





## NOTICE OF CONTRACT RENEWAL

State Of Missouri  
Office Of Administration  
Division Of Purchasing  
PO Box 809  
Jefferson City, MO 65102-0809  
<http://oa.mo.gov/purchasing>

<b>CONTRACT NUMBER</b> C314318001	<b>CONTRACT TITLE</b> Transitional Housing Facility Services for Female Offenders
<b>AMENDMENT NUMBER</b> Amendment #003	<b>CONTRACT PERIOD</b> July 1, 2018 through June 30, 2019
<b>REQUISITION/REQUEST NUMBER</b> NR 931 YYY18708338	<b>SAM H VENDOR NUMBER/MissouriBUYS SYSTEM ID</b> 4317996270 1/MB00093685
<b>CONTRACTOR NAME AND ADDRESS</b> CENTER FOR WOMEN IN TRANSITION 7525 S BROADWAY SAINT LOUIS MO 63111-3409	<b>STATE AGENCY'S NAME AND ADDRESS</b> Department of Corrections Division of Probation and Parole 2729 Plaza Drive Jefferson City MO 65101
<b>ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:</b>  Contract C314318001 is hereby amended pursuant to the attached Amendment #003, dated 02/01/18.	
<b>BUYER</b> Julie Kleffner	<b>BUYER CONTACT INFORMATION</b> Email: <a href="mailto:julie.kleffner@oa.mo.gov">julie.kleffner@oa.mo.gov</a> Phone: (573) 751-7656 Fax: (573) 526-9816
<b>SIGNATURE OF BUYER</b> 	<b>DATE</b> 2-9-18
<b>DIRECTOR OF PURCHASING</b>  Karen S. Boeger	



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING  
CONTRACT RENEWAL

AMENDMENT NO.: 003

CONTRACT NO.: C314318001

TITLE: Transitional Housing Facility Services for Female Offenders

ISSUE DATE: 01/25/18

REQ NO.: NR 931 YYY18708338

BUYER: Julie Kleffner

PHONE NO.: (573) 751-7656

E-MAIL: [julie.kleffner@oa.mo.gov](mailto:julie.kleffner@oa.mo.gov)

TO: CENTER FOR WOMEN IN TRANSITION  
7525 S BROADWAY  
SAINT LOUIS MO 63111-3409

RETURN AMENDMENT BY NO LATER THAN: 02/08/18 AT 5:00 PM CENTRAL TIME

RETURN AMENDMENT TO THE DIVISION OF PURCHASING (PURCHASING) BY E-MAIL, FAX, OR MAIL/COURIER:


SCAN AND E-MAIL TO:	<a href="mailto:julie.kleffner@oa.mo.gov">julie.kleffner@oa.mo.gov</a>
FAX TO:	(573) 526-9816
MAIL TO:	PURCHASING, P.O. Box 809, Jefferson City, Mo 65102-0809
COURIER/DELIVER TO:	PURCHASING, 301 West High Street, Room 630, Jefferson City, Mo 65101-1517

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Department of Corrections  
Division of Probation and Parole  
2729 Plaza Drive  
Jefferson City MO 65101

SIGNATURE REQUIRED

VENDOR NAME	MissouriBUYS SYSTEM ID (SEE VENDOR PROFILE - MAIN INFORMATION SCREEN)
Center for Women in Transition, Inc.	MB00093685
MAILING ADDRESS	
7525 S. Broadway	
CITY, STATE, ZIP CODE	
St. Louis, MO 63111	

CONTACT PERSON	EMAIL ADDRESS
Laura Toledo, Executive Director	<a href="mailto:lauratoledo@cwitsl.org">lauratoledo@cwitsl.org</a>
PHONE NUMBER	FAX NUMBER
314-771-5207	314-771-0066
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE)	
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input checked="" type="checkbox"/> X IRS Tax-Exempt	
AUTHORIZED SIGNATURE	DATE
	2/1/2018
PRINTED NAME	TITLE
Laura Toledo	Executive Director

**AMENDMENT #003 TO CONTRACT C314318001**

**CONTRACT TITLE:** Transitional Housing Facility Services for Female Offenders

**CONTRACT PERIOD:** July 1, 2018 through June 30, 2019

The State of Missouri hereby renews the above referenced contract through June 30, 2019 at the same prices as the previous contract period.

However, as a result of the budgetary constraints facing State Government, the contractor is advised the State of Missouri reserves the right to terminate the contract at any time, for the convenience of the state, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination, pursuant to paragraph 2.20.4 of the contract.

All other terms, conditions and provisions of the contract shall remain the same and apply hereto.


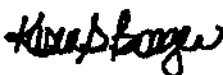
The contractor shall signify acceptance by signing and returning this document on or before the date indicated.



## NOTICE OF CONTRACT RENEWAL

State Of Missouri  
Office Of Administration  
Division Of Purchasing  
PO Box 809  
Jefferson City, MO 65102-0809  
<http://oa.mo.gov/purchasing>

032 14318

CONTRACT NUMBER C314318001	CONTRACT TITLE Transitional Housing Facility Services for Female Offenders
AMENDMENT NUMBER Amendment #002	CONTRACT PERIOD July 1, 2017 through June 30, 2018
REQUISITION/REQUEST NUMBER NR 931 YYY17708256	SAM II VENDOR NUMBER/MissouriBUYS SYSTEM ID 4317996270 1/MB00093685
CONTRACTOR NAME AND ADDRESS CENTER FOR WOMEN IN TRANSITION 7525 S BROADWAY SAINT LOUIS MO 63111-3409	STATE AGENCY'S NAME AND ADDRESS Department of Corrections Division of Probation and Parole 2729 Plaza Drive Jefferson City MO 65101
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:  The State of Missouri hereby exercises its option to renew the contract.  All other terms, conditions and provisions of the contract, including all prices, shall remain the same throughout the above contract period and apply hereto.  SIGNATURE OF CONTRACTOR IS NOT REQUIRED ON THIS DOCUMENT.	
BUYER Julie Kleffner	BUYER CONTACT INFORMATION Email: <a href="mailto:julie.kleffner@oa.mo.gov">julie.kleffner@oa.mo.gov</a> Phone: (573) 751-7656 Fax: (573) 526-9816
SIGNATURE OF BUYER 	DATE 4-3-17
DIRECTOR OF PURCHASING  Karen S. Boeger	

NR 931 VVV 17 708256

Revised 08/17/15

RENEWAL: 2 PERIOD OF 3 TOTAL

Renewal - % Increase \_\_\_\_\_ Cost Savings \_\_\_\_\_

Renewal - \$ Increase \_\_\_\_\_ Cost Savings \_\_\_\_\_

Renewal - W/O Increase \_\_\_\_\_

SFS Renewal - Prices In Original Contract \_\_\_\_\_

SFS Renewal - Prices Not in Original Contract \_\_\_\_\_

Performance Security Deposit: \$ \_\_\_\_\_

Surety Bond: \$ \_\_\_\_\_

Annual Wage Order Number: \_\_\_\_\_

Annual Wage Order Date: \_\_\_\_\_

County(ies): \_\_\_\_\_

Other Instructions: \_\_\_\_\_

## EXTENSION PERIOD:

Extension - 30-Day \_\_\_\_\_

Termination \_\_\_\_\_

Extension - \$ Increase \_\_\_\_\_ Cost Savings \_\_\_\_\_

Extension - W/O Increase \_\_\_\_\_

Assignment \_\_\_\_\_

Cancellation/Termination \_\_\_\_\_

Other Amendment \_\_\_\_\_

A. Section 34.040.6, RSMo Buyer/Section Support

B. Purchasing Suspension List Buyer/Section Support

C. Federal Suspension - SAM.GOV Buyer/Section Support

D. Labor Stds - OA/FMDC Contractor Debarment Lists Buyer/Section Support

E. Review of Participation Commitment Attainment - If app,  
Verify Receipt of 1<sup>st</sup> Renewal - Blind/Shel Wkshp Affdvt BuyerF. SFS Review/Justification - Insert Advertising Date, if  
applicable Buyer

Buyer/Section Support

Buyer

Buyer/Section Support

Contractor E-Mail Address/Fax Number

State Agency Contact E-Mail Address

Section 34.040.6, RSMo, Letter

Follow-Up Notes:

A. Renewal/Extension Pricing Buyer/Section Support

B. Section 34.040.6, RSMo Buyer/Section Support

C. Performance Security Deposit/Surety Bond Buyer/Section Support

D. Renewal/Extension with Cost Savings Language Buyer

E. Statewide Notice Buyer

F. SFS Authorized Limit \$ Buyer

G.

1. E-Verify Exhibit/Affidavit/Documentation Buyer/Section Support

2. Assignment and Consent Form Buyer/Section Support

3. Purchasing Suspension List Buyer/Section Support

4. Federal Suspension - SAM.GOV Buyer/Section Support

5. Labor Stds - OA/FMDC Contractor Debarment Lists Buyer/Section Support

Buyer/Section Support

Buyer

Buyer/Section Support

AM 300 PMM 00075139 m2

Distribute E-Verify &amp; SDV Documents

E-Mail/Fax NOA to Contractor/Assignee &amp; Agency Contact

Copy/Save As Statewide Notice to Internet Folder

Central Support-Participation

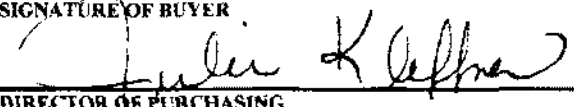
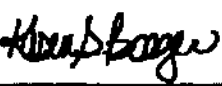
Central Support-Imaging



## NOTICE OF CONTRACT RENEWAL

State Of Missouri  
Office Of Administration  
Division Of Purchasing  
PO Box 809  
Jefferson City, MO 65102-0809  
<http://oa.mo.gov/purchasing>

B3214318

CONTRACT NUMBER C314318001	CONTRACT TITLE Transitional Housing Facility Services for Female Offenders
AMENDMENT NUMBER Amendment #001	CONTRACT PERIOD July 1, 2016 through June 30, 2017
REQUISITION/REQUEST NUMBER NR 931 YYY16708272	SAM II VENDOR NUMBER/MissouriBUYS SYSTEM ID 4317996270 1
CONTRACTOR NAME AND ADDRESS CENTER FOR WOMEN IN TRANSITION 7525 S BROADWAY SAINT LOUIS MO 63111-3409	STATE AGENCY'S NAME AND ADDRESS Department of Corrections Division of Probation and Parole 2729 Plaza Drive Jefferson City MO 65101
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:  The State of Missouri hereby exercises its option to renew the contract.  All other terms, conditions and provisions of the contract, including all prices, shall remain the same throughout the above contract period and apply hereto.  SIGNATURE OF CONTRACTOR IS NOT REQUIRED ON THIS DOCUMENT.	
BUYER Julie Kleffner	BUYER CONTACT INFORMATION Email: <a href="mailto:julie.kleffner@oa.mo.gov">julie.kleffner@oa.mo.gov</a> Phone: (573) 751-7656 Fax: (573) 526-9816
SIGNATURE OF BUYER 	DATE 5/2/16
DIRECTOR OF PURCHASING  Karen S. Boeger	

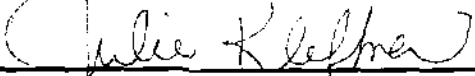
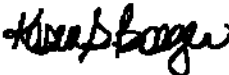
Revised 08/17/15

001



## NOTICE OF AWARD

State Of Missouri  
Office Of Administration  
Division Of Purchasing And Materials Management  
PO Box 809  
Jefferson City, MO 65102-0809  
<http://oa.mo.gov/purchasing-materials-management>

<b>SOLICITATION NUMBER</b> B3Z14318	<b>CONTRACT TITLE</b> Transitional Housing Facility Services for Female Offenders
<b>CONTRACT NUMBER</b> C314318001	<b>CONTRACT PERIOD</b> January 1, 2015 through June 30, 2016
<b>REQUISITION NUMBER</b> NR 931 YYY14708181	<b>VENDOR NUMBER</b> 43179962701
<b>CONTRACTOR NAME AND ADDRESS</b> CENTER FOR WOMEN IN TRANSITION 7525 S BROADWAY SAINT LOUIS MO 63111-3409	<b>STATE AGENCY'S NAME AND ADDRESS</b> Department of Corrections Division of Probation and Parole 2729 Plaza Drive Jefferson City MO 65101
<b>ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:</b>  The proposal submitted by Center for Women in Transition in response to B3Z14318 is accepted in its entirety for 28 transitional housing slots.	
<b>BUYER</b> Julie Kleffner	<b>BUYER CONTACT INFORMATION</b> Email: Julie.Kleffner@oa.mo.gov Phone: (573) 751-7656 Fax: (573) 526-9816
<b>SIGNATURE OF BUYER</b> 	<b>DATE</b> 12. 30-14
<b>DIRECTOR OF PURCHASING AND MATERIALS MANAGEMENT</b>  Karen S. Boeger	





STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)  
REQUEST FOR BEST AND FINAL OFFER (BAFO)  
FOR REQUEST FOR PROPOSAL (RFP)

BAFO REQUEST NO.: 001

RFP NO.: B3Z14318

TITLE: Transitional Housing Facility Services for Female Offenders

ISSUE DATE: 12/2/14

REQ NO.: NR 931 YYY14708181

BUYER: Julie Kleffner

PHONE NO.: (573) 751-7656

E-MAIL: Julie.Kleffner@oa.mo.gov

BAFO RESPONSE SHOULD BE RETURNED BY: December 11, 2014 AT 5:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print or type RFP Number and Return Due Date on the lower left hand corner of the envelope or package. Sealed BAFOs should be in DPMM office (301 W High Street, Room 630) by the return date and time.

RETURN BAFO RESPONSE TO: (U.S. Mail) DPMM or (Courier Service) DPMM  
PO BOX 809 301 WEST HIGH STREET, RM 630  
JEFFERSON CITY MO 65102-0809 JEFFERSON CITY MO 65101-1517

CONTRACT PERIOD: Effective Date of Contract through June 30, 2016

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Missouri Department of Corrections  
Division of Probation and Parole  
2720 Plaza Drive,  
Post Office Box 236  
Jefferson City MO 65102

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests. The offeror agrees that the language of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests shall govern in the event of a conflict with his/her proposal. The offeror further agrees that upon receipt of an authorized purchase order from the Division of Purchasing and Materials Management or when a Notice of Award is signed and issued by an authorized official of the State of Missouri, a binding contract shall exist between the offeror and the State of Missouri.

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME Center for Women in Transition	LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. Center for Women in Transition, Inc.
MAILING ADDRESS 7525 South Broadway	IRS FORM 1099 MAILING ADDRESS 7525 South Broadway
CITY, STATE, ZIP CODE St. Louis, MO 63111	CITY, STATE, ZIP CODE St. Louis, MO 63111

CONTACT PERSON Laura Toledo		EMAIL ADDRESS lauratoledo@cwitstl.org	
PHONE NUMBER 314-771-5207		FAX NUMBER 314-771-0066	
TAXPAYER ID NUMBER (TIN) 43-1799627	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN	VENDOR NUMBER (IF KNOWN) 43179962701	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input checked="" type="checkbox"/> IRS Tax-Exempt			
AUTHORIZED SIGNATURE 		DATE December 9, 2014	
PRINTED NAME Laura Toledo		TITLE Executive Director	

**BEST AND FINAL OFFER (BAFO) #001 to RFP B3Z14318**

**TITLE:** Transitional Housing Facility Services for Female Offenders

**CONTRACT PERIOD:** Effective Date of Contract through June 30, 2016

RFP B3Z14318 is hereby revised as follows:

1. The following paragraphs contain changes:

2.10.14 b.

2.12.10. a.

Response to BAFO #001  
RFP B3Z14318



December 9, 2014

Attention: Julie Kleffner  
Division of Purchasing and Materials Management  
301 West High Street, Truman Building, Room 630  
Jefferson City, MO 65101-1517

Dear Ms. Kleffner,

The Center for Women in Transition has reviewed the December 2, 2014 revisions to RFP B3Z14318 and responds that it has no changes to its proposal based on these revisions.

Further, in response to the concerns raised in the Best and Final Offer Request List related to BAFO #001 for RFP B3Z14318, Center for Women in Transition hereby confirms that it will comply with paragraph 2.10.2 b. of the RFP and will provide all offenders with a fifteen (15) day supply of free basic toiletry items such as soap, toothpaste, razor, etc. upon entry into the transitional housing facility and until the offender has received income. Exhibit F, Section 14 of the Center's proposal is hereby revised as follows (changes in bold):

14. Describe the following offender services:

14.1 Orientation

The Center will comply with section 2.10.2 of the RFP.

The Center shall ensure that each new offender, upon arrival, is welcomed and receives an orientation to the transitional housing facility, the rules and regulations, program expectations, healthcare, financial procedures, and shall advise the offender of the name of the case manager and parole officer assigned to them on the day of their admission. The orientation shall be conducted by a member of the Center's personnel at the Schirmer House, preferably by the offender's case manager.

The Center shall provide each new resident with a full explanation of all disciplinary procedures and consequences, and shall review the house rules specific to censored materials. The orientation will include showing new residents the locations of the laundry service, fire and emergency exit routes, assembly area, recreation area, equipment location and regulations and procedures governing such. All new residents will be provided with a welcome packet of a fifteen day supply of free basic toiletry items such as soap, toothpaste, razor, etc., **upon entry into the transitional housing facility and until the offender has received income.** New residents will also be provided with all meals for the first three days.

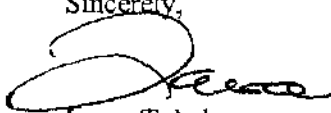
The Center shall provide new residents with addresses of medical, dental, mental health, and emergency care facilities, and addresses for these facilities shall also be posted in all common areas. The Center shall advise residents that all medical care shall be at their expense.

The Center shall ensure all new residents sign a Disposition and Release of Personal Property and Monies (Attachment #6) and a Release of Information (Attachment #7) during intake, and shall

provide documentation on the orientation checklist that such was completed. If the resident refuses to sign the Release of Information, the Center shall notify the state agency immediately.

The Center shall conduct an initial inventory of the new resident's personal possessions at the time of orientation. The Center shall advise the resident that she is responsible for reporting any change in the personal inventory to the Center and that such change shall be noted on the property inventory log (Attachment #8). The resident and the Center's personnel who provided the orientation shall sign a verification of completed orientation and acknowledgement of house rules. The Center must use the Intake Confirmation (Attachment #8) as the verification document and shall maintain it in the resident's file.

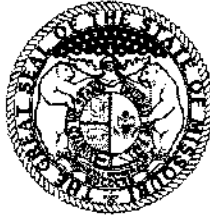
Sincerely,

A handwritten signature in black ink, appearing to read "Laura Toledo", with a large, stylized initial "L".

Laura Toledo  
Executive Director

A handwritten signature in black ink, appearing to read "T. Reed", with a large, stylized initial "T".

**Jeremiah W. (Jay) Nixon**  
Governor



**Doug Nelson**  
Commissioner

State of Missouri  
**OFFICE OF ADMINISTRATION**  
Division of Purchasing and Materials Management  
301 West High Street, Room 630  
Post Office Box 809  
Jefferson City, Missouri 65102-0809  
(573) 751 2387 Fax: (573) 526-9816  
TDD: (800) 735-2966 Voice: (800) 735-2466  
<http://content.oa.mo.gov/purchasing-materials-management>

**Karen S. Boeger**  
Director

**December 2, 2014**

**Laura Toledo**  
Center for Women in Transition  
7525 South Broadway  
St. Louis MO 63111

**Dear Ms. Toledo:**

In accordance with paragraph 3.2 of RFP B3214318 for Transitional Housing Facility Services for Female Offenders for the Department of Corrections, this letter shall constitute an official request by the State of Missouri to enter into competitive negotiations with your company. Included with this letter are two attachments.

One attachment is a complete copy of the RFP, including revisions to the RFP. The cover page of the attached RFP is the Best and Final Offer #001 form. This BAFO #001 form must be completed, signed by an authorized representative of your organization, and returned with your BAFO response. Signing the BAFO #001 form confirms your understanding and agreement to comply with the provisions and requirements of the RFP as modified by any previously issued RFP amendments by this request for a BAFO.

Another attachment is the Best and Final Offer (BAFO) Request List which identifies areas of concern with your proposal, areas of your proposal needing clarification, and areas of deficiency which may not comply with the requirements of the RFP. However, please understand that the State of Missouri is under no obligation to advise you of any or all of these areas and makes no claim related thereto.

In your response to this Best and Final Offer, you may make any modification, addition, or deletion deemed necessary to your proposal. However, please be advised that it is not necessary for you to resubmit your entire proposal. Only the signed BAFO #001 form, your response to the BAFO Request List, and any portions of your proposal that are being revised as a result of this request for a Best and Final Offer need be submitted. Your BAFO response is your final opportunity to ensure that (1) all mandatory requirements of the RFP have been met, (2) all RFP requirements are adequately described since all areas of the proposal are subject to evaluation, and (3) this is your best offer, including a reduction or other change to pricing.

You are requested to respond to this request for a BAFO by submitting a written, sealed "Best and Final Offer" by **5:00 p.m. Central Time on December 11, 2014** to:

Attention: Julie Kleffner  
Division of Purchasing and Materials Management  
301 West High Street, Truman Building, Room 630  
Jefferson City, MO 65101-1517

The outside of the packet containing the BAFO response needs to state, "BAFO for B3Z14318" on the lower left corner. Please include the **original plus four (4) copies (for a total of five (5) documents)** of your response. Faxed or e-mailed responses are not acceptable.

You are reminded that pursuant to section 610.021, RSMo, proposal documents including any best and final offer documents are considered closed records and shall not be divulged in any manner until after a contract is executed or all proposals are rejected. Furthermore, you and your agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all questions or comments regarding the RFP, the evaluation, etc. to me, as the buyer of record. Neither you nor your agents may contact any other state employee regarding any of these matters during the negotiation and evaluation process. Inappropriate contacts or release of information about your proposal or BAFO are grounds for suspension and/or exclusion from specific procurements.

If you have any questions regarding this BAFO request, please contact me at (573) 751-7656 or e-mail me at Julie.Kleffner@oa.mo.gov. Your efforts in working with the State of Missouri to ensure a thorough evaluation of your proposal are sincerely appreciated.

Sincerely,



Julie Kleffner

c: Evaluation Team  
RFP B3Z14318

Attachments: Best and Final Offer Request List  
RFP including BAFO #001 form

**CENTER FOR WOMEN IN TRANSITION**

**BEST AND FINAL OFFER REQUEST LIST**

**BAFO NO. 001 FOR RFP B3Z14318**

1. IDENTIFIED DEFICIENCIES AND AREAS OF CONCERN/CLARIFICATION:

- 1.1 Center for Women in Transition states on page 24 of its response, "All new residents will be provided with a welcome packet of a fifteen day supply of free basic toiletry items such as soap, toothpaste, razor, etc."

Paragraph 2.10.2 b. of the RFP states, "The contractor shall provide all offenders with a fifteen (15) day supply of free basic toiletry items such as soap, toothpaste, razor, etc., upon entry into the transitional housing facility and until the offender has received income."

In order to be compliant, CWIT is requested to confirm in the best and final offer response that CWIT will provide free basic toiletry items until the offender has received income.



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)  
REQUEST FOR PROPOSAL (RFP)

AMENDMENT NO.: 4  
RFP NO.: B3Z14318  
TITLE: Transitional Housing Facility Services for Female Offenders  
ISSUE DATE: 10/29/14

REQ NO.: NR 931 YYY14708181  
BUYER: Julie Kleffner  
PHONE NO.: (573) 751-7656  
E-MAIL: Julie.Kleffner@oa.mo.gov

RETURN PROPOSAL NO LATER THAN: 11/7/14 AT 2:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print or type RFP Number and Return Due Date on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in DPMM office (301 W High Street, Room 630) by the return date and time.

RETURN PROPOSAL AND AMENDMENT(S) TO:

(U.S. Mail)	or	(Courier Service)
DPMM		DPMM
PO BOX 809		301 WEST HIGH STREET, ROOM 630
JEFFERSON CITY MO 65102-0809		JEFFERSON CITY MO 65101-1517

CONTRACT PERIOD: Effective Date of Contract through June 30, 2016

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Missouri Department of Corrections  
Division of Probation and Parole  
2720 Plaza Drive,  
Post Office Box 236  
Jefferson City MO 65102

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by this and any previously issued RFP amendments. The offeror should, as a matter of clarity and assurance, also sign and return all previously issued RFP amendment(s) and the original RFP document. The offeror agrees that the language of the original RFP as modified by this and any previously issued RFP amendments shall govern in the event of a conflict with his/her proposal. The offeror further agrees that upon receipt of an authorized purchase order from the Division of Purchasing and Materials Management or when a Notice of Award is signed and issued by an authorized official of the State of Missouri, a binding contract shall exist between the offeror and the State of Missouri.

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME Center for Women in Transition		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. Center for Women in Transition, Inc.	
MAILING ADDRESS 7525 S. Broadway CITY, STATE, ZIP CODE St. Louis, MO 63111		IRS FORM 1099 MAILING ADDRESS 7525 S. Broadway CITY, STATE, ZIP CODE St. Louis, MO 63111	
CONTACT PERSON Laura Toledo		EMAIL ADDRESS lauratoledo@cwitsl.org	
PHONE NUMBER 314-771-5207		FAX NUMBER 314-771-0066	
TAXPAYER ID NUMBER (TIN) 43-1799627	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN		VENDOR NUMBER (IF KNOWN) 43179962701
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input checked="" type="checkbox"/> IRS Tax-Exempt			
AUTHORIZED SIGNATURE 		DATE October 30, 2014	
PRINTED NAME Laura Toledo		TITLE Executive Director	



**AMENDMENT #4 TO RFP B3Z14318**

**TITLE:** Transitional Housing Facility Services for Female Offenders

**CONTRACT PERIOD:** Effective Date of Contract through June 30, 2016

**PROSPECTIVE OFFERORS ARE HEREBY NOTIFIED OF THE FOLLOWING CHANGE:**

1. Paragraph 2.3.7 a. 3) has been revised.



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)  
REQUEST FOR PROPOSAL (RFP)

AMENDMENT NO.: 3  
RFP NO.: B3Z14318  
TITLE: Transitional Housing Facility Services for Female Offenders  
ISSUE DATE: 10/23/14

REQ NO.: NR 931 YYY14708181  
BUYER: Julie Kleffner  
PHONE NO.: (573) 751-7656  
E-MAIL: Julie.Kleffner@oa.mo.gov

RETURN PROPOSAL NO LATER THAN: 11/7/14 AT 2:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print or type RFP Number and Return Due Date on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in DPMM office (301 W High Street, Room 630) by the return date and time.

RETURN PROPOSAL AND AMENDMENT(S) TO:

(U.S. Mail)

DPMM

PO BOX 809

JEFFERSON CITY MO 65102-0809

or

(Courier Service)

DPMM

301 WEST HIGH STREET, ROOM 630

JEFFERSON CITY MO 65101-1517

CONTRACT PERIOD: Effective Date of Contract through June 30, 2016

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Missouri Department of Corrections  
Division of Probation and Parole  
2720 Plaza Drive,  
Post Office Box 236  
Jefferson City MO 65102

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by this and any previously issued RFP amendments. The offeror should, as a matter of clarity and assurance, also sign and return all previously issued RFP amendment(s) and the original RFP document. The offeror agrees that the language of the original RFP as modified by this and any previously issued RFP amendments shall govern in the event of a conflict with his/her proposal. The offeror further agrees that upon receipt of an authorized purchase order from the Division of Purchasing and Materials Management or when a Notice of Award is signed and issued by an authorized official of the State of Missouri, a binding contract shall exist between the offeror and the State of Missouri.

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME Center for Women in Transition		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. Center for Women in Transition, Inc.	
MAILING ADDRESS 7525 S. Broadway		IRS FORM 1099 MAILING ADDRESS 7525 S. Broadway	
CITY, STATE, ZIP CODE St. Louis, MO 63111		CITY, STATE, ZIP CODE St. Louis, MO 63111	
CONTACT PERSON Laura Toledo		EMAIL ADDRESS lauratoledo@cwitsl.org	
PHONE NUMBER 314-771-5207		FAX NUMBER 314-771-0066	
TAXPAYER ID NUMBER (TIN) 43-1799627	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN		VENDOR NUMBER (IF KNOWN) 43179962701
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input checked="" type="checkbox"/> IRS Tax-Exempt			
AUTHORIZED SIGNATURE 		DATE October 30, 2014	
PRINTED NAME Laura Toledo		TITLE Executive Director	

**AMENDMENT #3 TO RFP B3Z14318**

**TITLE:** Transitional Housing Facility Services for Female Offenders

**CONTRACT PERIOD:** Effective Date of Contract through June 30, 2016

**PROSPECTIVE OFFERORS ARE HEREBY NOTIFIED OF THE FOLLOWING CHANGE:**

**1. Closing Date:**

As Stated: Return proposal no later than: 10/29/14 at 2:00 PM.  
Change To: Return proposal no later than: 11/07/14 at 2:00 PM.

**October 30, 2014**

**Center for Women in Transition**

**7525 S. Broadway**

**St. Louis, MO 6311**

**314-771-5207**

**RFP: B3Z14318**

**Transitional Housing Facility Services for Female Offenders**

The Center for Women in Transition has no changes to its proposal due to Amendment 3 and 4.



**Center for Women in Transition**

7525 S. Broadway  
St. Louis, MO 63111

SAINT LOUIS MO 630

30 OCT 2014 PM 10 1



UNMARKED BID NO. B3214318

CLOSING DATE: 11/7/14

RECEIVED BY: [Signature]

APPROVED BY: [Signature]

DP MM

P.O. Box 809

Jefferson City, MO 65102-0809

RCVD NOV 3 14 AM 9:58 OA-DPMM

65102080909





STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)  
REQUEST FOR PROPOSAL (RFP)

RFP NO.: B3Z14318

TITLE: Transitional Housing Facility Services for Female Offenders

ISSUE DATE: 09/24/14

REQ NO.: NR 931 YYY14708181

BUYER: Julie Kleffner

PHONE NO.: (573) 751-7656

E-MAIL: Julie.Kleffner@oa.mo.gov

RETURN PROPOSAL NO LATER THAN: 10/22/14 AT 2:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print or type RFP Number and Return Due Date on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in DPMM office (301 W High Street, Room 630) by the return date and time.

(U.S. Mail)	(Courier Service)
RETURN PROPOSAL TO: DPMM	DPMM
PO BOX 809	301 WEST HIGH STREET, RM 630
JEFFERSON CITY MO 65102-0809	JEFFERSON CITY MO 65101-1517

CONTRACT PERIOD: Effective Date of Contract through June 30, 2016

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Missouri Department of Corrections  
Division of Probation and Parole  
2720 Plaza Drive  
Post Office Box 236  
Jefferson City MO 65102

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal (Revised 12/27/12). The offeror further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The offeror further agrees that upon receipt of an authorized purchase order from the Division of Purchasing and Materials Management or when a Notice of Award is signed and issued by an authorized official of the State of Missouri, a binding contract shall exist between the offeror and the State of Missouri.

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME Center for Women in Transition		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. Center for Women in Transition, Inc.	
MAILING ADDRESS 7525 South Broadway		IRS FORM 1099 MAILING ADDRESS 7525 South Broadway	
CITY, STATE, ZIP CODE St. Louis, MO 63111		CITY, STATE, ZIP CODE St. Louis, MO 63111	
CONTACT PERSON Laura Toledo		EMAIL ADDRESS lauratoledo@cwitstl.org	
PHONE NUMBER 314-771-5207		FAX NUMBER 314-771-0066	
TAXPAYER ID NUMBER (TIN) 43-1799627	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN		VENDOR NUMBER (IF KNOWN) 43179962701
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input checked="" type="checkbox"/> IRS Tax-Exempt			
AUTHORIZED SIGNATURE 		DATE October 23, 2014	
PRINTED NAME Laura Toledo		TITLE Executive Director	



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)  
REQUEST FOR PROPOSAL (RFP)

AMENDMENT NO.: 1  
RFP NO.: B3Z14318  
TITLE: Transitional Housing Facility Services for Female Offenders  
ISSUE DATE: 10/7/14

REQ NO.: NR 931 YYY14708181  
BUYER: Julie Kleffner  
PHONE NO.: (573) 751-7656  
E-MAIL: Julie.Kleffner@oa.mo.gov

RETURN PROPOSAL NO LATER THAN: 10/22/14 AT 2:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print or type RFP Number and Return Due Date on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in DPMM office (301 W High Street, Room 630) by the return date and time.

RETURN PROPOSAL AND AMENDMENT(S) TO:

(U.S. Mail)

DPMM

PO BOX 809

JEFFERSON CITY MO 65102-0809

or

(Courier Service)

DPMM

301 WEST HIGH STREET, ROOM 630

JEFFERSON CITY MO 65101-1517

CONTRACT PERIOD: Effective Date of Contract through June 30, 2016

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Missouri Department of Corrections  
Division of Probation and Parole  
2720 Plaza Drive  
Post Office Box 236  
Jefferson City MO 65102

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SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME Center for Women in Transition		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. Center for Women in Transition, Inc.	
MAILING ADDRESS 7525 S. Broadway		IRS FORM 1099 MAILING ADDRESS 7525 S. Broadway	
CITY, STATE, ZIP CODE St. Louis, MO 63111		CITY, STATE, ZIP CODE St. Louis, MO 63111	
CONTACT PERSON Laura Toledo		EMAIL ADDRESS Lauratoledo@cwitstl.org	
PHONE NUMBER 314-771-5207		FAX NUMBER 314-771-0066	
TAXPAYER ID NUMBER (TIN) 43-1799627	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN	VENDOR NUMBER (IF KNOWN) 43179962701	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input checked="" type="checkbox"/> IRS Tax-Exempt			
AUTHORIZED SIGNATURE 		DATE 10/23/14	
PRINTED NAME Laura Toledo		TITLE Executive Director	

**AMENDMENT #1 TO RFP B3Z14318**

**TITLE:** Transitional Housing Facility Services for Female Offenders

**CONTRACT PERIOD:** Effective Date of Contract through June 30, 2016

The following paragraphs in RFP B3Z14318 have changes:

2.2.1 c.

2.3.3 c.

2.6.7 b.

2.6.8 e.

2.7.2. b. 2)

2.10.7 g.

2.11.1 a.

2.11.4 e.

2.11.8 f.

2.12.2 a.

2.13.4

2.19.5

2.19.8





STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)  
REQUEST FOR PROPOSAL (RFP)

AMENDMENT NO.: 2  
RFP NO.: B3Z14318  
TITLE: Transitional Housing Facility Services for Female Offenders  
ISSUE DATE: 10/17/14

REQ NO.: NR 931 YYY14708181  
BUYER: Julie Kleffner  
PHONE NO.: (573) 751-7656  
E-MAIL: Julie.Kleffner@oa.mo.gov

RETURN PROPOSAL NO LATER THAN: 10/29/14 AT 2:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print or type RFP Number and Return Due Date on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in DPMM office (301 W High Street, Room 630) by the return date and time.

RETURN PROPOSAL AND AMENDMENT(S) TO:

(U.S. Mail)  
DPMM  
PO BOX 809  
JEFFERSON CITY MO 65102-0809

or

(Courier Service)  
DPMM  
301 WEST HIGH STREET, ROOM 630  
JEFFERSON CITY MO 65101-1517

CONTRACT PERIOD: Effective Date of Contract through June 30, 2016

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Missouri Department of Corrections  
Division of Probation and Parole  
2720 Plaza Drive,  
Post Office Box 236  
Jefferson City MO 65102

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by this and any previously issued RFP amendments. The offeror should, as a matter of clarity and assurance, also sign and return all previously issued RFP amendment(s) and the original RFP document. The offeror agrees that the language of the original RFP as modified by this and any previously issued RFP amendments shall govern in the event of a conflict with his/her proposal. The offeror further agrees that upon receipt of an authorized purchase order from the Division of Purchasing and Materials Management or when a Notice of Award is signed and issued by an authorized official of the State of Missouri, a binding contract shall exist between the offeror and the State of Missouri.

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME Center for Women in Transition		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. Center for Women in Transition, Inc.	
MAILING ADDRESS 7525 S. Broadway		IRS FORM 1099 MAILING ADDRESS 7525 S. Broadway	
CITY, STATE, ZIP CODE St. Louis, MO 63111		CITY, STATE, ZIP CODE St. Louis, MO 63111	
CONTACT PERSON Laura Toledo		EMAIL ADDRESS Lauratoledo@cwitstl.org	
PHONE NUMBER 314-771-5207		FAX NUMBER 314-771-0066	
TAXPAYER ID NUMBER (TIN) 43-1799627	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN		VENDOR NUMBER (IF KNOWN) 43179962701
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input checked="" type="checkbox"/> IRS Tax-Exempt			
AUTHORIZED SIGNATURE 		DATE 10/23/14	
PRINTED NAME Laura Toledo		TITLE Executive Director	

**AMENDMENT #2 TO RFP B3Z14318**

**TITLE:** Transitional Housing Facility Services for Female Offenders

**CONTRACT PERIOD:** Effective Date of Contract through June 30, 2016

**PROSPECTIVE OFFERORS ARE HEREBY NOTIFIED OF THE FOLLOWING CHANGE:**

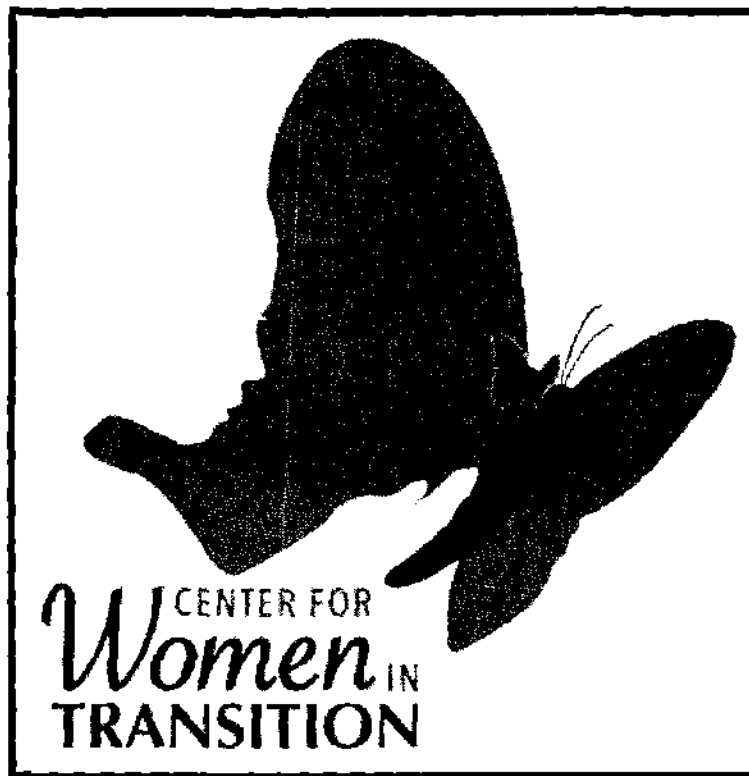
**1. Closing Date:**

As Stated: Return proposal no later than: 10/22/14 at 2:00 PM.

Change To: Return proposal no later than: 10/29/14 at 2:00 PM.

CENTER FOR WOMEN IN TRANSITION PROPOSAL

RESPONSE TO RFP B3Z14318, AS REVISED



SUBMITTED BY:

Laura Toledo  
Center for Women in Transition  
7525 S. Broadway  
St. Louis MO 63111  
lauratoledo@cwitsl.org  
314-771-5207 (tel)  
314-771-0066 (fax)

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**PRICING PAGE**

- 1.1 Transitional Housing Services** - The offeror shall provide the following firm, fixed price per transitional housing slot (one bed for twenty-four hours each day of the contract period which shall be reserved for the exclusive use of the state agency and which is actually utilized by an offender) for providing transitional housing facility services in accordance with the provisions and requirements of this RFP. (C/S Code: 95236)

Firm, Fixed Price Per Transitional Housing Slot: \$ 77.13

- 1.1.1 Proposed Number of Slots** - The offeror must quote the minimum number of transitional housing slots, which shall not be less than 10, and the maximum number of transitional housing slots for which the firm, fixed price per transitional housing slot is applicable. The offeror shall not submit multiple prices ("sliding scale") within a range of transitional housing slots. A sliding scale shall not be accepted.

The prices quoted shall be applicable to a minimum of 26 (must not quote less than 10) transitional housing slots through a maximum of 30 transitional housing slots.

- 1.1.2 Price Breakdown** - The offeror must provide an itemized breakdown of the price for analysis purposes of the above quoted firm, fixed price per transitional housing slot. The total of the components below must equal the firm, fixed price per transitional housing slot stated above. In the event of a discrepancy, the above quoted firm, fixed price per transitional housing slot shall govern. "Included in base" shall not be an acceptable entry.

Security	\$27.75
Drug Testing	\$0.20
Room and Board	\$27.13
Case Management Services	\$8.50
Administrative/Other	\$13.55
<b>FIRM, FIXED PRICE PER TRANSITIONAL HOUSING SLOT</b>	<b>\$77.13</b>

*Offerors are cautioned that pricing shall remain the same for the renewal options unless the state agency is appropriated additional funds for this service in which case the prices shall be pursuant to the applicable renewal option clauses of this document.*

- 1.2 Renewal Option Pricing** - - The offeror must indicate below the maximum allowable percentage of price increase or guaranteed minimum percentage of price decrease applicable to the above pricing for the renewal option years. If a percentage is not proposed (e.g. left blank, page not returned, etc.), the state shall have the right to execute the option at the same price(s) proposed for the original contract period. Statements such as "a percentage of the then-current price" or "consumer price index" are NOT ACCEPTABLE.

All increases or decreases shall be calculated against the **original** contract price, **not** against the previous year's price. A cumulative calculation shall not be utilized.

<b>Potential Renewal Period</b>	<b>Maximum Increase</b>		<b>Minimum Decrease</b>
First Renewal Period	Original Price + <u>3</u> %	or	Original Price - <u>    </u> %
Second Renewal Period	Original Price + <u>5</u> %	or	Original Price - <u>    </u> %
Third Renewal Period	Original Price + <u>7</u> %	or	Original Price - <u>    </u> %

~ Do not complete both a maximum increase and a minimum decrease for the same renewal period. ~

**PRICING PAGE, CONTINUED**

- 1.3 Prompt Payment Discount** - The offeror should specify below (1) the percentage of discount applied to the total invoice if payment by the state agency is prompt and (1) the maximum number of calendar days invoice must be paid to be considered prompt

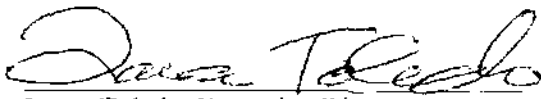
\_\_\_ % discount if invoice is paid within maximum of \_\_\_ calendar days.

- 1.4 Length of Time for Program Implementation for Having an Operational Transitional Housing Facility:** The offeror shall indicate length of time required for program implementation expressed as number of calendar days after notification of contract award, not to exceed 180 calendar days. In the event the offeror does not specify a number of calendar days, the state shall assume 180 calendar days.

\_\_\_0\_\_\_ Calendar Days

**ATTESTMENT OF FAIR PRICING**

I, Laura Toledo, as Executive Director of the Center for Women in Transition, Inc., hereby attest that the prices on this Pricing Page are fair, proper, and not tainted.

