downtown, Colonial Church in Prairie Village, Country Club Christian Church – volunteer projects & Inkind donations Giving Grove, Kansas City Community Gardens – garden Hampton Inn & Suites/Plaza – employment, Kansas City Fire Department, Kansas City Police Department, Kansas City Zoo – family activities, safety classes

**2022 Jackson County Outside Agency Funding Proposal  
Sheffield Place  
Sheffield Place**

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Date Program was Initiated: 2010

What time period does this program run: All Year

Provide program description: Clinical services – individual & group therapy, case management, supportive transitional & permanent housing. Families groups and family activities model positive parenting and family communication. Supportive transitional & permanent housing – The main facility houses 17 families, the new building houses 7 families, 10 families are in scattered site permanent houses. Aftercare/outpatient – Clinical services are provided to outpatient & aftercare clients for as long as they wish. There are also 10 permanent scattered site houses that are income based.

Describe the benefits of this program to Jackson County Missouri: Helps families become stronger and self supporting so the community also becomes stronger through employed, tax paying, law abiding citizens, who help contribute to the community. The program helps prevent crime by working with offenders, renovating vacant homes and buildings, and being a positive force in the neighborhood through secure, well maintained properties. The program mandates & facilitates children attending school; teaches self sufficiency – life skills, employment, housing & improved parenting. All which helps break cycles of violence & poverty.

Describe target population to be served: The mothers as well as their children demonstrate the pervasive, negative effects of severe trauma – deep emotional and often physical scars caused by exposure to pervasive alcohol and drug abuse, domestic violence, sexual, physical, emotional, verbal abuse, neighborhood violence, and the trauma of homelessness itself. In 2020, 84% of the mothers had mental health issues, 91% had addiction issues, 80% experienced domestic violence, 25% grew up in foster care or were runaways, 25% had at least one felony conviction, and 63% had no diploma or GED.

What are the qualifications for participants: Mother–led families with children who are homeless and have multiple barriers to self sufficiency. Mother has trauma and multiple barriers many life long. Children birth to 18 enter with their mothers, pregnant moms, and moms attempting to reunite with their children may enter. Mothers may enter the program while still using drugs/alcohol but must stop use and work toward recovery. Mothers with untreated mental health issues, without income are eligible.

Check if your services are available to anyone: Yes

How do you maintain a database of participants: COMBAT Connect & CaseWorthy

Number of participants from Jackson County: 370

Number of participants from Other Areas: 10

Total Number of participants: 380

Identify the community need for your organization's program and services in Jackson County.

Year to date more than 600 calls for services have been received. Despite increasing services, we are only able to serve about 14% of those needing services. We are one of the only places that accepts women (& their children) who are still using, have untreated mental illness and women with teenagers (up to 18). In 2020 women served: 91% had substance abuse, 84% mental illness, 80% domestic violence, all were at poverty level

**2022 Jackson County Outside Agency Funding Proposal**  
**Budget as Awarded**  
**Sheffield Place**  
**Sheffield Place**

Sheffield Place  
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 Feb 25, 2022  
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Direct Program Support				
Name	Description	Total Expense \$	Amount Awarded \$	Percent
Program Staff Salary	facilities/maintenance worker	\$48,000	\$22,000	46%
				%
Direct Expense Totals		\$48,000	\$22,000	
Indirect/General Operating Support				
				%
Indirect Expense Totals				

**Total 2022 Program Budget Award: \$22,000**

Program sustainable without Jackson County Funding	No
Total Cost to Run Program WITHOUT Jackson County Funding	\$1,550,000
Cost/Participant	\$59.46
JACO Funding/Total Program Cost	%