  
Laura Toledo, Executive Director

**EXHIBIT A**  
**OFFEROR INFORMATION**

The offeror should provide the following information about the offeror's organization:

- a. Provide a brief company history, including the founding date and number of years in business as currently constituted.

The Center for Women in Transition ("Center") is a nonprofit 501(c)3 organization in its 17<sup>th</sup> year of fulfilling its mission to assist women in the criminal justice system in transitioning successfully to their families and communities by practicing and promoting restorative justice. From the day the organization formed on November 3, 1997, the Center has offered female offenders a range of services to support positive change.

The Center initially employed one part-time person and had a shoestring budget; the agency has since grown into a highly professional and accountable operation with 25 employees and an annual budget of \$1.2 million. The Center has not only grown internally, but has also built strong connections externally with others in the community - locally and statewide - who are doing similar work. This offers the best possible chance of successful reentry for the women served by the Center's programs. Following the belief that adequate housing is a primary need, the Center acquired an eight-unit apartment building, the Courtois House, in 2005. Twelve women at a time reside in the Courtois House and practice living skills as they work with their mentors and pursue their goals toward reintegration.

In April, 2008, the Center for Women in Transition again expanded its capacity to offer housing to female offenders with the opening of the Schirmer House which is transitional housing contracted with the Missouri Department of Corrections. The Center successfully renewed this contract in 2011 (*current, similar contract C311102001 that is being rebid in this RFP*). This facility can accommodate up to 34 women in 2-bedroom apartments. This apartment-style set-up is unique for transitional living facilities, and it allows the women to gain the life skills - such as cooking, housekeeping, and getting along with a roommate - which will support their future self-sufficiency as they reintegrate into the community.

In line with its mission, the Center has demonstrated leadership regarding the promotion of restorative justice, having led the Missouri restorative justice initiative from 2005-2009, which resulted in the now-independent membership organization of the Missouri Restorative Justice Coalition. Currently, the Center's staff and board are committed to perform all duties, conduct operations and deliver services utilizing restorative justice principles and practices.

Since the Center for Women in Transition began in 1997, over 2,000 women in the criminal justice system have been helped toward a successful reentry through the Center's services. Last year the Center served 111 female offenders through all of its programming, with just an 8% recidivism rate.

- b. Describe the nature of the offeror's business, type of services performed, etc. Identify the offeror's website address, if any.

The Center is a 501(c)(3) non-profit organization that provides wrap-around reentry services to women in the criminal justice system. From the start, one key service has been assistance to female offenders with basic needs such as food, clothing, transportation and housing. By removing the significant barriers that are caused by the lack of such essentials, the Center helps each woman to be ready for the other changes needed for successful reentry into the community. A second key aspect of the Center's work since its inception is one-on-one mentoring. Mentors are volunteer women from the community who serve as consistent and supportive guides to the female offenders as they navigate the many challenges to their successful reintegration. The mentors help them reflect on situations, weigh options, solve problems, and accept accountability for the way they are thinking

and acting. The staff of the Center for Women in Transition, in turn, supports those mentoring partnerships while also providing each offender a variety of case management and advocacy services.

In addition to basic needs assistance and mentoring, the Center's staff provides services that focus on eliminating other barriers to successful reentry for female ex-offenders. Services include intensive case management in order to help each woman identify, pursue and achieve her individual goals. Significant barriers are often created by substance abuse, mental health and/or medical issues, so case management also includes effective linkage to such related services from other providers in the community. Since many of the female offenders with whom the Center staff work also struggle with basic life skills – cooking, housekeeping, budgeting, shopping – staff also focus on increasing knowledge and skills in these areas. Another significant barrier to successful reentry is lack of employment, so staff also assist women with job readiness, resumes and applications, job search, and interviewing skills along with ongoing support to maintain continued employment after being hired. Ongoing legal issues may create additional barriers to a successful transition, so the Center has developed multiple relationships in the community for providing free legal assistance, whether it be for criminal, civil, or family law matters. Most recently, the Center has established partnerships with Arch City Defenders and Father's Support Center for legal assistance.

All Center work is founded in restorative justice principles. This means ex-offenders are expected and encouraged to take responsibility for their actions, realize the harm they may have caused and find ways to both heal that harm and to make different choices leading to different results in the future. This approach provides space for ex-offenders to heal harms that have damaged relationships with their communities, families, and critically, children. This restorative justice model is reflected individually by each woman's level of accountability and willingness to change. The model is also reflected in the Center for Women in Transition as an organization. All staff, board and volunteers strive to act restoratively in communications, interactions and decision-making. They aim to be inclusive, fair, and accountable in order to model restorative justice to both the women in the program and to the community.

The Center is committed to maintaining a variety of partnerships with others in the community to enhance service delivery and benefit the reentry efforts of the women served. The Center is continuously striving to build the best partnerships possible to provide every service a woman may need. Some examples of partnerships include (1) substance abuse treatment/support group providers: BASIC, New Beginnings, Let's Start; (2) health/mental health providers: BJC Health Care, St. John's Mercy Community Ministries, Grace Hill, and Family Medical Centers in Carondelet; (3) employment services: Vocational Rehabilitation Services, St. Patrick's Center, and Employment Connection; (4) parenting classes: Annie Malone Children and Family Service Center; (5) anger management classes: St. Vincent DePaul and the United Methodist Church; and (6) Arch City Defenders and a number of individual attorneys for pro bono legal assistance. Also vital to the Center's successful work with female offenders are strong working relationships with personnel of the Missouri Department of Corrections, Division of Probation and Parole as well the St. Louis City & County courts.

The Center demonstrates its commitment to contributing to positive systemic change by actively participating in a number of local and statewide collaborations, including the St. Louis Alliance for Reentry (STAR), the Missouri Restorative Justice Coalition, St. Louis Restorative Justice Collaboration, the St. Louis Continuum of Care (CoC), the Missouri Association of Social Welfare (MASW), and the Children's Services Commission.

The Center shares common objectives with the Missouri Department of Corrections. Those objectives include utilization of evidence-based practices in order to reduce reincarceration, increase individual self-sufficiency and move offenders from the corrections system to the community as law-abiding, tax-paying citizens. Along with the practical support of basic needs assistance, the Center supports the cognitive and behavioral changes that are key to long-term success as a community member.

The website for the Center for Women in Transition is [www.cwittstl.org](http://www.cwittstl.org).

- c. Provide a list of and a short summary of information regarding the offeror's current contracts/clients.

Schirmer House Transitional Housing Facility: The Center for Women in Transition currently is fulfilling Contract C311102001 which is the previous contract for similar services related to this RFP. The Center gained the contract



with the state agency and opened the Schirmer House transitional housing facility for female offenders on July 1, 2011. That facility has been in continuous operation since that date, having partnered with the state agency to serve 652 individuals with housing, case management and supportive services through December 31, 2011. The Schirmer House is the same facility that is being proposed to continue operating under this RFP B3Z14318.

Courtois House/Mentoring and Advocacy Program: The Center for Women in Transition currently owns and operates a 12-bed apartment-style transitional housing facility, Courtois House, as part of its mentoring and advocacy program. Female offenders are housed in that facility for up to a year as they participate in programming, work with a volunteer mentor and gain life skills. This facility has been in operation since 2005. Funders for the Courtois House and related programming include the Lutheran Foundation, Missouri Housing Trust Fund, Affordable Housing Trust Fund, United Way, the Sisters of Mercy, the Sisters of St. Joseph of Carondelet, and the Missouri Department of Corrections community reentry grant.

Project ReConnect 2014: In July 2014, the Center entered into a contract with the City of St. Louis-Department of Health and Human Services to be the administrator and service provider to women for a program called "Project ReConnect 2014." Following on a similar program called simply "Project ReConnect" that ended in 2011, Project ReConnect 2014 is a collaborative program to provide reentry services to individuals who are being released from state correctional facilities on director's discharge and will have no probation or parole supervision upon release. The collaboration is made up of the Center, which is the program administrator and case managing agency for women; Criminal Justice Ministry and Provident, which divide case management of the men; and Employment Connection, which provides employment assistance to all participants. Father's Support Center is available for legal assistance for program participants as well.

Post-Tracking/After Care Program: In September 2013, the Lutheran Foundation granted the Center a grant to track clients leaving the Center's core programming, and to provide case management and assistance to them as needed. This grant has been renewed, and the Center is now able to provide critical assistance to all Center clients who elect to participate in post-program services. Through this program, the Center is also collecting valuable data about the successes and challenges facing its clients post-program separation.

d. List, identify, and provide reasons for each contract/client gained and lost in the past 2 years.

- Missouri Department of Corrections (Contract # C311102001)
  - Funds transitional housing facility (Schirmer House) for female offenders
  - Initial contract February 2008 - June 2008; renewed July 2008 - June - 2009; renewed July 2009 - June 2010; renewed July 2010 - June 2011; second contract awarded July 2011-June 2012; renewed July 2012-June 2013; renewed July 2013-June 2014; renewed July 2014 -December 2014; contract currently up for rebid with this RFP
- Missouri Department of Corrections - Community Reentry Grant
  - Funds housing, other basic needs assistance, restorative justice activities, personnel and operations for mentoring and advocacy program
  - Initial 5-month grant May - September 2009; funded from August 2010 - July 2014; awarded for July 2014-June 2015 but no funding has been released due to state budget issues; eligible for future funding as available
- United Way
  - Funds general operations and administration expenses
  - Annual allocation granted from 2009-2014 after the Center for Women in Transition became a United Way-funded agency in late 2008
- Lutheran Foundation - Post Tracking/After Care Program
  - Funds post-care program for clients who leave initial programming
  - Granted September 2013 - August 2014; current funding September 2014-August 2015
- Missouri Housing Commission - Missouri Housing Trust Fund
  - Funds operations at the Courtois House facility to house female offenders in the Center's mentoring and advocacy program

- Granted April 2008 – March 2009; refunded April 2009 – March 2010, April 2011 – March 2012, April 2012-March 2013, April 2013- March 2014
  - Was not funded for 2014-2015 cycle due to commission's decision to stop funding transitional living facilities. Center has applied for funding for April 2015- March 2016 for operational funding and permanent housing support for clients in After Care program
- Affordable Housing Commission – Affordable Housing Trust Fund
  - Funds utility and housing assistance, primarily at Courtois Housing facility, and other operational expenses
  - Granted April 2008 – March 2009; refunded April 2009 – March 2010, April 2011 – March 2012, April 2012-March 2013, April 2013-March 2014, April 2014-March 2015
- Mercy Ministry Fund
  - Provides general assistance to mentoring and advocacy program
  - Annual funding eligible for renewal: July, 2008 -- June, 2009, July, 2009 – June, 2010, July, 2010 – June, 2011, July 2011-June 2012, July 2012- June 2013, July 2013-June 2014, July 2014-June 2015
- St. Louis Philanthropic Fund
  - Funds mentoring and advocacy program
  - Granted July 2013-June 2014
  - Not renewed for 2014-2015 cycle, but Center is eligible to apply the following year
- Project Re-Connect 2014 – funded through City of St. Louis
  - Funds basic need assistance and case management services for ex-offenders who are released from incarceration having completed their full sentence
  - Initial funding July 2014-December 2015; eligible for renewal under contract
- Boeing
  - Funds mentoring and advocacy program
  - Granted June 2013 – May 2014; June 2014- May 2015
- Sisters of St. Joseph, Carondelet, Feurbacher Grant
  - Funds mentoring and advocacy program
  - March 2013- October 2014; March 2014 – October 2014
- Sisters of St. Joseph, Carondelet, Tabitha Grant
  - Funds mentoring and advocacy program
  - June 2014 – June 2015
- Missouri Department of Economic Development Neighborhood Assistance Program (Contract #2015-75494)
  - Funds mentoring and advocacy program through tax credits
  - July 2014 – June 2015
- Adorers of the Precious Blood of Christ
  - Funds restorative justice programming
  - June 2014 – June 2015
- Regional Business Council
  - Funded acquisition of new computers
  - December 2013 – June 2014
- e. Describe the structure of the organization including any board of directors, partners, top departmental management, corporate organization, corporate trade affiliations, any parent/subsidiary affiliations with other firms, etc.

The Center for Women in Transition has in place an organizational structure designed to assure that all governance, administrative, fiscal, and programmatic activities are carried out fully and effectively. The twenty-

member board of directors governs and bears legal and fiduciary responsibility for the organization. The board represents a diverse background of personal and professional experience, including one program graduate. The organization's bylaws are in place to guide the board in its functions and duties. The board of directors has responsibility to hire and review the executive director, to whom the board delegates authority to carry out the work of the organization's mission.

The executive director serves as a liaison between the board of directors and staff. As executive director, Laura Toledo holds the responsibility to assure that all operations, administration and program/service delivery is carried out efficiently, effectively and in accordance with the Center's mission and strategic direction. The position of executive director is ultimately responsible for all personnel and their performance in carrying out the assigned tasks of their respective positions. *Accounting services have been outsourced the Davis Associates, CPA.*

The Center has two main program areas: mentoring and advocacy, which provides housing at the Courtois House, and the Schirmer House transitional housing facility. Recently, the Center has added services through the Project ReConnect contract and the Post-Tracking/After Care program. Separate supervisory and program staff members are in place for each program. The residential facility director, Jewellette Donald, has responsibility for oversight of the operations, personnel and programming at the Schirmer House facility. Additional staff positions support both programs, including the Director of Restorative Programs, Sarah Gyorog; the Development Director, Carrie Coats. Although not employed by the Center, Davis Associates provides critical accounting services for all programs, and Mueller Prost has conducted agency audits of all programs.

A copy of the Center's organizational chart and its current strategic plan are included in this proposal in the Documentation section (A-B).

The Center for Women in Transition is one of approximately 200 nonprofit organizations in St. Louis that are members in good standing with the Better Business Bureau. It is also a member of the United Way, which requires the agency to meet high quality standards as a condition of receiving continued support. The agency does not hold any other corporate trade affiliations and, as an independent 501(c)3 organization, is not affiliated or a subsidiary of any other entity.

- f. Provide a list summarizing any pending or final legal proceedings involving you or your company that took place in any court of law, administrative tribunal or alternative dispute resolution process that was filed, settled or gone to final judgment within the last three (3) years. The summary need not disclose confidential information of a disputed allegation of fact or law, but must contain the allegations made and/or contested or findings of the court of law, tribunal or dispute resolution process. Failure to provide a full and accurate summary of legal proceedings may result in rejection of the proposal or termination of any subsequent contract.

The Center filed a lawsuit against its auditing firm related to embezzlement that the Center discovered in early 2012 (Cause Number 1322-CC—528). The Center alleged that the firm was negligent and breached its standards of care in failing to detect the fraud during the course of two agency audits. The firm denied that it breached any duties and asserted comparative fault. The case was settled in a confidential mediation in October 2014. Under the terms of the agreement, the lawsuit will be dismissed shortly.

- g. Document the offeror's financial solvency in a manner that is acceptable for public review. Audited financial statements for the last year will provide such documentation; however, the statements will become public information. If the offeror is a subsidiary, also provide the documentation for the parent company.

The Center for Women in Transition is a financially solvent organization. Copies of the most recent audited financial statements are attached in the Documentation section of this proposal (C). The Center's Executive Director and accountant regularly review all financial statements, and the Center's Finance Committee, Executive Committee, and full Board of directors regularly review and approve the organization's budget, financial statements, and financial position. The agency's financial results are measures against the agency budget and strategic plan, and are adjusted accordingly to meet financial goals. The organization has access to a business line of credit and maintains permanently restricted and board restricted reserve funding.

**EXHIBIT B****CURRENT/PRIOR EXPERIENCE**

The offeror should copy and complete this form documenting the offeror and subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Offeror Name or Subcontractor Name:</b> <u>Center for Women in Transition</u> (if reference is for a Subcontractor):	
<b>Reference Information (Current/Prior Services Performed For:)</b>	
Name of Reference Company/Client:	Missouri Department of Corrections, Board of Probation and Parole
Address of Reference Company/Client:	220 S. Jefferson, St. Louis, MO 63103
Reference Contact Person Name, Phone #, and E-mail Address:	Fannie Davis, District Administrator II 314-877-1099; <a href="mailto:Fannie.Davis@doc.mo.gov">Fannie.Davis@doc.mo.gov</a>
Title/Name of Service/Contract	Transitional Facility, Corrections -- Female Offenders Eastern Region (Bid # B3Z14318/contract # C311102001)
Dates of Service/Contract:	February 1, 2008 to December 31, 2014
If service/contract has terminated, specify reason:	N/A
Size of Service such as: ✓ Number of Individuals Being Served ✓ Total Annual Value/Volume	28 transitional slots with capacity of +6 overages; Base contract \$661,745 + overages (if any)
Size of Service/Contract (in terms of offeror's total amount of business)	Base contract \$661,745 + overages (if any) represents approximately 50% of the Center for Women in Transition's total service annually
Description of Services Performed, such as: ✓ Population Served ✓ Type of Services Performed ✓ Geographic Area Served ✓ Offeror's specific duties and strategic objective	Services include transitional housing, case management, referral and linkage, employment assistance, life skills training, other education & support. Located in St. Louis, MO and available to female offenders in Missouri.
Personnel Assigned to Service/Contract (include position title):	Jewellette Donald, Residential Facility Director; LaTonya Rivers, Case Manager; Employment/Lifeskills Specialist (vacant) ; Mark Parker, House Manager Supervisor, FT & PT House Managers, Laura Toledo, Executive Director; Davis Associates, CPA, external accounting services
Attach sample of results/work, if applicable	N/A

**EXHIBIT B (Cont.)****CURRENT/PRIOR EXPERIENCE**

The offeror should copy and complete this form documenting the offeror and subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Offeror Name or Subcontractor Name:</b> <u>Center for Women in Transition</u>	
(if reference is for a Subcontractor):	
<b>Reference Information (Current/Prior Services Performed For:)</b>	
Name of Reference Company/Client:	Sisters of Mercy, South Central Community
Address of Reference Company/Client:	2039 N Geyer Road, St. Louis, MO 63131
Reference Contact Person Name, Phone #, and E-mail Address:	Kathy Zundel, Director of Ministry Development 314-909-4612
Title/Name of Service/Contract	Ministry Funding
Dates of Service/Contract:	Ministry funding annually
If service/contract has terminated, specify reason:	N/A
Size of Service such as: ✓ Number of Individuals Being Served ✓ Total Annual Value/Volume	50 women served through Mentoring and Advocacy Annual Value: Approximately \$30,000
Size of Service/Contract (in terms of offeror's total amount of business)	Ministry funding- Approximately \$30,000 annually (2.9% of total service annually)
Description of Services Performed, such as: ✓ Population Served ✓ Type of Services Performed ✓ Geographic Area Served ✓ Offeror's specific duties and strategic objective	Mentoring and Advocacy, case management, linkage and referral and transitional housing and other basic needs for women coming out of jail or prison in the St. Louis area.
Personnel Assigned to Service/Contract (include position title):	Barbara Baker, Advocacy Director, Robin Davis, Client Services Director, Sarah Gyorog, Director of Restorative Programming, Stefanie Moore, Case Manager
Attach sample of results/work, if applicable	N/A

**EXHIBIT B (Cont.)****CURRENT/PRIOR EXPERIENCE**

The offeror should copy and complete this form documenting the offeror and subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Offeror Name or Subcontractor Name:</b> <u>Center for Women in Transition</u> (if reference is for a Subcontractor):	
<b>Reference Information (Current/Prior Services Performed For:)</b>	
Name of Reference Company/Client:	United Way of Greater St. Louis
Address of Reference Company/Client:	910 North 11 <sup>th</sup> Street, St. Louis, MO 63101
Reference Contact Person Name, Phone #, and E-mail Address:	Rebekah Miller, Funding Manager-Community Investment 314-539-4299; Rebekah.miller@stl.unitedway.org
Title/Name of Service/Contract	Basic Needs Allocation
Dates of Service/Contract:	January 1, 2009- current
If service/contract has terminated, specify reason:	N/A
Size of Service such as: ✓ Number of Individuals Being Served ✓ Total Annual Value/Volume	111 female ex-offenders were assisted in FY 2014 through all the organization's programming which was supported by the United Way. 2014 Annual Allocation- \$59,700
Size of Service/Contract (in terms of offeror's total amount of business)	2014 Annual Allocation- \$59,700 (5.8% of total service annually)
Description of Services Performed, such as: ✓ Population Served ✓ Type of Services Performed ✓ Geographic Area Served ✓ Offeror's specific duties and strategic objective	Funds administrative/operational expenses in support of all Center for Women in Transition program to serve female ex-offenders who need transitional housing, case management, advocacy, mentoring, basic needs assistance, linkage and referrals and other supportive services.
Personnel Assigned to Service/Contract (include position title):	Laura Toledo, Executive Director; Carrie Coats, Development Director; Barbara Baker, Advocacy Director, Robin Davis, Client Services Director, Sarah Gyorog, Director of Restorative Programming, Stefanie Moore, Case Manager; Davis Associates, CPA, external accounting services
Attach sample of results/work, if applicable	N/A

**EXHIBIT B (Cont.)****CURRENT/PRIOR EXPERIENCE**

The offeror should copy and complete this form documenting the offeror and subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Offeror Name or Subcontractor Name:</b> <u>Center for Women in Transition</u> (if reference is for a Subcontractor):	
<b>Reference Information (Current/Prior Services Performed For:)</b>	
Name of Reference Company/Client:	Lutheran Foundation
Address of Reference Company/Client:	8860 Ladue Road, Suite 200, St. Louis, MO 63124
Reference Contact Person Name, Phone #, and E-mail Address:	Melinda McAlincy, Program Officer/Communications Director 314-231-2244 xt. 2; melinda@lutheranfoundation.org
Title/Name of Service/Contract	Post Tracking Program
Dates of Service/Contract:	August 1, 2013-August 1, 2014 August 1, 2014- August 1, 2015
If service/contract has terminated, specify reason:	N/A
Size of Service such as: ✓ Number of Individuals Being Served ✓ Total Annual Value/Volume	30 female ex-offenders provided with reentry services Total annual value- \$46,000
Size of Service/Contract (in terms of offeror's total amount of business)	\$46,000 (3.8% of total annual)
Description of Services Performed, such as: ✓ Population Served ✓ Type of Services Performed ✓ Geographic Area Served ✓ Offeror's specific duties and strategic objective	Services include housing assistance, case management, referral and linkage, employment assistance, life skills training, other education & support to women who have left any Center programming for any reason.
Personnel Assigned to Service/Contract (include position title):	Laura Toledo, Executive Director; Stefanie Moore, Case Manager; Robin Davis, Client Services Director; Sarah Gyorog, Director of Restorative Programming
Attach sample of results/work, if applicable	N/A

**EXHIBIT B (Cont.)****CURRENT/PRIOR EXPERIENCE**

The offeror should copy and complete this form documenting the offeror and subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Offeror Name or Subcontractor Name:</b> <u>Center for Women in Transition</u>	
(if reference is for a Subcontractor):	
<b>Reference Information (Current/Prior Services Performed For:)</b>	
Name of Reference Company/Client:	Affordable Housing Commission
Address of Reference Company/Client:	1520 Market Street, Suite 2080, Saint Louis, Missouri 63103
Reference Contact Person Name, Phone #, and E-mail Address:	Paula Turner (314) 657-3880; <a href="mailto:turnerp@stlouis-mo.gov">turnerp@stlouis-mo.gov</a>
Title/Name of Service/Contract	Affordable Housing Trust Fund-Rental Assistance
Dates of Service/Contract:	Current Grant: April 2014-March 2015
If service/contract has terminated, specify reason:	N/A
Size of Service such as: ✓ Number of Individuals Being Served ✓ Total Annual Value/Volume	50 women were served with rental assistance in last year. \$36,000 annually
Size of Service/Contract (in terms of offeror's total amount of business)	\$36,000 annually (3.2% of total service annually)
Description of Services Performed, such as: ✓ Population Served ✓ Type of Services Performed ✓ Geographic Area Served ✓ Offeror's specific duties and strategic objective	Transitional housing- rental and utility assistance to support female ex-offenders to increase self-sufficiency, prevent homelessness, and encourage their successful reintegration into the St. Louis community. Also funds administrative/operational expenses.
Personnel Assigned to Service/Contract (include position title):	Laura Toledo, Executive Director; Barbara Baker, Advocacy Director; Robin Davis, Client Services Director; Stefanie Moore, Case Manager
Attach sample of results/work, if applicable	N/A



**EXHIBIT C****EXPERTISE OF KEY PERSONNEL**

(Copy and complete this table for each case manager proposed)

<b>Title of Position: CASE MANAGER</b>	
<b>Name of Person:</b>	LaTonya Rivers
Educational Degree (s): include college or university, major, and dates	Bachelors of Science in Criminal Justice, Minor is Sociology Lincoln University of Missouri, Jefferson City, MO 08/2002-7/2006
License(s)/Certification(s), #(s), expiration date(s), if applicable:	CPR Certification, First Aid Certification, AED Certification Expiration date: April 2016
Specialized Training Completed. Include dates and documentation of completion:	Specialized trainings completed in CPR, First Aid and AED April 2014
# of years experience in area of service proposed to provide:	7 years of experience
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Currently employed with the Center for Women in Transition-Schirmer House. House Manager from 5/2011 to 7/2012 Case Manager from 7/2012 to Present
Describe this person's responsibilities over the past 12 months,	Interview residents to create a case management plan. Identify and link residents to services aimed at meeting their individual needs, including medical, mental health, substance abuse treatment and housing. Document and track client activities and progress towards goals. Communicate regularly with treatment team, Probation and Parole and community service providers to help resident's access available resources.
Previous employer(s), positions, and dates	Crime Victim Advocacy Center, St. Louis, MO Victim Advocate Community Volunteer, 2010-2011 United States Investigative Services, St. Louis, MO Investigative Records Technician, 2007-2010 The Jefferson City Police Department, Jefferson City, MO Law Enforcement Internship, 2005
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
Social Work	Assist individuals in coping and transitions in their life. Provide services to individuals to help overcome challenges-2011-Present
Counseling	Provide counseling and crisis intervention to crime victims on a telephone hotline or on a walk-in basis-2010-2011 Provide individual counseling services to Schirmer residents as needed-2011-Present
Criminal Justice	Review military records from all branches of the armed services, prepare and transmit reports using PIPS, conduct REJIS Commission checks and review records for suitability issues-2007-2010
Correctional Residential Facilities	Provide case management for female ex-offenders entering the transitional housing program from prison/jail/field. Assist offenders in obtaining ID documents required, SSI, Medicaid and other benefits when applicable-2011-Present

**EXHIBIT C (Cont.)****EXPERTISE OF KEY PERSONNEL**

(Copy and complete this table for each life skills instructor proposed)

<b>Title of Position: LIFE SKILLS INSTRUCTOR</b>	
<b>Name of Person:</b>	Vacant (currently recruiting for this position)
Educational Degree (s): include college or university, major, and dates	
License(s)/Certification(s), #(s), expiration date(s), if applicable:	
Specialized Training Completed. Include dates and documentation of completion:	
# of years experience in area of service proposed to provide:	
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	
Describe this person's responsibilities over the past 12 months.	
Previous employer(s), positions, and dates	
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Social Work	
✓ Counseling	
✓ Criminal Justice	
✓ Correctional Residential Facilities	

**EXHIBIT C (Cont.)****EXPERTISE OF KEY PERSONNEL, OTHER KEY PERSONNEL**

(Copy and complete this table for each key person proposed)

<b>Title of Position:</b> <u>RESIDENTIAL FACILITY DIRECTOR</u>	
<b>Name of Person:</b>	Jewellette Donald
Educational Degree (s): include college or university, major, and dates	University of Missouri, St. Louis, MO 8/1994, Bachelor of Science in Criminology and Criminal Justice
License(s)/Certification(s), #(s), expiration date(s), if applicable:	Graduate Certificate in Urban Families & Community Development, Washington University, 12/1998; CPR, First Aid and AED expires April 2016
Specialized Training Completed. Include dates and documentation of completion:	Licensed Childcare Director, 2007; Specialized trainings completed in CPR, First Aid and AED April 2014
# of years experience in area of service proposed to provide:	Fifteen years experience
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Employed with the Center for Women in Transition in current position since December 20, 2010.
Describe this person's responsibilities over the past 12 months.	Administer the operations, programs and staffing of a residential facility in accordance with Center for Women in Transition and state agency expectations and goals. This position has three direct reports – the case manager, house manager supervisor, and the employment /life skills specialist.
Previous employer(s), positions, and dates	Missouri Division of Youth Services, St. Louis, MO, Facility Manager and After Care Youth Specialist, 1978-1994; ARCHS – St. Louis Caring Communities, St. Louis, MO, Site Manager and Student Assistant Coordinator, 1995 -2002; Ichi – Ban & Associates – Private Security, St. Louis, MO, Operations Manager, 2003 -2007; Division of Workforce Development, St. Louis, MO, Workforce Development Specialist, 2004-2005; Provident, Inc. Program Manager – Jennings Operation Excel: An At Risk Youth Program, St. Louis, MO, Case Manager/Trainer, 2005-2008 & 2008-2010
Identify specific information about experience in:	
✓ Social Work	Managed day-to-day operations of service site, developed, managed, and analyzed operating budget of \$150k
✓ Counseling	Provided crisis intervention and counseling to individuals
✓ Criminal Justice	Trained security personnel to monitor for violations and disturbances 2003 – 2007;
✓ Correctional Residential Facilities	Provides day-to-day management of transitional housing facility for female offenders re-entering from prison into the community, train staff, maintain reporting, act as a liaison between community leaders, agencies and partners to ensure successful reentry. 12/2010 - current.

**EXHIBIT C (Cont.)****EXPERTISE OF KEY PERSONNEL, OTHER KEY PERSONNEL**

<b>Title of Position: HOUSE MANAGER SUPERVISOR</b>	
<b>Name of Person:</b>	Mark Parker
Educational Degree (s): include college or university, major, and dates	High School Diploma, Edwardsville High School, IL, June 1999
License(s)/Certification(s), # (s), expiration date(s), if applicable:	American Red Cross, Adult CPR AED Certification, expires May 2015
Specialized Training Completed. Include dates and documentation of completion:	Ongoing cross-training from 2008 to current. Specialized trainings completed in CPR, First Aid and AED May 2013
# of years experience in area of service proposed to provide:	Six years
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Employed with the Center for Women in Transition as a House Manager on 06/23/2008; Promoted to Lead House Manager 12/05/2008; Promoted to House Manager Supervisor 06/01/2010, the position he continues to hold currently.
Describe this person's responsibilities over the past 12 months.	Supervise offender activities, entries and exits; maintain a safe and supportive atmosphere; ensures offender compliance to program rules and requirements. Document and log activities as required. Perform drug testing as well as safety drills as assigned. Monitor, secure and log offender medications. Conduct facility and room checks in accordance with guidelines. Assist resident facility director to recruit, hire, orient and train house managers, develop monthly schedules and shift coverage; assist residential facility director in delivering staff development opportunities; supervise house managers;; serve as the communication liaison between residential facility director and house managers.
Previous employer(s), positions, and dates	Richards Brick Company, Yard Crew, 01/2003 - 10/2005; Interior Trim Plus, Installer, 10/2005 - 01/2007; Ledcor U.S. Pacific, Installer, 01/2007-07/2007
Identify specific information about experience in:	
✓ Social Work	Direct service position aiding female offenders to successfully re-enter into society
✓ Counseling	Provides informal counseling to female offenders living in a 24 hour transitional housing according to policy and procedures
✓ Criminal Justice	Works within expectations to ensure offenders in transitional housing are following rules and regulations 4/2008 - current; successfully created positions which enabled the staff to provide better control and recordkeeping of the residents 7/2010.
✓ Correctional Residential Facilities	Six years in the Center for Women in Transition Schirmer House Transitional Housing Facility

**EXHIBIT D****PERSONNEL EXPERTISE SUMMARY**

(Complete this Exhibit for any additional personnel not included on previous Exhibit. Resumes may also be provided)

<b>Personnel</b>	<b>Background and Expertise of Personnel and Planned Duties</b>
<i>(Note: The positions of House Manager perform the role and functions of Security Personnel as titled in the RFP)</i>	
1. <u>Laura Toledo</u> (Name) <u>Executive Director</u> (Title) <u>General Oversight</u> (Proposed Role/Function)	Oversee all agency operations; assure service delivery, invoicing, reporting & all contract compliance; communicate & participate in meetings with board, staff and external partners to support contract fulfillment. She has a JD degree and practiced law for twelve years prior to joining the Center's staff. She served on the Center's board of directors for seven years prior to joining the staff.
2. <u>Rowena Wright</u> (Name) <u>House Manager</u> (Title) <u>Security</u> (Proposed Role/Function)	Supervise offender activities, entries and exits; maintain a safe and supportive atmosphere; ensure offender compliance to program rules and requirements. Document and log activities as required. Perform drug testing as well as safety drills as assigned. Monitor, secure and log offender medications. Conduct facility and room checks in accordance with guidelines. Ms. Wright has been employed as a house manager since 03/31/2009. She is certified in CPR and first aid. Her previous experience has been home health care worker and a radio dispatcher.
3. <u>Barbara Richardson</u> (Name) <u>House Manager</u> (Title) <u>Security</u> (Proposed Role/Function)	Supervise offender activities, entries and exits; maintain a safe and supportive atmosphere; ensure offender compliance to program rules and requirements. Document and log activities as required. Perform drug testing as well as safety drills as assigned. Monitor, secure and log offender medications. Conduct facility and room checks in accordance with guidelines. Ms. Richardson has been employed as a house manager since 12/18/2009. She is certified in CPR and first aid. Her previous experience has been in home health care and as a maintenance supervisor.
4. <u>Debbie James</u> (Name) <u>House Manager</u> (Title) <u>Security</u> (Proposed Role/Function)	Supervise offender activities, entries and exits; maintain a safe and supportive atmosphere; ensure offender compliance to program rules and requirements. Document and log activities as required. Perform drug testing as well as safety drills as assigned. Monitor, secure and log offender medications. Conduct facility and room checks in accordance with guidelines. Ms. James has been employed as a house manager since 01/06/2009. She is certified in both CPR and first aid. Her previous experience has been as a home health care provider and education coordinator.
5. <u>Lori Reed</u> (Name) <u>House Manager</u> (Title) <u>Security</u> (Proposed Role/Function)	Supervise offender activities, entries and exits; maintain a safe and supportive atmosphere; ensure offender compliance to program rules and requirements. Document and log activities as required. Perform drug testing as well as safety drills as assigned. Monitor, secure and log offender medications. Conduct facility and room checks in accordance with guidelines. Ms. Reed has been employed as a house manager since 07/20/2012. She is certified in both CPR and first aid. Her previous experience has been as a medical claims specialist and customer service representative.

6. <u>Linda Smith</u> (Name) <u>House Manager</u> (Title) <u>Security</u> (Proposed Role/Function)	Supervise offender activities, entries and exits; maintain a safe and supportive atmosphere; ensure offender compliance to program rules and requirements. Document and log activities as required. Perform drug testing as well as safety drills as assigned. Monitor, secure and log offender medications. Conduct facility and room checks in accordance with guidelines. Ms. Smith has been employed as a house manager since 02/06/2013. She is certified in both CPR and first aid. Her previous experience has been as a house manager supervisor in a men transitional facility.
7. <u>Vicki Torrence</u> (Name) <u>House Manager</u> (Title) <u>Security</u> (Proposed Role/Function)	Supervise offender activities, entries and exits; maintain a safe and supportive atmosphere; ensure offender compliance to program rules and requirements. Document and log activities as required. Perform drug testing as well as safety drills as assigned. Monitor, secure and log offender medications. Conduct facility and room checks in accordance with guidelines. Ms. Torrence has been employed as a house manager since 05/26/2011. She is certified in both CPR and first aid. She is employed with the Division of Family Support as a caseworker.
8. <u>Debra Carruth</u> (Name) <u>House Manager</u> (Title) <u>Security</u> (Proposed Role/Function)	Supervise offender activities, entries and exits; maintain a safe and supportive atmosphere; ensure offender compliance to program rules and requirements. Document and log activities as required. Perform drug testing as well as safety drills as assigned. Monitor, secure and log offender medications. Conduct facility and room checks in accordance with guidelines. Ms. Carruth has been employed as a house manager since 07/31/2013. She is certified in both CPR and first aid. Her previous experience has been as a security guard and custodian.
9. <u>Molly Price</u> (Name) <u>House Manager</u> (Title) <u>Security</u> (Proposed Role/Function)	Supervise offender activities, entries and exits; maintain a safe and supportive atmosphere; ensure offender compliance to program rules and requirements. Document and log activities as required. Perform drug testing as well as safety drills as assigned. Monitor, secure and log offender medications. Conduct facility and room checks in accordance with guidelines. Ms. Price has been employed as a house manager since 03/19/2014. She is certified in both CPR and first aid. Her previous experience has been as a practicum at Let's Start program for female ex-offenders.
10. <u>Christina Jones</u> (Name) <u>House Manager</u> (Title) <u>Security</u> (Proposed Role/Function)	Supervise offender activities, entries and exits; maintain a safe and supportive atmosphere; ensure offender compliance to program rules and requirements. Document and log activities as required. Perform drug testing as well as safety drills as assigned. Monitor, secure and log offender medications. Conduct facility and room checks in accordance with guidelines. Ms. Jones has been employed as a house manager since 7/25/13. She is certified in both CPR and first aid. Her previous experience has been as a community support worker and health care provider.
11. <u>Andrea Woods</u> (Name) <u>House Manager</u> (Title) <u>Security</u> (Proposed Role/Function)	Supervise offender activities, entries and exits; maintain a safe and supportive atmosphere; ensure offender compliance to program rules and requirements. Document and log activities as required. Perform drug testing as well as safety drills as assigned. Monitor, secure and log offender medications. Conduct facility and room checks in accordance with guidelines. Ms. Woods has been employed as a house manager since 8/5/2014. She is certified in both CPR and first aid. She is employed with the Division of Family Support as a caseworker.
12. <u>Sarah Gyorog</u> (Name)	Provide programming and guidance to other staff to deliver services that are both restorative & promote cognitive and behavioral change. Sarah has a Master Degree in Dispute

<u>Director of Restorative Programming</u> (Title)  <u>Restorative Justice Programming</u> (Proposed Role/Function)	Resolution and a Bachelor of Science in Human Development and Family Studies. She has eleven years of experience in the field of restorative justice and has been with the Center since 2009.
13. <u>Carrie Coats</u> (Name) <u>Development Director</u> (Title)  <u>Outreach and communications</u> (Proposed Role/Function)	Responsible for agency communications and outreach to community of donors, partners, and stakeholders, including via newsletters, annual report, social media, and special events. Also coordinates volunteers for organization. She is a graduate of UC-Santa Cruz with a degree in feminist studies, and she was an Americorps-Vista volunteer. She has been with the Center since March 2014.
14. <u>Barbara Baker</u> (Name) <u>Advocate Director</u> (Title)  <u>Advocacy</u> (Proposed Role/Function)	Advocates for alternatives to incarceration, as well as for legislation that will maximize the Center's clients' successes in transitioning into their communities and families following incarceration, including legislation related to food stamps, employment opportunities, and expungement of records. She has been an advocate for female ex-offenders for over fifteen years.

**EXHIBIT E****DESCRIPTIONS/QUALIFICATIONS OF POSITIONS****Title: CASE MANAGER****General Description:**

The case manager position is responsible for assisting offenders in the Schirmer House facility with developing and achieving the goals on their individual case management plans. The case manager works closely with the employment/lifeskills specialist, the state agency parole officer, and the house manager supervisor to assure successful delivery of services. The case manager maintains connections with community service providers and links residents to those resources. This position reports to the residential facility director and supervises no direct reports.

**Reports to (job title): RESIDENTIAL FACILITY DIRECTOR****Job Duties:**

Meet with each new resident and work with her and the other staff to orient the offender and create a case management plan; identify, link and monitor offenders in accessing services aimed at meeting their individual needs, including medical, mental health, substance abuse treatment, employment, and housing; build and maintain collaborative relationships with other service providers in the community to help residents access available resources; assure successful referrals to needed services; communicate regularly with community partners; interact with residents individually and in groups to offer them supportive assistance and programming; act as part of the case management team to support offenders in the reentry process; participate in staffing and other meetings to monitor and promote resident success; record, document and track each resident's activities and progress toward goals; review and or complete other paperwork as needed; participate in trainings and staff development opportunities.

**Education Requirements:**

Graduation from a four-year accredited college or university program required with a major in administration of justice, social work, counseling, criminal justice or closely related field.

**Experience Requirements:**

Direct work experience with people in the criminal justice system, with women with addictions or with women with low income.

Have demonstrated a responsible, flexible, attitude with good problem solving and conflict management skills.

Experience building and maintaining partnerships that benefit program participants.

Must have a caring, compassionate and patient demeanor as well as the ability to set and maintain healthy interpersonal boundaries.

Demonstrated ability to communicate effectively in writing and orally with a variety of people and work collaboratively with others within the facility and in the community.

Experience submitting accurate and timely reporting as well as keeping accurate documentation.

Proficient in Microsoft Word and Excel.



**EXHIBIT E (Cont.)****DESCRIPTIONS/QUALIFICATIONS OF POSITIONS****Title: EMPLOYMENT/LIFE SKILLS SPECIALIST**

*(Note: This position performs the role & functions of the Life Skills Instructor as titled in the RFP)*

**General Description:**

The employment/lifeskills specialist is responsible for assisting residents as they enhance their life skills and employment opportunities by providing individual and group instruction and supportive activities. Acts as part of the facility's case management team as well as with employers and others in the community to assure the successful delivery of services. Maintains the facility's computer lab and clothing resources. Completes documentation as required. This position reports to the residential facility director and supervises no direct reports.

**Reports to (job title): RESIDENTIAL FACILITY DIRECTOR****Job Duties:**

Conducts life skills assessments upon intake for each new resident, and identifies and works with community resources and institutions to provide quality life skills classes for all residents. Responsible for educating and supporting residents, individually and in groups, to enhance life skills that will benefit them in community reentry, including budget and finance, current issues, diet, nutrition, interpersonal and family relationships, housekeeping and shopping. Assist residents in job search and job readiness skills to gain and maintain employment, including developing partnerships with employers, employment services and other community service providers as well as operating the facility's computer lab. Assists residents in improving computer skills. Refers residents to GED classes as appropriate. Coordinates resident savings, monthly supplies, and monthly food allowances. Act as part of the case management team to support offenders in their reentry process, including development of resource materials. Monitors, documents and tracks each resident's activities and progress toward goals; completes paperwork as needed; participates in trainings and staff development opportunities.

**Education Requirements:**

Bachelor in Science in social work, counseling, criminal justice administration, sociology, psychology or closely related field preferred, but equivalent combination of education and skills gained through experience will be considered. For those without a bachelor's degree, two years of state agency approved related experience may be substituted on a year to year basis for a maximum of two (2) years education.

**Experience Requirements:**

Direct work experience with people in the criminal justice system, with women with addictions, or those with low income.

Have demonstrated a responsible, flexible, attitude, good problem solving and conflict management skills.

Experience building and maintaining partnerships that benefit program participants.

Must have a caring, compassionate and patient demeanor as well as the ability to set and maintain healthy interpersonal boundaries. Demonstrated ability to communicate effectively with a variety of people and work collaboratively with others, within the facility and in the community.

Experience submitting accurate and timely reporting as well as keeping accurate documentation. Must have basic computer knowledge, including proficiency with Microsoft Word and Excel, and sufficient internet proficiency to aid the clients in accessing online resources.

**EXHIBIT E (Cont.)****DESCRIPTIONS/QUALIFICATIONS OF POSITIONS****Title: RESIDENTIAL FACILITY DIRECTOR****General Description:**

Administers the operations, programs and staffing of the Schirmer House transitional facility in accordance with Center for Women in Transition and state agency expectations and goals. Responsible to assure that all activities, conditions and documentation meet contract compliance. This position reports to the executive director and supervises three direct reports the case manager, house manager supervisor, and the employment/life skills specialist.

**Reports to (job title): EXECUTIVE DIRECTOR****Job Duties:**

Build, manage, and motivate a strong professional staff which is highly focused on delivering services that support successful offender reentry. Assure adequate supervision of offender activities as well as delivery of program services by house manager team and case management team; ensure compliance of program rules by offenders, documentation of their accountability and follow-up as necessary to achieve compliance; facilitate collaboration between Center and state agency staff members and promote coordination of services between the two entities; coordinate all entries and exits; maintain a safe and supportive atmosphere through staff supervision and training, implementation of adequate protocols and maintenance/surveillance of the facility; responsible for addressing offender complaints; maintain an environment which supports recovery and relapse prevention through programming and delivery of drug/alcohol testing and ensuring that all related documentation is maintained; accountable for all service documentation, periodic reporting, incidents, log maintenance, sign-in sheets, client files, etc. as well as preparation for site visits; responsible for delivery of training and staff development.

**Education Requirements:**

Graduation from a four-year accredited college or university with a major in business administration, criminal justice administration, social work, psychology, sociology, counseling, or a closely related field preferred, but equivalent combination of education and skills acquired through experience will be considered.

**Experience Requirements:**

At least two years experience in combination of paid work, study, internship and/ or volunteering, working with people in criminal justice system, with women with addictions, or those with low income.

Must have demonstrated experience supervising people in a manner that promotes teamwork, staff development and delivery of high quality services.

Ability to build partnerships and collaborate effectively.

Demonstrates ability to manage operations, program and facility.

High level of professionalism with strong verbal and written communication skills and the ability to communicate inclusively and respectfully with a diverse group of people.

Proficient in Microsoft Word and Excel.

**EXHIBIT E (Cont.)****DESCRIPTIONS/QUALIFICATIONS OF POSITIONS****Title: HOUSE MANAGER SUPERVISOR****General Description:**

The house manager supervisor is responsible for performing the regular duties of the house manager position. In addition, the supervisor is responsible for recruiting and supervising all house managers, developing and maintaining monthly schedules and shift coverage, and assisting with training and staff development. This position reports to the residential facility director and supervises the house manager positions.

**Reports to (job title): RESIDENTIAL FACILITY DIRECTOR****Job Duties:**

Supervise offender activities, entries and exits; maintain a safe and supportive atmosphere; ensures offender compliance to program rules and requirements. Document and log activities and incidents as required. Perform drug testing as well as safety drills as assigned. Monitor, secure and log offender medications. Conduct facility and room checks in accordance with guidelines. Recruit for open house manager positions with resident facility director, conduct interviews and make hiring recommendations; orient and train house managers, develop and maintain monthly schedules and shift coverage; assist residential facility director in delivering and documenting continuing education for house managers; supervise house managers; meet/communicate regularly with the residential facility director regarding all aspects of this position; serve as the communication liaison between residential facility director and house managers.

**Education Requirements:**

A high school diploma or GED

**Experience Requirements:**

Must have two years of work experience, including military or self-employment. Previous experience in security setting and experience working with offenders and /or at-risk population helpful but not required. Supervisory experience preferred.

Must have demonstrated experience in effective and respectful communication skills with people from a variety of backgrounds.

Experience in conflict management skills.

Capacity to set and maintain healthy, appropriate boundaries.

Ability to work effectively both independently as well as in partnership with fellow staff members, other professionals, program participants and the community.

Must be organized and demonstrate ability to follow through with details.

Requires basic computer, word processing and email usage skills.

**EXHIBIT E (Cont.)****DESCRIPTIONS/QUALIFICATIONS OF POSITIONS****Title: HOUSE MANAGER**

*(Note: The positions of House Manager perform the same role & functions as the Security Personnel as titled in the RFP)*

**General Description:**

Supports the Schirmer House team in the capacity of a 24-hour onsite presence that provides a safe and secure residential environment for successful offender reentry.

**Reports to (job title): HOUSE MANAGER SUPERVISOR****Job Duties:**

Maintain a safe facility by supervising all offender activities, entries and exits; monitoring video surveillance equipment, walking the perimeter of the facility, monitoring residents and guests on the premises, conducting room searches within guidelines, and reporting situations of concern. Ensure offender compliance with program rules and requirements and document and log activities, incidents, and violations as required. Perform drug testing as well as safety drills as assigned. Document resident belongings at move in and move out. Monitor, secure and log offender medications. Attend periodic house manager meetings and/or team meetings. Perform other duties as assigned.

**Education Requirements:**

High school diploma or GED

**Experience Requirements:**

Must have two years of work experience, including military or self-employment.

Previous experience working with offenders and or at risk population helpful but not required.

Must have demonstrated communication skills and good conflict management skills

Reliable, punctual, and able to document / log information accurately.

Willing to work with a diverse group of people respectfully and nonjudgementally.

**EXHIBIT E (Cont.)****DESCRIPTIONS/QUALIFICATIONS OF POSITIONS****Title: EXECUTIVE DIRECTOR****General Description:**

Responsible for the overall performance of the Center, its programs and personnel. Administers operations, initiates and implements strategic and financial planning for the organization, providing for a sustainable organization to carry out the organization's mission. Represents and promotes the Center in the community and in a variety of partnerships. Serves as a liaison between the board of directors and staff. The executive director reports to the board of directors and supervises seven direct reports, including the residential facility director, director of operations and finance and the restorative justice coordinator.

**Reports to (job title): BOARD OF DIRECTORS****Job Duties:**

Secure the resources necessary to fulfill Center for Women in Transition's mission and to implement the organization's strategic goals and objectives; direct planning, prioritization, implementation, and evaluation of the development plan; maintain and enhance the organization's positive reputation and image in the community and seeks community support; cultivate financial and community support from individuals, corporations, organizations, foundations and governmental entities; work with and report to the board of directors; build, manage and motivate a strong professional staff which is highly focused on the Center for Women in Transition's mission; responsible for hiring, developing, managing and evaluating staff; maintain personnel manual and updates the policies annually with board oversight and approval; provide professional development opportunities; manage all operations including staff oversight, program development and implementation; oversight of finances and compliance with all city, state and federal regulations and grantor standards / policies; work with the board to assure quality governance, risk prevention/control and strategic planning.

**Education Requirements:**

Graduation from an accredited 4-year college required, Master's degree preferred. Equivalent combination of education / experience will be considered.

**Experience Requirements:**

A minimum of five years in a non-profit management role with demonstrated ability to administer a non-profit organization and relate to a wide variety of people in manner in accord with the Center's restorative justice philosophy.

Demonstrated capacity to build and maintain strong partnerships.

High level of skill in communicating well orally and in writing.

Proven ability to act strategically and lead others effectively.

Requires computer proficiency as well as the ability to read financial reports, analyze, research and use information.

**EXHIBIT F****METHOD OF PERFORMANCE**

The offeror should present a written plan for performing the requirements specified in this Request for Proposal. In presenting such information, the offeror should specifically address each of the following issues:

1. Identify the total number of offenders proposing to serve.

The Center for Women in Transition shall provide and maintain "Schirmer House" as a transitional housing facility, in the State of Missouri for the Department of Corrections, Division of Probation and Parole ("state agency") for the purpose of providing short term transitional housing services for female offenders ("offenders" or "residents") in accordance with the provisions herein and the requirements stated in sections 2.1.1 to 2.1.4 of the RFP.

The Center proposes the maximum of slots to be purchased by the state agency shall be 30 and the minimum number of slots shall be 26. There will be capacity for overages up to a total of 34 slots. A transitional housing slot shall be defined as one bed for twenty-four (24) hours each day of the contract period which shall be reserved for the exclusive use of the state agency and which is actually utilized by an offender. For new arrivals, the 24-hour period will begin at the time they arrive at the facility, and for all other residents, the 24-hour period will be deemed to run from 5:00 p.m. To 5:00 p.m.

The Center will serve all offenders referred to Schirmer House by the state agency, up to the maximum number of housing slots available, including overage. Because length of stay shall vary, it is difficult to project the total number served during the contract year, but based upon current operation of the Schirmer House under contract C311102001, approximately 90 female offenders will be served during that period.

2. For all transitional housing facilities that are proposed and/or not yet operational, submit maps, layouts, and handouts describing the site(s) and the adjoining neighborhood(s), and information on the bus service to the site, including schedules.

The Center for Women in Transition's Schirmer House is currently operational as a transitional housing facility for female offenders under contract C311102001 with the Missouri Department of Corrections. The facility will remain fully operational and thus ready for implementation/service provision on the start date of the proposed contract, well within the length of time specified on the Pricing Page.

The Schirmer House transitional housing facility is located at 721-725 W. Schirmer, in the community environment of the Carondelet neighborhood of the city of St. Louis, Missouri. This is an approved location and meets the requirements of sections 217.430 and 217.777, RSMo.

A map of the area is attached, as well as a bus schedule for Metrobus Route #73, which is the bus service within .25 miles from the facility, is included in the Documentation section of this proposal (D).

3. Provide floor plans for any operational or proposed transitional housing facility.

- Describe all of the offeror's proposed buildings and equipment to be utilized for services.
- Identify how the transitional housing facility will provide sleeping arrangements.

In the Documentation section of this proposal (F), the Center has provided the floor plan for the Schirmer House facility, which is located at 721-725 Schirmer Street in St. Louis City. The building is designed with twenty 2-bedroom apartments on two stories, all opening onto a center breezeway. Access to the facility from the street is limited to the south end of the breezeway. Seventeen of the twenty apartments shall be utilized as residential units for offenders with the remaining three units utilized as office space, computer lab, common area, and visiting room. The five units on the first floor, west side of the building are ADAAG

accessible, including all of the offices, the common areas, the visiting room, the computer lab and two residential apartments (to accommodate up to four women). Security cameras are positioned at various locations throughout the facility with monitoring capabilities in the security office, which is the first apartment to the left from the street access.

Each residential apartment is fully furnished and is laid out in the same way with a living room, full kitchen, bathroom and two bedrooms. Two female residents reside in each apartment, each having their own separate, locking bedroom where they will sleep. More detail on apartments, sleeping arrangements, furnishings, etc. is given below in section 7 of this Exhibit.

4. Provide the following documentation or letter(s) of justification. If such documents are not provided, provide justification for not including with the proposal.

- 4.1 Letter of approval of safe operation from appropriate jurisdictional fire marshal for the current fiscal year.

Please see attached Documentation (F)

- 4.2 Copy of the most recent (less than three years old) local building code inspection or license demonstrating compliance, if the license requires an inspection.

Please see attached Documentation (G)

- 4.3 "Verification of Approved Zoning," (Attachment #1) or an official document from the local jurisdiction documenting the transitional housing facility is not located in an unincorporated area of the county or within a city where the zoning has been designated for single-family residency use or occupancy

Please see attached Documentation (H)

- 4.4 Copy of the most recent financial audit.

Please see attached Documentation (C)

- 4.5. Submit proof of ADAAG compliance.

Please see attached Documentation (I)

5. Identify all daycare facilities or schools within 1000 feet, all public parks with playground equipment and public swimming pools within 500 feet of the proposed transitional housing facility.

The Schirmer House transitional housing facility is located at 721-725 W. Schirmer, in the community environment of the Carondelet neighborhood of the city of St. Louis, Missouri. This is an approved location and meets the requirements of sections 217.430 and 217.777, RSMo.

The Center has verified with the City of St. Louis that the transitional housing facility is located in a zone that is industrial and acceptable for operating a transitional housing facility for adult offenders. The Center has provided the state agency with written verification of such from the Building and Zoning Department of the City of St. Louis in the Documentation section of this proposal (II).

The Schirmer House location is ideally situated to meet the requirements of this proposal for transitional housing for adult offenders. The Center has confirmed that the facility is at least 1,000 feet from all daycare facilities or schools. One former school building is just outside the 1,000 foot range but was closed several years ago during a consolidation process conducted by the St. Louis Public School system. No public parks

with playground or public swimming pools are located within 500 feet of the Schirmer House transitional housing facility.

6. Describe how the transitional housing facility will provide a clean, safe, and healthy environment. In addition, describe the pest and rodent control inspection and fumigation plan. Provide a copy of the most recent inspection.

The Center will comply with section 2.3.1 and 2.3.2 of the RFP.

The Center's Schirmer House does and will continue to provide a clean, safe and healthy environment. The transitional housing facility is in good repair, and includes proper screening for ventilation, with sufficient window coverings to assure the privacy of each resident. All painted surfaces are in good condition and all areas and surfaces are kept free of undesirable odors. Chores for common areas are shared among the residents, and the Center's Employment/Life Skills Specialist provides the residents with appropriate life skills training to help the residents keep their living space clean and tidy. The Center has consistently passed its site visits by the state agency under current and previous contracts for transitional housing at this facility. Any necessary repairs or maintenance are addressed promptly in order to maintain the desired environment.

The Center has in place a pest and rodent control inspection and fumigation plan, including an agreement with the landlord to provide the necessary pest and rodent control at least every thirty days. The Center maintains a record of pest and rodent control inspections and service through its visitor log on which the provider signs and dates when service has been conducted on-site. This verification has been acceptable for previous site visits by the state agency. A copy of the most recent pest control inspection/service report is attached to this proposal in the Documentation section (J).

7. Describe the following within the transitional housing facility:

7.1 Sleeping arrangements

7.2 Furniture, furnishings and equipment

The Center will comply with sections 2.3.3, and 2.4.4 of the RFP.

The Center for Women in Transition's Schirmer House transitional housing facility is designed to maximize opportunities for female offenders to develop life skills while they are residing in the facility. Female offenders reside in apartments which are amply furnished with durable furniture and equipment that is also comfortable, safe, clean and in good repair. Apartments are all laid out on a similar floor plan with the two single bedrooms, a living room, kitchen and bathroom. Each woman has her own single bedroom in a two-bedroom apartment she shares with another resident. Each bedroom measures at least 10 feet x 10 feet, allowing 100 square feet of contiguous floor space in the sleeping area.

Each bedroom door locks, so essentially the resident's whole room is lockable storage for securing personal property with only that individual (not her roommate) having a key to her bedroom door. Each bedroom is furnished with a queen or double bed, and a dresser measuring at least 30 inches wide and having at least 2 drawers. Each bedroom also has a closet for the exclusive use of that resident for hanging clothes. Closets widths are well above the minimum width of 8 inches.

Each bedroom is well ventilated with a heating/cooling system moving fresh air throughout the facility. Each bedroom also has openable, screened windows for additional ventilation.

The living room in each apartment is furnished with living room furniture, such as sofa, loveseat, chair and tables and a television. Most furniture, including beds and bed frames, was updated in summer of 2014. The kitchen is fully functional with sink, stove, dishwasher and refrigerator and also is furnished with a kitchen table and two chairs for dining purposes. The Schirmer House staff regularly inspects the apartments and furnishings to assure that they are acceptable and meet the requirements of the contract and, if a repair or replacement is needed, that such takes place promptly.



In an effort to be fair, to hold individuals accountable, and to promote self-sufficiency, the Schirmer House has the policy that, in the event an offender loses her apartment or bedroom key that was initially provided free of charge, the Center may elect to charge the offender a reasonable replacement rate for a new lock or key; which would not exceed the cost for replacement.

The Center currently assigns residents to rooms based on Prison Rape Elimination Act (PREA) requirements and as set forth in the RFP, and will continue to do so.

#### 7.3 Toilets, washbasins, and showers/shower bays/baths

The Center shall comply with section 2.3.5 of the RFP.

As described above, the female offenders at Schirmer House shall reside in apartments, each of which has its own bathroom containing an operable toilet, operable washbasin, and a shower/tub. Two residents shall share the one bathroom in their apartment.

Clean, filled and operational hand soap dispensers will be located at every sink or provided to each individual resident. Linens are provided to each resident, including towels, but clean, filled and operational hand towel dispensers will be provided in each bathroom if linens are not available.

#### 7.4 Laundry equipment

The Center for Women in Transition shall comply with sections 2.3.6 of the RFP.

The Center has and will continue to provide laundry equipment – a minimum of two washers and two dryers – for the exclusive use of its residents. The Center also has one washer and dryer that is ADAAG accessible.

#### 7.5 Recreation

The Center will comply with section 2.3.7 of the RFP.

The Center for Women in Transition promotes constructive use of recreational time, and will provide a variety of free recreational activities located at the transitional housing facility. The Center does and will continue to provide a minimum of three (3) different on-site recreational activities from the activities. The Center provides a common area with board games, a color television with VCR/DVD, and cable, and a small library. The Center also provides access to exercise equipment. Finally, the Center also provides a separate television for each common living area. All recreational materials are and will be provided free of charge and in a sufficient quantity to provide adequate recreation throughout all seasons.

The Center recognizes the importance of engaging in positive, productive recreational activities which promote the residents' creativity, sense of accomplishment, and recovery. For example, the Schirmer House has and will continue to grow a small library of books that residents can borrow. In addition, the Center seeks opportunities for residents to voluntarily participate in on-site activities, such as a quilting class, the Perennial Recreate project, or other arts and crafts projects. The Center has instituted a "client-of-the-month" program, which highlights the accomplishments of one resident each month. This has been well-received, and similar incentive-driven programs will continue. The Center also encourages offenders to participate in community activities and involvement, such as the St. Louis Public Library, YMCA, etc. The Center staff shall post notices of community involvement opportunities in common areas of the facility and accommodate participation by an individual on her schedule whenever possible.

The Center shall provide free access to one current daily newspaper per thirty residents or provide access to one computer per ten offenders for job searches.

#### 7.6 Visiting area

The Center will comply with section 2.3.8 of the RFP.

The Center provides and will continue to provide a separate visiting area room in Schirmer House where visitation can occur without conflict of other group activities, recreation or programs. The visiting area is and will be in a room other than restrooms, sun decks, porches, halls and staff offices. The common area may also be available for visitation, but it may be used for visiting only during non-scheduled activities.

7.7 State agency office space

The Center will comply with section 2.3.10 of the RFP.

The Center currently provides a separate furnished, functional, and lockable office for exclusive use of state agency representatives. At a minimum, the Center shall provide an office within the transitional housing facility with an operational telephone, office furniture and lockable storage which shall be accessed and utilized solely by the state agency representatives for day-to-day activities and supervising of offenders while at the transitional housing facility.

7. Describe the security policy, protocol and process.

The Center shall comply with section 2.6, 2.7, and 2.8 of the RFP.

The Center understands the importance of having in place a clear and comprehensive security policy, protocol and process to ensure the security of residents, staff members, and the community. The Schirmer House transitional housing facility shall provide adequate security to assure that residents and the community feel comfortable with precautions taken to reduce risk and liability and to increase public acceptance and support.

The Center shall ensure that both the features and systems of the structure are designed to prevent unauthorized entries and exits. The security office is located at the main entry way to the facility, which facilitates monitoring of entries and exits. Also, the Center has security cameras installed in various locations throughout the facility, which are continuously monitored by the security personnel on duty.

The Center will ensure that the security is adequate to comply with all PREA requirements by the start date of the new contract. The Center anticipates upgrading its security camera features to comply with PREA requirements, but does not anticipate any other major changes to the security features and systems of the transitional housing facility. The Center understands that if such changes are to be made, they require prior approval of the state agency.

The Center also agrees that it shall comply with the minimum security personnel staffing requirements set forth in the RFP. The Center has demonstrated and shall continue to demonstrate that it shall operate in accordance with the security policy, protocol and process including in the Center's awarded proposal. (It should be noted that at the Schirmer House, security personnel are titled "house managers" and will be referred to as such throughout this proposal.)

The Center's surveillance cameras provide an electronic means of verifying the Center's house managers' activity throughout the transitional housing facility at various key state agency approved locations. The Center does and shall continue to calibrate the electronic equipment according to the manufacturer's specifications. The Center shall keep copies of all surveillance data/records for a minimum of six (6) months. Any surveillance data/record relating to an incident shall be kept until release is authorized by the state agency.

The Center shall notify the state agency of any alleged or suspected security breach by no later than the next working day.

9. Describe procedures for meeting potential emergencies and disasters such as fires, natural disasters, and emergencies relating to the offenders and personnel.

The Center will comply with section 2.7.2 of the RFP.

The Center for Women in Transition maintains and shall continue to maintain procedures for meeting potential emergencies and disasters such as fires, natural disasters, and emergencies relating to the offenders and personnel. These procedures are included in the Schirmer House Standard Operating Procedures included in the Documentation section of this proposal (K). All new personnel receive CPR and First Aid training, and all personnel maintain current certifications.

The Center will continue to maintain and equip the Schirmer House transitional housing facility's environment to ensure the health, safety and comfort of the residents. The Center shall continue to ensure that the physical health and safety features of the environment conform to the requirements of the local, state, and federal authorities having jurisdiction. The transitional housing facility shall continue to provide residents with reasonable protection against the danger of fire and smoke, carbon monoxide, injury attributable to the environment, electrical hazard, and the spread of disease and infection:

- The Center has and shall continue to maintain all equipment and appliances in good operating order.
- The Center shall provide carbon monoxide alarms that are digital 120V with battery backup. Use of the alarms must follow the manufacturer's recommendations and shall provide for seventy (70) decibels at pillow level for each resident.
- All emergency equipment shall be fully equipped, operational and have current inspections. The Center shall have emergency equipment inspected on a quarterly basis, with the exclusion of fire extinguishers, which shall be inspected not less than annually. The Center shall keep a log of each inspection to include, date of inspection, who completed the inspection and any noted problems. Emergency equipment shall be defined as including fire extinguishers, first aid kits, CPR kits, etc. Verification of inspection of the emergency equipment with the exclusion of the fire extinguishers shall be kept on a separate log for review by state agency staff upon request.
- The Center shall abide by and have proof of compliance with local, state and/or federal building, zoning, fire, safety and health codes for the current year prior to acceptance of any offenders. The Center has worked with the various inspectors to assure inspections are current and has and will continue to maintain records of such. Such records shall be available to the state agency at all times and upon request.
- The Center does maintain and will continue to maintain in its Standard Operating Procedures, and operates in accordance with, written plans and written procedures for meeting potential emergencies and disasters, including but not limited to:

- Attempted suicide
- Bomb threats
- Carbon monoxide poisoning
- Collection and control of suspected illegal contraband
- Death
- Earthquakes
- Fires
- Flooding
- Hazardous material/chemical spill
- Hostage situation and Riot disorder
- Medical emergency
- Tornados

- Escape route plans for fire/fire drills as well as shelter routes for tornado/tornado drills are posted and are color identified, indicating direction of traffic flow and posted separately near exits and all movement points within the transitional housing facility. Further, the written plans specify the central meeting location following evacuations as well as the Center's personnel who shall be responsible for assuring total transitional housing facility evacuation has occurred.
- During periods of high occupancy and to evaluate the effectiveness of written policies and written procedures for potential emergencies and disasters, the Center conducts, at a minimum, one (1) fire drill and one (1) tornado drill monthly. A record of the effectiveness of the fire drills and emergency

drills has been and shall continue to be recorded on the Monthly Fire/Tornado Drill (Attachment #3). Since it opened in April 2008, the Center's Schirmer House has conducted the required fire and tornado drills and has experience with assuring that the process runs smoothly and is recorded correctly.

- Additionally, an annual emergency drill for potential emergencies or disasters, other than the tornado drill and fire drill, will be conducted and documented in oversight meeting minutes. No drills will be conducted between the hours of midnight to 5:00 a.m. without advance written approval of the state agency.

10. Provide a detailed description how room checks will be conducted within the transitional housing facility to ensure the safety of offenders and the integrity of programming.

Room checks will be conducted within the Schirmer House transitional housing facility to ensure the safety of residents and the integrity of programming. The Center has in place a protocol for conducting both targeted and random room checks. This is part of the Schirmer House Standard Operating Procedures included in the Documentation section of this proposal (K). The purpose of room checks is to identify and confiscate any prohibited items, monitor the cleanliness of the apartments, and note any maintenance/repair concerns. Prohibited items include those that may pose a danger to the resident or others (i.e. weapons) and medications (which shall be stored in a centralized, secure location). Any notable lapse in cleanliness will be reported to the employment/life skills specialist for follow-up training. Any notably clean apartments will receive recognition by the employment/life skills specialist and/or the residential facility director. The staff member conducting the search shall also report any needed repairs or maintenance situations to the residential facility director.

If the resident(s) is at the facility when a room check is conducted, she/they shall wait in the common area of the facility until the check is complete. The results of the check shall be shared with her/them by the residential facility director and include a plan for improvement or consequences as appropriate. Staff members shall be thorough in the check, observe all safety guidelines, turn in confiscated items immediately, and log the check in the log book.

11. Identify the plan for accountability of offenders.

The Center will comply with section 2.9.1 of the RFP.

The Center has and will continue to provide a plan for accountability of offenders. Accountability is defined as knowledge of the offenders' whereabouts and activities while scheduled out for pass or employment.

The Center has and will continue to abide by the policies and procedures of the state agency relating to absconders and the state agency command center. The Center will advise the state agency, and the offender's Probation and Parole officer/supervisor as requested by the state agency, of any leave without authorization or any late return, if three (3) hours has elapsed from the noted absence or estimated time of return for Dangerous Felons and Sex Offenders and twelve (12) hours for all other offenders. The state agency will provide the Center with a list of offenders classified as Dangerous Felons and Sex Offenders. The Center shall complete the warrant checklist (Attachment #4) prior to contacting the state agency command center.

The Center has and will continue to advise the state agency of all entries, exits and violations on a daily basis at times determined by the state agency.

12. Provide a copy of the house rules/resident handbook.

The Center will comply with section 2.9.4 of the RFP.

The Center for Women in Transition has in place a Resident Handbook which defines in writing the rules regarding the conduct and discipline of residents. A copy of this handbook is included in the Documentation section of this proposal (L). The house rules are published in the Center's Resident Handbook, which will be reviewed annually in concert with the state agency. The Handbook has and will continue to have a visible

inception/revision date. The Center will post house rules in activity areas and in the Resident Handbook. The Center will also assure that residents with a disability that inhibits their understanding of written house rules are provided with an alternative means of understanding them (e.g., verbal review).

The description of house rules includes a list of infractions, their definitions and potential sanctions. The house rules outline who will impose sanctions and the process to be followed by the Center to ensure the rules are enforced fairly and that discipline imposed is appropriate and impartial. In keeping with the Center's restorative principles of individual accountability and inclusive communication and decision-making, whenever feasible, the Center shall involve the resident in the discipline/sanction process. This participatory process also promotes the resident's positive cognitive change and increased accountability.

The Center agrees and understands that the state agency shall have review and approval authority of the house rules and any changes or modifications thereto, prior to issuance to the residents. The state agency will respond in writing within thirty (30) working days of receipt of the proposed rule changes. The Center's house rules have been and will continue to be developed to work in concert with the state agency, embracing the reentry process, and shall assist in assuring the residents have optimal opportunities to reintegrate into society successfully.

The Schirmer House rules include a description of items residents are allowed to bring into the transitional housing facility. In accordance with the Center's written house rules governing the appropriateness of decorative display, residents are allowed to keep and display personal belongings and to add personal items to the decoration of their living area.

The house rules establish procedures to ensure that the use and location of noise producing equipment does not unduly interfere with the activities or rights of other residents. The house rules include the hours during which such items may be in operation. The Center has also established house rules specific to censored materials. Materials include, but are not necessarily limited to books, clothing and posters. Censored materials shall include but not necessarily be limited to:

- Material that promotes violence, disorder or the violation of state or federal law;
- Material that is so racially inflammatory as to be reasonably likely to cause violence;
- Material that contains information that can be used to instill violence or hatred among the offender residents;
- Material that contains information on the design, construction, use or purchasing of any item which could endanger others or security of the transitional housing facility;
- Material that portrays what appears to be illegal drugs or substances;
- Material that portrays or describes recipes or processes for brewing alcoholic beverages or manufacturing drugs;
- Material that encourages or instructs in the commission of criminal activity;
- Personal photographs which exhibit nudity; and
- Material that depicts, describes or encourages activities which may lead to the use of physical violence or group disruption

Residents shall not be allowed to subscribe, purchase, receive or possess publications, videos, pictures or any other items, which promote violence, disorder or the violation of any state or federal law, or any pornographic material. With prior approval of the state agency, the Center may place limitations on the offender's personal possessions. However, pursuant to house rules, residents shall be allowed to provide their own personal electronics, books and magazines.

13. Identify the process for resolving complaints and grievances relating to the transitional housing facility.

The Center will comply with section 2.9.5 of the RFP.

The Center for Women in Transition strives to assure that every resident's time in the program is positive and productive. The Center also recognizes that at times complaints or grievances may arise. The Center values the ability of an individual to effectively voice a complaint and seek to resolve issues in an acceptable,

meaningful manner. This is a skill that would benefit the resident in her successful reentry process. The Center has in place and shall continue to make available to residents a complaint/grievance process.

The Center encourages residents to strive to resolve their complaints informally whenever possible without pursuing a formal process. The Center will have readily available a standardized complaint form (Attachment #5) for resident use. The Center will also maintain a complaint log that identifies the offender name, Department of Corrections (DOC) number, the complaint and the resolution.

The Center shall address all complaints within five (5) calendar days. A copy shall be submitted to the state agency and a copy placed in the offender file. The Center will address complaints involving discrimination, sexual misconduct or threats of physical abuse within twenty four (24) hours. The Center shall notify the state agency by telephone upon receiving the complaint and work in concert with the state agency to resolve the issue.

The Center will submit complaints against the state agency Probation and Parole officer to the state agency Probation and Parole officer's supervisor. The Center shall refer complaints regarding parole board decisions to the state agency.

14. Describe the following offender services:

14.1 Orientation

The Center will comply with section 2.10.2 of the RFP.

The Center shall ensure that each new offender, upon arrival, is welcomed and receives an orientation to the transitional housing facility, the rules and regulations, program expectations, healthcare, financial procedures, and shall advise the offender of the name of the case manager and parole officer assigned to them on the day of their admission. The orientation shall be conducted by a member of the Center's personnel at the Schirmer House, preferably by the offender's case manager.

The Center shall provide each new resident with a full explanation of all disciplinary procedures and consequences, and shall review the house rules specific to censored materials. The orientation will include showing new residents the locations of the laundry service, fire and emergency exit routes, assembly area, recreation area, equipment location and regulations and procedures governing such. All new residents will be provided with a welcome packet of a fifteen day supply of free basic toiletry items such as soap, toothpaste, razor, etc. New residents will also be provided with all meals for the first three days.

The Center shall provide new residents with addresses of medical, dental, mental health, and emergency care facilities, and addresses for these facilities shall also be posted in all common areas. The Center shall advise residents that all medical care shall be at their expense.

The Center shall ensure all new residents sign a Disposition and Release of Personal Property and Monies (Attachment #6) and a Release of Information (Attachment #7) during intake, and shall provide documentation on the orientation checklist that such was completed. If the resident refuses to sign the Release of Information, the Center shall notify the state agency immediately.

The Center shall conduct an initial inventory of the new resident's personal possessions at the time of orientation. The Center shall advise the resident that she is responsible for reporting any change in the personal inventory to the Center and that such change shall be noted on the property inventory log (Attachment #8). The resident and the Center's personnel who provided the orientation shall sign a verification of completed orientation and acknowledgement of house rules. The Center must use the Intake Confirmation (Attachment #8) as the verification document and shall maintain it in the resident's file.

14.2 Personal property

The Center will comply with section 2.10.3 of the RFP.

The Center will keep personal property for a period of thirty (30) calendar days after a resident leaves the facility, and may dispose of the property thereafter if it is not retrieved by the resident or her designee identified on the Disposition and Release of Personal Property and Monies form. The Center will place any personal property left by a resident in a secure location. There is locked storage available in the basement of the facility that may be used for this purpose.

The Center will make every attempt to locate designees listed on the offender's Disposition and Release of Personal Property and Monies form, documenting all attempts in the offender file, within that thirty (30) calendar days. In the instances of discharge, absconders or offenders failing to return to the transitional housing facility, decisions relating to the return of property will be made in concert with the state agency representative.

#### 14.3 Linen and laundry services

The Center will comply with section 2.10.4 of the RFP.

The Center will provide clean linens to each new resident upon arrival at the transitional housing facility. Linens shall consist of one (1) pillowcase, two (2) sheets, one (1) blanket, two (2) bath towels, and two (2) washcloths.

The Center will also provide laundry equipment free of charge to all residents, and laundry supplies (soap and detergents) free of charge for those residents not yet employed or unemployable. At the discretion of the Center, the Center may require employed residents to purchase their own laundry supplies. The Center's staff will provide the education, when needed, to residents on how to use the laundry services.

The Center shall maintain a written laundry schedule that ensures that each resident's linens are washed on a weekly basis, and the Center will enforce the schedule. Laundry guidelines will be included in the Center's resident handbook and posted in centrally located areas for the residents' review.

#### 14.4 Food service

The Center will comply with section 2.10.5 of the RFP.

The Center recognizes that good nutrition and eating habits support the successful reintegration of offenders because they contribute to overall health and well-being. The Center shall provide personnel, namely the employment/lifeskills specialist, and curriculum to assist offenders with the necessary skills and techniques to develop menus and prepare nutritional meals within a budget. The Center has developed a partnership for the provision of nutrition education, which has been very popular with the residents. The Center will continue to develop its own curriculum and its partnerships to maximize its nutrition education.

The Center shall provide all meals to new residents for the first three (3) calendar days of residence or until such time as the resident has been provided an allowance to shop for food. The Center will support the maximization of each resident's food allowance by reviewing and approving all menus, grocery lists and/or grocery receipts prepared by the resident, and will spot check menus and grocery lists at least once every two (2) weeks. The employment/lifeskills specialist shall make available suggested menus, featured buys at the local grocery store and/or recipe ideas. Menu plans shall include at least the minimum adult level of caloric intake and nutritional levels of the basic food groups as recommend by the United States Department of Agriculture. Residents will shop to obtain groceries in accordance with the approved grocery list; however, the Center shall have a system in place to pay for the groceries in accordance with Food Allowance Calculation Form and Food Allowance Chart (Attachment #10).

#### 14.5 Visitation

The Center will comply with section 2.10.6 of the RFP.

The Center understands that strengthening each resident's personal support system is a key aspect of successful reintegration into her community. One method to promote the enhancement of those personal relationships for the residents is to provide for visitation opportunities at Schirmer House. The Center has in place a visitation room and visitation procedures that offer visitation opportunities for its residents.

The Center will continue to post the visiting hours schedule in an area accessible to residents and visitors, *which shall include a minimum of six (6) hours per week. The schedule shall be documented in the house rules.* Visitation relating to sex offenders shall be allowed in accordance with state agency policies and procedures made available upon contract award.

#### 14.6 Drug testing and breath analysis

The Center will comply with section 2.10.7 of the RFP.

The Center strives to maintain an environment at the Schirmer House which supports recovery and minimizes relapse. One part of that effort is for the Center to conduct drug testing (urine specimen) and breath analysis in accordance with the following:

Each calendar month, the Center shall conduct random drug testing equal in number to thirty percent (30%) of the contracted transitional housing slots. The Center will also conduct drug testing on any offender based on suspicion of use, late return from pass time (or, if applicable, employment), and at the request of the state agency. All initial drug tests will be performed at no cost to the offender; however, if the offender requests confirmation of a positive drug test result, the confirmation test shall be at the offender's expense.

The Center will maintain Drug Testing Logs (Attachment #11), which affirm that drug testing was completed as required. The date the drug test was taken, the date the results were received, and positive or negative results shall be documented by the Center's case manager and placed in the offender's file.

The Center will utilize a laboratory or on-site testing that will test for amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, opiates, and PCP. Each time a drug test is performed, an alteration test for masking and dilution must be conducted. The Center will also have procedures in place that addresses the collection, control, and testing of offender urine specimens.

The Center also has capabilities for administering "Alco-sensor breathalyzers," and documents the results of use for offenders suspected of alcohol intake in the offender's file. The "breathalyzers" are calibrated in accordance with manufacturer specifications or at least one time per year, whichever is greater, and the Center documents verification of calibration.

The Center's personnel are appropriately trained to administer breathalyzers on offenders that are returning to the transitional housing facility at least once daily by entering the reading of the Breathalyzer on the sign in/sign out log. The Center does conduct, and will continue to conduct, breathalyzers on each offender returning late from an authorized pass or returning late from an unauthorized exit (or, if applicable employment). The Center shall document the reading of the Breathalyzer on the sign in/sign out log (Attachment #12).

The Center will conduct a second test for confirmation on positive breathalyzers after waiting fifteen (15) minutes but no later than thirty (30) minutes. During this time the offender should not be allowed to smoke or ingest anything by mouth.

#### 14.7 Sign-out

The Center will comply with section 2.10.8 of the RFP.

The Center supports each resident's activities that she pursues to achieve successful reintegration into the community. The Center understands that those activities take the residents out of the facility. The Center, therefore, has established daily sign-in and sign-out procedures for all times the residents will be absent from



the transitional housing facility which will include employment and job seeking, medical appointments, and other legitimate purposes (attending support groups, picking up clothing, obtaining identification, attending court, etc.). All exits and entries will be documented on a form (Attachment #12).

#### 14.8 Free time/pass procedures

The Center will comply with section 2.10.9 of the RFP.

The Center recognizes that one aspect of successful reintegration relates to the positive, productive use of free time by the resident. The Center has established free time and pass time procedures utilizing guidelines listed for offenders within the program, and will continue to grant requests for passes in accordance with those guidelines. All requests for passes must be approved in advance by the state agency, and the Center will document all pass approvals on Attachment #13 to the RFP.

The Center does and will provide constructive activities for those residents who remain at the Schirmer House transitional housing facility on Thanksgiving and Christmas. The Center makes every attempt to make the holidays a special time for residents who stay at the facility, by providing special meals, small gift bags (usually donated from the community), and activities. For residents eligible for pass time on Thanksgiving and Christmas, an additional 24 hour pass may be granted and may include an additional night of absence from the Schirmer House.

#### 14.9 Health care

The Center will comply with section 2.10.10 of the RFP.

The Center has and will continue to provide and maintain a listing of hospitals, clinics or physicians who can provide medical care and emergency services. This information will be included in the Center's resident handbook and posted in centrally located areas. While the Center will assist in locating providers, residents are responsible for all health care expenses.

Regarding resident medications, the state agency has provided the Center with a secure medication cabinet to store all Schedule III medications. The Center has located that cabinet in a secure environment in the security office, and only the Center can provide access to the cabinet for the offender.

The Center has in place and shall continue to utilize its system allowing the residents to access their individual medication(s). The Center will provide a paper log sheet/system for each resident to record their medication administration. The log will include, at minimum, the information on Attachment #14. In the presence of the Center's personnel, residents shall be responsible for all inventory and log entries, and the Center's personnel will verify the residents' log entries by initialing said entries. The Center shall review the log entries daily and notify the state agency by telephone, e-mail or fax if medications are not taken as prescribed within one (1) working day. If the medication is not taken as prescribed and could result in serious harm to self or others, the state agency shall be notified within eight (8) hours. Written notification shall be provided to the state agency of any offender refusing or failing to take medication as prescribed. Notification shall include a violation or incident report with the offender name, number, date and time of the occurrence, and the name of the medication that the offender refused or failed to take.

The Center shall report an offender's critical illness or death to the state agency within one (1) hour.

#### 14.10 Life skills instruction

The Center will comply with section 2.10.11 of the RFP.

The Center has in place an Employment/Life Skills Specialist (titled Life Skills Instructor in the RFP) who engages in a variety of activities to instruct and assist residents with skills that would benefit them in community reentry. The Center's Life Skills curriculum includes groups that provide education in a variety of formats including but not limited to guest speakers, pamphlets, videos and sharing information in a group

forum. The Employment/Life Skills Specialist also oversees the computer lab, where residents may work on creating resumes and searching for jobs. The employment/life skills specialist has put in place a strong employment readiness curriculum, and makes use of community partners with employment expertise, when appropriate. The residents of Schirmer House have achieved very high rates of employment (up to 81% of residents capable of working), as a result of this programming. The Employment/Life Skills Specialist has also created fun activities for improving life skills, such as a "best pantry" contest.

The Center will ensure that Life Skills topics minimally include the following:

- 1) Budget and finances
- 2) Current issues concerning offenders in the transitional housing facility
- 3) Diet and nutrition
- 4) Food preparation and storage
- 5) Interpersonal relationships
- 6) Meal planning
- 7) Parenting skills, family reunification
- 8) Recipe sharing and menus
- 9) Sanitization and cleaning
- 10) Shopping

The Center does and will continue to provide a minimum of two (2) hours of life skills instruction per week for each resident. If deemed necessary by the state agency and the Center's employment/life skills specialist, that position shall provide one-on-one guidance and assistance for residents.

The employment/life skills specialist is and will be available at varying times to accommodate the work schedule of residents, including a minimum of one evening per month until 8:00 p.m. The state agency and the Center shall mutually agree to the times and number of evenings required. The Center shall not hold residents from work or other commitments relating to community reintegration to meet with the employment/life skills specialist unless such has been approved by the state agency.

The Center will document participation in Life Skills instruction and include the participation documentation in the resident's file. The employment/life skills specialist shall document data and services in Outcome Tracker, the electronic database used by the Center, as well as in hard copy as directed.

#### 14.11 Case management

The Center will comply with section 2.10.12 of the RFP.

The Center for Women in Transition bases its approach to services on the premise that intensive case management services are vital to successful reentry for the female offenders in its programs. The Center, therefore, provides case management for each offender. The Center's case manager acts as a part of the case management team and works in concert with the state agency to support the offenders in the reentry process. The state agency's Probation and Parole officer shall be the team leader and work collaboratively with the Center's personnel to assist each offender in achieving her individual goals toward reintegration in the community.

The Center's case manager will assist offenders with applying for Medicaid/ SSI and other benefits when applicable, and obtaining ID documents as needed. The Center's case manager will also monitor offenders' participation in programs as outlined by the state agency. This may include monitoring appointments to ensure the offender is attending as required, or establishing contacts and appointments with resources in the community.

The case manager will meet with new residents within two (2) working days of their arrival. The Center's case manager will be available at varying times to accommodate the work schedule of the offenders, including a minimum of one evening per month until 8:00 p.m. The state agency and the Center shall mutually agree to the times and number of evenings required. The Center shall not hold offenders from work or other

commitments relating to community reintegration to meet with the Center's case manager unless such has been approved by the state agency.

The Center has developed and shall continue to utilize a network of service providers to provide needed services to assist offenders and family members/significant others in successful reentry. The Center shall utilize the existing community partners as part of the network and will utilize those service providers/community partners/programs available without cost to the extent possible. The Center will take into consideration the needs of the offender, including but not limited to medical and mental health needs, transportation needs, and financial abilities when making referrals. Because there may be services/activities required that would not be adequately addressed through the existing community partners, the Center shall also include additional service providers in its network.

The Center's case manager will maintain legible case management notes in the offenders' files, which shall reflect, but not be limited to, those activities described above. The case manager shall document data and services in Outcome Tracker, the electronic database used by the Center, as well as in hard copy as directed.

The Center will maintain current listings of community treatment resources that are available for review at the request of the state agency.

#### 14.12 Job development and maintenance

The Center recognizes that employment is key to successful reentry for ex-offenders. With specific exceptions, the Center expects participants in Center programs to seek, obtain, and maintain employment. To assist them in that effort, the Center provides for the development and identification of potential employment opportunities for its residents, taking into consideration each person's background, experience, training, and feasibility of securing employment. The employment/life skills specialist conducts an intake interview with each resident to determine that woman's skills and abilities, and then works with each offender on developing a resume and searching for jobs. The Center facilitates on-line job searching through the Schirmer House computer lab and job searching in the community. Residents may also be referred to community agencies that provide employment assistance to ex-offenders. As stated above, the Center's Schirmer House residents have achieved very impressive employment numbers over 80% of employable women were employed in one month recently.

Arrangements for interviews, transportation and personal introductions may be included. When a resident becomes employed, the Center provides employment case management and monitoring, which may include visits to the employment site. The Center will record job development and monitoring in the resident's file. The Center will provide access to suitable clothing for job searching to assist the resident with securing employment.

If employable, all residents will be required to actively engage in job search activities to secure employment and continue with assigned reentry activities. The Center will encourage residents to obtain and maintain the best possible employment suitable to her individual needs and circumstances to ensure successful community reentry.

The Center has developed and shall continue to expand partnerships with organizations and employers in the community that may assist the offender with employment opportunities. See section 28 of this Exhibit for additional details.

#### 14.13 Savings

The Center will comply with section 2.10.14 of the RFP.

All Schirmer House residents are required to save a minimum of 30% of their gross income in a transitional housing facility savings account, and residents receiving social security benefits or who are self-employed are required to save a minimum of 30% of their income. The savings will be held in a Center bank account, and will be released by the Center to the resident upon successful completion of programming unless the

resident is transferring to another transitional facility. If the resident transfers to another transitional facility, then the Center will release the savings to the receiving facility and the resident.

The Center shall aim to collect the savings from the resident as soon as possible, preferably on the date the resident is paid, but with the understanding that the resident's work schedule and Center personnel schedules may impact this collection. The Center will prepare a receipt that will be signed by the resident and the Center's staff. A copy of the receipt will be given to the resident, and a copy will be retained by the Center.

Savings collections may be reduced or waived for any given pay period, with prior written approval from the state agency. In individual instances, the reduction or waiver, with justification using the Reduction/Waiver of Savings form (Attachment #15), shall be signed by the state agency and must be included in the resident's file. In instances where continued legal obligations such as child support are required, one (1) waiver may be completed which shall remain in effect for the offender's entire residency. The obligation shall be clearly detailed on the waiver and shall be signed by the state agency.

Regardless of the savings account balance, waivers or reductions of savings may occur to ensure the resident has at least fifteen dollars (\$15) per week for transportation, clothing, shoes, etc., relating to employment. Withdrawals from savings may occur with prior approval of the state agency as attested by signature on a Request for Savings Withdrawal (Attachment #16).

Each resident is responsible for reporting all earnings to the Center. The Center obtains verification for receipt of all income, from employment, Social Security Income, and/or Social Security Disability Insurance from the resident and include such in the resident's file. The Center maintains documentation in a state agency approved format that details income, savings deposits and withdrawals (if any) and dates of transactions.

The Center has instituted and shall continue to implement procedures to collect mandatory savings which include actual-practice evidence of the bank reconciliation to the Center's individual ledger accounts of each resident with documentation of all adjustments. This requirement will become a part of the state agency's financial audit.

15. Identify the plan for transportation to meet the needs of the offenders.

The Center will comply with section 2.11 of the RFP.

The Center for Women in Transition recognizes the importance of access to transportation as a component of successful reentry in the community. The Center will ensure viable transportation exists to meet offender needs in job search, employment, community resource appointments and other areas that would allow for successful community reintegration.

The Center's Schirmer House transitional housing facility is located within 1/4 mile of a bus stop for the Metrobus. The Center will make this schedule readily available by placing it in the Center's Resident Handbook and posting in a centrally located area. The Schirmer House staff shall also assist offenders as needed in reading schedules and/or accessing them on-line to facilitate transportation.

The Center will make every effort to secure funds to provide the residents with bus passes or other transportation to mandatory appointments and job searches, until such time the offender is receiving income.

Offender Driving Privileges- Residents may be allowed to drive while residing at the transitional housing facility to employment and approved appointments, with advanced written approval of the state agency. The Center offers free parking to its residents in a lot next to Schirmer House, and there is also ample on-street parking.

An offender must submit a request to the state agency to operate a motor vehicle (Attachment #17). The following criteria must be met prior to the granting of the request:

- 1) Proof of current license and insurance. Offenders with current driver's licenses must have the licenses renewed to prevent expiration
- 2) Proof of responsible behavior as demonstrated by the offender and file documentation
- 3) Review of traffic record by the state agency
- 4) Copies of a valid driver's license/chauffeur's license (both sides), insurance face sheet and vehicle registration attached to the request
- 5) The offender must agree that his/her license and any keys must be surrendered to the Center upon return to the transitional housing facility at the end of each day
- 6) The offender has been advised that any infraction may result in the loss of driving privileges

Offenders may take the driver examination test while a resident of the transitional housing facility.

Center for Women in Transition Vehicle and Driver Requirements - The Center for Women in Transition does not anticipate providing transportation of offenders. It is understood that if this does become the case, the Center shall comply with all contractual requirements for doing so.

16. Describe plans for recruiting and retaining a diverse staff.

The Center will comply with section 2.12 of the RFP.

The Center for Women in Transition recruits and hires according to its equal employment opportunity plan as stated in the Personnel Manual (see Documentation section M). The Center strives to recruit the most highly-qualified candidates for all positions while aiming to maintain a diverse staff. Openings are posted internally, on the organization's website, through local college and university placement offices/sites, and paid listings with entities such as STLToday, the St. Louis American and The Rome Group. The Center has in place policies for staff development and code of conduct which are aimed to encourage an environment of high staff retention.

17. Submit a personnel plan for each transitional housing facility. The personnel plan should list the various positions proposed and the number of personnel proposed for each of the positions. The offeror should also provide job descriptions, Exhibit E, for each of the proposed positions. The job descriptions shall be tailored for uniform usage throughout all transitional housing facilities and shall reflect lines of authority and reporting levels consistent with the provisions stated Exhibit H, Individual Personnel Percentage of Work Time. (For purposes of this document, a Full Time Equivalent Employee (FTE) is equal to 2080 annual on-site work hours.)

The Center will comply with section 2.12 of the RFP.

The Center for Women in Transition has a clear personnel plan for the Schirmer House transitional facility. Job descriptions for all positions are included in Exhibit E of this proposal as well as percentages of work time for each position in Exhibit H. The Schirmer House facility shall be supervised by a full time residential facility director, who supervises the full-time case manager, the full-time employment/life skills specialist, and the full-time house manager supervisor. The house manager supervisor supervises the full and part-time house manager positions, who provide the 24-hour security function. The executive director has overall responsibility for the delivery of contract services and the residential facility director reports to the executive director. General support for all Center programming, including Schirmer House, is provided by the Director of Restorative Programming, the Advocate Director, the Development Director, and the accounting firm of Davis Associates. All of these positions report to the Executive Director, and they do not supervise any other positions that are included in this contract. A visual depiction of the lines of authority is included in the Organizational Chart in the Documentation section of this proposal (A).

18. Describe personnel policies and procedures for the transitional housing facility.

The Center will comply with section 2.12 of the RFP.

The Center for Women in Transition does and shall comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and any other federal and state laws, rules, regulations and executive orders to the extent that these may be applicable and further agrees to insert the foregoing provision in all subcontracts, if any.

The Center for Women in Transition and each member of its personnel assigned to the contract shall be approved by the state agency in order to provide services. The Center values and maintains a trained and qualified staff to deliver the services at the Schirmer House facility. All personnel assigned to provide services under the contract must be at least 21 years of age with the Center maintaining a copy of the employees' birth certificate or driver's license in the personnel file. Each staff member shall also be certified in CPR and First Aid within the first sixty (60) calendar days of employment and must maintain the certification while providing services.

The Center for Women in Transition is benefitted by the state agency's agreement to complete a criminal record and background check on all potential personnel. Such background checks shall be equivalent to investigations required on all personnel employed by the state agency. Within five (5) calendar days after notification of award and any time thereafter when requesting to hire new staff, the Center shall provide the state agency with the following:

- 1) A completed Authorization for Release of Information Form (Attachment #18) individually signed by the Center and each current or anticipated person who shall be assigned to the contract.
- 2) A Confidentiality Oath Form (Attachment #19) individually signed by the Center and each current or anticipated person who shall be assigned to the contract.

During the birth month of each of the Center's personnel providing services, the Center shall request the state agency to conduct an annual criminal record and background check.

The Center for Women in Transition is committed to employing qualified individuals with criminal records whenever possible as part of their demonstrated leadership in modeling behavior as an employer that supports offender reentry. Currently one employee at the Center has a criminal record. At the Schirmer House transitional facility the Center understands and agrees that offenders under active federal or state felony or misdemeanor supervision must receive written state agency approval prior to becoming an employee of the Center for the services provided herein. The Center's personnel with prior felony convictions and not under active supervision must receive written state agency approval prior to providing services.

The Center shall provide qualified personnel for the professional positions and responsibilities listed in the awarded proposal, and at the level warranted and presented in the Employee Expense Charged to Contract Exhibit included in the awarded proposal. For any vacated position, the Center will provide the state agency with documentation that validates a good faith effort on the part of the Center to fill the vacant position. If the position is vacated for a period longer than 45 calendar days, such position(s) shall be considered vacant and the state agency shall reduce the Center's total monthly payment by an amount not to exceed the total salary included in Employee Expense Charged to Contract Exhibit included in the awarded proposal.

The Center for Women in Transition shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws. The Center shall continue to maintain enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the contracted services included herein.

The Center has previously provided documentation to the Missouri Department of Corrections that affirms enrollment and participation in the E-Verify federal work authorization program for contract no. C308081001 and C311102001. The Center has included with this proposal a completed and signed Exhibit I, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization, including a completed, notarized Affidavit of Work Authorization provided in the exhibit titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization in order to meet the annual

submission of verification requirement. In accordance with subsection 2 of section 285.530, RSMo, the Center shall renew its Affidavit of Work Authorization annually, understanding that a valid Affidavit of Work Authorization is necessary to award any new contracts.

Substitution of Personnel – The Center agrees and understands that the State of Missouri's agreement to the contract is predicated in part on the utilization of the specific key individual(s) and/or personnel qualifications identified in the proposal. Therefore, the Center agrees that no substitution of such specific key individual(s) and/or personnel qualifications shall be made without the prior written approval of the state agency. The Center further agrees that any substitution made pursuant to this paragraph must be equal or better than originally proposed and that the state agency's approval of a substitution shall not be construed as an acceptance of the substitution's performance potential. The State of Missouri agrees that an approval of a substitution will not be unreasonably withheld.

Replacement of Personnel – The Center shares the state agency's standard to utilize the most qualified, trained and effective personnel available. In recognition of the sensitivities of human behavior characteristic of correctional environments, upon the request of the state agency, the Center shall replace any of the Center's personnel who the state agency finds unacceptable. If the state agency is dissatisfied with any personnel provided by the Center to perform under the contract, the Center must resolve the personnel problem to the sole satisfaction of the state agency. If circumstances should exist which would prevent said resolution, the Center shall supplement the position with appropriate part-time or overtime personnel until an approved full-time replacement can be employed. The Center will be given a reasonable time frame by the state agency to find said replacement.

The state agency shall provide the Center with a written explanation why the state agency finds the personnel to be unacceptable and a written explanation of any personnel problems. In addition, the state agency will provide the Center with a written time frame for replacement of personnel. In such instances, the Center shall maintain the number of FTE in the staffing plan included with the Center's awarded proposal. For the purposes of the contract, minimum staffing shall be defined as including the individual positions listed in the Center's Employee Expense Charged to Contract Exhibit I included in the Center's awarded proposal. The Center shall maintain minimum staffing levels throughout all periods of the contract. For the purposes of the contract, a FTE (Full Time Equivalent) shall be defined as a Center position working 2080 hours annually, with all salary, benefits, and compensation paid for by the Center.

Written Personnel Policies - The Center for Women in Transition has and shall maintain, and operate in accordance with, written personnel policies that shall be available to all personnel and accessible to the personnel at their work sites. The Center's written personnel policies are detailed in the Personnel Manual which contains standards for all personnel, is reviewed and approved by the board of directors, and is included in the Documentation section of this Proposal (M). The Personnel Manual addresses issues such as hiring practices for diverse personnel, retention, recruitment, promotions, grievance procedures, staff development, training, performance appraisals, benefits, disciplinary procedures and terminations.

The Manual's Code of Conduct defines ethical and professional relationships that shall be maintained between the Center's personnel and offenders. The Center and its personnel agree to comply with the state agency's guidelines, policy on sexual misconduct and harassment, and conduct of the personnel, incorporating such into the Center's written policies and written procedures. The Center further understands and agrees that investigations will be conducted by the state agency as deemed necessary. Copies of state agency policies and procedures will be made available to the Center upon issuance of the Notice of Award by the Division of Purchasing and Materials Management.

In addition to the organization's Personnel Manual, the Schirmer House transitional facility has its own Standard Operating Procedures (SOP) that address the following:

- The Center's personnel shall not display favoritism or preferential treatment for individual offenders or groups of offenders.

- The Center's personnel shall not engage in any personal or business relationship with any offender under the state agency's jurisdiction or with an offender who has been a program participant within the last two years, or the offender's family.
- The Center's personnel shall not use their official positions to secure or receive advantages, gifts, money, or favors from offenders, their families, or associates.
- The Center's personnel shall value the human worth and dignity of all offenders by respecting the individual, recognizing diversity and treating all offenders fairly.
- The Center's personnel shall not abuse offenders verbally or physically.
- The Center's personnel shall recognize the offender's right to privacy and adhere to confidentiality rules.
- The Center's personnel shall report any attempt to violate these guidelines immediately to the Center facility director who shall in turn report to the state agency.

The Center shall maintain written job descriptions for all personnel, which shall be given to each employee, and located in the employee's personnel file. Job descriptions for the positions proposed to fulfill the requirements of this contract are included in Exhibit E.

The Center shall maintain a personnel file for each of the Center's personnel which shall be accessible to the state agency or its representatives for the purpose of verifying compliance with the contractual requirements. The file must include criminal record checks completed by the Center, if any, background investigations, resumes, transcripts, dates of employment, training records, performance appraisals, commendations, disciplinary actions and other related actions. The Center shall verify and provide documentation to the state that the original degree/diploma was reviewed by the Center prior to hire. The Center shall provide a check list of all required documents at the front of each employee file. The Center shall not bind any members of its personnel to an agreement which would inhibit, impede, prohibit, restrain, or in any manner restrict the members of the staff in or from accepting employment with other providers similarly situated.

The Center will notify the state agency in writing of any violations, investigations or accusations relating to personnel providing services and a plan of action describing how the issue will be addressed or resolved. The Center, its employees, and others acting under the Center's control, shall at all times observe and comply with all applicable state statutes, state agency rules, regulations, guidelines, internal management policy and procedures, and general orders of the state agency that are applicable, current, or hereafter adopted, regarding operations and activities in and about all state agency property and dealing with the offender population. Further, the Center and its personnel shall assist the state agency in enforcing offender rules by reporting violations to the state agency or its designee. Furthermore, the Center shall not obstruct the state agency nor any of its designated officials from performing their duties in response to court orders or in the maintenance of a secure and safe environment.

The Center has the organizational and management structure in place to effectively supervise its personnel. The unique nature of working with offenders, including safety and security issues, requires the state agency to carefully monitor the Center's personnel. Any concerns a state agency employee has regarding a member of the Center's staff, their job performance, or the conditions of their employment shall be reported through the chain of command to the chief administrative officer/designee of the state agency in order that proper communications can occur with the Center.

The Center shall be responsible for the conditions of employment, work environment, and employee rights of its personnel. The Center has and shall continue to provide a means, and orient the personnel to such means, of resolving complaints or problems regarding the personnel members' work at a state agency facility. Procedures for reporting and resolving complaints or grievances are included in the Personnel Handbook and explained upon orientation for the employee. Because of the unique nature of the work, close cooperation between the Center's personnel and state agency employees will be required. However, the Center shall



ensure that its personnel work the correct hours, receive correct pay, have the tools they need to do their work, receive additional job training as needed, and have adequate supervision. Adequate supervision includes access to supervisory personnel for personnel problems including but not limited to complaints about working conditions, harassment, discrimination or any other matters. The Center shall provide written communications to the state agency regarding any action requested of the state agency based on complaint from a member of the Center's personnel or any alleged allegations against the Center's personnel.

The Center will not assign or designate any person to multiple contracts or positions without the advance written approval of the state agency coordinator. The Center shall understand and agree that no state agency employee shall be compensated by the Center for services provided, related to performance of the contract, while concurrently employed by the state agency.

19. Organizational Chart - The offeror should provide an organizational chart showing the staffing and lines of authority for the key personnel to be used. The organizational chart should include (1) The relationship of service personnel to management and support personnel, (2) The names of the personnel and the working titles of each, and (3) Any proposed subcontractors including management, supervisory, and other key personnel.

- The organizational chart should outline the team proposed for this project and the relationship of those team members to each other and to the management structure of the offeror's organization.

The Center for Women in Transition has provided an organizational chart showing the staffing and lines of authority for the key personnel to be used. This chart is included in the Documentation section of this proposal (A). The organizational chart shows the relationship of service personnel to management and support personnel and the names of the personnel and the working titles of each. The Center has outsourced its accounting functions to Davis Associates, as shown on the organizational chart. The Center does not anticipate subcontracting any other services.

The organizational chart outlines the team proposed for this project and the relationship of those team members to each other and to the management structure of the Center. The names, titles and relationships on the organizational chart match those described in Exhibits C, D, E, H and I and elsewhere in this proposal.

Along with a detailed organizational chart, the offeror should describe the following:

- How services of the contract will be managed, controlled, and supervised in order to ensure satisfactory contract performance.
- Total Personnel Resources - The offeror should provide information that documents the depth of resources to ensure completion of all requirements on time and on target. If the offeror has other ongoing contracts that also require personnel resources, the offeror should document how sufficient resources will be provided to the State of Missouri.

Services of the contract will be managed, controlled and supervised on several levels in order to ensure satisfactory contract performance. The following structure has been developed through experience in implementing the current and previous similar contracts for the Schirmer House facility. The executive director, Laura Toledo, shall have overall responsibility to manage, control and supervise performance. The Schirmer House residential facility director, Jewellette Donald, shall report to Laura Toledo and be responsible for day-to-day operations and service delivery at the transitional housing facility. Jewellette Donald shall supervise the facility's case manager, LaTonya Rivers, the employment/life skills specialist (vacant), and the house manager supervisor, Mark Parker. Mark Parker supervises the team of house managers (as listed in Exhibits D). The Director of Restorative Programming, Sarah Gyorog, the Development Director (Carric Coats), and the Advocate Director (Barbara Baker) report to the Executive Director and work with the entire Schirmer staff to deliver services.

Through its past performance, the Center for Women in Transition has demonstrated that the resources are in place to ensure completion of all contractual requirements on time and on target. As stated elsewhere in this proposal, the majority of personnel dedicated to this contract will be dedicated at 100% and other responsibilities will not be a concern or a distraction. For those four positions that do hold other responsibilities and are proposed to be funded in part by this contract – the executive director, the director of restorative programming, the development director, and the advocate director – the percentage of those positions allotted to this contract shall be sufficient to fully complete the requirements of the contract to the State of Missouri.

Within two (2) weeks of changes in the Center for Women in Transition's personnel, the Center shall provide the state agency an updated organizational chart including and annotating vacancies.

20. Describe the training curriculum for security personnel and case managers.

The Center will comply with section 2.13 of the RFP.

The Center for Women in Transition does and will continue to ensure that all house managers and case managers receive training promptly upon being hired. Within thirty (30) calendar days from the date of hire and prior to providing services, the Center will provide in-service training to any employees assigned to the contract, that shall include, but not necessarily be limited to safety and security of the transitional housing facility, offender violations including absconders and no shows, offender management techniques, crisis intervention, de-escalation of volatile offender behavior, appropriate procedures and responses to offender incidents, training on cross-gender pat down and searches of transgender and intersex offenders. Additional training in verbal judo, restorative justice, cognitive restructuring, reentry process, transitional team concepts, communicable diseases and interpersonal relationships shall be provided to the on Center's personnel as directed by the state agency.

The Center will not allow any personnel who are newly assigned to a position to perform job duties until training is completed, unless under direct and immediate supervision. The Center will provide a training checklist to verify all required training has been completed, and the completed checklist will be placed in the employee's personnel file.

Within thirty (30) calendar days from the issuance of the Notice of Award by the Division of Purchasing and Material's Management or within thirty (30) calendar days from the date of hire and prior to providing service, whichever is sooner, the Center for Women in Transition shall ensure that its personnel referenced in the in-service training paragraph above who shall minimally include the residential facility director, case manager, employment/life skills specialist, house manager supervisor and house managers shall participate in any required training provided by the state agency.

Within seven (7) calendar days of employment, the Center's personnel shall be trained in the proper emergency procedures indicated in the written plans and procedures for potential emergencies and disasters, and shall receive appropriate training for those procedures for which the employee is responsible. The Center's personnel shall sign a form, which shall be witnessed and signed by the person's immediate supervisor, signifying understanding and training in these procedures.

The Center does and will continue to provide and/or participate in 16 hours of cross-training annually, on a calendar-year basis (January-December). The Center will not require new employees to attend cross-training until the employee has completed ninety (90) days of employment. The Center shall provide annual continuing education and training for personnel that shall address areas pertinent to the contract and offender management, behavior, or security. The Center's personnel shall participate in any training provided by the state agency as deemed necessary to ensure successful compliance with the contract. The Center shall maintain documentation of participation in training for all personnel in the Center personnel files. The Center understands and agrees that all training shall be at the expense of the Center.

21. Describe the method, protocol, and/or procedure for report delivery, and the provision of adequate time and attendance documentation.

The Center will comply with section 2.14 of the RFP.

The Center for Women in Transition has in place and shall continue to maintain a procedure for report delivery to assure adequate and timely reports. The Center shall utilize the Attachments included herein as forms on which to document activities and events. Such reports shall be submitted to the state agency as required and/or maintained in logs available for state agency review. The Center shall submit required reports to the state agency monthly and quarterly, including the Individual Personnel Percentage of Work Time Exhibit and Employee Expense Charged to the Contract Exhibit. The Center shall prepare a quarterly report in a format approved by the state agency for review and submission to the state agency.

When conducting meetings, trainings or groups with the offenders in residence at the Schirmer House, the Center staff shall document the topic/name of the group and have a sign-in for offenders who attend. These records shall be kept as record of attendance. Individual meetings with offenders shall be documented in case notes maintained in the individual offender's file. Oversight meetings with the state agency shall be recorded in minutes that are submitted to the state agency.

Violation Reports - The Center shall notify the state agency of any violation that could lead to termination from the transitional housing facility or that could result in the revocation or change in the level of supervision for the offender within one (1) working day. The Center shall report any unlawful behavior of any offender(s) or against any offender to the state agency and to local law enforcement officials immediately upon knowledge of such behavior. While police contact may not result in a violation report, the Center must immediately report any police contact of an offender to the state agency.

The Center shall submit violation reports to the state agency within one (1) working day, utilizing the Violation Report form that is Attachment 20 of this proposal.

Incident Reports - The Center for Women in Transition shall notify the state agency of any incident involving the offender's physical or emotional well-being. The Center shall complete and submit Incident Reports to the state agency within one (1) working day, utilizing Attachment 21.

The Center may develop its own reports with the state agency's approval. However, the Center shall minimally include information included within (Attachments 1- 23) in all required reports and shall revise the reports at the request of the state agency.

The Center shall submit to the state agency on a quarterly basis the Individual Personnel Percentage of Work Time Exhibit and Employee Expense Charged to Contract Exhibit with the quarterly oversight meeting minutes. The Center shall submit any special reports at the request of the state agency. The Center shall participate and cooperate to the fullest extent in any research project or outcome study required by the state agency.

22. Identify any specific reports to be utilized.

The Center for Women in Transition will utilize the following reports to submit to the state agency:

- Case notes
- Offender meeting/group attendance sheets
- Quarterly reports
- Oversight meeting minutes
- Individual Personnel Percentage of Work Time Exhibit
- Employee Expense Charged to the Contract Exhibit
- Attachment 4: Warrant Checklist
- Attachment 5: Offender Complaint
- Attachment 11: Drug Testing Log
- Attachment 20: Violation Report
- Attachment 21: Incident Report
- Attachment 22: Invoice

- Attachment 23: Provider services

The Center shall utilize the following reports to be maintained in logs, personnel files or offender files:

- Attachment 1: Verification of Approved Zoning
- Attachment 3: Monthly Fire/Tornado Drill Report
- Attachment 6: Disposition and Release of Personal Property
- Attachment 7: Consent for Release of Confidential Information
- Attachment 8: Residential Facility Property Inventory
- Attachment 9: Intake Confirmation
- Attachment 10: Food Allowance Calculation Form
- Attachment 12: Resident Weekly Schedule
- Attachment 13: Pass Request
- Attachment 14: Offender Medication Log
- Attachment 15: Reduction/Waiver of Savings
- Attachment 16: Request for Savings Withdrawal
- Attachment 17: Request to Operate a Motor Vehicle
- Attachment 18: Authorization for Release of Information (employee)
- Attachment 19: State of Missouri/Department of Corrections Confidentiality Oath

23. Plans for coordination between the offeror and the state agency on all program issues, from staffing and personnel issues to quality of care issues.

The Center will comply with section 2.15 of the RFP.

Since the Center for Women in Transition opened the Schirmer House transitional facility in 2008, the staff have worked closely with state agency personnel to assure that all programs, staffing, personnel and quality of care issues are addressed effectively. Center staff have and shall continue to make themselves available and accessible to state agency personnel for coordination of service in order to achieve the best possible outcomes for the female offenders served.

The Center shall invite the state agency to all management meetings specific to the contract. The Center and its personnel shall participate in oversight meetings related to contract compliance at least quarterly or as requested by the state agency. The Center shall forward copies of minutes to the State Agency Coordinator and the Probation and Parole supervisor.

At the request of the state agency, the Center's managers and associated administrative personnel shall attend periodic state agency staff meetings regionally and in Jefferson City. Expenses incurred by the Center's personnel to attend such meetings shall be the responsibility of the Center.

24. Describe all record keeping and billing methods including bookkeeping and auditing procedures and billing and fee collection systems.

The Center will comply with section 2.17 and 2.19 of the RFP.

The Center for Women in Transition sets and maintains high standards for accurate and complete recordkeeping and bookkeeping, which is key to successful completion of the proposed contract.

#### **Offender Files:**

The Center for Women in Transition has and will continue to maintain offender files in hard copy and electronic form for each offender. These files have been reviewed at bi-annual site visits of the Schirmer House contract during the current and previous contract years and have been found to be in an acceptable format. This file shall contain, but is not limited to:

- a. Breathalyzer results (positive and negative)
- b. Case manager notes

- c. Complaint forms
- d. Drug Test results (positive and negative)
- e. Job search and employment verification data
- f. Notes/directions from the Probation and Parole Officer
- g. Passes
- h. Savings payments, waivers and withdrawals
- i. Signed intake form
- j. Signed release of information
- k. Signed personal property and monies
- l. Signed inventory log
- m. Sign-in/Sign out sheets
- n. Violation reports

**Financial Procedures:**

The Center for Women in Transition has and shall continue to follow financial procedures that support the state agency's requirements. The Center has in place a completed state Vendor Input/ACH-EFT Application. The Center has and anticipates the continuation of receipt of contract payments through electronic funds transfer (EFT).

**Invoicing –**

The Center for Women in Transition shall submit monthly invoices which minimally contain the information included in Attachment #22 and #23, to the state agency Probation and Parole office for review by the 5th working day of the month following services in accordance with the applicable firm, fixed daily unit price per transitional housing slot stated on the Pricing Page. Invoices must indicate total monthly units contracted for (the actual number of state agency authorized transitional housing slots multiplied by the number of days in the billing month) less the total number of units served and the total number of units over /under utilized. The Center shall submit invoices on its original descriptive business invoice form and must use a unique invoice number with each invoice submitted. The unique invoice number will be listed on the State of Missouri's EFT addendum record to enable the Center to properly apply the state agency's payment to the invoice submitted. The Center does not propose a discount for prompt payment as indicated on the Pricing Page. While prompt billing has been the standard to date for the Center, it also understands final invoices are due by no later than thirty (30) calendar days of the expiration of the contract. The state agency shall have no obligation to pay any invoice submitted after the due date.

**Payments**

The Center for Women in Transition shall be paid a firm fixed daily unit price per transitional housing slot price for each transitional housing slot authorized by the state agency under the terms of the contract in accordance with the firm, fixed daily unit price per transitional housing slot specified on the Pricing Page. If the Center exceeds the total number of authorized transitional housing slots in a given month, the Center shall be paid for the overage, not to exceed 10% of the total authorized transitional housing slots. The Center shall not receive payment until after receipt of the services and after the state agency is in receipt of the monthly invoice as well as all required monthly reports.

**Financial Audit Requirements** – Each year the Center for Women in Transition retains an audit firm to complete an audit of all of its financial records. The Center will continue to have an audit conducted annually by an independent Certified Public Accountant (CPA) of all financial records and related documentation incurred under the contract and related to the transitional housing facility services provided by the Center.

The Center understands that the state agency shall have the right to approve the Center's selection of the CPA and the CPA's proposed plan-of-action for auditing the Center, and will provide the state agency with the following information to the state agency prior to implementing the audit:

- a. A list identifying any current and previous contract(s) of the CPA which pertain to transitional housing facilities.

- b. A written description of the plan-of-action which the CPA shall employ during the audit including, but not limited to, the following areas:
  - Review and reporting of all savings collected from offenders.
  - Review of billings to the state agency, other state agencies, and contractors.

The Center for Women in Transition and the subcontracted CPA firm shall agree and ensure that access to all audit work papers shall be granted to personnel of the state agency and/or the Missouri State Auditor's Office. The Center shall not utilize any CPA firm which has had or currently has a personal interest in the outcome of the audit or has any relationship, which may demonstrate a conflict of interest.

The Center will ensure that the state agency shall be given an opportunity to be present for all entry and exit audit conferences. Therefore, the Center shall provide sufficient notice to the state agency prior to such audit conference to permit scheduling. The audit shall become a part of the Center's final evaluation report. In addition, all audit papers issued by the CPA shall be included as part of the Center's final evaluation report.

If the State of Missouri determines, after reviewing the audit papers of the CPA, that services were not performed as contractually required, that there were gross misrepresentations of the cost and pricing data, or that unallowable costs were used by the Center in the performance of the contract, the Center shall understand and agree that the contract price(s) shall be reduced by an amount equal to any excess cost caused by such noncompliant acts of the Center.

The state agency, the Office of the State Auditor, and/or appropriate federal agencies may examine (audit) all pertinent books, documents, papers, and records of Center's transitional housing facility to determine the propriety of the expenditures as defined by federal regulations, the contract, and state agency policy and procedure. The Center shall make such available as requested.

The Center will retain all records relating to the contract for five (5) years or such time as prescribed by law after the close of the fiscal year in which the contract expires/terminates. Such records may be destroyed at the end of such five-year period if the state agency has been notified in writing of the completion of the state audit by such time. If the state agency has not been notified by the end of such five year period, such records shall be retained until the state agency is notified of the completion of the state audit. In all cases where the audit questions have arisen before the expiration of such five-year period, records shall be retained until resolution of all such questions. The Center shall provide financial reports as required on forms provided by the state agency. The Center shall retain records which relate to (1) appeals, (2) litigation of the settlement of claims arising out of performance of the contract, and (3) costs and expenses of the contract to which exception has been taken by the state agency or its duly authorized representative until such appeals, litigation, claims, or exceptions have been authorized.

25. Submit documentation or evidence of possessing multiple contracts which includes the contract number and whom the contract is with. If the personnel proposed are providing services for the existing contracts, identify by each individual the contract for which providing services and the percentage of personnel time for each contract for which assigned. Identify if and/or how the duplication of personnel will affect the performance of proposed services for the contract.

The Center for Women in Transition currently is fulfilling contract C311102001 for transitional housing for female offenders. That contract is the similar contract for which this RFP is soliciting bids. That contract will end before the start of the current proposal starts so the Center shall not have multiple, concurrent contracts or duplication of personnel. As shown in Exhibit H, all personnel who are assigned to the Schirmer House facility are assigned by percentage of time on that project. All employees shall be dedicated 100% to the proposed contract with four exceptions. Laura Toledo in the position of executive director is proposed to spend 33% of her time fulfilling activities of the proposed contract. Funding for the remaining percentages of each of her time shall come from other, separate sources and will not impact the proposed contract. Further, Sarah Gyorog, Director of Restorative Programming, Carrie Coats, Development Director, and Barbara Baker, Advocate Director benefit all Center clients through their work, including all Schirmer House

residents, but all of their funding comes from sources outside of the proposed contract and their involvement to the project is offered by the Center for Women in Transition as a leveraged resource.

26. Describe the goals the offeror's program will work toward.

The overall goal of the Center for Women in Transition's Schirmer House is to provide transitional housing, case management and other supportive services to at least 90 female offenders annually to increase their self-sufficiency and successful reintegration into their families and communities, leading to reduced recidivism and increased public safety.

Increased offender self-sufficiency and successful reintegration shall be achieved through these objectives:

- 1) Enhanced life skills
- 2) Gaining & maintaining employment
- 3) Successful participation in programs for recovery from substance abuse issues
- 4) Successful connection to needed services such as mental health care, medical/dental care, and legal services
- 5) Cognitive restructuring to increase offender capacity for accountability and healthy choices
- 6) Strengthened relationships with significant people in the offender's life.

When objectives are achieved, results will include:

- 1) Significant progress on individualized plans with goals developed around offender's needs and strengths
- 2) Active progression by offenders through Schirmer House programming
- 3) Effective and appropriate referrals to community resources and services
- 4) Increased ability by offenders to take responsibility for their behavior and make positive choices
- 5) Offenders who are employable are employed
- 6) Low incidence of drug/alcohol use with relapse prevention support in place
- 7) Minimal number of absconders from the facility
- 8) Successful home plans by offenders to the community.

27. Describe outcomes and performance measure data.

Outcome and performance measures:

- 1) Whether each offender has an individualized plan with goals focused on her needs and strengths
- 2) Number of classes, trainings and other activities provided to offenders regarding life skills, cognitive restructuring, restorative justice activities and other supportive events
- 3) Number of successful referrals for offenders to community services for mental health, medical and other needs
- 4) Number of strong, collaborative partnerships between the Center for Women in Transition, the Department of Probation and Parole, and community organization and/or individuals
- 5) Level of participation by the Center for Women in Transition in the St. Louis Alliance for Reentry (STAR) as part of the Missouri Reentry Process
- 6) Offender-reported change in thinking and behavior related to personal accountability and ability to make positive choices
- 7) Staff observation of changes in offender behavior
- 8) Offender participation in employment related activities and number of offenders who gain and/or maintain employment
- 9) Number of positive/negative drug tests
- 10) Number of relapse prevention activities in place at the facility
- 11) Number of absconders
- 12) Number of successful home plans/discharges from the facility
- 13) Survey feedback from offenders as they discharge from the facility.

28. Discuss the methods to assist the offender in reintegration into the community. Identify and provide evidence of partnerships with organizations that will aid the offender in an array of assessed problem areas, actively participating in the reentry process, and working with the state agency on performance measures. Provide evidence of any established partnerships.

28.1 Discuss the methods to utilize external resources for offenders referred to the transitional housing facility; including how linkage with those resources will meet offenders' needs in a timely manner, provide appropriate intervention, treatment and programming to correct problem areas, and provide continuity of care resources as it relates to the reentry process.

The Center for Women in Transition firmly adheres to the concept that offenders need support from a variety of sources to achieve successful reentry. The Center also recognizes that, while all Center services are focused on assisting female offenders with reintegration, no single entity can possibly provide all the help that is needed to an offender. The Center, therefore, has and will continue to develop partnerships with organizations and employers in the community that may assist offenders. To promote area-wide collaborations, information sharing and systemic improvements, the Center has taken and shall continue to take an active role in the St. Louis Alliance for Reentry (STAR). Center staff are also active in the St. Louis City Continuum of Care, the Missouri Housing Trust Fund Advisory Committee, Missouri Association for Social Welfare, and the Missouri Restorative Justice Coalition. Finally, as a United Way member organization, the Center is networked with many area providers of social services.

The Center has built a rich blend of partnerships with organizations that will aid the offender with services and resources to address the array of problems or barriers the offender may face. Those partnerships include communication between staff members regarding individual offender's needs/progress as well as overall coordination of service issues. The partnerships also provide an avenue for sharing of information, joint problem-solving and planning together. Such connections not only benefit each individual offender but also help achieve the performance measures of the Center and the state agency.

The Center remains committed to maintaining the following collaborative relationships in the community in order to enhance service delivery and benefit the reentry efforts of the women served:

- Substance abuse treatment – One of the most prominent areas of need for the offenders served by the Center is for substance abuse treatment. The Center staff, therefore, is in frequent communication with personnel at treatment programs such as BASIC and New Beginnings;
- Mental health/medical health – Many female offenders need mental health and general medical services, so the Center works closely with providers of those services to improve access to care for offenders, including BJC Health Care, Provident, Professional Psychotherapy Services, Grace Hill, St. John's Mercy Community Ministries, Family Medical Centers in Carondelet and a number of mental health providers in private practice;
- Employment – Since employment is a key aspect of successful reentry and an expectation for the offenders in the Center's programs, staff interact regularly to link them to services provided by Vocational Rehabilitation Services, St. Patrick's Center and Employment Connection. In addition, the Center has built connections with several area employers who are willing to hire offenders in the Center's programs;
- Housing – Another component of successful reentry is adequate housing. The Center has a partnership with DeShay Outreach for transitional housing for women in the Center's mentoring and advocacy program. The Center also has connections to a number of landlords who are willing to rent to Center clients who are ready to home plan to the community. For offenders who need alternative living arrangements, the Center's case managers work to connect clients to supportive housing providers, such as Oxford House, the YWCA, and others;



- Social services – The St. Louis area is fortunate to have a wide variety of social services available to its community members. Center staff has established working partnerships with numerous social service providers in St. Louis, such as Criminal Justice Ministries of St. Vincent dePaul, St. Xavier Church, and the St. Louis Area Foodbank to facilitate successful referrals and access to resources for offenders. Besides allowing for access to needed resources, many of these partnerships have enhanced programming, as many entities like Let's Start, the Institute for Peace and Justice, and the St. Louis Effort for AIDS, have facilitated groups or presentations to female offenders at the Center;
- Parenting Support — The Center realizes that reuniting with children sometimes may require parenting classes to be successful. The Center partners with Annie Malone Children and Family Service Center to provide this assistance as appropriate.
- Universities – The Center is well-connected with the university community in the St. Louis area. Faculty and students from Washington University, St. Louis University, University of Missouri – St. Louis, Webster University, Fontbonne University, and Maryville University regularly serve as practicum students, interns, volunteers or presenters to enhance the reentry of female offenders at the Center. Center staff have presented at classes at all of the above-named universities. The Center's mentoring and advocacy program as well as Project ReConnect have been the subject of university-level research through partnerships with Fontbonne, UM-St. Louis, Maryville and St. Louis University;
- Community – The Center is also well-connected to the neighborhood where it is located. Center staff are actively involved in the neighborhood association, the Carondelet Community Betterment Federation. The Center also has active partnerships with local churches, such as the Resurrection Presbyterian Church, which includes female offenders in the Center's programs in the work of their community garden. The Center also engaged approximately 160 volunteers last year in its work;
- Corrections, courts – Vital to the Center's successful work with female offenders are strong working relationships with personnel of the Missouri Department of Corrections both within the institutions and with the Division of Probation and Parole as well the St. Louis City & County courts. The Center has engaged with federal probation and parole officers as well. More recently, the Center became a recipient of a Lutheran Foundation grant to Arch City Defenders, as a result of which the Center's clients may benefit from free legal services from Arch City Defenders' attorneys.
- Collaborative Networks – The Center for Women in Transition demonstrates its commitment to contributing to positive systemic change by actively participating in a number of local and statewide collaborations. In addition to the St. Louis Alliance for Reentry (STAR) mentioned above, the Center takes a leadership role in the Missouri Restorative Justice Coalition and the St. Louis Restorative Justice Collaboration as well as participates in the St. Louis Continuum of Care, the Missouri Association of Social Welfare, and the Children's Services Commission.

Effective methods are in place by which the Center successfully refers residents at the Schirmer House transitional facility to external resources. The staff – in particular, the case manager and the employment/life skills specialist – work with the residents to identify areas of need upon intake to the facility. The staff then contact, or assist the resident in contacting, appropriate service providers in the community that can address the identified needs/problem areas. The case management team monitors, guides, and supports the process as each offender accesses resources, assisting as needed to assure success. The Center works in collaboration with the state agency to provide continuity of care resources related to the reentry process, and Center staff and the state agency share information on new community resources as they become available.

29. Identify provision of services by subcontract agencies, including the names and addresses of the agencies providing the services, as well as the specific types of services proposed.

The Center for Women in Transition contracts all of its accounting services to Davis Associates, CPA, which is located at 4119 U.S. 67, Florissant, MO 63034. The principal contact is Darlene Davis.

30. Identify the types and levels of insurance that will be carried with special emphasis on professional liability insurance.

The Center will comply with section 2.20.7 of the RFP.

The Center for Women in Transition is committed to protecting its assets and reducing risk in whatever ways possible. The Center maintains adequate liability insurance in the forms and amounts sufficient to protect the Center and the State of Missouri, its agencies, its employees, its clients, and the general public against any loss, damage, and/or expense related to the Center's performance under the contract.

The insurance coverage includes general liability, professional liability, property, accident, EPLI, worker's compensation, and umbrella. In addition, the Center maintains automobile liability coverage for the operation of any motor vehicle. The Center has an insurance broker with whom it reviews and renews coverage on an annual basis, assuring that the limits of liability for all types of liability coverage shall not be less than \$2,000,000 per occurrence, the insurance shall include an endorsement that adds the State of Missouri as an additional insured, and that should self-insurance coverage or another alternate risk financing mechanism be utilized, such coverage shall be verifiable and irrevocably reliable and the State of Missouri is protected as an additional insured.

The Center will provide written evidence of the insurance to the state agency prior to performance under the contract but by no later than thirty (30) calendar days after the effective date of the contract. The evidence of insurance shall include, but shall not necessarily be limited to: effective dates of coverage, limits of liability, insurer's name, policy number, endorsement naming the State of Missouri as an additional insured/loss payee, endorsement by representatives of the insurance company, etc.

In the event any insurance coverage is canceled, the Center will notify the state agency immediately.

31. Economic Impact to Missouri - the offeror should describe the economic advantages that will be realized as a result of the offeror performing the required services. The offeror should respond to the following:

- Provide a description of the proposed services that will be performed and/or the proposed products that will be provided by Missourians and/or Missouri products.
- Provide a description of the economic impact returned to the State of Missouri through tax revenue obligations.
- Provide a description of the company's economic presence within the State of Missouri (e.g., type of facilities; sales offices; sales outlets; divisions; manufacturing; warehouse; other), including Missouri employee statistics.

The Center for Women in Transition performs all of its operations in the State of Missouri and contributes economically to the state. The Center conducts business with vendors located in the state, including landlords, suppliers, and service contractors. Whenever possible, preference is given to an in-state, local vendor. All of the proposed activities of the Schirmer House transitional housing facility will take place in Missouri. Most Center employees live and conduct their own personal business in Missouri, too. While the Center for Women in Transition is a tax exempt entity, the agency along with its employees, pay Missouri payroll tax. In addition, as the residents who are served by the program become employed they will, in turn, also contribute as tax payers and consumers in Missouri.

The Center's economic presence in Missouri includes operation of an office and two residential facilities. The Center employs 25 individuals and expends approximately \$1.2 million annually, almost entirely in the state of Missouri.

**EXHIBIT G**

## IMPLEMENTATION PLAN

**Implementation or Readiness Plan** - The offeror should sequentially list and briefly describe the tasks or events proposed for the implementation of the required services. If no tasks or events are required, the offeror should provide a statement of readiness. For each task/event identified, the offeror should identify the number of days required to complete the task/event, the personnel proposed to perform the task/event, and the number of work hours for each person.

"Completion Day" should be specified as a certain number of days from date of contract award until completion of the specific task and should be expressed as calendar days, not specific dates.

"Assigned Personnel" should be identified by name rather than project title unless such personnel are yet to be hired.

"Workhours" should indicate that time each assigned person will spend on the specific task.

[illegible]

**EXHIBIT H****INDIVIDUAL PERSONNEL PERCENTAGE OF WORK TIME**

Complete the following table showing the percentage of work time each key person will spend performing various duties. Calculate the percent of work utilizing the estimated number of man-hours per week for which the person is employed. Attach additional sheets as necessary.

<b>NAME OF EMPLOYEE</b>	<b>JOB CLASSIFICATION</b>	<b>BASIC ASSIGNMENT</b>	<b>PERCENT OF WEEK TIME</b>
1. LaTonya Rivers	Case Manager	<p>a. Interview new offenders to orient them and create an individualized accountability plan.</p> <p>b. Identify and link offenders to services aimed to meet their individual needs.</p> <p>c. Interact with offenders individually and in groups to offer supportive assistance and programming to promote success. Coordinate services with other staff, includes state agency staff.</p> <p>d. Build and maintain collaborative relationships with other service providers to help offenders access available resources.</p> <p>e. Record, document, and track each offender's participation and progress towards goals. Participate in oversight and other meetings.</p>	<p>a. 10</p> <p>b. 20</p> <p>c. 30</p> <p>d. 20</p> <p>e. 20</p>
2. Vacant	<p>Employment/Life Skills Specialist</p> <p><i>(Note: This position performs the role &amp; functions of the Life Skills Instructor as titled in the RFP)</i></p>	<p>a. Meet with each new offender to assess needs. Develop individualized plans to work individually and in groups to meet offender needs.</p> <p>b. Build relationships with employers and make connections for offenders for employment.</p> <p>c. Create and maintain resource material for offenders; deliver classes and programs to enhance offender employment and life skills.</p> <p>d. Assist offenders in computer lab to conduct job searches activities and enhance their computer skills.</p> <p>e. Work with case manager and state agency personnel to address the reentry needs of offenders related to employment and life skills.</p>	<p>a.10</p> <p>b.20</p> <p>c.25</p> <p>d.20</p> <p>e.25</p>
3. Jewellette Donald	Residential Facility Director	a. Builds, manages and motivates a strong professional staff to deliver supportive, effective services.	a.20

		<p>b. Assures adequate supervision of offender activities and delivery of program services.</p> <p>c. Facilitates coordination of services between Center and state agency and promotes collaboration with community service providers.</p> <p>d. Responsible for addressing all offender complaints, continuing education programs for staff, adequate protocols for the maintenance and surveillance of facility.</p> <p>e. Assures all service documentation, periodic reporting, incidents, log maintenance, sign-in sheets, offender files are maintained, operations, personnel and programs are in contract compliance.</p>	<p>b.20</p> <p>c.20</p> <p>d.20</p> <p>c.20</p>
4. Mark Parker	House Manager Supervisor	<p>a. Supervises team of house managers including scheduling, assisting with continuing education, and recruiting.</p> <p>b. Documents and reports incidents, checks, violations by offenders and other activity as required. Performs drug testing and safety drills as required.</p> <p>c. Monitors all entries and exits from the facility including offenders and visitors.</p> <p>d. Monitors surveillance equipment and maintains a safe environment at all times.</p> <p>e. Monitors, secures and logs offender medications.</p>	<p>a.35</p> <p>b.25</p> <p>c.10</p> <p>d.20</p> <p>e.10</p>
5. Laura Toledo	Executive Director	<p>a. Works with the board of directors to support the governance and leadership and strategic direction of the organization.</p> <p>b. Maintains and enhances the organization's positive reputation in the community.</p> <p>c. Cultivates financial and community support from individuals, corporations, organizations, foundations, and governmental entities.</p> <p>d. Builds, manages, and motivates a strong professional staff which is highly focused on the Center for Women in Transition's mission. Includes managing all staff oversight, program development and implementation.</p> <p>e. Oversight of finances and compliance with all city, state and federal regulations and grantor standards / policies.</p>	<p>a.20</p> <p>b.20</p> <p>c.20</p> <p>d.20</p>

			e.20
8. Rowena Wright Barbara Richardson Debbie James Lori Reed Linda Smith Vicki Torrence Debra Carruth Molly Price Christina Jones Andrea Woods	House Managers  <i>(Note: These positions perform the role &amp; functions of the Security Personnel as titled in the RFP)</i>	<p>a. Supervises offender activities, entries and exits; maintain a safe and supportive atmosphere; ensures offender compliance to program rules and requirements.</p> <p>b. Documents and logs activities as required.</p> <p>c. Performs drug testing as well as safety drills as assigned.</p> <p>d. Monitors, secures and logs offender medications.</p> <p>e. Conducts facility and room checks in accordance with guidelines.</p>	<p>a.50</p> <p>b.10</p> <p>c.10</p> <p>d.10</p> <p>e.20</p>

**EXHIBIT I****EMPLOYEE EXPENSE CHARGED TO CONTRACT**

The information provided below is applicable to the firm, fixed daily slot price for a minimum of 26 slots through a maximum of 30 slots.

Complete the following table for every and each person and administrative person whose time will be chargeable to the contract, if awarded.

<b>A. NAME OF PERSON OR JOB DESCRIPTION IF VACANT</b>	<b>B. TOTAL ANNUAL SALARY OF THAT POSITION</b>	<b>C. % OF TIME CHARGED TO THE CONTRACT</b>	<b>D. TOTAL DOLLAR CHARGED TO THE CONTRACT</b>
LaTonya Rivers	\$33,000	100%	\$33,000
Employment/Life Skills Specialist	\$31,000	100%	\$31,000
Jewellette Donald	\$40,000	100%	\$40,000
Mark Parker	\$32,240	100%	\$32,240
Laura Toledo	\$80,000	33.3%	\$26,640
Rowena Wright	\$23,920	100%	\$23,920
Barbara Richardson	\$24,440	100%	\$24,440
Debbie James	\$23,920	100%	\$23,920
Lori Reed	\$22,880	100%	\$22,880
Linda Smith	\$22,880	100%	\$22,880
Vicki Torrence	\$9,360	100%	\$9,360
Debra Carruth	\$9,125	100%	\$9,125
Molly Price	\$9,125	100%	\$9,125
Christina Jones	\$9,125	100%	\$9,125
Andrea Woods	\$9,125	100%	\$9,125
Sarah Gyorog	\$41,000	0	\$0
Barbara Baker	\$36,000	0	\$0
Carrie Coats	\$35,000	0	\$0

**EXHIBIT J**  
**PARTICIPATION COMMITMENT**

**Minority Business Enterprise/Women Business Enterprise (MBE/WBE) and/or Organization for the Blind/Sheltered Workshop and/or Service-Disabled Veteran Business Enterprise (SDVE) Participation Commitment** – If the offeror is committing to participation by or if the offeror is a qualified MBE/WBE and/or organization for the blind/sheltered workshop and/or a qualified SDVE, the offeror must provide the required information in the appropriate table(s) below for the organization proposed and must submit the completed exhibit with the offeror's proposal.

For Minority Business Enterprise (MBE) and/or Woman Business Enterprise (WBE) Participation, if proposing an entity certified as both MBE and WBE, the offeror must either (1) enter the participation percentage under MBE or WBE, or must (2) divide the participation between both MBE and WBE. If dividing the participation, do not state the total participation on both the MBE and WBE Participation Commitment tables below. Instead, divide the total participation as proportionately appropriate between the tables below.

<b>MBE Participation Commitment Table</b>		
(The services performed or the products provided by the listed MBE must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract.)		
<b>Name of Each Qualified Minority Business Enterprise (MBE) Proposed</b>	<b>Committed Percentage of Participation for Each MBE (% of the Actual Total Contract Value)</b>	<b>Description of Products/Services to be Provided by Listed MBE</b>  <i>The offeror should also include the paragraph number(s) from the RFP which requires the product/service the MBE is proposed to perform and describe how the proposed product/service constitutes added value and will be exclusive to the contract.</i>
1.	%	Product/Service(s) proposed: ----- RFP Paragraph References: -----
2.	%	Product/Service(s) proposed: ----- RFP Paragraph References: -----
3.	%	Product/Service(s) proposed: ----- RFP Paragraph References: -----
4.	%	Product/Service(s) proposed: ----- RFP Paragraph References: -----
<b>Total MBE Percentage:</b>	%	



**EXHIBIT J, continued****WBE Participation Commitment Table**

(The services performed or the products provided by the listed WBE must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract.)

<b>Name of Each Qualified Women Business Enterprise (WBE) proposed</b>	<b>Committed Percentage of Participation for Each WBE (% of the Actual Total Contract Value)</b>	<b>Description of Products/Services to be Provided by Listed WBE</b> <i>The offeror should also include the paragraph number(s) from the RFP which requires the product/service the WBE is proposed to perform and describe how the proposed product/service constitutes added value and will be exclusive to the contract.</i>
1.	%	Product/Service(s) proposed: RFP Paragraph References:
2.	%	Product/Service(s) proposed: RFP Paragraph References:
3.	%	Product/Service(s) proposed: RFP Paragraph References:
4.	%	Product/Service(s) proposed: RFP Paragraph References:
<b>Total WBE Percentage:</b>	<b>%</b>	

**Organization for the Blind/Sheltered Workshop Commitment Table**

By completing this table, the offeror commits to the use of the organization at the greater of \$5,000 or 2% of the actual total dollar value of contract.

(The services performed or the products provided by the listed Organization for the Blind/Sheltered Workshop must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract.)

<b>Name of Organization for the Blind or Sheltered Workshop Proposed</b>	<b>Description of Products/Services to be Provided by Listed Organization for the Blind/Sheltered Workshop</b> <i>The offeror should also include the paragraph number(s) from the RFP which requires the product/service the organization for the blind/sheltered workshop is proposed to perform and describe how the proposed product/service constitutes added value and will be exclusive to the contract.</i>
1.	Product/Service(s) proposed: RFP Paragraph References:
2.	Product/Service(s) proposed: RFP Paragraph References:

**EXHIBIT J, continued**

<b>SDVE Participation Commitment Table</b>		
(The services performed or the products provided by the listed SDVE must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract.)		
<b>Name of Each Qualified Service-Disabled Veteran Business Enterprise (SDVE) Proposed</b>	<b>Committed Percentage of Participation for Each SDVE (% of the Actual Total Contract Value)</b>	<b>Description of Products/Services to be Provided by Listed SDVE</b> <i>The offeror should also include the paragraph number(s) from the RFP which requires the product/service the SDVE is proposed to perform and describe how the proposed product/service constitutes added value and will be exclusive to the contract.</i>
1.	%	Product/Service(s) proposed: RFP Paragraph References:
2.	%	Product/Service(s) proposed: RFP Paragraph References:
<b>Total SDVE Percentage:</b>	%	

**EXHIBIT K****DOCUMENTATION OF INTENT TO PARTICIPATE**

If the offeror is proposing to include the participation of a Minority Business Enterprise/Women Business Enterprise (MBE/WBE) and/or Organization for the Blind/Sheltered Workshop and/or qualified Service-Disabled Veteran Business Enterprise (SDVE) in the provision of the products/services required in the RFP, the offeror must either provide a recently dated letter of intent, signed and dated no earlier than the RFP issuance date, from each organization documenting the following information, or complete and provide this Exhibit with the offeror's proposal.

~ Copy This Form For Each Organization Proposed ~

Offeror Name: \_\_\_\_\_

**This Section To Be Completed by Participating Organization:**

*By completing and signing this form, the undersigned hereby confirms the intent of the named participating organization to provide the products/services identified herein for the offeror identified above.*

Indicate appropriate business classification(s):

\_\_\_\_\_ MBE \_\_\_\_\_ WBE \_\_\_\_\_ Organization for the Blind \_\_\_\_\_ Sheltered Workshop \_\_\_\_\_ SDVE

Name of Organization: \_\_\_\_\_

(Name of MBE, WBE, Organization for the Blind, Sheltered Workshop, or SDVE)

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address (If SDVE, provide  
MO Address): \_\_\_\_\_

Phone #: \_\_\_\_\_

City: \_\_\_\_\_

Fax #: \_\_\_\_\_

State/Zip: \_\_\_\_\_

Certification # \_\_\_\_\_

SDVE's Website  
Address: \_\_\_\_\_

Certification (or attach copy of certification)  
Expiration  
Date: \_\_\_\_\_

Service-Disabled  
Veteran's (SDV) Name: \_\_\_\_\_  
(Please Print)

SDV's  
Signature: \_\_\_\_\_

**PRODUCTS/SERVICES PARTICIPATING ORGANIZATION AGREED TO PROVIDE**

Describe the products/services you (as the participating organization) have agreed to provide:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorized Signature:**

\_\_\_\_\_  
*Authorized Signature of Participating Organization  
(MBE, WBE, Organization for the Blind, Sheltered Workshop, or  
SDVE)*

\_\_\_\_\_  
*Date  
(Dated no earlier than  
the RFP issuance date)*

**EXHIBIT K, continued****DOCUMENTATION OF INTENT TO PARTICIPATE****SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE (SDVE)**

If a participating organization is an SDVE, unless the Service-Disabled Veteran (SDV) documents were previously submitted within the past five (5) years to the Division of Purchasing and Materials Management (DPMM), the offeror **must** provide the following SDV documents:

- a copy of the SDV's award letter from the Department of Veterans Affairs or a copy of the SDV's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty), AND
- a copy of the SDV's documentation certifying disability by the appropriate federal agency responsible for the administration of veterans' affairs.

(NOTE: The SDV's award letter, the SDV's discharge paper, and the SDV's documentation certifying disability shall be considered confidential pursuant to subsection 14 of section 610.021, RSMo.)

The offeror should check the appropriate statement below and, if applicable, provide the requested information.

☐ No, I have not previously submitted the SDV documents specified above to the DPMM and therefore have enclosed the SDV documents.

☐ Yes, I previously submitted the SDV documents specified above within the past five (5) years to the DPMM.

**Date** SDV Documents were Submitted: \_\_\_\_\_

Previous **Proposal/Contract Number** for Which the SDV Documents were Submitted:

(if applicable and known)

(NOTE: If the proposed SDVE and SDV are listed on the DPMM SDVE database located at <http://content.oa.mo.gov/sites/default/files/sdvelisting.pdf>, then the SDV documents have been submitted to the DPMM within the past five [5] years. However, if it has been determined that an SDVE at any time no longer meets the requirements stated above, the DPMM will remove the SDVE and associated SDV from the database.)

**FOR STATE USE ONLY**

SDV Documents - Verification Completed By:

Buyer

Date

**EXHIBIT L**  
**BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,**  
**AND AFFIDAVIT OF WORK AUTHORIZATION**

**BUSINESS ENTITY CERTIFICATION:**

The offeror must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.

- |               |   |
|---------------|---|
| <b>BOX A:</b> | To be completed by a non-business entity as defined below.  |
| <b>BOX B:</b> | To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at <a href="http://www.dhs.gov/files/programs/gc_1185221678150.shm">http://www.dhs.gov/files/programs/gc_1185221678150.shm</a> . |
| <b>BOX C:</b> | To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing and Materials Management.   |

**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. The term "**business entity**" shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

**BOX A – CURRENTLY NOT A BUSINESS ENTITY**

I certify that \_\_\_\_\_ (Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- ☐ - I am a self-employed individual with no employees; **OR**
- ☐ - The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if \_\_\_\_\_ (Company/Individual Name) is awarded a contract for the services requested herein under \_\_\_\_\_ (RFP Number) and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo then, prior to the performance of any services as a business entity, \_\_\_\_\_ (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide the Division of Purchasing and Materials Management with all documentation required in Box B of this exhibit.

\_\_\_\_\_  
 Authorized Representative's Name (Please Print)

\_\_\_\_\_  
 Authorized Representative's Signature

\_\_\_\_\_  
 Company Name (if applicable)

\_\_\_\_\_  
 Date

**EXHIBIT L, continued**

**(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)**

**BOX B – CURRENT BUSINESS ENTITY STATUS**

I certify that \_\_\_\_\_ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530.

\_\_\_\_\_  
Authorized Business Entity Representative's  
Name (Please Print)

\_\_\_\_\_  
*Authorized Business Entity  
Representative's Signature*

\_\_\_\_\_  
Business Entity Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address

As a business entity, the offeror must perform/provide each of the following. The offeror should check each to verify completion/submission of all of the following:

- ☐ - Enroll and participate in the E-Verify federal work authorization program (Website: [http://www.dhs.gov/files/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm); Phone: 888-464-4218; Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- ☐ - Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the offeror's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the offeror's name and the MOU signature page completed and signed, at minimum, by the offeror and the Department of Homeland Security - Verification Division. If the signature page of the MOU lists the offeror's name and company ID, then no additional pages of the MOU must be submitted;

AND


- ☐ - Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

**EXHIBIT L, continued****AFFIDAVIT OF WORK AUTHORIZATION:**

The offeror who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now Laura Toledo (Name of Business Entity Authorized Representative) as Executive Director (Position/Title) first being duly sworn on my oath, affirm that Center for Women in Transition, Inc. (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that Center for Women in Transition, Inc. (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

*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.)*

  
Authorized Representative's Signature

Laura Toledo  
Printed Name

Executive Director  
Title

10/23/14  
Date

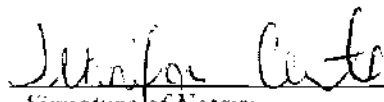
lauratoledo@cwitstl.org  
E-Mail Address

187952  
E-Verify Company ID Number

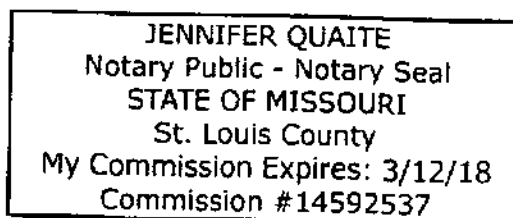
Subscribed and sworn to before me this 23rd of October 2014. I am  
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of St. Louis, State of  
(NAME OF COUNTY)

Missouri, and my commission expires on 3-12-18.  
(NAME OF STATE) (DATE)

  
Signature of Notary

10-23-14  
Date



**EXHIBIT L, continued**

**(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)**

**BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS**

I certify that Center for Women in Transition, Inc. (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the offeror's name and the MOU signature page completed and signed by the offeror and the Department of Homeland Security – Verification Division
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of **Missouri State Agency or Public University\*** to Which Previous E-Verify Documentation Submitted:  
Missouri Department of Corrections

(\*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

Date of Previous E-Verify Documentation Submission: 5/27/09

Previous **Bid/Contract Number** for Which Previous E-Verify Documentation Submitted: C308081001 (if known)

Laura Toledo

Authorized Business Entity Representative's  
Name (Please Print)



Authorized Business Entity  
Representative's Signature

Center for Women in Transition, Inc.  
Business Entity Name

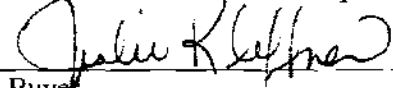
10/23/14  
Date

lauratoledo@cwitstl.org  
E-Mail Address

187952  
E-Verify MOU Company ID Number

**FOR STATE OF MISSOURI USE ONLY**

Documentation Verification Completed By:



Buyer

Date

11-18-14



**EXHIBIT M****MISCELLANEOUS INFORMATION****Outside United States**

If any products and/or services offered under this RFP are being manufactured or performed at sites outside the United States, the offeror MUST disclose such fact and provide details in the space below or on an attached page.

Are products and/or services being manufactured or performed at sites outside the United States?	Yes	No <u>  x  </u>
Describe and provide details:		

**Employee/Conflict of Interest:**

Offerors who are elected or appointed officials or employees of the State of Missouri or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the offeror or any owner of the offeror's organization is currently an elected or appointed official or an employee of the State of Missouri or any political subdivision thereof, please provide the following information:	
Name and title of elected or appointed official or employee of the State of Missouri or any political subdivision thereof:	n/a
If employee of the State of Missouri or political subdivision thereof, provide name of state agency or political subdivision where employed:	n/a
Percentage of ownership interest in offeror's organization held by elected or appointed official or employee of the State of Missouri or political subdivision thereof:	% n/a

## ATTACHMENT 1

## VERIFICATION OF APPROVED ZONING

Facility	Center for Women in Transition
Address	721-725 Schirmer
City	St. Louis
County	St. Louis City

Zoning Requirement of above-named facility Industrial

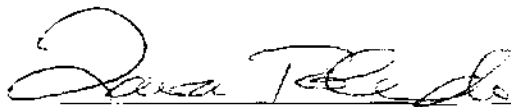
I hereby attest that, in accordance with RSMo Chapter 217.430, paragraph 2, subparagraph (6), the Schirmer House located at 721-725 Schirmer Street, St. Louis MO 63111, is not located in an unincorporated area of the county or within a city where the zoning has been designated for single-family residency use or occupancy without prior approval of the governing body of the county or city.


\*Please see Documentation section II

Authorized Signature Of Zoning Official

Title

Date

  
Authorized Signature Of Provider

  
Title

10/23/14  
Date



STATE OF MISSOURI  
DEPARTMENT OF CORRECTIONS  
PREA ALLEGATION NOTIFICATION  
PENETRATION/ NON-PENETRATION  
EVENT CHECKLIST -  
RESIDENTIAL FACILITIES

RESIDENTIAL FACILITY		DATE AND TIME REPORTED			
FIRST RESPONDER (Name and Title)		HOW WAS THE ALLEGATION REPORTED? (Oral, Mail, Other e-Order, IRR/Telephone, etc.)			
ALLEGATION REPORTED BY:					
ALLEGED VICTIM	DOC NUMBER:	DATE / TIME OF INCIDENT:			
DATE OF BIRTH:	RACE:	PREA Score:			
LOCATION OF INCIDENT:					
ALLEGED PERPETRATOR:					
DOC NUMBER:		PREA Score:			
DATE OF BIRTH:	RACE:	PREA Score:			
EVENT:					
PROGRAM DIRECTOR RESPONSIBILITIES					
PERSON TO BE NOTIFIED	PERSON NOTIFIED	DATE	TIME	PENETRATION EVENTS (92 hours or less)	PENETRATION EVENTS (or over 92 hours & NON PENETRATION EVENTS)
CAO OF RESIDENTIAL FACILITY				Immediate	Immediate
LAW ENFORCEMENT (when applicable)				Immediate	Immediate when appropriate
EMERGENCY MEDICAL (only with penetration)				Immediate	Only with penetration events
MENTAL HEALTH PROVIDER				Immediate	Next business
CAO/DESIGNEE OF LIAISON DISTRICT OFFICE				Immediate	Next business
REGIONAL ADMINISTRATOR				Immediate	Next business
DEPARTMENT PREA COORDINATOR				Email	Email
FORENSIC EXAMINATION					
LOCATION OF EXAMINATION				DATE AND TIME CLIENT LEFT FACILITY	
DATE AND TIME CLIENT LEFT FACILITY				DATE AND TIME VICTIM RETURNED FROM FORENSIC EXAMINATION	
SIGNATURE OF SHIFT COMMANDER / SHIFT SUPERVISOR				DATE	



STATE OF MISSOURI  
DEPARTMENT OF CORRECTIONS  
PREA ALLEGATION NOTIFICATION PENETRATION/ NON-PENETRATION  
EVENT CHECKLIST - RESIDENTIAL FACILITIES - (CONTINUED)

**VICTIM**

1. Where did the incident or alleged incident occur?

☐ In the victim's room (if the victim and perpetrator share a room, count as the victim's room)

☐ In a dormitory or other multiple housing unit

☐ In a program service area (commissary, kitchen, storage, laundry, cafeteria, workshop)

☒ Outside the facility but on facility grounds

☐ Other - specify: \_\_\_\_\_

2. What time did the incident or alleged incident occur? (select all that apply)

☐ Morning (6 a.m. to noon)

☐ Afternoon (noon to 6 p.m.)

☐ Evening (6 p.m. to midnight)

☐ Overnight (midnight to 6 a.m.)

3. Number of victims or alleged victims involved in the incident? (if there were more than one victim please note additional victims' age, gender and race in the comment section) \_\_\_\_\_

4. Demographic information of victims or alleged victims: (if more than one victim please note additional demographic information in the comment section)

Age at the time of incident: \_\_\_\_\_ Gender: \_\_\_\_\_

Race / ethnic origin: \_\_\_\_\_

5. Did the victim or alleged victim sustain any physical injury during the incident? ☐ Yes ☐ No ☐ N/A

☐ Broken bones ☐ Internal injuries

☐ Anal or vaginal tearing ☐ Knocked unconscious

☐ Chipped or knocked out teeth ☐ Bruises, black eye, sprains, cuts, scratches, swelling, welts

☐ Other - specify: \_\_\_\_\_

6. If the victim or alleged victim received injuries, did the victim receive medical treatment for the injuries?

☐ Yes ☐ No ☐ N/A

7. Who reported the incident or alleged incident? (select all that apply)

☐ Victim ☐ Medical or Mental Health staff member

☐ Another offender (non-victim) ☐ Instructor or Teacher

☐ Family of victim ☐ Counselor

☐ Residential staff member ☐ Other - specify: \_\_\_\_\_



STATE OF MISSOURI  
DEPARTMENT OF CORRECTIONS  
PREA ALLEGATION NOTIFICATION PENETRATION/ NON-PENETRATION  
EVENT CHECKLIST - RESIDENTIAL FACILITIES - (CONTINUED)

**VICTIM (CONTINUED):**

8. After the incident was reported, was the victim or alleged victim: (select all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Given a medical examination | <input type="checkbox"/> Tested for other sexually transmitted diseases      |
| <input type="checkbox"/> Administered a rape kit     | <input type="checkbox"/> Provided with counseling or mental health treatment |
| <input type="checkbox"/> Tested for HIV / AIDS       | <input type="checkbox"/> None of the above                                   |

9. Are medical records pertaining to this incident included with the file material attached in the master report folder?

- ☐ Yes ☐ No ☐ N/A

**TYPE OF OFFENDER SEXUAL VIOLENCE:**

- |   |   |
|---|---|
| <input type="checkbox"/> Offender on Offender       | <input type="checkbox"/> Staff Member on Offender |
| <input type="checkbox"/> Non-consensual Sexual Acts | <input type="checkbox"/> Sexual Misconduct        |
| <input type="checkbox"/> Abuse Sexual Contact       | <input type="checkbox"/> Sexual Harassment        |

**OFFENDER-ON-OFFENDER SEXUAL VIOLENCE:**

1. How many perpetrators or alleged perpetrators were involved in the incident? (if there were more than one perpetrator, please note additional perpetrators' age, gender and race in the comment section)

2. What was the alleged perpetrator's gender? ☐ Female ☐ Male

3. Demographic information of perpetrator:

Age at the time of incident:  Gender:   
Race or ethnic origin:

4. What was the nature of the incident or alleged incident? (select all that apply)

- ☐ Voluntary sexual contact between adults  
☐ Unwanted touching for sexual gratification  
☐ Pressure or coercion (without force) resulting in a non-consensual sexual act  
☐ Physical force (or the threat of force) resulting in a non-consensual sexual act

5. What type of pressure or physical force was used by the perpetrator or alleged perpetrator on the victim? (select all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Persuasion or talked into sexual activity | <input type="checkbox"/> Physically held victim down or restrained in some way |
| <input type="checkbox"/> Bribery or blackmail                      | <input type="checkbox"/> Physically harmed or injured victim                   |
| <input type="checkbox"/> Gave victim drugs or alcohol              | <input type="checkbox"/> Threatened with a weapon <input type="text"/>         |
| <input type="checkbox"/> Offered protection from other offenders   | <input type="checkbox"/> Other - specific: <input type="text"/>                |
| <input type="checkbox"/> Threatened with physical harm             | <input type="checkbox"/> None  |



STATE OF MISSOURI  
DEPARTMENT OF CORRECTIONS  
PREA ALLEGATION NOTIFICATION PENETRATION/ NON-PENETRATION  
EVENT CHECKLIST - RESIDENTIAL FACILITIES - (CONTINUED)

STAFF MEMBER ON OFFENDER SEXUAL MISCONDUCT AND HARASSMENT

1. What was the nature of the incident or alleged incident? (select all that apply)

- ☐ Physical force resulting in a non-consensual sexual act
- ☐ Pressure or abuse of power resulting in a non-consensual sexual act
- ☐ Indecent exposure, invasion of privacy, or voyeurism for sexual gratification
- ☐ Unwanted touching for sexual gratification
- ☐ Sexual harassment or repeated verbal statements of a sexual nature by staff member
- ☐ Sexual relationship between offender and staff member that appeared to be willing
- ☐ Level of coercion unknown
- ☐ Other - specify:

2. How many staff members were involved or alleged to have been involved in the incident? (If more than one staff member was involved in the incident note staff member demographics in the comment section)

3. Demographic information of staff members involved or alleged to have been involved in the incident:

Age at the time of incident:

Gender:

Race / ethnic origin:

4. Which of the following describes the staff member that was involved or alleged to have been involved in the incident? (select all that apply)

- ☐ Full or part-time paid employee
- ☐ Contracted employee or vendor
- ☐ Volunteer or intern
- ☐ Other - specify:

5. What was the primary position description of the staff member involved or alleged to have been involved in the incident? (select all that apply)

- ☐ Administrator
- ☐ Supervision staff member
- ☐ Clerical including secretaries, clerks, receptionists, and other administrative support
- ☐ Maintenance and other facility support staff members, including grounds keepers, janitors, cooks, and drivers
- ☐ Education staff members, including instructors, teachers, librarians, and education assistants
- ☐ Other program staff members
- ☐ Other - specify:



STATE OF MISSOURI  
DEPARTMENT OF CORRECTIONS  
PREA ALLEGATION NOTIFICATION PENETRATION/ NON-PENETRATION  
EVENT CHECKLIST - RESIDENTIAL FACILITIES - (CONTINUED)

**INFORMATION (CONTINUED):**

**Staff Member on Offender Sexual Abuse (continued):**

5. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
6. Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs 1 through 5 of this definition;
7. Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an offender, detainee, or resident, and
8. Voyeurism by a staff member, contractor, or volunteer which is an invasion of privacy of an offender, detainee, or resident by staff for reasons unrelated to official duties, such as peering at an offender who is using a toilet in his or her cell to perform bodily functions; requiring an offender to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an offender's naked body or of an offender performing bodily functions.

**Offender Sexual Harassment:**

1. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one offender, detainee, or resident directed toward another; and
2. Repeated verbal comments or gestures of a sexual nature to an offender, detainee, or resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

\*It is required to notify emergency medical personnel by phone for all allegations of sexual penetration defined as a sexual activity that involves the entry into the vagina, anus, and/or mouth, however slight, with a body part or an object. All other allegations of sexual abuse will be investigated and forwarded to the Chief Administrative Officer of the [ ] district.

**ATTACHMENT 3****MONTHLY FIRE / TORNADO DRILL REPORT**

Facility \_\_\_\_\_ Type of Test \_\_\_\_\_ Fire \_\_\_\_\_ Tornado \_\_\_\_\_

Date of Test \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of Test \_\_\_\_/\_\_\_\_/\_\_\_\_

Staff present and participating \_\_\_\_\_

All in-house residents participated \_\_\_\_\_ yes \_\_\_\_\_ no

If no, explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**Type of warning device utilized to call drill**

Manual \_\_\_\_\_ Automatic \_\_\_\_\_ Bell \_\_\_\_\_ Verbal \_\_\_\_\_ Intercom/Speaker \_\_\_\_\_ Other \_\_\_\_\_

Emergency Lightening Operational \_\_\_\_\_ yes \_\_\_\_\_ no

Were all exit lights illuminated \_\_\_\_\_ yes \_\_\_\_\_ no

**FIRE/TORNADO DRILL**

1. Were fire extinguishers / smoke alarms served to confirm operational status \_\_\_\_\_ yes \_\_\_\_\_ no

2. Were fire routes posted \_\_\_\_\_ yes \_\_\_\_\_ no

3. Was roll taken at assembly point \_\_\_\_\_ yes \_\_\_\_\_ no

4. Total time for complete evacuation \_\_\_\_\_ minutes

5. Note any problems encountered or identified \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**ANNUAL EMERGENCY DRILL**

Date of Test \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of Test \_\_\_\_/\_\_\_\_/\_\_\_\_

Staff present and participating \_\_\_\_\_

**Type of Annual Drill Conducted**

\_\_\_\_\_ Attempted suicide \_\_\_\_\_

\_\_\_\_\_ Carbon monoxide poisoning \_\_\_\_\_

\_\_\_\_\_ Death \_\_\_\_\_

\_\_\_\_\_ Flooding \_\_\_\_\_

\_\_\_\_\_ Medical emergency \_\_\_\_\_

Bomb threats

Collection, control and testing of suspected illegal contraband

Earthquakes

Hazardous material/chemical spill

Hostage situation and Riot disorder

Staff Signature \_\_\_\_\_ Reviewed By \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



## ATTACHMENT 4

**Warrant Checklist**

*Before declaring a resident an "absconder" and contacting the Department Command Center in Jefferson City, the following places/institutions must be first searched or contacted. Please initial and indicated the time the following contacts were made.*

Offender Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm

Employee Initials	Time	Place/Institution
_____	_____	Visually witness offender depart facility without authorization. Sign In/Sign Out log checked.
_____	_____	Time of scheduled return: _____
_____	_____	Facility checked including outside grounds.
_____	_____	Call to report to front desk
_____	_____	Call to reported destination _____
_____	_____	Call to employer (during employer business hours)
_____	_____	Call to identified support system (family, significant others, etc.)
_____	_____	Check with county detention center.
_____	_____	Check with Local/municipal detention centers
_____	_____	Check with offender's emergency contact number (local only)
_____	_____	Emergency Room check (must check all in area)
_____	_____	Time determined an absconder _____
_____	_____	Warrant approval by _____
_____	_____	Call to Command Center (800-816-8199) Time _____

## ATTACHMENT 5

**OFFENDER COMPLAINT***If additional information is needed – attach to this form.*

Offender Name \_\_\_\_\_ Number \_\_\_\_\_

Supervising officer \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**OFFENDER COMPLAINT:**

Offender Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**FACILITY PROGRAM DIRECTOR RESPONSE**

Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Reviewed \_\_\_\_/\_\_\_\_/\_\_\_\_

Director's Signature \_\_\_\_\_

I accept the decision made on \_\_\_\_/\_\_\_\_/\_\_\_\_ Offender Signature \_\_\_\_\_  
(date)I wish to appeal the decision made on \_\_\_\_/\_\_\_\_/\_\_\_\_ Offender Signature \_\_\_\_\_  
(date)**STATE AGENCY REPRESENTATIVE RESPONSE**

Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Reviewed \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_

I have received and reviewed the response of the Department on \_\_\_\_/\_\_\_\_/\_\_\_\_ (date)

Offender Signature \_\_\_\_\_

## ATTACHMENT 6

## Disposition and Release of Personal Property

Offender Name \_\_\_\_\_ DOC Number \_\_\_\_\_

**(Release of Property)**

In the event of my discharge from the transitional housing facility, I understand that every attempt will be made to release my personal property to the person listed below.

Further, I understand that if my contacts listed do not pick up my property within 30 calendar days it will be disposed of by the transitional facility.

***Release to:***

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_ Alternate Telephone Number \_\_\_\_\_

***Alternate Contact for release***

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Alternate Telephone Number \_\_\_\_\_

**(Release of Money)**

In the event that I abscond from my assigned transitional housing facility, I understand that all monies in excess of fees and court costs owed shall be considered forfeited.

All money in excess of fees and court costs owed shall be forwarded to the Missouri Department of Corrections.

Offender Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

## ATTACHMENT 7

**Consent for Release of Confidential Information****Offender Name:** \_\_\_\_\_ **Number:** \_\_\_\_\_

I, \_\_\_\_\_, a participant in \_\_\_\_\_, hereby give consent for the release of all information relative to my program participation including but not limited to: progress; work place and performance; violations; attitude; behavior; dates of treatment; nature of discharge; social history; community involvement; drug, alcohol or other treatment; problems; breathalyzer testing; drug test result; medical care and treatment; mental health care and treatment; and any information that would affect my successful reintegration into the community), to the Missouri Department of Corrections, Division of Probation and Parole.

I understand this consent will expire one year from the signing date, unless I revoke my consent for release of information earlier.

**Offender Signature** \_\_\_\_\_ **Date** \_\_\_\_\_**Witness Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**TRANSITIONAL FACILITY PROPERTY INVENTORY**

Offender Name \_\_\_\_\_ Number \_\_\_\_\_ Entry Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Inventory Changes Date(s)

Offender Initials

Staff Initials

\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I= Initial Item****A= Added Item****R= Removed Item**

Amount

Item

Amount

Item

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I verify that this is all of my personal property. I understand that I must update my inventory list if I add or remove any items from the transitional housing facility.

Offender Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Witness \_\_\_\_\_

## ATTACHMENT 9

## INTAKE CONFIRMATION

Date of Arrival \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Orientation Completed \_\_\_\_/\_\_\_\_/\_\_\_\_

I have read or have had read to me the rules under which I am expected to abide by while a resident of \_\_\_\_\_. I have been given the opportunity to ask any questions regarding these rules and understand the possible consequences if I fail to abide by these rules.

*My initials and signature below verify that I understand the following:*

1. The Emergency Procedures (tornado, fire, etc.) \_\_\_\_\_
2. Program Expectations \_\_\_\_\_
3. Complaint Procedures \_\_\_\_\_
4. Medical Procedures \_\_\_\_\_
  - Responsibility for expenses \_\_\_\_\_
  - Standards on medications \_\_\_\_\_
  - Medical Resources/Addresses \_\_\_\_\_
5. Savings \_\_\_\_\_
6. Pass/Free Time Procedures \_\_\_\_\_
7. Meals/Sack Lunch Procedures \_\_\_\_\_
8. Absconder Warrant Process \_\_\_\_\_
9. Censored Materials Rules \_\_\_\_\_
10. Participated in Facility Tour by staff person \_\_\_\_\_

I have been assigned \_\_\_\_\_ as a case manager and \_\_\_\_\_ as a Probation and Parole officer.

Resident's Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOOD ALLOWANCE CALCULATION FORM****Offender Name:** \_\_\_\_\_**Offender Number:** \_\_\_\_\_**Date:** \_\_\_\_\_**Staff Name:** \_\_\_\_\_**Net Income**

(As noted on paycheck stub or disability income statement) \_\_\_\_\_

- If paid weekly multiply by 4.33
- If paid bi weekly multiply by 2.167

**Net Monthly Income** = \_\_\_\_\_Subtract 20% of **Net Income**  
[Net Monthly Income multiplied by .20] - \_\_\_\_\_Subtract **Court Ordered Fees** - \_\_\_\_\_Subtract **Court Ordered Child Support** - \_\_\_\_\_Subtract **Standard Deduction** - **\$142.00**Equals **Adjusted Income** = \_\_\_\_\_*Use the Food Allowance Chart to determine the food allowance to be provided to the employed resident.*

**Attachment 10 cont'd****Food Allowance Chart**

<b>Adjusted Monthly Income</b>	<b>If paid Monthly</b>	<b>If paid Bi-weekly</b>	<b>If paid Weekly</b>
<b>0-30</b>	<b>195</b>	<b>90</b>	<b>45</b>
<b>31-60</b>	<b>186</b>	<b>86</b>	<b>43</b>
<b>61-80</b>	<b>178</b>	<b>82</b>	<b>41</b>
<b>81-100</b>	<b>172</b>	<b>79</b>	<b>40</b>
<b>101-120</b>	<b>167</b>	<b>77</b>	<b>39</b>
<b>121-140</b>	<b>160</b>	<b>74</b>	<b>37</b>
<b>141-160</b>	<b>154</b>	<b>71</b>	<b>36</b>
<b>161-180</b>	<b>148</b>	<b>68</b>	<b>34</b>
<b>181-200</b>	<b>142</b>	<b>66</b>	<b>33</b>
<b>201-220</b>	<b>136</b>	<b>63</b>	<b>31</b>
<b>221-240</b>	<b>130</b>	<b>60</b>	<b>30</b>
<b>241-260</b>	<b>124</b>	<b>57</b>	<b>29</b>
<b>261-280</b>	<b>118</b>	<b>54</b>	<b>27</b>
<b>281-300</b>	<b>110</b>	<b>51</b>	<b>25</b>
<b>301-320</b>	<b>106</b>	<b>49</b>	<b>24</b>
<b>321-340</b>	<b>100</b>	<b>46</b>	<b>23</b>
<b>341-360</b>	<b>94</b>	<b>43</b>	<b>22</b>
<b>361-380</b>	<b>88</b>	<b>41</b>	<b>20</b>
<b>381-400</b>	<b>82</b>	<b>38</b>	<b>19</b>
<b>401-420</b>	<b>76</b>	<b>35</b>	<b>18</b>
<b>421-440</b>	<b>70</b>	<b>32</b>	<b>16</b>
<b>441-460</b>	<b>64</b>	<b>30</b>	<b>15</b>
<b>461-480</b>	<b>58</b>	<b>27</b>	<b>13</b>
<b>481-500</b>	<b>52</b>	<b>24</b>	<b>12</b>
<b>501-520</b>	<b>46</b>	<b>21</b>	<b>11</b>
<b>521-540</b>	<b>40</b>	<b>18</b>	<b>9</b>
<b>541-560</b>	<b>34</b>	<b>16</b>	<b>8</b>
<b>561-580</b>	<b>28</b>	<b>13</b>	<b>6</b>
<b>581-600</b>	<b>22</b>	<b>10</b>	<b>5</b>
<b>601-610</b>	<b>18</b>	<b>8</b>	<b>4</b>
<b>611-1490</b>	<b>16</b>	<b>7</b>	<b>4</b>
<b>Over 1490</b>	<b>0</b>	<b>0</b>	<b>0</b>





## ATTACHMENT 12

RESIDENT'S NAME \_\_\_\_\_ I.D. # \_\_\_\_\_ to \_\_\_\_\_

WORK/JOB SEARCH			DEPARTURE		EXPECTED RETURN			EXTENSION		ACTUAL RETURN				RESIDENT'S SIGNATURE
DESTINATION	ADDRESS	PHONE	TIME OUT	DATE	EXPECTED RETURN TIME	DATE	STAFF INT.	REVISED EXPECTED RETURN TIME	STAFF INT.	ACTUAL RETURN TIME	DATE	BA	STAFF INIT.	

PASS/FREE TIME			DEPARTURE		EXPECTED RETURN			EXTENSION		ACTUAL RETURN				RESIDENT'S SIGNATURE
DESTINATION	ADDRESS	PHONE	TIME OUT	DATE	EXPECTED RETURN TIME	DATE	STAFF INT.	REVISED EXPECTED RETURN TIME	STAFF INT.	ACTUAL RETURN TIME	DATE	BA	STAFF INIT.	

COMMENTS:

CASE MANAGER: \_\_\_\_\_ RESIDENT'S NAME \_\_\_\_\_ ROOM #: \_\_\_\_\_

## PASS REQUEST

Offender Name \_\_\_\_\_ Number \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

*I request approval for a pass during the following period. I will stay at the address listed and the person(s) with whom I am staying will know my whereabouts at all times. I will remain at my overnight pass destination specifically between the hours of 10 p.m. and 6 a.m. each and everyday unless special permission is granted to do otherwise. I understand that violation of these conditions may result in cancellation of the pass and disciplinary action. I also understand that I may be contacted at anytime while on pass to verify my presence at the location or to be requested to return to the facility.*

PASS BEGINS AT \_\_\_\_:\_\_\_\_ a.m. / p.m. On (day) \_\_\_\_\_ (date) \_\_\_\_/\_\_\_\_/\_\_\_\_

PASS ENDS AT \_\_\_\_:\_\_\_\_ a.m. / p.m. On (day) \_\_\_\_\_ (date) \_\_\_\_/\_\_\_\_/\_\_\_\_

TOTAL PASS HOURS \_\_\_\_\_

## 8. DESTINATION

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Currently Employed Yes \_\_\_ No \_\_\_ Hours weekly \_\_\_\_ Date of Last Paycheck \_\_\_\_/\_\_\_\_/\_\_\_\_

Resident's Signature \_\_\_\_\_

Pass Recommended by \_\_\_\_\_ (Case Manager)

Approved by \_\_\_\_\_ (Probation and parole officer)  
(Liaison Signature Required if over 3 hours)SIGN OUT: Resident's Signature \_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_ a.m./p.m. Staff Signature \_\_\_\_\_SIGN IN: Resident's Signature \_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_ a.m./p.m. Staff Signature \_\_\_\_\_Contacts (Include date and time) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff Signature \_\_\_\_\_

Offender Name \_\_\_\_\_ Case Manager \_\_\_\_\_

[illegible]

## REDUCTION/WAIVER OF SAVINGS

OFFENDER NAME: \_\_\_\_\_ DOC Number \_\_\_\_\_

The above individual is allowed to reduce / waive savings for the pay period ending \_\_\_\_/\_\_\_\_/\_\_\_\_ as determined by department representatives:

\_\_\_\_ Savings waived entirely

\_\_\_\_ Offender is to pay savings but must retain \$15.00 for employment purposes

\_\_\_\_ Other \_\_\_\_\_

The justification for this determination is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Probation and parole officer signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

CC: File  
Residential File  
Monthly Billing and Invoice

## REQUEST FOR SAVINGS WITHDRAWAL

Date: \_\_\_\_\_

Offender Name: \_\_\_\_\_

Employment:

Employed: \_\_\_\_\_ yes \_\_\_\_\_ no

Company Name \_\_\_\_\_

Amount in Savings: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Balance after withdrawal: \_\_\_\_\_

Reason for the request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Offender Signature: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

Case Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Probation/Parole Officer Signature: \_\_\_\_\_

**REQUEST TO OPERATE A MOTOR VEHICLE**

Offenders May be granted authority to possess and drive a motor vehicle while at the transitional housing facility if advance written approval is provided by the state agency pursuant to criteria.

I hereby request permission to operate a motor vehicle for the following reasons:

I understand that if permission is granted, it will be a privilege; and abuse of the privilege will result in the immediate termination of my driving privileges and could result in my return to the Missouri Department of Corrections.

Offender Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**VEHICLE/ OPERATOR'S INFORMATION**

Operator's License Number \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Insurance Company \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Owner of Vehicle \_\_\_\_\_ License Plate Number \_\_\_\_\_

*\*Offender must provide proof of liability insurance with application. A copy of the insurance face sheet, driver's or chauffeur license (both sides) must accompany this report.*

**DEPARTMENT APPROVAL / DENIAL**

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Department of Corrections Representative Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**ATTACHMENT 18****AUTHORIZATON FOR RELEASE OF INFORMATION  
(Employee)****TO WHOM IT MAY CONCERN:**

I hereby authorize and request release to the State of Missouri, Department of Corrections, any and all records and information, including, but not limited to, originals or copies of any records, documents, reports, criminal history record.

I understand that the State of Missouri, Department of Corrections, may conduct and/or review a background investigation before rendering a decision regarding my eligibility to perform services for the State of Missouri, Department of Corrections, and that this authorization is a part of that investigation.

I voluntarily agree to cooperate in such investigation, and release from all liability or responsibility the State of Missouri, Department of Corrections, and all other persons, firms, corporations and institutions supplying the above requested information.

\_\_\_\_\_  
Applicant's Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Birth date

\_\_\_\_\_  
Applicant's Social Security Number



**STATE OF MISSOURI/DEPARTMENT OF CORRECTIONS**  
**CONFIDENTIALITY OATH**

I will not reveal the condition or affairs of any person, firm or institution in this State, or any facts pertaining to same that may come to my knowledge by virtue of my work, unless required or authorized by law to do so.

\_\_\_\_\_  
Signature of Employee/Agent

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_ Supplemental

**VIOLATION REPORT**

\_\_\_\_ RF CENTER \_\_\_\_\_ REPORTING PARTY  
 RESIDENT: \_\_\_\_\_ CASE MANAGER: \_\_\_\_\_ P.O. \_\_\_\_\_  
 NUMBER: \_\_\_\_\_ STATUS: PAROLEE \_\_\_\_\_ CR \_\_\_\_\_ PROB \_\_\_\_\_ INTERSTATE ONLY \_\_\_\_\_

**NATURE OF VIOLATION**

ARREST: Arresting Authority: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Charge: \_\_\_\_\_  
 DRUG USE: Results: (+/-) Substance: \_\_\_\_\_ Date Sample Taken: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Returned: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 ALCOHOL USE: Breathalyzer Reading \_\_\_\_\_ % Date Tested: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_:\_\_\_\_ a.m. / p.m.

**AWOL:**

Date Resident left facility: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_:\_\_\_\_ a.m. / p.m.  
 Status when resident left facility AWOL \_\_\_\_\_ PASS \_\_\_\_\_ EMPLOYMENT \_\_\_\_\_ OTHER \_\_\_\_\_  
 Scheduled Return: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_:\_\_\_\_ a.m. / p.m.  
 Actual Return Time: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_:\_\_\_\_ a.m. / p.m.  
 TOTAL TIME AWOL: Hours \_\_\_\_\_ Minutes \_\_\_\_\_

**COMMENTS:**

(USE REVERSE SIDE IF ADDITIONAL SPACE IS NEEDED)

**OTHER VIOLATIONS:**

Nature of Violation \_\_\_\_\_  
 Date / Time of Occurrence \_\_\_\_/\_\_\_\_/\_\_\_\_: \_\_\_\_:\_\_\_\_:\_\_\_\_ a.m. / p.m.

**EXPLANATION**

(USE REVERSE SIDE IF ADDITIONAL SPACE IS NEEDED)

**VIOLATION INTERVIEW**

(If necessary, submit supplemental report after interview is conducted)

Date of Interview: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of Interview: \_\_\_\_:\_\_\_\_:\_\_\_\_ a.m. / p.m.

**\*\*RESIDENT MUST BE INFORMED HIS/HER RESPONSES MAY BE PROVIDED TO THE COURT/PAROLE BOARD****RESIDENT'S RESPONSE****ACTION PLAN/CONSEQUENCES/RECOMMENDATION**

Resident Signature \_\_\_\_\_ Witness \_\_\_\_\_

Submitted by \_\_\_\_\_ Date/ Time Submitted to P.O. \_\_\_\_/\_\_\_\_/\_\_\_\_: \_\_\_\_:\_\_\_\_:\_\_\_\_ a.m. / p.m.

## INCIDENT REPORT

\_\_\_\_\_ RF CENTER \_\_\_\_\_ REPORTING PARTY

NATURE OF INCIDENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resident (s) Involved/Affected \_\_\_\_\_

Time of Occurrence \_\_\_\_\_:\_\_\_\_\_ a.m. / p.m. Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Staff were first aware of Incident Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_ a.m./p.m.

INJURED PARTIES: \_\_\_\_\_

Ambulance Summoned yes\_\_\_ no\_\_\_

Fire Department Summoned yes\_\_\_ no\_\_\_

Police Summoned yes\_\_\_ no\_\_\_ Police Report # \_\_\_\_\_

Nature/Status of Injury/Illness \_\_\_\_\_

Location of Injured parties at the time of report \_\_\_\_\_

CIRCUMSTANCES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(USE REVERSE SIDE IF ADDITIONAL SPACE IS NEEDED)

NAME OF WITNESS \_\_\_\_\_

SUMMARIZED STATEMENT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DOC VERBALLY NOTIFIED DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_ a.m. / p.m.

Name of Facility Staff person verbally notifying DOC \_\_\_\_\_

Name of DOC staff notified \_\_\_\_\_

SUBMITTED BY \_\_\_\_\_ DATE \_\_\_\_\_

**SAMPLE TRANSITIONAL INVOICE FORMAT**

**Submit To:** Missouri Department of Corrections  
 Attn: \_\_\_\_\_  
 P.O. Box 236  
 Jefferson City, MO 65102

**Provider:** (Provider Name, Address, Contact Person, & Telephone Number)

**Invoice Number:**

**Contract:** (Contract #)

**Service Period:** (Month, Year)

**PART I – TOTAL NUMBER OF AWARDED TRANSITIONAL HOUSING SLOTS FOR THE INVOICE PERIOD:**

A. Number of Transitional Housing Slots Awarded	x	B. Number of Days in Month/Invoice Period	=	C. Total Number of Awarded Transitional Housing Slots for the Invoice Period
	x		=	

**PART II – MAXIMUM SLOT OVERAGE ALLOWED:**

A. Total Number of Awarded Transitional Housing Slots for the Invoice Period (Part I, C)	x	B. 10% (.10)	=	C. Maximum Slot Overage Allowed
	x	.10	=	

**PART III – INVOICE TOTAL DOLLAR AMOUNT:**

A. Total Number of Awarded Transitional Housing Slots for the Invoice Period (Part I, C)	+	B. Slot Overage (Must be less than or equal to the Maximum Slot Overage Allowed (Part II, C))	x	C. Firm, Fixed Unit Price Per Transitional Housing Slot as Stated on the Pricing Page of the Contract	=	D. Invoice Total Dollar Amount
	+		x		=	

Signature \_\_\_\_\_

Date \_\_\_\_\_



STATE OF MISSOURI

DEPARTMENT OF CORRECTIONS

## PROVIDER SERVICES

MONTH/YEAR

NAME OF PROVIDER:

ADDRESS:

TYPE OF SERVICE PROVIDED:

MONTHLY CONTRACTED AMOUNT:

3

[illegible]

TOTAL MONTHLY UNITS CONTRACTED FOR: (ACTUAL DAYS IN  
(THE MONTH X TOTAL SLOTS CONTRACTED))

CERTIFICATION SIGNATURE & DATE, FACILITY DIF

LESS: TOTAL NUMBER OF UNITS SERVED: (COLUMN G)

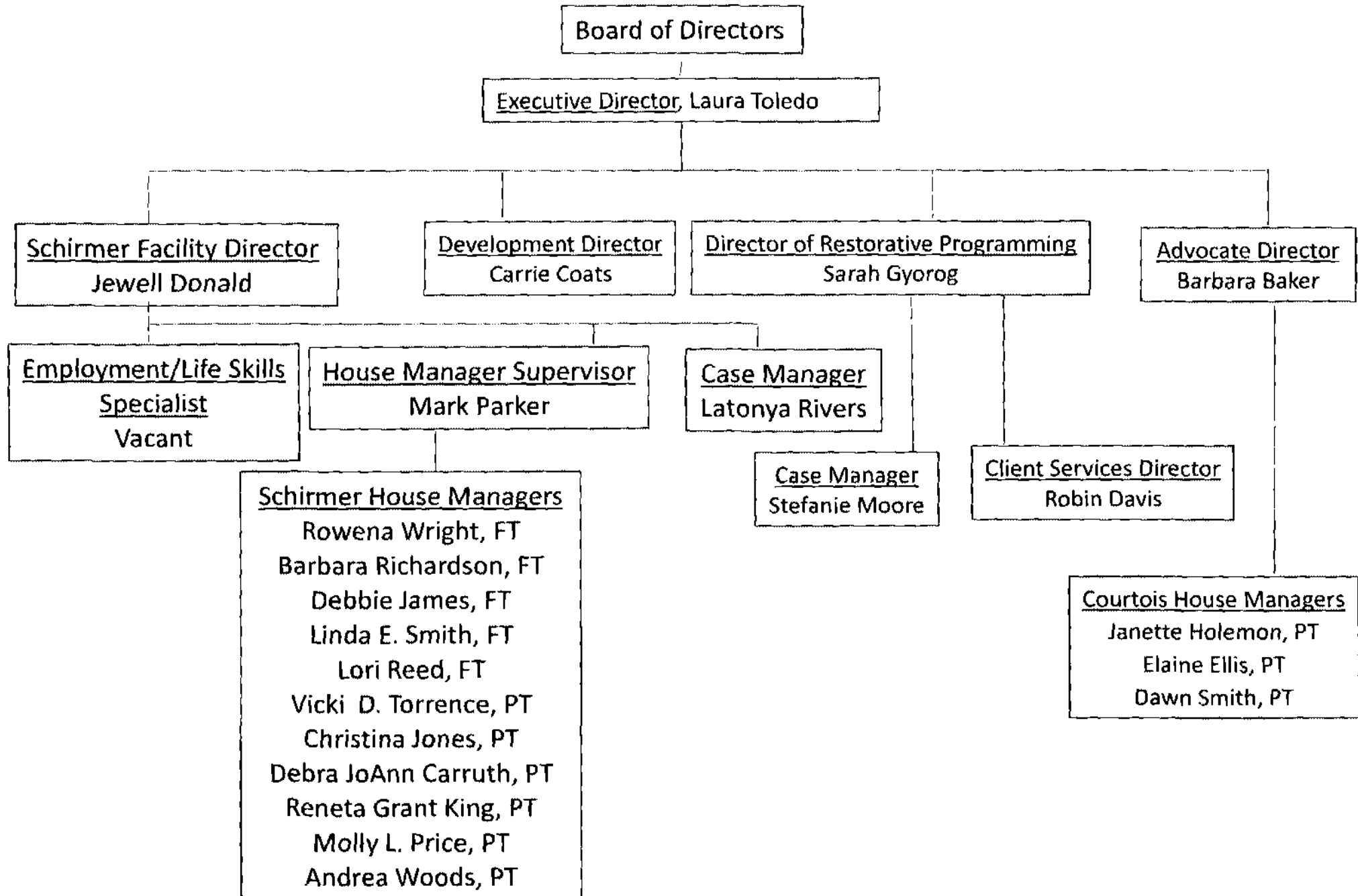
UNIT	DATE	TIME	TYPE	REMARKS
1	10/10/10	10:00	10	10
2	10/10/10	10:00	10	10
3	10/10/10	10:00	10	10
4	10/10/10	10:00	10	10
5	10/10/10	10:00	10	10
6	10/10/10	10:00	10	10
7	10/10/10	10:00	10	10
8	10/10/10	10:00	10	10
9	10/10/10	10:00	10	10
10	10/10/10	10:00	10	10
11	10/10/10	10:00	10	10
12	10/10/10	10:00	10	10
13	10/10/10	10:00	10	10
14	10/10/10	10:00	10	10
15	10/10/10	10:00	10	10
16	10/10/10	10:00	10	10
17	10/10/10	10:00	10	10
18	10/10/10	10:00	10	10
19	10/10/10	10:00	10	10
20	10/10/10	10:00	10	10
21	10/10/10	10:00	10	10
22	10/10/10	10:00	10	10
23	10/10/10	10:00	10	10
24	10/10/10	10:00	10	10
25	10/10/10	10:00	10	10
26	10/10/10	10:00	10	10
27	10/10/10	10:00	10	10
28	10/10/10	10:00	10	10
29	10/10/10	10:00	10	10
30	10/10/10	10:00	10	10
31	10/10/10	10:00	10	10
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35	10/10/10	10:00	10	10
36	10/10/10	10:00	10	10
37	10/10/10	10:00	10	10
38	10/10/10	10:00	10	10
39	10/10/10	10:00	10	10
40	10/10/10	10:00	10	10
41	10/10/10	10:00	10	10
42	10/10/10	10:00	10	10
43	10/10/10	10:00	10	10
44	10/10/10	10:00	10	10
45	10/10/10	10:00	10	10
46	10/10/10	10:00	10	10
47	10/10/10	10:00	10	10
48	10/10/10	10:00	10	10
49	10/10/10	10:00	10	10
50	10/10/10	10:00	10	10
51	10/10/10	10:00	10	10
52	10/10/10	10:00	10	10
53	10/10/10	10:00	10	10
54	10/10/10	10:00	10	10
55	10/10/10	10:00	10	10
56	10/10/10	10:00	10	10
57	10/10/10	10:00	10	10
58	10/10/10	10:00	10	10
59	10/10/10	10:00	10	10
60	10/10/10	10:00	10	10
61	10/10/10	10:00	10	10
62	10/10/10	10:00	10	10
63	10/10/10	10:00	10	10
64	10/10/10	10:00	10	10
65	10/10/10	10:00	10	10
66	10/10/10	10:00	10	10
67	10/10/10	10:00	10	10
68	10/10/10	10:00	10	10
69	10/10/10	10:00	10	10
70	10/10/10	10:00	10	10
71	10/10/10	10:00	10	10
72	10/10/10	10:00	10	10
73				

AGENCY CERTIFICATION SIGNATURE & DATE

CHECK TRANSMITTAL NUMBER (ATTACH CHECK)

# Documentation Section

# Center for Women in Transition Organizational Chart



**Vision:** The Center for Women in Transition will be a leader and model in the St. Louis area for promotion of restorative practices in the community which will bring responsibility, heal harm and empower individuals to be successful members of society.

**Mission:** The Center assists women in the criminal justice system in making a successful transition to their families and communities through practicing and promoting restorative justice.

**Core Values:**

**Solidarity**

In a spirit of mutuality, non-judgment and fidelity, we support and challenge each other to grow on our respective life journeys.

**Positive Attitude**

Focusing on strengths and believing in the ability of people to change, we seek win-win solutions that restore dignity, self-respect and right relationships.

**Integrity**

We strive to be consistent in word and deed as we serve our values and our mission.

**Responsibility & Accountability**

We take ownership of our actions and fulfill our commitments, recognizing our ability to make choices and utilize our own power for good.

**Inclusion**

We engage all stakeholders in the decision making process as appropriate, recognizing that diversity and participation strengthen our organization and community.

**Transformation**

Using restorative practices - and recognizing that we change in unique ways and in our own time - we promote development of ourselves into productive, responsible human beings.



**Goal 1: Stabilize and strengthen the Center's programs by building a restorative practices platform to include definitions, work and results.**

Objectives	Measurement/ Deliverables	Timeline	Responsible Staff/ Board	Suggested Action Steps
<p>1A) We will detail a RP platform based upon that definition to outline our work and expected results.</p> <p>1B) We will create, adopt &amp; implement policies that integrate the RP platform.</p> <p>1C) We will expand communication to the community about RP practices at the Center and their effectiveness &amp; quality.</p>	<p>Detailed RP platform</p> <p>Manuals, handbooks, policies &amp; procedures</p>	<p>Reviewed at least every 6 months (Sept 2013, March 2014, Sept 2014, March 2015, Sept 2015, Sept 2016)</p>	<ul style="list-style-type: none"> <li>• RP committee</li> <li>• Executive director</li> <li>• RJ coordinator</li> <li>• Board of directors</li> </ul>	<ol style="list-style-type: none"> <li>1. RJC, working with RP committee &amp; others, will develop a broad RP platform for the Center's work, interactions and expected results.</li> <li>2. RP committee will obtain board approval for the statement and platform as they relate to Center policies.</li> <li>3. The current Board and all new members will be educated about the RP definitions and Platform.</li> <li>4. ED, RJC, and RP will lead effort to review and update handbooks, manuals, and policies &amp; procedures to assure RP language and practices are engaged. They will outline and prioritize which documents are revised in what order.</li> <li>5. ED &amp; RJC will embed restorative practices into human resources activities including hiring, orientation, training, discipline, reviews and recognition</li> <li>6. Staff &amp; board will incorporate restorative practice definitions, language, principles, &amp; expectations into board, staff &amp; mentor orientation &amp; training.</li> <li>7. RP committee will review RP platform regularly &amp; offer guidance for change if needed; will also monitor and offer guidance of policy &amp; procedure revisions.</li> <li>8. RJC, working with RP committee &amp; others, will develop a process (Case Net/DOC Offender Search) to track statistics of re-incarceration.</li> <li>9. Reinstate Alumni Program</li> <li>10. Collaborate with Development Committee for communication efforts.</li> </ol>

2A) We will assure that all Center programming aligns with the core values.	100% of programming delivered will align with core values as evidenced by internal review by staff and RP committee.	Ongoing as clients leave the program, begin measuring after	<ul style="list-style-type: none"> <li>Executive committee</li> <li>Board of directors</li> <li>Executive director</li> <li>Staff members</li> <li>RP committee</li> </ul>	<ol style="list-style-type: none"> <li>ED, and staff will assure programming is based upon core values, with guidance from the RP committee.</li> <li>Programs will be adapted as needed to fit core values.</li> <li>ED will continue to monitor programs &amp; activities to assure continued alignment, gaining input from staff.</li> <li>As new opportunities arise for programming, ED, RJC &amp; RP committee will evaluate potential fit with core values and programming.</li> <li>New programs will be approved by the board as needed.</li> <li>Clients will complete surveys/interviews to gain their feedback about the services they received.</li> <li>(Currently practiced in Talking Circles and Exit Interviews.)</li> </ol>
2C) Clients will report that Center services have been restorative, supportive and effective in helping them attain their goals.	Client surveys/interviews			
3A) The board will utilize RP to govern and make decisions both as a body and in committees.	Board members report increased satisfaction with board effectiveness on annual board evaluation.	Implementation, Bd evaluation 2013	<ul style="list-style-type: none"> <li>Board president</li> <li>Executive committee</li> <li>Board of directors</li> <li>Executive director</li> </ul>	<ol style="list-style-type: none"> <li>Board president will assure that the board policy manual and other governance materials utilize RP language.</li> <li>Executive committee will review committee structure &amp; functioning to embed RP, obtaining full board approval on changes.</li> <li>The Board will utilize restorative practices in making organizational decisions.</li> <li>Board president will utilize RP when conducting meetings.</li> <li>The Board will design &amp; use a method for gaining and incorporating input/feedback from board members.</li> <li>ED will implement a method for staff meetings which incorporates restorative practices.</li> <li>Staff will give feedback about meeting effectiveness.</li> </ol>
3B) The staff will utilize RP in communications, interactions, problem-solving and meetings.	Staff reports	Implement review at least annually		
4A) We will sustain the nature, quantity and quality of current mentoring and basic	Delivery of mentoring and basic support services	Measured each quarter from beginning of plan to June,	<ul style="list-style-type: none"> <li>RP committee</li> <li>RJ coordinator</li> <li>Program staff</li> <li>Executive director</li> </ul>	<ol style="list-style-type: none"> <li>Program staff will continue to deliver mentoring and basic support services.</li> <li>ED will assure all administrative activities support these services will be maintained.</li> </ol>

support components of the Center's programming.	Client survey	2016 Ongoing		<ol style="list-style-type: none"> <li>3. ED and RJC will develop a process to review services based upon the RP platform.</li> <li>4. ED and RJC will work with program staff to identify existing &amp; needed RPs needs for each program area.</li> <li>5. Program staff will continue existing restorative practices.</li> <li>6. Staff will develop additional activities to meet identified needs for RP.</li> <li>7. Restorative practices committee will offer guidance to the process as well as review the integration of RP into services quarterly, recommending adaptations as needed.</li> </ol>
4B) We will establish metrics for successful mentoring partnerships to include the number of mentors to effectively deliver services.	Staff report Metrics for successful mentoring partnerships	Ongoing		
5A) We will establish a baseline for existing strategic partnerships to identify and quantify them and to map the network of connections with partners.	Baseline of partnerships	January 2014	<ul style="list-style-type: none"> <li>• Board of directors</li> <li>• Executive director</li> <li>• Staff members</li> </ul>	<ol style="list-style-type: none"> <li>1. ED will assure that a baseline of partnerships is established, including mapping existing.</li> <li>2. We will identify potential partnerships to be strengthened and additional partnerships to be cultivated.</li> <li>3. Board and staff will look for &amp; cultivate partnership opportunities with other, complementary individuals &amp; entities.</li> <li>4. We will cultivate partnerships &amp; collaborate with them to better deliver services/expand programming and increase awareness of RP.</li> <li>5. Staff will assure clients have access to services through partners.</li> </ol>
5B) Staff members will maintain current and build new strategic partnerships to strengthen the scope of services available to clients.	Number of strategic partnerships increased Access to new or enhanced services available to clients Increased demand for services/our model	Measured June of 2014, 2015, 2016 Measured June 2014, 2015, 2016 Measured June 2014, 2015, 2016		

Key: DD=Development Director; ED=Executive Director; RP=Restorative Practices; MKT SC=Marketing Subcommittee; RJC=Restorative Justice Coordinator

**Goal 2: The Center will have diversified financial resources, adequate to continue current level of operations and, by**

**June 2015, eliminate borrowing while maintaining existing board-restricted funds.**

Objectives	Measurement/ Deliverables	Timeline	Responsible Staff/ Board	Suggested Action Steps
<p>1A) We will develop and utilize a comprehensive, multi-year financial plan to guide decisions and activities.</p> <p>1B) We will perform operations within budget and according to the financial plan.</p> <p>1C) We will measure progress on the financial plan against quarterly benchmarks of progress.</p> <p>1D) We will adjust activities as needed to assure continued attainment of financial plan goals.</p> <p>1E) We will make decisions about our direction which balance strong finances and strong programs.</p>	<p>Financial plan</p> <p>Favorable comparison between actual activities and annual budget and financial plan.</p> <p>100% of benchmarks will be met on the financial plan; reported on dashboard</p> <p>Decisions in alignment with financial plan</p>	<p>July 2014</p> <p>Ongoing, verified quarterly</p> <p>Ongoing, verified quarterly</p> <p>Ongoing</p> <p>Ongoing</p>	<ul style="list-style-type: none"> <li>• Finance committee</li> <li>• Executive committee</li> <li>• Executive director</li> <li>• Facilities &amp; risk mgmt committee</li> <li>• Director of operations &amp; finance</li> </ul>	<ol style="list-style-type: none"> <li>1. ED will work with the executive &amp; finance committees to outline short and long-term financial goals. Create benchmarks.</li> <li>2. They will obtain input from facilities &amp; risk management committee for the plan.</li> <li>3. Implement the financial plan to achieve short &amp; long-term goals, monitoring at least quarterly and adjusting activities to assure achievement of objectives.</li> <li>4. ED will assure preparation and updating of a Dashboard monitoring tool to track progress on the plan.</li> <li>5. ED will assure operations and activities are within budget and according to the financial plan. Plan will include steps to assure that line of credit usage ends, balance is paid and savings is started</li> </ol>
<p>2) By the end of FYE 14, we will have stopped borrowing and started saving.</p>	<p>No additional draws on the line of credit will occur in FYE 14.</p>	<p>July 2013, Ongoing</p>	<ul style="list-style-type: none"> <li>• Executive committee</li> <li>• Finance committee</li> </ul>	<ol style="list-style-type: none"> <li>1. ED will create and regularly update a "dashboard" of key data points for measurement to monitor progress.</li> <li>2. Executive &amp; finance committees will help</li> </ol>

	The balance will be paid down to zero by the end of FY15	June, 2015	<ul style="list-style-type: none"> <li>• Board of Directors</li> <li>• Executive director</li> <li>• Director of operations &amp; finance</li> </ul>	<p>establish quarterly &amp; annual benchmarks especially for fiscal performance.</p> <p>3. ED will present completed financial statements by the 10<sup>th</sup> of each month to finance &amp; executive committees to review.</p> <p>4. ED will update dashboard regularly and present for review at least quarterly.</p> <p>5. Staff &amp; board will incorporate dashboard indicators and financial report information into key discussion/decisions (i.e. budget, audit).</p>
	Modest savings	June, 2016		
3A) Pursue multiple funding sources including new and existing funding-to effectively achieve income levels projected on the annual budget.	Develop 2 new funding sources	June 2014	<ul style="list-style-type: none"> <li>• Executive director</li> <li>• Program staff</li> <li>• Development Director</li> <li>• Development committee</li> <li>• Finance committee</li> <li>• Board of directors</li> </ul>	<p>1. Development Director will work with ED and development committee to assure funding meets or exceeds budget projections.</p> <p>2. Finance committee will work with development committee, DD and ED to develop realistic budget that also meet strategic priorities.</p> <p>3. Full board approves annual budgets.</p>
3B) We will proactively develop annual budgets that are based on strategic priorities.	Retain current funding sources	October 2013, 2014		
	The funding is reviewed at each Development Meeting	Ongoing		
	Create annual budget.	May 2014, 2015 & 2016		
	Funding maintained at levels anticipated by annual budget.	Ongoing; reviewed at least quarterly		
4) We will assure that the development plan has specific targets and timelines to support the financial plan, including increased income and an expanded donor base.	Create a development plan which reflects the budget.	October 2013	<ul style="list-style-type: none"> <li>• Development committee</li> <li>• Development Director</li> <li>• Executive director</li> </ul>	<p>1. Development committee &amp; staff review the current development plan in terms of financial targets, strategies, responsibilities and timelines.</p> <p>2. They will revise the plan accordingly and revisit at least annually.</p> <p>3. Progress on the development plan toward strategic goals will be documented on the Dashboard and reported at least quarterly.</p>
	Development progress indicated on dashboard.	Ongoing, measured at least quarterly		
	Cultivate 20 new	Measured end of		

	donors  Complete Major Gifts Campaign	FYE 2014  End of FYE 2014		<ol style="list-style-type: none"> <li>4. Development committee &amp; staff will engage all board members in cultivating additional individual &amp; corporate donors.</li> <li>5. They will also implement strategies to maintain &amp; foster relationships with donors aimed to increase gift sizes for existing donors.</li> </ol>
5) We will electronically track fiscal and program data, activity and outcome.	Fiscal, program, and development data will be matched monthly	Monthly	<ul style="list-style-type: none"> <li>• Facilities &amp; risk mgmt committee</li> <li>• Executive director</li> <li>• Development Director</li> </ul>	<ol style="list-style-type: none"> <li>1. Facilities &amp; risk mgmt committee will review technology resources and needs with ED.</li> <li>2. They will develop &amp; implement a technology plan that effectively meets those needs, to include current databases &amp; services used.</li> <li>3. Staff members will utilize data-tracking systems regularly to record and report activity.</li> <li>4. Staff members will receive necessary training to obtain and expand their capacity to use job-related technology.</li> </ol>
6) We will assure that adequate insurances, agreements & practices are in place to minimize risk and maintain safe environments.	Insurance policies, agreements in place  Policies & procedures related to risk management	Review annually in March 2014, 2015, 2016  Review annually in June 2014, 2015, 2016	<ul style="list-style-type: none"> <li>• Facilities &amp; risk mgmt committee</li> <li>• Management Committee</li> <li>• Executive director</li> <li>•</li> </ul>	<ol style="list-style-type: none"> <li>1. Facilities &amp; risk management committee will work with the ED to review all insurance policies, coverage, risks and needs.</li> <li>2. They will investigate alternatives and recommend coverage in all needed areas.</li> <li>3. ED will assure that all policies, contracts, agreements, etc. are in place and current.</li> </ol>

**Key:** **DD**=Development Director; **ED**=Executive Director; **RP**=Restorative Practices; **MKT SC**=Marketing Subcommittee; **RJC**=Restorative Justice Coordinator

**Goal 3: The Center will be known as a leader for restorative re-entry services for women by our clients and peers by June 2014 and other stakeholders by June 2015.**

Objectives	Measurement/ Deliverables	Timeline	Responsible Staff/ Board	Suggested Action Steps
1A) Staff and board will develop key messages and brand.	Develop a brand platform	August, 2013	<ul style="list-style-type: none"> <li>Marketing subcommittee</li> <li>Development committee</li> <li>RP committee</li> <li>Board of directors</li> <li>Executive director</li> <li>Development Director</li> </ul>	1. The MKT SC & DD will identify key message & brand, including an elevator pitch, message map, and a succinct RJ definition
1B) We will target our messaging according to a stakeholder management system.	Develop messaging	November, 2013		2. Dev committee will assure MKT SC shares messaging with ED, development & RP committees and others as needed to obtain input, understanding and buy-in.
1C) We will assure all printed and electronic pieces about the Center consistently reflect the brand.	Create logo and develop new marketing material	December, 2013		3. Dev committee will review & approve the branding materials, bringing branding to board for approval.
1D) We will communicate new messages and brand.	Develop brand standards and train staff and board in standards.	June 2014		4. MKT SC & DD will assure understanding of messaging and brand by all board and staff members.
				5. DD will work with the MKT SC to design branding materials, including logo, tag line and graphics standards.
				6. MKT SC & DD will identify stakeholder groups and how to target messages toward them.
				7. Staff and board will include messaging and brand systematically and consistently in publications and formats (i.e. the agency website).
				8. They will continue to monitor communication of messages and brand, altering activities as needed to achieve objectives.

2A) Build relationships with major donors to understand how they can understand how they can help the Center achieve its mission.	Staff makes contact with one donor a week to continue relationship	July 2013, ongoing	<ul style="list-style-type: none"> <li>• Development committee</li> <li>• Marketing subcommittee</li> <li>• Board of directors</li> <li>• Development Director</li> <li>• Executive director</li> </ul>	<ol style="list-style-type: none"> <li>1. The marketing subcommittee will work with the ED and DD to establish baseline data on current stakeholders.</li> <li>2. ED and DD will assure a stakeholder management system is created and implemented.</li> <li>3. Development committee will monitor these activities, offering guidance as needed to achieve objectives.</li> </ol>
2B) We will identify gaps in stakeholder relationships and build and foster new connections.	Telephone calls of appreciation and telephone calls to 20 donors who haven't contributed in last two years.	November 2013		
	Staff and board will arrange for four in-office Bridging Home	Quarterly		
	Staff will hold five new community outreach events	Quarterly		



**Goal 4: The Center will meet our annual goals and objectives through the work of a stable, highly-knowledgeable, motivated workforce, board of directors and cadre of volunteers.**

Objectives	Measurement/ Deliverables	Timeline	Responsible Staff/ Board	Suggested Action Steps
1A) Staff will demonstrate increased skills, including leadership skills.	Staff development plan; Revisions annually	Ongoing	<ul style="list-style-type: none"> <li>Executive Director</li> <li>RP Committee</li> </ul>	<ol style="list-style-type: none"> <li>ED will work with supervisory staff to identify job-specific training gaps and assure that adequate job-specific training is in place for each position.</li> <li>ED and supervisory staff will develop a system of regular training for staff and periodic special development activities.</li> <li>ED will assure implementation of staff incentives/recognitions.</li> <li>Staff members will complete surveys to offer feedback and indicate their job satisfaction.</li> <li>ED will adjust staff development plan based upon survey results.</li> </ol>
1B) A simple, consistent performance and development process will be developed for use with all staff.				
1B) Staff will experience increased job satisfaction.	Surveys completed by staff members	Surveys begin then ongoing		
2) Staff members will be engaged in program decisions through a restorative policy for inclusive decision-making.	<p>Policy and procedure in place for meaningful inclusion of staff input &amp; feedback</p> <p>Number &amp; type of successful staff participation in decision-making.</p> <p>Surveys completed by staff members</p>	Ongoing	<ul style="list-style-type: none"> <li>Restorative Practices committee</li> <li>Executive Director</li> <li>Restorative Justice Coordinator</li> <li>All staff members</li> </ul>	<ol style="list-style-type: none"> <li>ED and staff will develop &amp; implement a method for ongoing opportunity for staff input &amp; feedback.</li> <li>ED will communicate regularly to inform staff on pertinent program &amp; organizational topics.</li> <li>Staff will initiate communication to share their input &amp; feedback.</li> <li>ED will continue to assure that staff input is welcomed and considered in decision-making.</li> <li>RJC will assist in the above process and RP committee will monitor it, offering guidance as needed.</li> </ol>
3) Board, committee & staff members will interact with each other restoratively, collaboratively and with transparency.	<p>System in place to guide interactions; Reviewed/revise annually</p> <p>Staff and board</p>		<ul style="list-style-type: none"> <li>Executive committee</li> <li>RP committee</li> <li>RJ coordinator</li> <li>Executive director</li> </ul>	<ol style="list-style-type: none"> <li>Executive committee and ED will review existing P &amp; P related to board &amp; staff interactions.</li> <li>RP committee &amp; RJC will review same for fit with RP platform, adjusting procedures and system of checks and balances as needed.</li> <li>They will train board, staff and committee members on those P &amp; P.</li> <li>They will monitor interactions &amp; relationships</li> </ol>

	members knowledge of expectations			between board & staff; provide additional training/guidance as needed.
	Board & staff observation & report of interactions			5. Annually, RP committee, ED & RJC will review procedures and revise as needed to meet objective.

Key: DD=Development Director; ED=Executive Director; RP=Restorative Practices; MKT SC=Marketing Subcommittee; RJC=Restorative Justice Coordinator

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## CENTER FOR WOMEN IN TRANSITION

FINANCIAL STATEMENTS  
JUNE 30, 2013



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# Mueller Prost PC

CPAs · Business Advisors



To the Board of Directors  
Center for Women in Transition  
St. Louis, Missouri

## INDEPENDENT AUDITORS' REPORT

We have audited the accompanying financial statements of *Center for Women in Transition* (a Missouri Non-Profit Organization), which comprise the statement of financial position as of June 30, 2013, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

The Organization's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that *are free from material misstatement*, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Center for Women in Transition as of June 30, 2013, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

January 16, 2014  
St. Louis, Missouri

*Mueller Prost PC*

Certified Public Accountants

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**CENTER FOR WOMEN IN TRANSITION**  
**STATEMENT OF FINANCIAL POSITION**  
**JUNE 30, 2013**

**ASSETS**

Current Assets	
Cash and cash equivalents	\$ 33,705
Investments	227,616
Grants receivable	201,235
Prepaid expenses	<u>3,254</u>
Total Current Assets	465,810
Property and Equipment, Net of Accumulated Depreciation	<u>333,174</u>
Assets Held for Endowment	<u>202,803</u>
Total Assets	<b>\$ <u>1,001,787</u></b>

**LIABILITIES AND NET ASSETS**

Current Liabilities	
Line of credit	\$ 147,900
Accounts payable	7,857
Program participant funds	14,637
Accrued expenses	<u>34,952</u>
Total Current Liabilities	<u>205,346</u>
Net Assets	
Unrestricted:	
Undesignated	149,915
Board-designated reserve	<u>250,000</u>
Total unrestricted net assets	399,915
Temporarily restricted	193,723
Permanently restricted	<u>202,803</u>
Total Net Assets	<u>796,441</u>
Total Liabilities and Net Assets	<b>\$ <u>1,001,787</u></b>

**CENTER FOR WOMEN IN TRANSITION**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2013**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Support, Revenue, and Gains				
Program revenue	\$ 763,477	\$ 82,959	\$ -	\$ 846,436
Donations and grants	185,144	63,886	-	249,030
Interest and dividends	22,498	-	-	22,498
Special events	65,758	-	-	65,758
Miscellaneous income	31,767	-	-	31,767
	<u>1,068,644</u>	<u>146,845</u>	<u>-</u>	<u>1,215,489</u>
Net assets released from restrictions				
Expenses and transfers	173,962	(173,962)	-	-
Total Support, Revenue and Gains	<u>1,242,606</u>	<u>(27,117)</u>	<u>-</u>	<u>1,215,489</u>
Functional Expenses				
Program services	965,521	-	-	965,521
Management and general	97,861	-	-	97,861
Fundraising	67,198	-	-	67,198
Total Functional Expenses	<u>1,130,580</u>	<u>-</u>	<u>-</u>	<u>1,130,580</u>
Increase (Decrease) in Net Assets	<u>112,026</u>	<u>(27,117)</u>	<u>-</u>	<u>84,909</u>
Net Assets - Beginning of the Year	<u>287,889</u>	<u>220,840</u>	<u>202,803</u>	<u>711,532</u>
Net Assets - End of the Period	<u>\$ 399,915</u>	<u>\$ 193,723</u>	<u>\$ 202,803</u>	<u>\$ 796,441</u>

The Notes to Financial Statements are an integral part of these statements.

**CENTER FOR WOMEN IN TRANSITION**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2013**

	<u>Program Services</u>	<u>Management and General</u>	<u>Fundraising</u>	<u>Total Expenses</u>
Personnel Expenses	\$ 522,461	55,647	40,189	\$ 618,297
Occupancy expense	265,106	6,833	1,367	273,306
Supplies	3,183	4,118	2,059	9,360
Professional fees	14,590	20,790	1,094	36,474
Insurance	10,182	926	463	11,571
Fundraising expenses	-	-	19,959	19,959
Assistance to individuals	107,282	-	-	107,282
Travel and mileage	10,910	1,825	681	13,416
Interest expense	8,534	988	662	10,184
Miscellaneous	-	6,010	-	6,010
Depreciation	<u>23,273</u>	<u>724</u>	<u>724</u>	<u>24,721</u>
Total Functional Expenses	<b>\$ <u>965,521</u></b>	<b>\$ <u>97,861</u></b>	<b>\$ <u>67,198</u></b>	<b>\$ <u>1,130,580</u></b>

*The Notes to Financial Statements are an integral part of these statements.*



**CENTER FOR WOMEN IN TRANSITION**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2013**

Cash Flows From Operating Activities	
Increase in Net Assets	\$ <u>84,909</u>
Adjustments to reconcile increase in net assets to net cash provided by operating activities	
Depreciation	24,721
Change in assets - (increase) decrease	
Pledges receivable	25,000
Grants receivable	(43,009)
Prepaid expenses	2,246
Change in liabilities - increase (decrease)	
Accounts payable	(24,133)
Program participant funds	1,581
Accrued expenses	(3,466)
Deferred income - grants	<u>(60,006)</u>
Total Adjustments	<u>(77,066)</u>
Net Cash Provided by Operating Activities	<u>7,843</u>
Cash Flows from Investing Activities	
Interest income reinvested	(1,833)
Interest income withdrawn	<u>1,851</u>
Net Cash Provided by Investing Activities	<u>18</u>
Cash flows from Financing Activities	
Net change in line of credit	<u>(12,800)</u>
Net Cash Used by Financing Activities	<u>(12,800)</u>
Net Decrease in Cash and Cash Equivalents	(4,939)
Cash and Cash Equivalents - Beginning of Year	<u>38,644</u>
Cash and Cash Equivalents - End of Year	\$ <u><u>33,705</u></u>
<b>Cash Flow Disclosures:</b>	
Cash paid for interest	\$ 10,184

*The Notes to Financial Statements are an integral part of these statements.*

**CENTER FOR WOMEN IN TRANSITION**  
**NOTES TO FINANCIAL STATEMENTS**

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**NOTE 1    NATURE OF OPERATIONS**

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The *Center for Women in Transition* (the "Center"), is a Missouri not-for-profit corporation. The mission of the Center is to assist women in the criminal justice system in making a successful transition to their families and communities through practicing and promoting restorative justice.

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**NOTE 2    SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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The following is a summary of certain significant accounting policies followed in the preparation of these financial statements.

**Basis of Accounting**

The financial statements of the Center have been prepared on the accrual basis of accounting in accordance with accounting standards generally accepted in the United States of America.

**Use of Estimates**

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from estimated amounts.

**Cash and Cash Equivalents**

The Center considers all short-term investments with original maturities of less than three months from the date of purchase to be cash equivalents. Cash includes an independent checking account which is segregated for the use by women in the program for funds received on their behalf. The balance as of June 30, 2013 is \$8,386.

**Concentrations of Credit Risk Arising from Cash Deposits in Excess of Insured Limits**

The Center maintains cash balances at two financial institutions. The balances are insured by the Federal Deposit Insurance Corporation ("FDIC") up to certain limits.

**Contributions and Pledges**

Contributions are recognized when the donor makes a pledge to the Center that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When restrictions expire or are met, temporarily restricted net assets are reclassified to unrestricted.

Unconditional pledges that are expected to be collected within one year are recorded at net realizable value. Unconditional pledges that are expected to be collected in future years are recorded at the present value of their future cash flows. The discounts of those amounts which are computed using risk-free interest rates applicable to the years in which the pledges are received. Amortization of discounts is included in donations revenue. Conditional pledges are not included as support until the conditions are substantially met.

**CENTER FOR WOMEN IN TRANSITION**  
**NOTES TO FINANCIAL STATEMENTS**

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**NOTE 2    SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

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**Property and Equipment**

Property and equipment are stated at cost, if purchased, or at fair market value at the date of the contribution, if donated. Expenditures, which extend the useful lives of the assets, are capitalized, while maintenance and repairs are expensed. Depreciation is computed on a straight-line method over the estimated useful lives of the assets as follows:

Buildings and improvements	10 – 39 years
Furniture and equipment	3 – 15 years

Upon sale or retirement, the cost and related accumulated depreciation are eliminated from the respective accounts and the resulting gain or loss is included in current operations.

**Financial Statement Presentation**

The Center follows the provisions of the Financial Accounting Standards Board ("FASB") in regard to financial statements of not-for-profit Organizations as discussed under this topic of the ASC 958-210, *Financial Statements of Not-For-Profit Organizations*. This provision requires the reporting of total assets, liabilities and net assets in a statement of financial position, and reporting the change in net assets in a statement of activities. This provision also requires that net assets, revenue, expenses, gains and losses be classified as unrestricted, temporarily restricted, or permanently restricted based on the existence or absence of donor-imposed restrictions.

The financial statements report amounts by classification of net assets, as follows:

**Unrestricted Net Assets**

Unrestricted net assets are assets that are not subject to donor-imposed restrictions.

**Unrestricted Net Assets Board-Designated Reserve**

The Board of Directors had designated net assets for a reserve fund to ensure future operations at June 30, 2013 in the amount of \$250,000. The Board of Directors may change this designation by majority vote at any time.

**Temporarily Restricted Net Assets**

Temporarily restricted net assets are those received with donor stipulations that limit the use of the donated assets or have time restrictions. When stipulated time restrictions expire or purpose restrictions are accomplished, these net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

**Permanently Restricted Net Assets**

Permanently restricted net assets are those contributed with donor stipulations that they be held in perpetuity with use of income for unrestricted or temporarily restricted purposes.

**CENTER FOR WOMEN IN TRANSITION**  
**NOTES TO FINANCIAL STATEMENTS**

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**NOTE 2    SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

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**Contracts and Grants**

Contracts with state and local governments are generally recorded on a cost reimbursement basis. Certain grants that do not meet the criteria of a promise to give are also recorded on a cost reimbursement basis.

**Description of Functional Expenses**

**Program Services**

Program services include those expenditures that enable the Center to fulfill its mission of assisting women in the criminal justice system in making a successful transition to their families and communities through practicing and promoting restorative justice.

**Management and General**

Management and general expense includes the functions necessary to maintain an equitable employment program, ensure an adequate working environment, provide coordination and articulation of the Center's program mission, secure proper administrative functioning of the Board of Directors, and manage the financial and budgetary responsibilities of the Center.

**Fundraising**

Fundraising expense provides the structure necessary to encourage and secure government grants and private financial support from corporations, foundations and individuals through various fundraising events.

**Donated Services**

Donated services are recognized as contributions in accordance with "FASB Accounting Standards Codification 958-605-15, Contributions Received", if the services (a) create or enhance non-financial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the center. However, a substantial number of volunteers have donated significant amounts of their time to the Center's fundraising events and programs which is not included in the financial statements because they do not meet the criteria for recognition as contributed services.

**Donated Materials**

Various materials are donated to the Center. Donated materials that meet the criteria for recognition under the provisions of accounting for contributions received and contributions made in regard to financial statements of not-for-profit organizations as discussed under this topic of the FASB Accounting Standards Codification, have been recorded at fair value at the date of donation.

**CENTER FOR WOMEN IN TRANSITION  
NOTES TO FINANCIAL STATEMENTS**

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**NOTE 2      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

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**Tax Status**

The Center is exempt from federal income taxes under Section 501(c) (3) of the Internal Revenue Code and applicable state law. Therefore, there are no provisions for income taxes reflected in these financial statements.

**Investments**

The Center carries its marketable securities at historical cost in the statement of financial position. The historical costs, if compared to marketable securities reported at fair value as determined by their quoted closing prices, and securities not readily marketable, are compared to fair value as determined by management, and management has determined there is not a material difference between the historical costs and fair value. As the marketable securities approximate fair value, the Center considers the investments properly valued. Investments received as gifts are initially recorded at their current market value. Realized gains and losses are included in the statement of activities.

**Allowance for Doubtful Accounts**

Based on past experience, management believes pledges, grants, and accounts receivable are fully collectible. Consequently, no allowance for doubtful accounts has been recorded in the accompanying financial statements.

**Income Tax Uncertainties**

The Center follows "FASB Accounting Standards Codification 740-10, Income Taxes – Overall". The Center has assessed its federal, state, and local tax positions and determined that there were no unrelated business income taxes and no uncertainties or possible related effects that need to be recorded as of or for the year ended June 30, 2013. The 2010, 2011, 2012, and 2013 returns of the Center are subject to examination by the respective taxing authorities, generally for three years after they were filed.

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**NOTE 3      INVESTMENTS AND FAIR VALUE MEASUREMENTS**

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"FASB Accounting Standards Codification 820-10, Fair Value Measurements and Disclosures" establishes a framework for measuring fair value and establishes a fair value hierarchy based on the inputs used to measure fair value and enhances disclosure requirements for fair value measurements. The standard maximizes the use of observable inputs and minimizes the use of unobservable inputs by requiring that the observable inputs be used when available. Observable inputs are inputs that market participants would use in pricing the asset or liability based on market data obtained from independent sources. Unobservable inputs reflect management's assumptions that market participants would use in pricing the asset or liability developed, based on the best information available in the circumstances.

**CENTER FOR WOMEN IN TRANSITION**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 3 INVESTMENTS AND FAIR VALUE MEASUREMENTS (CONTINUED)**

The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level I) and the lowest priority to unobservable inputs (level III). The three levels of the fair value hierarchy under FASB ASC 820 are described as follows:

Level I – Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Plan has the ability to access.

Level II – Inputs to the valuation methodology include: quoted prices for similar assets or liabilities in active markets; quoted prices for identical or similar assets or liabilities in inactive markets; inputs other than quoted prices that are observable for the asset or liability; and inputs that are derived principally from or corroborated by observable market data by correlation or other means. If the asset or liability has a specified (contractual) term, the level II input must be observable for substantially the full term of the asset or liability.

Level III – Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement.

Following is a description of the valuation methodologies used for assets measured at fair value. Although the Center believes its valuation methods are appropriate and consistent, the use of different methodologies or assumptions could result in a different fair value measurement as the reporting date. There have been no changes in the methodologies used at June 30, 2013 and 2012.

Fair Value Measurements Using:

	<u>Level I</u>	<u>Level II</u>	<u>Level III</u>	<u>Total</u>
Cash and cash equivalents	\$ 114,061	\$ -	\$ -	\$ 114,061
Bonds	316,358	-	-	316,358
Total	<u>\$ 430,419</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 430,419</u>

There were no unrealized gains or losses recognized for the year ended June 30, 2013.

Bonds are valued at their historic cost value, which management believes to be the same as the fair value, which would be determined by the present value of the future cash flows.

**NOTE 4 PLEDGES RECEIVABLE**

Pledges receivable that are expected to be received in less than one year are classified as current on the statement of financial position. Pledges receivable that are expected to be received in over one year are classified as long-term on the statement of financial position.

**CENTER FOR WOMEN IN TRANSITION**  
**NOTES TO FINANCIAL STATEMENTS**

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**NOTE 4    PLEDGES RECEIVABLE (CONTINUED)**

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Pledges receivable are considered Level III assets valued under "FASB Accounting Standards Codification ("ASC") 820-10 Fair Value Measurements".

The following table provides further details of the pledges receivable to give fair value measurements.

Balance at June 30, 2012	\$        25,000
Pledges promised (paid), net	<u>          (25,000)</u>
Balance at June 30, 2013	<u><u>              -</u></u>

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**NOTE 5    PROPERTY AND EQUIPMENT**

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*Property and equipment consist of the following:*

Land	\$        66,000
Building and building improvements	381,323
Furniture and equipment	49,614
Less: Accumulated depreciation	<u>          (163,763)</u>
	<u><u>\$    333,174</u></u>

Depreciation expense for the year ended June 30, 2013 was \$24,721.

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**NOTE 6    LINE OF CREDIT**

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During the current fiscal year, the Center renewed their line of credit agreement in the amount of \$180,000 on April 1, 2013 with a new maturity date of March 30, 2014. Interest is at the greater of 6% or the *Corporate prime rate plus .5%*. The interest rate was 6% at June 30, 2013. Borrowings under this agreement are secured by a security interest in the Organization's deposit accounts and a deed of trust on a building owned by the Organization. The outstanding borrowings as of June 30, 2013 were \$147,900. Interest expense on this line of credit was \$9,558 for the year ended June 30, 2013, respectively.

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**NOTE 7    TEMPORARILY RESTRICTED NET ASSETS**

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Temporarily restricted net assets are comprised of the following at June 30, 2013:

Affordable Housing Trust	\$        32,289
Elizabeth Fund	46,878
Missouri Housing Trust	50,670
Sisters of Mercy – South Central Community	34,000
United Way	<u>29,886</u>
Total	<u><u>\$    193,723</u></u>

Restrictions released during 2013 were \$173,962.

**CENTER FOR WOMEN IN TRANSITION**  
**NOTES TO FINANCIAL STATEMENTS**

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**NOTE 8     PERMANENTLY RESTRICTED NET ASSETS**

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Permanently restricted net assets are two endowment funds consisting of the following at June 30, 2013:

Robbins Endowment	\$        2,803
Mercy Matching Endowment	<u>200,000</u>
Total	<u><u>\$    202,803</u></u>

The endowment funds are donor restricted with the earnings to be returned to the investments until the endowment reaches set balances as defined in the endowment agreements. Once specified balances are met, varying percentages of the interest, based upon the endowment balance, may be used for expenses.

**Interpretation of Relevant Law**

The Board of Directors of the Organization has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Organization classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified as permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the Organization in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, the Organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

1. The duration and preservation of the fund;
2. The purposes of the Organization and the donor-restricted endowment fund;
3. General economic conditions;
4. The possible effect of inflation and deflation;
5. The expected total return from income and the appreciation of investments;
6. Other resources of the Organization; and
7. The investment policies of the Organization.

At June 30, 2013, the Organization only had donor-restricted endowment funds.

There were no changes in the endowment funds for the fiscal year ended June 30, 2013.

**Return Objectives and Risk Parameters**

The endowment assets are invested in a manner that is intended to preserve the original value of the gift. Actual returns in any given year may vary.



**CENTER FOR WOMEN IN TRANSITION**  
**NOTES TO FINANCIAL STATEMENTS**

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**NOTE 8 PERMANENTLY RESTRICTED NET ASSETS (CONTINUED)**

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**Strategies Employed For Achieving Objectives**

To satisfy its long-term rate-of-return objectives, the Organization has invested in a fund that invests primarily in certificates of deposit, checking and money market accounts and bonds.

**Spending Policy And How The Investment Objectives Relate To Spending Policy**

The Organization followed the practice of appropriating for distribution each year the income earned on the endowment investments. The donor has waived the requirement to reinvest the earnings as stipulated in the endowment agreements through December 31, 2013. Subsequent to December 31, 2013, the endowment earnings will be reinvested in the endowment until stipulations in the endowment agreements are met. Accordingly, over the long term, the Organization expects the current spending policy to allow its endowment to increase on an annual basis.

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**NOTE 9 EMPLOYEE RETIREMENT PLAN**

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The Center has a defined contribution retirement plan which covers all full-time employees who have six months of service and are age twenty-one or older. The plan provides for discretionary employer matching contributions in percentages determined by the Board of Directors on an annual basis. The plan also provides for a discretionary employer optional profit sharing contribution. The Center contributed \$1,940 to the plan for the year ended June 30, 2013.

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**NOTE 10 OPERATING LEASES**

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The original lease for 7529 S. Broadway, St. Louis, Missouri, dated January 7, 2011, was set to expire on January 31, 2016. However, the building was foreclosed on by the landlord's bank on December 27, 2012, and the status of the lease is uncertain. The rental expense under the lease as of June 30, 2013 was \$19,692.

The Center also leases a property in conjunction with its program services, under a lease agreement which expired on June 30, 2012, and which also contains an automatic, annual, renewal provision at the discretion of the lessee. At June 30, 2013, the Center elected to renew the lease. Obligations under this lease for the fiscal year ending June 30, 2014 are approximately \$144,240. Leasing expense for this property was \$144,240 for the year ended June 30, 2013.

During 2013, the Center had operating leases on office equipment. Minimum lease payments on those leases are as follows:

2014	\$	4,791
2015		4,791
2016		3,591
2017		-
Total	\$	<u>13,173</u>

**CENTER FOR WOMEN IN TRANSITION**  
**NOTES TO FINANCIAL STATEMENTS**

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**NOTE 11   SUBSEQUENT EVENTS**

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Management has evaluated subsequent events through January 16, 2014 the date the financial statements were available for issuance.



73 Carondelet  
SOUTHBOUND

Monday thru Friday

Civic Center MetroBus Center	Anheuser Busch Visitors Center	Grand & Meramec	Virginia & Bates	Lemay Ferry & Telegraph	South County Mall
6	5	4	3	2	1
AM Service					
4:51	5:00	5:18	5:27	5:39	5:48
5:16	5:26	5:45	5:55	6:08	6:18
5:46	5:56	6:15	6:25	6:38	6:48
6:21	6:31	6:50	7:00	7:13	7:23
6:51	7:01	7:20	7:30	7:43	7:53
7:21	7:31	7:50	8:00	8:13	8:23
7:51	8:01	8:20	8:30	8:43	8:53
8:21	8:31	8:50	9:00	9:13	9:23
8:51	9:01	9:20	9:30	9:43	9:53
9:21	9:31	9:50	10:00	10:13	10:23
9:51	10:01	10:20	10:30	10:43	10:53
10:21	10:31	10:50	11:00	11:13	11:23
10:51	11:01	11:20	11:30	11:43	11:53
11:21	11:31	11:50	12:00	12:13	12:23
11:51	12:01	12:20	12:30	12:43	12:53
PM Service					
12:21	12:31	12:50	1:00	1:13	1:23
12:51	1:01	1:20	1:30	1:43	1:53
1:21	1:31	1:50	2:00	2:13	2:23
1:51	2:01	2:20	2:30	2:43	2:53
2:21	2:31	2:50	3:00	3:13	3:23
2:51	3:01	3:20	3:30	3:43	3:53
3:21	3:31	3:50	4:00	4:13	4:23
3:56	4:05	4:23	4:32	4:44	4:53
4:26	4:35	4:53	5:02	5:14	5:23
4:56	5:05	5:23	5:32	5:44	5:53
5:25	5:34	5:52	6:01	6:13	6:22
6:05	6:14	6:32	6:41	6:53	7:02
6:45	6:54	7:12	7:21	7:33	7:42
7:45	7:54	8:12	8:21	8:33	8:42
8:25	8:34	8:52	9:01	9:13	9:22
9:05	9:14	9:32	9:41	9:53	10:02
10:05	10:14	10:32	10:41	10:53	11:02
10:45	10:54	11:12	11:21	11:33	11:42
11:28	11:37	11:54	12:03	12:14	12:22
12:27	12:36	12:53	1:02	1:13	1:21

Effective: March 11, 2013

NORTHBOUND

South County Mall	Lemay Ferry & Telegraph	Virginia & Bates	Grand & Meramec	Anheuser Busch Visitors Center	Civic Center MetroBus Center
1	2	3	4	5	6
AM Service					
4:04	4:13	4:25	4:33	4:50	4:59
4:34	4:43	4:55	5:03	5:20	5:29
5:04	5:13	5:25	5:33	5:50	5:59
5:20	5:30	5:43	5:52	6:10	6:20
5:50	6:00	6:13	6:22	6:40	6:50
6:30	6:40	6:53	7:02	7:20	7:30
7:00	7:10	7:23	7:32	7:50	8:00
7:30	7:40	7:53	8:02	8:20	8:30
8:00	8:10	8:23	8:32	8:50	9:00
8:30	8:40	8:53	9:02	9:20	9:30
9:00	9:10	9:23	9:32	9:50	10:00
9:30	9:40	9:53	10:02	10:20	10:30
10:00	10:10	10:23	10:32	10:50	11:00
10:30	10:40	10:53	11:02	11:20	11:30
11:00	11:10	11:23	11:32	11:50	12:00
11:30	11:40	11:53	12:02	12:20	12:30
PM Service					
12:00	12:10	12:23	12:32	12:50	1:00
12:30	12:40	12:53	1:02	1:20	1:30
1:00	1:10	1:23	1:32	1:50	2:00
1:30	1:40	1:53	2:02	2:20	2:30
2:00	2:10	2:23	2:32	2:50	3:00
2:32	2:42	2:55	3:04	3:22	3:32
3:02	3:12	3:25	3:34	3:52	4:02
3:32	3:42	3:55	4:04	4:22	4:32
4:02	4:12	4:25	4:34	4:52	5:02
4:32	4:41	4:53	5:01	5:18	5:27
5:12	5:21	5:33	5:41	5:58	6:07
5:35	5:44	5:56	6:04	6:21	6:30
6:32	6:41	6:53	7:01	7:18	7:27
7:10	7:19	7:31	7:39	7:56	8:05
7:50	7:59	8:11	8:19	8:36	8:45
8:50	8:59	9:11	9:19	9:36	9:45
9:30	9:39	9:51	9:59	10:16	10:25
10:10	10:19	10:31	10:39	10:56	11:05
11:10	11:19	11:31	11:39	11:56	12:05

73 Carondelet  
SOUTHBOUND

Civic Center MetroBus Center	Anheuser-Busch Visitors Center	Grand & Meramec	Virginia & Bates	Lemay Ferry & Telegraph	South County Mall
6	5	4	3	2	1
AM Service					
4:51	5:01	5:18	5:27	5:39	5:48
5:16	5:27	5:45	5:55	6:08	6:18
5:46	5:57	6:15	6:25	6:38	6:48
6:21	6:32	6:50	7:00	7:13	7:23
6:51	7:02	7:20	7:30	7:43	7:53
7:21	7:32	7:50	8:00	8:13	8:23
7:51	8:02	8:20	8:30	8:43	8:53
8:21	8:32	8:50	9:00	9:13	9:23
8:51	9:02	9:20	9:30	9:43	9:53
9:21	9:32	9:50	10:00	10:13	10:23
9:51	10:02	10:20	10:30	10:43	10:53
10:21	10:32	10:50	11:00	11:13	11:23
10:51	11:02	11:20	11:30	11:43	11:53
11:21	11:32	11:50	12:00	12:13	12:23
11:51	12:02	12:20	12:30	12:43	12:53
PM Service					
12:21	12:32	12:50	1:00	1:13	1:23
12:51	1:02	1:20	1:30	1:43	1:53
1:21	1:32	1:50	2:00	2:13	2:23
1:51	2:02	2:20	2:30	2:43	2:53
2:21	2:32	2:50	3:00	3:13	3:23
2:51	3:02	3:20	3:30	3:43	3:53
3:21	3:32	3:50	4:00	4:13	4:23
3:56	4:06	4:23	4:32	4:44	4:53
4:26	4:36	4:53	5:02	5:14	5:23
4:56	5:06	5:23	5:32	5:44	5:53
5:25	5:35	5:52	6:01	6:13	6:22
6:05	6:15	6:32	6:41	6:53	7:02
6:45	6:55	7:12	7:21	7:33	7:42
7:45	7:55	8:12	8:21	8:33	8:42
8:25	8:35	8:52	9:01	9:13	9:22
9:05	9:15	9:32	9:41	9:53	10:02
10:05	10:15	10:32	10:41	10:53	11:02
10:45	10:55	11:12	11:21	11:33	11:42
11:28	11:37	11:54	12:02	12:13	12:21
12:27	12:36	12:53	1:01	1:12	1:20

Saturday

NORTHBOUND

South County Mall	Lemay Ferry & Telegraph	Virginia & Bates	Grand & Meramec	Anheuser-Busch Visitors Center	Civic Center MetroBus Center
1	2	3	4	5	6
AM Service					
4:01	4:10	4:22	4:31	4:47	4:59
4:31	4:40	4:52	5:01	5:17	5:29
5:01	5:10	5:22	5:31	5:47	5:59
5:22	5:31	5:43	5:52	6:08	6:20
5:52	6:01	6:13	6:22	6:38	6:50
6:27	6:37	6:50	7:00	7:17	7:30
6:57	7:07	7:20	7:30	7:47	8:00
7:27	7:37	7:50	8:00	8:17	8:30
7:57	8:07	8:20	8:30	8:47	9:00
8:27	8:37	8:50	9:00	9:17	9:30
8:57	9:07	9:20	9:30	9:47	10:00
9:27	9:37	9:50	10:00	10:17	10:30
9:57	10:07	10:20	10:30	10:47	11:00
10:27	10:37	10:50	11:00	11:17	11:30
10:57	11:07	11:20	11:30	11:47	12:00
11:27	11:37	11:50	12:00	12:17	12:30
11:57	12:07	12:20	12:30	12:47	1:00
PM Service					
12:27	12:37	12:50	1:00	1:17	1:30
12:57	1:07	1:20	1:30	1:47	2:00
1:27	1:37	1:50	2:00	2:17	2:30
1:57	2:07	2:20	2:30	2:47	3:00
2:27	2:37	2:50	3:00	3:17	3:30
2:57	3:07	3:20	3:30	3:47	4:00
3:27	3:37	3:50	4:00	4:17	4:30
3:57	4:07	4:20	4:30	4:47	5:00
4:36	4:46	4:59	5:09	5:26	5:39
5:06	5:15	5:27	5:36	5:52	6:04
5:31	5:40	5:52	6:01	6:17	6:29
6:26	6:35	6:47	6:56	7:12	7:24
7:06	7:15	7:27	7:36	7:52	8:04
7:46	7:55	8:07	8:16	8:32	8:44
8:46	8:55	9:07	9:16	9:32	9:44
9:26	9:35	9:47	9:56	10:12	10:24
10:06	10:15	10:27	10:36	10:52	11:04
11:06	11:15	11:27	11:36	11:52	12:04

73 Carondelet  
SOUTHBOUND

Civic Center MetroBus Center	Anheuser Busch Visitors Center	Grand & Meramec	Virginia & Bates	Lemay Ferry & Telegraph	South County Mall
6	5	4	3	2	1
AM Service					
5:37	5:47	6:05	6:15	6:28	6:38
6:21	6:31	6:49	6:59	7:12	7:22
7:01	7:11	7:29	7:39	7:52	8:02
8:01	8:11	8:29	8:39	8:52	9:02
8:41	8:51	9:09	9:19	9:32	9:42
9:21	9:31	9:49	9:59	10:12	10:22
10:21	10:31	10:49	10:59	11:12	11:22
11:01	11:11	11:29	11:39	11:52	12:02
11:41	11:51	12:09	12:19	12:32	12:42
PM Service					
12:41	12:51	1:09	1:19	1:32	1:42
1:21	1:31	1:49	1:59	2:12	2:22
2:01	2:11	2:29	2:39	2:52	3:02
3:01	3:11	3:29	3:39	3:52	4:02
3:45	3:55	4:12	4:21	4:33	4:42
4:25	4:35	4:52	5:01	5:13	5:22
5:25	5:35	5:52	6:01	6:13	6:22
6:05	6:15	6:32	6:41	6:53	7:02
6:45	6:55	7:12	7:21	7:33	7:42
7:45	7:55	8:12	8:21	8:33	8:42
8:25	8:35	8:52	9:01	9:13	9:22
9:05	9:15	9:32	9:41	9:53	10:02
10:05	10:15	10:32	10:41	10:53	11:02
10:45	10:54	11:11	11:19	11:30	11:38
11:28	11:37	11:54	12:02	12:13	12:21

Sunday

NORTHBOUND

South County Mall	Lemay Ferry & Telegraph	Virginia & Bates	Grand & Meramec	Anheuser Busch Visitors Center	Civic Center MetroBus Center
1	2	3	4	5	6
AM Service					
5:08	5:17	5:29	5:38	5:54	6:06
5:44	5:53	6:05	6:14	6:30	6:42
6:44	6:54	7:07	7:17	7:33	7:46
7:24	7:34	7:47	7:57	8:13	8:26
8:04	8:14	8:27	8:37	8:53	9:06
9:04	9:14	9:27	9:37	9:53	10:06
9:44	9:54	10:07	10:17	10:33	10:46
10:24	10:34	10:47	10:57	11:13	11:26
11:24	11:34	11:47	11:57	12:13	12:26
PM Service					
12:04	12:14	12:27	12:37	12:53	1:06
12:44	12:54	1:07	1:17	1:33	1:46
1:44	1:54	2:07	2:17	2:33	2:46
2:24	2:34	2:47	2:57	3:13	3:26
3:04	3:14	3:27	3:37	3:53	4:06
4:04	4:14	4:27	4:37	4:53	5:06
4:48	4:58	5:11	5:21	5:37	5:50
5:24	5:33	5:45	5:54	6:10	6:22
6:24	6:33	6:45	6:54	7:10	7:22
7:04	7:13	7:25	7:34	7:50	8:02
7:44	7:53	8:05	8:14	8:30	8:42
8:44	8:53	9:05	9:14	9:30	9:42
9:24	9:33	9:45	9:54	10:10	10:22
10:04	10:13	10:25	10:34	10:50	11:02
11:04	11:13	11:25	11:34	11:50	12:02

ROUTE ANNOUNCEMENTS AND CONNECTING BUSES

73 CARONDELET: NORTHBOUND

South County Mall serving routes 17, 48, and 73

Alabama and Germania connecting with 90

Michigan and Loughborough connecting with 8  
Virginia and Bates

Grand and Meramec connecting with 40 and 70

Grand and Chippewa connecting with 11 and 70

Gravois and Grand connecting with 10

Cherokee and Jefferson connecting with 11

Lemp and Arsenal connecting with 30

14th and Spruce at Civic Ctr Sta serving routes 4, 8, 10, 11, 30, 32, 41, 73, 74, 80, 94, 97, 99, 36X, 40X, 58X, 174X, and 410X

73 CARONDELET: SOUTHBOUND

14th and Spruce at Civic Ctr Sta serving routes 4, 8, 10, 11, 30, 32, 41, 73, 74, 80, 94, 97, 99, 36X, 40X, 58X, 174X, and 410X

Lemp and Arsenal connecting with 30

Cherokee and Jefferson connecting with 11

Grand and Chippewa connecting with 11 and 70

Grand and Meramec connecting with 40 and 70

Virginia and Bates

Michigan and Loughborough connecting with 8

Alabama and Germania connecting with 90

Lemay Ferry and Telegraph

South County Mall serving routes 17, 48, and 73

Fire

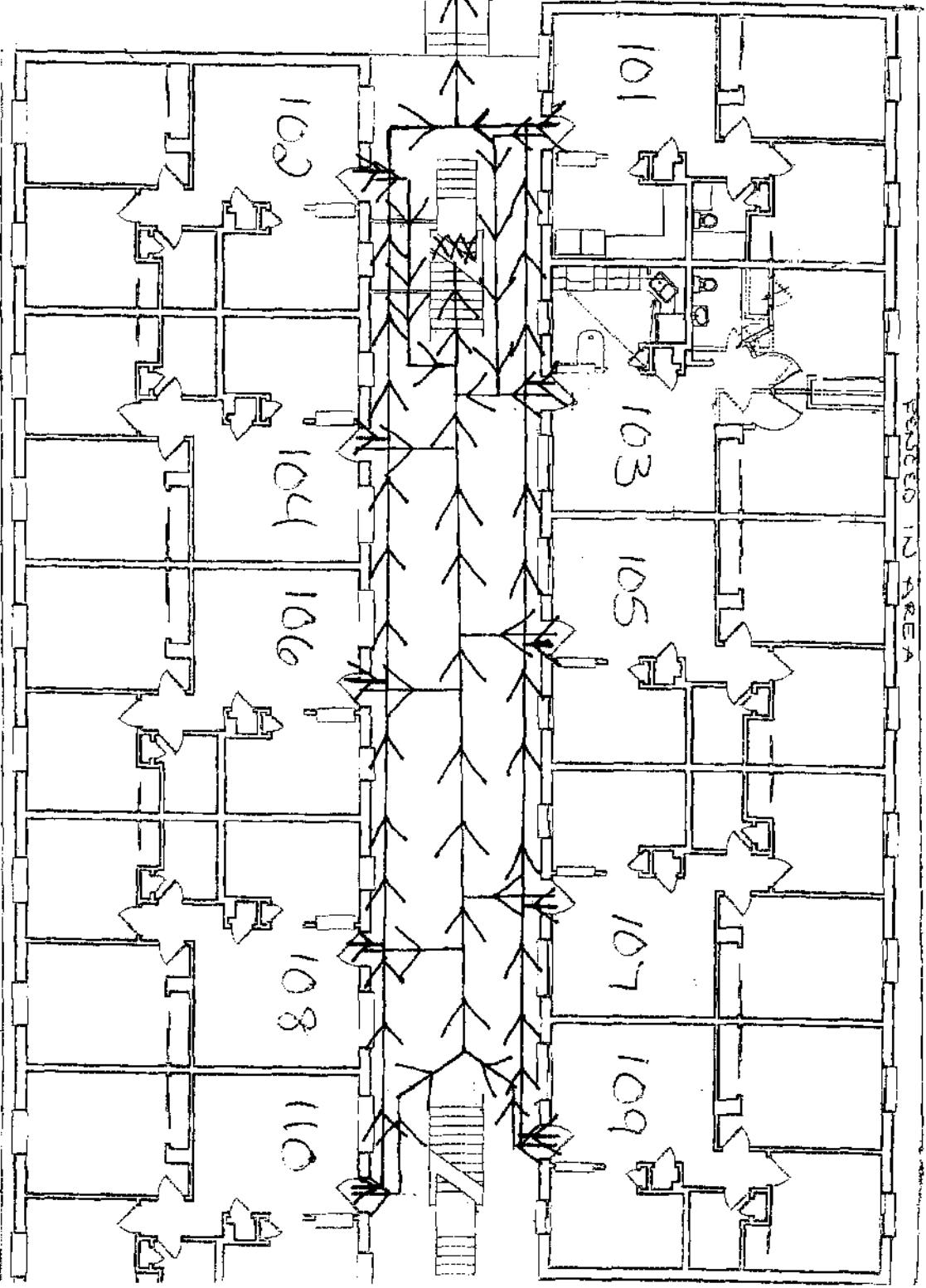
Tornado

XX Meeting Areas

RAILROAD TRACKS

SCHIRMER ST

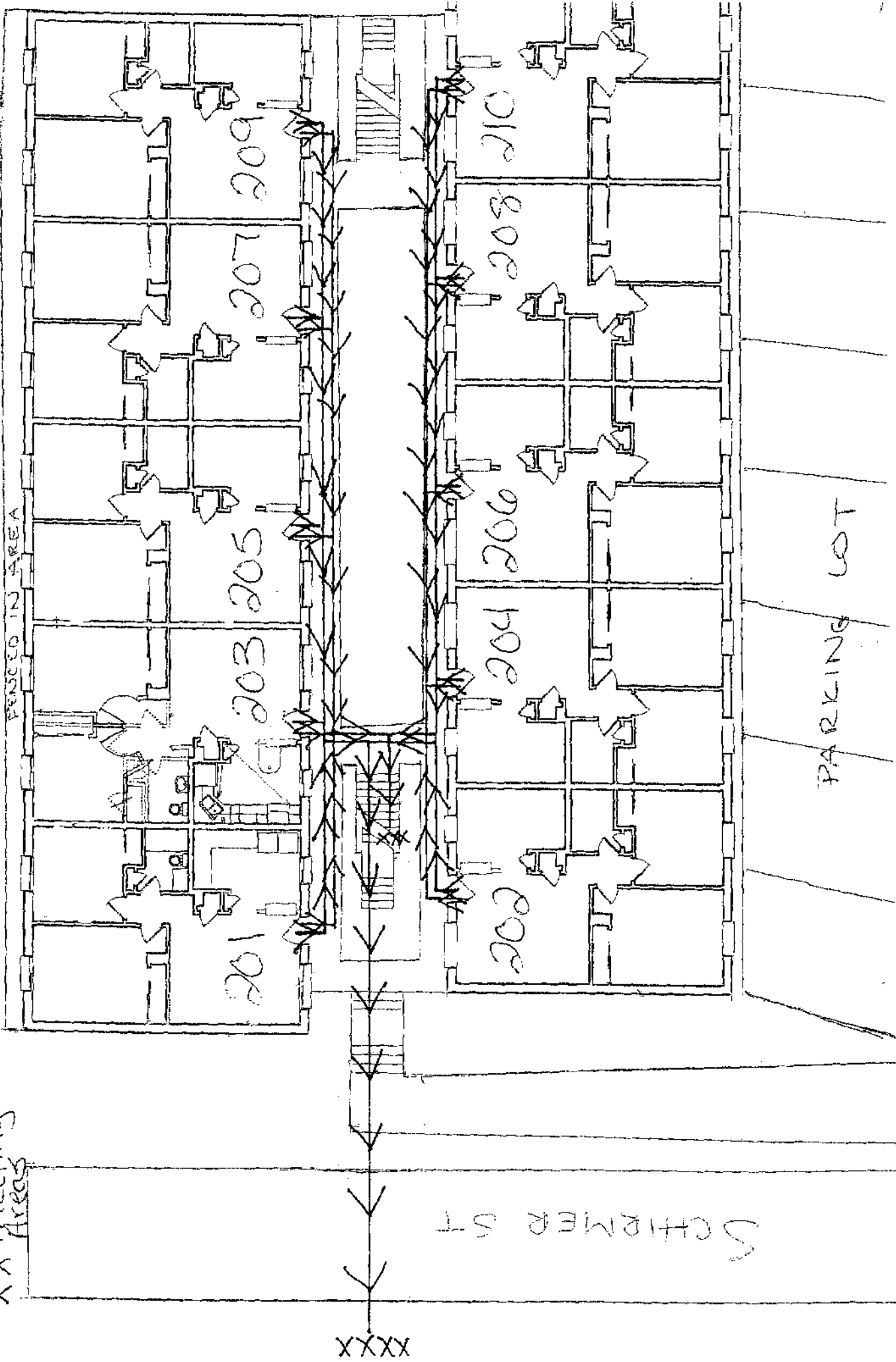
PARKING LOT





ore  
Tornado  
XX meeting  
Areas

RAILROAD TRACKS







**City of St. Louis**  
**DEPARTMENT OF PUBLIC SAFETY**  
DIVISION OF BUILDING AND INSPECTION  
**FRANCIS G. SLAY**  
MAYOR



---

## **FIRE SAFETY INSPECTION CERTIFICATE**

---

Issue to: LIP Investments LLC  
721-25 W. Schirmer  
St. Louis, MO 63111

Issue Date: September 8, 2014  
Exp. Date: September 30, 2015

**PREMISE ADDRESS: 721-25 W. SCHIRMER ST.**

**THIS FIRE SAFETY CERTIFICATE HAS BEEN ISSUED IN CONSIDERATION THAT THE ABOVE REFERENCED BUILDING AND/OR OCCUPANT HAS BEEN DULY INSPECTED AND IS IN COMPLIANCE WITH CURRENT CITY OF ST LOUIS CODES AND ORDINANCES AT THIS TIME.**

**THIS CERTIFICATE MUST BE RENEWED ANNUALLY AND IS ISSUED ON CONDITION THAT ALL APPLICABLE CODE PROVISIONS NOW ADOPTED SHALL REMAIN IN COMPLIANCE.**

**VIOLATION OF ANY ABOVE MENTIONED CODE OR ORDINANCE MAY RESULT IN THIS CERTIFICATE BEING NULL AND VOID.**

**THIS CERTIFICATE DOES NOT TAKE THE PLACE OF ANY LICENSE REQUIRED BY LAW AND IS NOT TRANSFERABLE.**

**ANY CHANGES IN USE OR OCCUPANCY OF THIS PREMISE SHALL REQUIRE A NEW PERMIT**

APPROVED BY:

A handwritten signature in dark ink, appearing to read "Dan Coplin".  
DAN COPLIN  
CODE OFFICIAL

**THIS PERMIT MUST BE POSTED AT ALL TIMES  
AT THE ABOVE MENTION PREMISE**

*Fire Safety is NO Accident*



Richard Gray  
Director of Public Safety

**City of St. Louis**  
**DEPARTMENT OF PUBLIC SAFETY**  
DIVISION OF BUILDING AND INSPECTION  
FRANCIS G. SLAY  
MAYOR



Frank Oswald  
Deputy Building Commissioner

## ANNUAL INSPECTION CERTIFICATE

L I P Investments LLC is hereby granted a permit to operate  
a Group Home, as defined by Ordinance 68791 and 68788, in the  
premise located at 721-25 W SCHIRMER ST.

This permit to remain in effect until expired, revoked or suspended by the  
Department of Public Safety, Building Division, for cause.

Occupancy Permit # 476689

Date 9/8/14

**CAPACITY 16 UNITS**

Certificate # 1085

Expiration Date 09/30/2015

By order of the Department of Public  
Safety, Building Inspection

*Frank Oswald*  
Building Commissioner



RICHARD GRAY  
DIRECTOR OF PUBLIC SAFETY

**City of St. Louis**  
**DEPARTMENT OF PUBLIC SAFETY**  
DIVISION OF BUILDING AND INSPECTION  
FRANCIS G. SLAY  
MAYOR



FRANK OSWALD  
BUILDING COMMISSIONER

October 15, 2014

**Center for Women in Transition**  
**C/o Jewell Donald**  
**721 Schirmer St.**  
**Saint Louis, MO 63111**

**Re: 721 Schirmer St.**  
**CB 3102**

Dear Ms. Donald,

The referenced parcel, **721 Schirmer St.** in city block **3102**, is located in the "J" Industrial District. Permitted uses in the "J" District include general and professional offices, retail stores, schools, hotels, parking facilities, wholesale businesses, manufacturing, and warehousing. Additionally, residential use is not permitted in the "J" District, except where forty (40) percent or more of the frontage is occupied by dwellings.

According to available records, construction on the building was completed in 1963. As such, it meets the existing zoning code regulations of the City of Saint Louis. This is notwithstanding any improvements that may have been made without the proper permit from the City of Saint Louis Building Division.

In the event of fire or other disaster, the structure may be reconstructed under the existing zoning regulations for the City of Saint Louis.

You can obtain a copy of the Zoning Ordinances of the City of Saint Louis at the Registers Office in Room 118 of City Hall. The telephone number for that office is (314) 622-4145. The cost of the publication is \$13.40.

Information on permits is available in Room 425 of City Hall. The telephone number for that office is (314) 622-3313.

Page 2  
721 Schirmer St  
CB 3102

This letter solely addresses structures and uses permitted by the Zoning Ordinance of the City of Saint Louis.

In certain areas of the City there have been Chapter 99 RSMO Development Plans, Chapter 100 RSMO Development Plans and Chapter 353 RSMO Development Plans adopted by the City of Saint Louis Board of Aldermen. Certain provisions of these development plans recommend more restrictive use standards than the Zoning Ordinance of the City.

Additional zoning information may be obtained in Room 400 of City Hall, or by calling (314) 622-3666.

Sincerely,



Mary Hart Burton  
Zoning Administrator

MHB/sab

Building Safety is NO Accident



FRANCIS G. SLAY  
MAYOR

**The City of Saint Louis**  
**DEPARTMENT OF HUMAN SERVICES**

OFFICE ON THE DISABLED  
CITY HALL, ROOM 30  
ST. LOUIS, MISSOURI 63103  
Phone (314) 622-3686  
Fax (314) 622-4019  
TTY (314) 622-3693



DAVID J. NEWBURGER  
COMMISSIONER

October 16, 2014

Jewell Donald  
Center for Women in Transition  
7525 South Broadway  
St. Louis, MO 63111

**Re: 7121-7125 Schirmer**

Dear Ms. Donald:

This is concerning your request for verification of accessibility of 7121-25 Schirmer. I have been informed by Lyle Maninger, R.A., Chief Plan Examiner for the City of Saint Louis that two of the units at 7121-25 Schirmer are fully accessible under the guidelines of the City of Saint Louis.

Very truly yours,

David J. Newburger  
Commissioner on the Disabled

cc: Lyle Maninger, R.A., Chief Plan Examiner

Date 9/30/14

Start Time: \_\_\_\_\_

End: \_\_\_\_\_

# Work Order/Invoice

## 98-00048

St. Louis Pest Control 8802 Corwin Dr., St. Louis, MO 63136 (314)575-4215

## Billing Address:

Center For Women In Transition  
7525 S Broadway  
St. Louis, MO. 63111

## Service Address:

Center For Women In Transition  
721-725 West Schirmer  
St. Louis, MO. 63111

Account #: 98  
Home:

Work: (314)256-1472

Cell: \_\_\_\_\_

Last Date of Service: 9/30/2014  
Pager: \_\_\_\_\_

98-00048

## General Pest Control

☒ Completed

Due: 9/30/2014 10:30 AM

Charge: \$79.00 Tax: \$0.00 0.00 % Due: \$79.00

Interior and exterior treatment for general pest control.

Application Method: ☒ Crack/crevices ☐ Spot Treatment ☐ Rodent Bait Stations per feetTarget Pest: ☒ Roaches ☒ Ants ☐ Spiders ☐ Bees ☐ Hornets ☐ Wasps ☐ Crickets ☐ Bed Bugs ☐ Centipedes☐ Silverfish

Products	EPA #	Amount used	PCT	Conc/Mix	Active Ingredients	Dose Rate
Maxforce FC	432-1239	2oz	.50%		Spinosad .01	Crack & Crevice
CB-80 Extra	9444-175	2oz	.50%		Pyrethrins .05%	1 to 3 seconds
Contract Bait	12455-79	oz	.005%		Bromadiolone .005%	3 to 16 per station
Phantom	241-392	oz	.50%		Chlorfenvinphos 0.5%	Crack & Crevice & Spot
Suspend SC	432-763	oz	.50%		Deltamethrin	Crack & Crevice & spot
Terminator	7969-210	oz	.06%		Fipronil 9.1%	Crack & Crevice & Coarse Spray
Talstar One	279-3206	oz	.06%		Bifenthrin 7.9%	Crack & Crevice & Spot
Niban	245534	oz	.5%		Orthoboric Acid	6 oz per 100 sq feet
Maxforce Bait Station	432-1251	oz	2.0%		Hydramethylnon	4 to 6 station per 100 sq feet
Ant Gel	73340-1	oz	1.0%		Sodium Octaborate Tetrahydrate 1%	Crack & Crevice
EcoExempt IC2 [Natural ORGANIC]		oz			Rosemary Oil	Crack & Crevice & spot
arilon		oz			Peppermint Oil 2%	Crack & Crevice
temprid		oz				Crack & Crevice
onslaught	1021-1815	3oz				Crack & Crevice
nygard		oz				Crack & Crevice & low coarse

Equipment Used: ☒ 24" Gun ☒ Aerosol ☒ Compressor Air Sprayer ☒ By Hand ☒ TCM Monitor  
☐ Tamper Rodent Bait Station ☐ Amount in each Bait Station ☐ Glue Traps ☐ Hand Duster  
☐ Small Roach Bait Stations ☐ Spreader ☐ Other

Treatment Location: ☒ Kitchen ☒ Food Prep Area ☒ Dining Room ☒ Bathroom ☒ Service Counter ☒ Attic ☒ Lawn  
☐ Store Front ☐ Garage ☐ Basement ☐ Offices ☐ Eaves ☐ Crawl Space ☐ Wall Void ☐ Bed Rooms  
☐ Bar ☐ Rodent Borrows ☐ Storage ☐ Exterior Foundation ☐ Rodent Borrows ☐ Garbage Area  
 Apartments Treated: \_\_\_\_\_

9-16-14 Squirrel removed \$65.00

## Notes to the Customer

Signature: \_\_\_\_\_

Thank You!

Balance Forward: \$65.00

Service Total: \$79.00

Tax: \$0.00

Total Due: \$144.00

Amount Paid: \$79.00

Paid by Cash/Check # \_\_\_\_\_ Balance \$65.00



Center for

**Women in Transition**

## **Schirmer House**

# **Standard Operating Procedures (SOP)**

Center for Women in Transition  
Schirmer House  
721 West Schirmer Street  
St. Louis, MO 63111

SCHIRMER HOUSE

## Overview

Welcome to Schirmer House! We are pleased that you have decided to join us as a staff member. Schirmer House is a residential facility and re-entry program for female ex-offenders returning to the St. Louis area from prison and jail.

Our program provides opportunities for success through case management, family support, and partnerships for job training and placement, housing, and substance abuse programs. The mission of the Center for Women in Transition is to assist women in the criminal justice system make a successful transition to their families and communities through practicing and promoting restorative justice. One of our goals is to reduce recidivism.

Schirmer House is a partnership between the Center for Women in Transition and the Missouri Department of Corrections (MDOC) for the purpose of maintaining a transitional housing facility in a community environment. Residents will remain at Schirmer House for an undetermined period of time and discharge dates are at the discretion of MDOC.

The information provided in this manual is in compliance with our contract with the MDOC. The policies included in this manual must be followed at all times to allow the Center for Women in Transition to be in compliance with our contract with MDOC. If you have questions after reading this manual, contact the Residential Facility Director, Jewell Donald at 314-256-1297 or the Executive Director of the Center for Women in Transition at 314-771-5207.



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### **HOUSE MANAGER (HM) EXPECTATIONS**

- Work all shifts as scheduled
- Remain at Schirmer facility for entire shift
- Clock in and out at the beginning and end of each shift and sign the time card prior to the end of the pay period
- Watch camera at all times
- Walk the Schirmer House grounds once per hour
- Use office phone for business purposes only. The phone line is to be kept free as much as possible during each shift
- Keep back gate locked at all times
- Basement gate is to be locked between the hours of 10:00pm and 6:00am daily
- The front window blinds must remain open in apartment 101 (office)
- Attend all continuing education sessions as scheduled

### **SCHEDULING**

- House Manager Supervisor is responsible for all scheduling
- Monthly schedules are located on the bulletin board in apartment 101 (office)
- Three shifts include 8:00am-4:00pm, 4:00pm-12:00am, and 12:00am-8:00am
- Arrive 5-10 minutes before beginning of the shift to review log book, staff notes, and discuss any pertinent information with House Managers ending their shift

- May not leave the facility until relief has arrived for the next shift
- Call Off/Time Off Procedures
  - If unable to work a regularly scheduled shift, HM's are to call at least three (3) hours in advance, and are responsible for finding another staff member to cover the shift.
  - When finding coverage, make every effort to cover the shift with a part-time staff member before full-time staff members are called.
  - If unable to work a scheduled shift, during regular business hours, 8:00am to 4:00pm, HM's are to call the House Manager Supervisor and notify him that they are not able to work their regularly scheduled shift, and provide the name of the staff member who is covering for them. After regular business hours, HM's are to call the on-call staff member.
  - If HM's become ill or experience an emergency while they are working their scheduled shift, they are responsible for finding another staff member to cover the shift. HM's are not permitted to leave their shift until another staff member arrives to relieve them.
  - Requested time off should be done as early as possible, at least two (2) weeks in advance. Although we try to accommodate people the best we can, sometimes it is not possible to grant time requested.
  - **IF STAFF IS UNABLE TO FIND ANOTHER STAFF MEMBER TO COVER THEIR SCHEDULED SHIFT, THAT STAFF MEMBER MUST WORK THEIR SHIFT AS SCHEDULED INCLUDING HOLIDAYS.**

#### **APARTMENT 101 (OFFICE)**

- There should always be a HM in the office. In the event both HM's are required to leave the security office, *the doors should be locked and the key taken, with the last HM to leave.*
- Smoking is not permitted inside apartment 101 (office) or any office or apartment at any time.
- The office door shall remain unlocked at all times.
- Only one resident at a time is permitted in apartment 101 (office). HM's are to make every effort to expedite the sign in/out process to ensure all residents may return to their apartments in a timely manner.

- Residents are required to knock before entering.
- Residents are required to turn off or silence their cell phones while in apartment 101 and are not permitted to be on their cell phone while in the office.
- Residents are only permitted to come in apartment 101 for valid reasons, i.e. sign in/out, take medication, and meet with Director. Residents are not to be in apartment 101 for lengthy periods of time or to socialize with staff.

### **HOUSE MANAGER CONDUCT**

- HM's must remain awake and alert at all times. When seated at a desk, HM's must remain in an upright position. No blankets or pillows are to be used by HM's in the security office. HM's are not to lay their head down on the desk and give the appearance of "sleeping." If HM's are found to be asleep, or give the appearance they are sleeping, they may be terminated. If HM's are working with someone who is sleeping on the job and do not report it, that HM may be held responsible as well.
- If HM's are working with another HM and witness that HM breaking rules or regulations, the HM MUST REPORT them to the House Manager Supervisor. Failure to do so may result in suspension or termination.
- HM's must act in a "professional" manner at all times, i.e. when interacting with residents, answering or making phone calls, or addressing anyone who comes onto the property.
- Shall value the human worth and dignity of all residents by respecting the individual, recognizing diversity and treating all offenders fairly.
- Shall not display favoritism or preferential treatment for individual residents or groups of residents.
- Shall not engage in any personal or business relationship with any resident under the state agency's jurisdiction, or a resident that has been a program participant within the last two years, or the resident's family.
- Must inform the HM Supervisor immediately if HM's have previously known or been acquainted with any resident at the Schirmer House.
- Shall not use their official positions to secure or receive advantages, gifts, money, or favors from residents, their families, or associates.

- Shall not abuse residents verbally or physically.
- Shall recognize the resident's right to privacy and adhere to confidentiality rules.
- Must never receive or give any property, i.e. money, cigarettes, food etc. to or from any resident.

### **LOG BOOK**

- HM's are to write all information concerning the residents and the facility in the log book during each shift.
- During shift change, HM's are to communicate all important information to the next shift.
- Each HM is responsible for reading the log book back to their last shift worked.
- Make a strong effort to write neatly and legibly and ensure all information is accurate.

### **ON-CALL PHONE POLICY**

- A Schirmer House full-time staff member is on-call 24-hours per day.
- HM's are to place calls to the on-call staff member only in the event of an emergency.
- Emergencies may include:
  - Fire
  - Tornado
  - Earthquake
  - Staff unable to cover a shift
  - Any resident needing to go to the hospital
- HM's are to call the on-call staff phone and leave a voicemail if there is no answer.
- If 30 minutes have passed and there still no answer, HM's may call the Residential Facility Director's personal cell phone.

- HM's must call the on-call supervisor and leave a message if there is no answer; if a resident absconds, has a positive urinalysis, has a positive breathalyzer result, is in a fight, goes to the hospital or police are called for a resident issue.

### **STAFF TELEPHONE USAGE**

- The telephone in apartment 101 (office) must be answered at all times.
- Residents are informed during orientation that they are not permitted to receive personal calls on apartment 101 phone unless it is a true emergency, i.e. death in the family.
- Confidentiality prevents staff from releasing any personal information about our residents and whether or not any person resides here or not. If someone calls and asks for a resident, staff should respond by saying, "Due to confidentiality policy, I cannot release any information and cannot confirm or deny whether or not that person lives here." Ask caller if it's an emergency and if so what it is. HM will not take messages for someone who just wants to talk. HM will attempt to locate the resident immediately and allow the person to speak with the resident if it is an emergency.
- When potential employers call residents, take a message and attempt to locate the resident immediately and have the resident return the call. Residents should use the telephone in the common area.

### **TRAINING AND CONTINUING EDUCATION**

- You will receive training prior to beginning your regularly scheduled shifts including review of the Center for Women in Transition manual and the Schirmer House Manager Handbook.
- You will also have the opportunity to attend Missouri of Department of Corrections trainings periodically. All staff must participate in 16 hours of cross training annually.

### **EMERGENCY PROCEDURES**

**Staff members must complete incident reports for each situation listed below prior to leaving the Schirmer house at the end of your shift. Call the on-call staff member if necessary. The on-call staff member will take responsibility for calling the Residential Facility Director if necessary. The Residential Facility Director will take responsibility for and coordinate with MDOC if any residents are in need of temporary housing outside of the Schirmer House.**

- Fire

- Smoke/carbon monoxide detectors are in every apartment unit, and in the basement. Color-coded maps and escape route information is on the back of every apartment door. There are fire extinguishers in every kitchen. If there is a fire that cannot be controlled with a fire extinguisher, one staff member call 911; grab log book and stand outside the security door to direct resident to the designated meeting area across the street by the fence in front of the waste management company and the alley and wait for fire trucks to arrive.
- The second staff member is to evacuate all residents from their apartments and direct them to the meeting area. (starting on the 2<sup>nd</sup> floor first) Once all apartments have been checked both staff members will join the residents at the designated meeting area.
- Staff members will ensure all residents are accounted for by checking the Resident roster.

- Tornado

- All residents and staff are to proceed to the basement toward the center and away from windows.
- One staff member will evacuate the apartments, and the second staff member will stand at the bottom of the stairs and direct the residents to the safe area.
- Staff members will ensure all residents are accounted for.

- Earthquake

- Upon realization that an earthquake is occurring, get under the nearest piece of furniture that will provide you overhead protection from falling objects. Try to stay away from electrical lines and overhead storage racks containing heavy objects.
- If necessary, call 911 to report any injuries.
- One staff member is to evacuate all residents from their apartments and direct them to the designated meeting area. A second staff member will go to the designated meeting area and wait for the residents.
- Staff members will ensure all residents are accounted for.

- Resident in need of medical attention

- If a situation arises that requires a resident to go to the emergency room, call the on-call staff phone and notify staff of the situation.
- The on-call staff will make a decision whether or not the resident may go to the hospital, and whether or not bus tickets should be supplied for the resident.
- The reasons for a hospital visit may include; respiratory distress, severe and debilitating pain.
- Staff may sign out the resident if she is not able to sign out herself, and this must be added to the resident's schedule sheet.
- If an ambulance picks up the resident, ask what hospital they are taking her to.

- If the resident takes the bus to the hospital, the resident must call the security office when she arrives at the hospital.
- Residents must call the office when they know whether they are being admitted or discharged.
- **Death/Suicide**
  - Do not disturb the body.
  - If any other clients are in the apartment, move them to another area outside the apartment.
  - Call 911 and the on-call staff member.
  - The on-call staff member will call the Residential Facility Director.
  - The Residential Facility Director will contact the Center for Women in Transition's Executive Director and MDOC.
- **Attempted Suicide**
  - As soon as staff members become aware of an attempted suicide, one staff member should stay with the client until an ambulance arrives and remove any other clients from the apartment.
  - The second staff member is to call 911, and the on-call staff member.
  - The on-call staff member will call the Residential Facility Director, and the Residential Facility Director will contact MDOC.
- **Physical Altercation**
  - If there is a physical altercation between residents, do not attempt to intervene. Staff members may take control of the situation by directing all residents not involved in the altercation to return to their apartments and use de-escalation techniques with the involved residents.
  - If necessary, call 911 and notify them of the situation. When the police arrive, a determination will be made as to whether or not to arrest the involved residents.
  - Call the on-call staff member, and the on-call staff member will call the Residential Facility Director, if necessary.
  - If a resident assaults a staff member, call 911 immediately. Call the on-call staff member. The on-call staff member will call the Residential Facility Director.
- **Crime or apparent crime on the property**
  - If staff members notice a crime or apparent crime is being committed on the facility property, do not attempt to handle the situation without police assistance.
  - Call 911 and ask that an officer come to the facility to assess the situation.
  - Call the on-call staff member and notify them of the situation.



- **EVACUATION PLAN**

- **Evacuation Plan should go into effect: Flooding -Extended Power Outage-Gas Leak- Carbon Monoxide Poisoning – Hazardous Material /Chemical Spill.**
- As one staff call 911 to alert authorities of the reason for evacuation the 2<sup>nd</sup> staff will take walkie talkie and began to notify residents of evacuation.
- Staff will grab the walkie talkie, keys, flash lights, resident roster and the emergency equipment box (First aid kit, weather radio, spot light, 4 flash lights. As you leave, quickly check your area for anything suspicious or out of the ordinary, go to the designated meeting area and wait for the residents.
- At the same time, the second staff member will evacuate all residents from their apartment (in a calm manner) and direct them to the designated meeting area across Schirmer street in front of the waste management company and the alley.
- Using the same exit route as a fire, this is located on the back of each apartment door. Staff will direct the residents to move across and down the street in front of the waste management company and the alley.
- Staff will ensure all residents are accounted for by looking at the resident roster.
- Obey the emergency responders they will recommend a safe distance you should keep from the building.
- Staff will contact the Facility Director immediately

- **BOMB THREAT**

- Whether you receive a call or a letter about a bomb, or a suspicious package is delivered, the first thing you need to remember is to remain calm. If you are on the phone with the perpetrator, try to get as much information from him/her as you can, so you can assist the police later. Grab a pen and paper to jot down anything the suspected terrorist says, and any background noises you hear, If the threat is received by mail, do not handle the package any more than is necessary, because the wrapping could contain vital clues or fingerprints of the perpetrator. If a suspicious package is received, quickly and without panic remove everyone from the room in which the package sits.
- As soon as you hang up the phone, dial 911 to alert emergency personnel of the situation. If possible, do so from a ground-line phone because cell phones and other electronic devices might trigger an explosion.
- At the same time, as one staff calls 911 they will grab the keys, the resident roster, emergency equipment box and anything else they will need to keep everyone safe.
- If you have time, open windows and doors to dispel any blast force that might occur, As you leave, quickly check your area for anything suspicious or out of the ordinary and go to the designated meeting area to meet residents
- At the same time the second staff member will start to evacuate all residents from their apartments (in a calm manner) and direct them to the designated meeting area. Using the same exit route as a fire, this is located on the back of each apartment door staff will direct the residents to move across and down the street in front of the waste management company and the alley.
- Staff will ensure all residents are accounted for by checking the resident roster.
- Obey the emergency responders they will recommend a safe distance you should keep from the building.
- Do not go to the parking lot or get into your car because nearby vehicles may contain bombs as well.
- Staff will contact the Facility Director immediately.

## **PROHIBITED ITEMS**

Below is a list of prohibited items. These items are not to be in any area of the apartments or on their person at any time. If any of these items are found, residents will receive a violation. This list is not 100% inclusive, but will help you determine what is considered contraband. If items are found in the living room, kitchen, hallway, or bathroom, a violation is to be written for each resident in the apartment.

If staff finds drugs on the property (excluding alcohol) the police are to be called. A violation report is to be written for one or both residents in the apartment. Staff is also to call the on call staff member and leave a message on the parole officer's voicemail if after hours. If alcohol or other prohibited items are found, staff is to write a violation and incident report, place the alcohol or prohibited item(s) in a zip lock bag on the contraband shelf in the kitchen closet of apartment 101 (office). Indicate the apartment number and/or resident's name on the zip lock bag.

- Pornographic or sexually explicit material
- Drugs and alcohol including paraphernalia
- Synthetic urine
- Liquid bleach
- Liquid alcohol
- Mouthwash or medicine that contains alcohol
- Liquid nail polish remover (exception for polish remover with pads or sponge)
- Aerosol cans
- Sharp knives or scissors
- Medication of any kind (includes prescription and over the counter medication), unless it is documented on residents medication log sheets
- Candles or anything with an open flame including incense
- Cigarette butts
- Pornographic or sexually explicit materials. (Sexual toys, sex aides, sex dolls, sex creams) etc.
- Hair dye (dying hair is not permitted on the Schirmer House grounds)

## **ROOM SEARCHES**

- Random or targeted room searches are to be conducted on a regular basis.
- Residents who are present during a room search should be asked to wait in the common area until the room search is complete.
- Staff must wear gloves while conducting the room searches and use the "room search box" located in the kitchen of the security office. A flash light is also available for use in hard to see areas.

- The "room search box" is where staff will place any contraband items found in the apartment so other residents cannot see what is taken out of the apartment.
- Thorough searches include all rooms of the apartment to include under and behind furniture, inside food packaging, inside toilets, inside vents, all pockets of clothing, etc.
- Room search logs are to be completed each time a room search is conducted, even if no contraband is confiscated.

### **NEW RESIDENT INTAKE PROCEDURES**

- New residents typically arrive during the week by noon, but there will always be exceptions and times when new residents arrive during the weekend or evening hours.
- Staff will always be aware ahead of time that a new resident is coming to the facility; however, there may be times when women arrive without our prior knowledge of an intake. If this situation occurs on any shift, contact the on-call staff member immediately while the new intake waits in apartment 101.
- House Managers are to search personal belongings for contraband, placing any contraband in the locked closet in apartment 101 (office) kitchen.
- New intakes are to be given a breathalyzer and urinalysis test.
- The new resident is to complete an information sheet and inventory sheet to be placed in the case manager's mailbox. This can be completed after the new resident is settled in her apartment.
- If necessary, staff is to complete medication forms as needed.
- If a new resident must go to treatment or work before the schedule can be approved, house managers are to contact the on-call staff to advise them of the schedule and allow the new resident to go work or treatment.
- New residents are to be given a tour of the facility, shown to their apartment and be given keys to their front door and bedroom.
- The new resident is to be given a food card and permitted to go to the grocery store as soon as possible after her arrival.
- The new resident is to receive any needed toiletries.

## **RESIDENT DISCHARGE PROCEDURES**

- House Managers will always be aware ahead of time if residents are discharging. This typically happens during the week, but may occur in the evenings or on weekends.
- Residents are to complete discharge paper work, turn in their keys, and clean their apartments and linens prior to leaving the facility. Clean linens are to be placed back on the bed and the towel and washcloth on the bed.
- House managers are to search their belongings to ensure the resident is not taking Schirmer property, including cleaning supplies, linens, etc.
- House managers are to inspect the apartment for cleanliness prior to the resident leaving the facility.

## **COMMON AREA**

- Residents are permitted in the common area (living room apartment 107) from 6:00am to 9:45pm each day.
- House Managers are to monitor the residents in the common area by walking into the common area periodically and watching the security cameras.
- Common area rules are posted on the bulletin board in the common area.
- Residents are not to cook together in the common area. They may use the grill outside if given permission from the house managers, but are not to share food with other residents. There may be occasions for meals or events for all residents to participate in with staff.
- It is the responsibility of each shift to ensure the residents leave the common area in an orderly fashion.
- Before the residents leave the common area at 9:45pm, they should be instructed to straighten the common area: clean kitchen, push chairs under the table and clean the table, put all games, books, newspapers, magazines neatly on the bookshelf, turn off the television/dvd/vcr player and return all tapes back to apartment 101. Staff should also make sure that the thermostat is set to an appropriate temperature and the common area is clean and organized.

## **SCHIRMER HOUSE PROGRAMMING**

- Schirmer House residents are required to attend programming each week that includes job searching both inside and outside the facility, and group sessions both during the day and evening hours.
- Solving our Situations (SOS) group runs four times per year on Wednesdays from 6:00pm to 7:30pm for approximately 8 weeks in the common area. House Managers will receive a list of those residents who are to attend. Residents who are not on that list may not attend the group.
- NA Meetings are held on the common area on Thursdays at 6:30pm. All residents are to attend this meeting unless they are excused by the Schirmer House Team to not attend the meeting, i.e. the resident does not have a history of substance abuse. House Managers will have a list of those residents not required to attend.
- Residents also participate in setting goals and positive programming through the Schirmer House Program with the Schirmer House Team, consisting of the Director, Case Manager, Employment/Life Skills Specialist, House Manager Supervisor, and Parole Officer.

## **RESIDENT SCHEDULES AND SCHEDULE CHANGE FORMS**

- Residents are not permitted to leave the facility unless they have an approved schedule. Residents turn in schedule forms each Tuesday by 9:00pm for the following week for review and approval by the Schirmer House Team. Approved schedules are kept in apartment 101 office files. Residents sign in and out on their schedules. House Managers are to record their breathalyzer reading and initial the schedule form each time a resident signs out and in.
- Residents are always required to return by their scheduled return time. If a resident is more than 15 minutes late, staff is to complete an infraction report. The residents may call to notify staff they are running late for various reasons, but the infraction report must still be completed.
- Residents may complete a schedule change form if they need to adjust their weekly schedule. These changes may be in relation to work, treatment, doctor's appointments, interviews, etc. The Case Manager and Employment/Life Skills Specialist review and verify these changes during the weekdays.

- After schedule change forms are reviewed and verified, the changes will be reflected on the weekly schedule forms, and the schedule change forms will be placed behind the schedule in the resident's office file.
- If there is a change in a resident's work or treatment schedule during the evening, weekend or overnight shifts from what the resident already has on her approved schedule, the resident is to complete a schedule change form and turn it in to the house managers.
- The HM will call the on call telephone to get approval before the resident is permitted to exit the facility.
- Once the HM get the approval they need to record the outcome on the Schedule Change Form, and place it behind the resident's weekly schedule form in the resident's security office file. The schedule change is to be documented on the weekly schedule form with the House Manager initialing the change. *All changes made and reasons need to be recorded in the log book.*

### **RESIDENT PASS PROCEDURES**

- Pass time can vary from 6 - 48 hours for residents according to their positive programming. This means successfully following their schedule for the week which may be a combination of substance abuse treatment, school, and/or work. Pass forms are turned in each Tuesday by 9:00p.m. Overnight passes will only be granted if the resident has an approved place to stay.
- Residents are permitted to attend church services for three hours each Sunday including travel time. Church pass forms are also due each Tuesday by 9:00pm. Residents attending church are required to return with a church bulletin and turn the bulletin in to the House Managers. House Managers are to verify the church bulletin information matches the information on the church pass form. If residents do not submit a church bulletin or the information on the bulletin does not match the church pass form, House Managers are to complete a violation form.

### **VISITING HOURS AND PROCEDURES**

- Residents are permitted to have visits on the weekends on Saturdays and Sundays between the hours of 9:00am and 6:00pm. Visitation forms are due each Tuesday by 9:00pm and are available in Apartment 101. Residents are eligible for visits even if they are not eligible for passes.
- Residents with approved visits will have a form located in apartment 101 office file. Only those on the visiting list are permitted in the facility. House managers MUST verify all person(s)

identities by looking at proper identification (driver's license, state i.d.). Visitors who do not have the proper identification are not permitted to visit and must exit the facility.

- If, at any time, the visit becomes disruptive or inappropriate, house managers are to terminate the visit. House managers are to write an incident report documenting the situation.
- The visiting room is the small bedroom in the rear of Apartment 101 (office) and the Common area Apt. 107.

### **PACKAGE DROP OFF**

- Residents are permitted to have item(s) dropped off at the facility on Saturdays and Sundays from 12:00pm to 6:00pm. Residents must submit the individual information for approval. An item drop off request form is located in apartment 101 and must be turned in by Tuesday by 9am, prior to the weekend. Residents are to notify the House Managers 1 hour prior to the drop off.
- Drop offs may include money, cigarettes, groceries, etc. All items must be searched for contraband. Contraband items must be documented on an incident report and kept in the security office, identified by the resident's name.
- House managers are to complete an incident report any time a person dropping off items becomes disruptive or inappropriate.
- Residents are NEVER to visit with, hug, or touch the person dropping off items. The person dropping off the item(s) is only permitted to be in apartment 101.

### **RESIDENT PHONE PRIVILEGES**

- Residents are permitted to use the house phone in the common area apartment 107 from 6:00am to 9:45pm each day.
- Residents are required to sign in and out when using the phone on the log sheet in apartment 101.
- Residents are permitted to make 3 phone calls per day for 10 minutes each time. House Managers are to monitor the phone calls to ensure each resident is adhering to policy.
- Staff is to complete an infraction report any time residents abuse the phone privilege. Failure to follow phone procedures will result in loss of privileges.

### **CELL PHONE PRIVILEGES**

- Residents are permitted to have a cell phone during their stay at Schirmer House.
- Cell phone number(s) must be provided to Schirmer House and the Probation and Parole Officer.
- The current telephone number should be recorded in the Resident's file located in the security office. If a resident changes her number, she must provide the new telephone number to the HM for recording.
- Cell phones may be confiscated if it becomes a disruption during quiet hours or programming.

### **RESIDENT SUPPLIES**

- Resident will receive supplies from the LS/ES on a monthly basis. Residents should be encouraged to get their supplies from the LS/ES during regular hours; however, there may be times when a resident will need supplies during non-business hours.
- Extra supplies are located in apartment 102 in the living room closet. Resident's emergency needs should be supplied from that location during off hours.
- Staff should not enter apartment 109 during non-business hours.

### **RESIDENT SAVINGS DEPOSITS**

- At all times, residents should be directed to the LS/ES to submit their savings deposits. If a resident has a deposit after business hours, she should be directed to submit the deposit in the mail slot of apartment 109 for pickup and process the next business day.
- Staff should not accept the deposits from residents.



## **URINALYSIS TESTING PROCEDURES**

- Drug testing is a significant part of the rehabilitation process. We are required to test 30% of our contracted beds, or 9 residents per month. Staff will receive instruction on which clients to test from the Residential Facility Director. In addition, clients are to be tested for the following reasons: upon intake, if Breathalyzer (BA) is positive, arriving more than three (3) hours later than their approved schedule or pass, return from an unauthorized exit, odd behavior, or returning to the facility in an unauthorized vehicle.
- When a resident is required to submit to a urinalysis, she must sit in view of the staff member until she can produce a urine sample. If she does not submit a urine sample within two hours of being notified, she is considered to have a positive UA. The resident is still required to sit in full view of the staff until she can produce a urine sample.
- Staff must view the test mid-stream collection in an effort to deter the client from tampering with the urinalysis. The client must be observed by a qualified staff representative of the same sex. Clients will be tested throughout their entire stay at the Schirmer House to ensure compliance.

When you are administering a urinalysis, please adhere to the following procedures:

1. The collector should put on rubber gloves and retrieve an onsite plastic collection cup located in the closet of the bathroom.
2. The collector will require that the client remove any bulky clothing, such as a coat or loose fitting outer garments, in order to reduce the possibility of an attempt to alter or falsify the urine sample.
3. The collector will escort the client to the collection area (bathroom) and may conduct a routine non-intrusive search or a routine frisk search of the client in an effort to find items that may be used for altering the sample.
4. If suspicious items are found, staff must confiscate them and write a "Violation or Incident Report", but allow them to continue the urinalysis.
5. The collector will instruct the client to pull their pants and underwear to their ankles, squat, and start urinating and catch the urine in the stream with the urine sample bottle.
6. The urine sample bottle should never make contact with the vaginal area.

7. The resident is to use one hand to hold the cup and the other should be used to hold their blouse in the middle of their chest.
8. After the bottle has  $\frac{1}{2}$  or more of urine, the client must hand over the bottle to the collector who then places the bottle on a flat surface and closes the lid.
9. The collector peels off the label on the urine cup to view the results.
10. Reading the test
  - a. All lines on the "C" (control) must show or the test is not valid.
  - b. A negative test will show lines next to the indicated drug.
  - c. A positive test will not show lines next to the indicated drug.
  - d. If needed, the collector can photocopy the results by placing the entire cup with the card face down on the copier.
11. If the test is "Invalid"
  - a. The collector should place the test cup with the urine into a bio-hazard bag and place into the small refrigerator
  - b. The collector then must document the results in the monthly UA log, in the client's individual file and the individual drug test log form that is turned into the director.
12. If the test is "Positive"
  - a. The collector must check with the client to see if they are willing to pay for the urine sample to be sent to the lab for confirmation.
  - b. If the client refuses to pay for the urine to be sent to the lab, the test will be considered positive.
  - c. If the client is willing to pay for urine sample to be sent to the lab then proceed as follows.
    - i. In front of client, place security seal over the lid of the test cup and have client and collector initial the seal.
    - ii. The collector, will then fill out the Specimen Request form and attach to the test cup.
    - iii. The collector will then place the test cup inside of the white Redwood Toxicology bag and seal the bag.
    - iv. The collector will then fold up a Redwood Toxicology cardboard box and place the sealed white bag inside of the box and seal the box shut with tape.
    - v. The collector will then write the return address on the top left corner of the white box and place it in the mail.
    - vi. The collector then must document the results in the monthly UA log, in the client's individual file and the individual drug test log form that is turned into the director.

13. If the result is "Negative"

- a. The collector may discard the urine in the onsite test into the toilet and place the test in a bio hazard bag and remove gloves and wash hands.
  - b. The collector completes a urinalysis form for the parole officer to include the date, resident's name and signature, urinalysis results, and staff signature. Place in the program director's mailbox.
  - c. The collector may excuse the client.
  - d. The collector completes the urinalysis log sheet located in the log book on the HM's desk to include the date, resident's name, urinalysis results, and staff initials.
  - e. The collector completes the urinalysis log sheet located in the client's file to include the date, resident's name, urinalysis results, and staff initials.
- All residents returning to the facility are to be given a breathalyzer (BA) test.
  - Residents are given a "blow stick" upon intake and are expected to keep this with them during their stay at the Schirmer House.
  - Documentation of the breath analysis is to be recorded on the resident's sign in/out log.
  - If the BA is positive, the result must also be documented on the residents BA/UA log located in the resident's security office file. The resident is also then required to submit a UA.
  - Positive results are to be documented on a violation form. If a resident refuses to test, this is also considered a positive BA.

### **MEDICATION PROCEDURES**

- Staff is NOT to dispense or handle medication(s) out of the bottles. Residents are required to handle their own medication.
- Medication log sheets are to be completed when clients turn in new medication(s) or a new sheet is needed. These sheets are located in the Medication Log Book located on top of the medication cart. The top portion of the form is to be filled out completely and accurately.
- Scheduled times for residents to take their medication are to create an organized process for residents and their medication. Scheduled times are 6:00-7:00am, 1:00pm-2:00pm, and 8:30pm-9:30pm. There are occasions when residents will not come during the scheduled time. If this happens, please remind the residents of the times, and allow her take her medication.
- Residents are to count each medication prior to taking the medication each time they take the medication and properly document the information on the medication log sheet(s).

- Clients must take their medication while in apartment 101 and are never permitted to leave the security office with loose medication.
- If the count does not match the previous count, have the resident recount the medication. If an *error is discovered, correct the error and staff is to initial the change*. If an error is not discovered and the count is still off, staff is to complete an incident report to be signed by the staff person and the resident.
- Staff is required to supervise the process of each resident taking her medication. At no time is staff allowed to force a woman to take her medication. It is the resident's responsibility to come to the apartment 101 during the scheduled time to take her medication.
- Staff is responsible for the accuracy of the medication records, including having residents count each medication each time they take the medication, the medication count, watching the *residents to ensure they are taking only the recorded amount of pills*. Staff's initials verify all information above is accurate.
- If a resident brings in a new prescription, but has an old prescription of the same medication, be sure to complete the old bottle before starting a new one. Complete a medication log form and place the new prescription bottle in the locked cabinet of the kitchen until the existing bottle is empty; unless the resident brings in a statement from the doctor stating we start the new prescription immediately.
- Never assume that when a client brings in medication that the number of pills indicated on the *bottle is the number of pills that are in the bottle*. New medication is to be counted upon completing a new medication log form.
- On occasion, residents will simply forget to take their medication. In this instance, staff is permitted to kindly remind those women to come to the office and take their medication.
- If a resident is going to be out of the facility during the time she is to take her medication, she is permitted to take her medication with her. Please ensure this information is properly logged on the resident's medication log sheet. The medication the resident is taking out of the facility is to be placed in medication envelopes, with each medication having its own envelope. The outside of the envelope is to be documented with the name of the medication, dosage, directions for prescription, and staff initials.
- Some residents are court ordered to take psychiatric medication. A list of those residents is located in the kitchen area of apartment 101. Residents who are on this list and fail to take their psychiatric medication are in violation. Staff should complete a violation report indicating the medication, the date and time of the missed dosage, and the date and time of the last pill taken.

## MAJOR VIOLATIONS

- The Major Violation Form should always be completed for each particular offense committed. *There are three sections of the form for three different types of violations; positive UA, positive BA, unauthorized leave or late return, and "other violations."*
- Violation forms must be completed prior to the end of the staff's shift. The Residential Facility Director has one (1) working day to process the violation with the resident.
- The "comments" or "explanation" area should include all detailed information regarding the violation. Staff completing the form should be brief but thorough and write legibly.
- Once the report is complete, staff is to place the violation in the Residential Facility Director's mailbox. The Director will interview the resident and have them to write their comment; sign and date. The Director will advise the resident of their restriction.
- The following is a list of activities that would justify a major violation. This list is not 100% inclusive but is designed to help staff determine what activities are strictly forbidden in this facility. If you have questions regarding any resident activity, please contact the House Manager Supervisor.
  - Possession of alcohol or drugs
  - Refusal to submit a UA or BA
  - Threats of violence against staff or residents
  - Sexual misconduct.
  - Forcible misconduct – using force or threats of force to obtain compliance from another (staff or resident)
  - Engaging in sexual activity, whether forced or consensual
  - Possession of firearms or any weapon defined as lethal or deadly by law
  - Unauthorized leave from the facility, failure to return, not being at approved destination
  - Theft or destruction of property
  - Vandalism
  - Violation of the law and/or being arrested
  - Operating a motor vehicle without prior permission from the parole officer
  - Refusing to pay 30% of gross income to savings
  - Refusing to go to work or quitting a job without permission
  - Disassembly or destruction of firearms
  - Testing positive on a UA
  - Blowing numbers on BA
  - Unaccountability
  - Failure to attend required treatment
  - Gambling

- Tampering with video cameras and equipment
- Fighting, which includes pushing and/or shoving a client or staff
- Failure to take court ordered medication as prescribed
- Being in another resident's apartment or in an unauthorized area of the facility
- Inviting nonresidents onto the property
- Being in an unauthorized vehicle

## **INFRACTION REPORTS**

- The Infraction report form is to be completed for each particular offense committed.
- Violation forms must be completed prior to the end of the staff's shift. The Residential Facility Director has (1) working day to process the violation with the resident.
- The "comments" or "explanation" area should include all detailed information regarding the violation. Staff completing the form should be brief but thorough and write legibly.
- Once the report is complete, staff is to place the violation in the Residential Facility Director's mailbox. The Director will interview the resident and have them to write their comment; sign and date. The Director will advise the resident of their restriction
- The following is a list of activities that would justify an infraction violation. This list is not 100% inclusive but is designed to help staff determine what activities are strictly forbidden in this facility. If you have questions regarding any resident activity, please contact the House Manager Supervisor.
  - Failure to complete designated chores within allotted time frame
  - Failure to submit weekly schedule on time
  - Profanity
  - Leaving electrical appliances unattended
  - Inappropriate dress
  - Ignoring the 10 minute telephone usage limit
  - Outside of apartment after 10:00pm or before 6:00am
  - Smoking in nonsmoking area
  - Food in bedroom
  - Arriving later than scheduled return time (less than one hour late is an infraction, over one hour late is a major violation)
  - Receiving or borrowing items from another resident

## **INCIDENT AND VIOLATION REPORTS**

- Schirmer House staff is required to document and report all incidents, violations, and infractions related to the residents. This includes: injuries, hospitalization, any emergency situation, failure and/or refusal to take medication, unauthorized leaves, leaving with an unauthorized person, contraband found on person and/or residence, positive breathalyzer result, positive urinalysis, theft, lying, arguments, physical altercations, and any violation of the law or Schirmer House rules.
- Incident reports are to be completed for any event that is not considered a house rules violation, such as injuries, falls, unauthorized visitors, emergencies, tornado drills, 911 calls, etc.

Major violation and infraction reports are to be completed for any event that violates house rules. Please complete the top portion of the report, and place the form in the Residential Facility Director's mailbox. The Residential Facility Director will interview the resident and inform the resident of consequences, if any. House rules violations are also to be completed when issuing a warrant on a resident along with the warrant paperwork.

- It is very important that staff at Schirmer House document everything, even if it seems unimportant at the time. If any staff ever has questions or concerns, please contact the House Manager Supervisor.

## **WARRANT PROCESS**

- After 1 hour of a Schirmer House resident not returning or calling to inform staff of their whereabouts staff will then start the warrant process.
- The warrant checklist sheet is located in the bottom drawer of the filing cabinet located next to the HM desk. Staff must follow the warrant checklist step by step. After each item you complete on the checklist staff needs to initial and mark the time that item is completed.
- Staff must wait until 3 hours have passed for all residents' to notify the P & P officer during normal business hours. Any leave without authorization or any late returns after business hours staff must call the Director, Jewell Donald and she will contact US Cynthia Hygrade.
- If (3) hours has elapsed from the noted absence or estimated time of return for identified sex offenders, dangerous felons and high risk offenders, then the warrant may be called into the state agency command center.

- For all other offenders if (12) hours have elapsed from the noted absence or estimated time of return. Staff must begin the warrant checklist after 1 hour has elapsed. Staff must then contact the Director after 12 hours have elapsed prior to calling the command center.
- During normal business hours the Director shall notify the P & P Officer/supervisor immediately. During non business hours the Director will notify the P& P officer/or supervisor when a warrant has been requested immediately upon the next business day.
- Next, staff needs to write a Violation Report on the resident for absconding and attach that report to the completed warrant checklist and place them into the Directors mailbox.





# **SCHIRMER HOUSE**

## **Resident Handbook**

*Center for Women in Transition*  
*Schirmer House*  
721 W Schirmer  
St. Louis, MO 63111

Welcome!

I want to welcome you to Schirmer House, provided for you by the Missouri Department of Corrections and the Center for Women in Transition. This is a very unique opportunity, and I hope you take full advantage of all we have to offer. We will provide you with tools to live an independent life while also providing structure to help you succeed. If you have questions during your stay, there are several staff available to assist you including the Case Manager, Employment and Life Skills Specialist, Probation/Parole Officer, House Managers, and myself.

You are a guest at Schirmer House, and it is a privilege to be here, not a right. You are expected to comply with the policies and procedures of the House. We will provide a safe, structured, and positive environment to assist you with your transition back into the community. You will go through an orientation that will allow you to become familiar with the staff and the rules of the House. You are responsible for knowing and abiding by the rules. At Schirmer House you are responsible for yourself. Take care of yourself and treat yourself and others with respect. Our goal is for you to leave here with the tools you need to lead a successful, positive life. If all of us work hard, we will reach and exceed our goal.

We are excited to provide this unique opportunity to you and others and hope your stay here is positive!

Sincerely,

*Jewell Donald*

Jewell Donald

Residential Facility Director

Center for Women in Transition

## **Schirmer House Staff**

### **Jewell Donald – Residential Facility Director**

Jewell is responsible for the overseeing the operations, programming and staffing at Schirmer House. If you have any questions or concerns feel free to come to apartment 101 to speak to her.

### **LaTonya Rivers – Case Manager**

LaTonya will be meeting with you upon intake, and at various times during your residency at the Schirmer House. She approves your weekly schedules, adjusts your schedule when needed, works with you to help you meet your goals, and complete your case management plan.

### **Robin S Davis-Employment and Life Skills Specialist (ES/LS)**

Robin will coordinate various functions for you - supplies, your savings and work schedules. Robin will also assist you with resume building and employment searches. She will meet with you individually to check your progress and provide further assistance. Robin will also teach various groups during the week that you are expected to attend.

### **Mark Parker – House Manager Supervisor**

Mark works with and supervises all house managers. He is available to answer questions you may have regarding your stay at Schirmer.

### **Shanna Parmeley – Probation/Parole Officer**

Honore' will meet with you on a weekly basis to discuss your case management plan and answer any questions you may have about your supervision. She also will approve your schedules, passes and monitor any special conditions that you may be required to adhere to.

### **Sarah Gyrog - Restorative Justice Coordinator**

Sarah will facilitate a variety of restorative activities. Her office is located at The Center for Women in Transition main office.

### **House Managers**

House Managers are on site 24 hours per day and are responsible for monitoring the Schirmer House

### **Communication**

If you need to get in touch with any of the above staff members and they are not at the facility, you may leave a note for them in their mailboxes located in the security office, apartment 101.

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## Schirmer House Orientation

The Schirmer House Case Manager will conduct an orientation with each resident within two business days following intake. The Case Manager will review all rules and expectations, and emergency procedures for the facility. Upon intake, you will receive a copy of the Resident Handbook.

The Employment and Life skills specialist will also conduct an orientation with you to assess your needs, skills, abilities, desires and plans for employment and/or education.

Please use this orientation with your Case Manager and Employment/Life skills specialist to communicate any questions or special needs you may have.

### General Conduct

- At Schirmer, you will be treated with respect by the staff and staff will expect the same from you
- You are not to use verbally offensive or abusive language. Such language is not permitted on Schirmer grounds
- Aggressive behavior or the threat of aggressive behavior will not be tolerated. This includes:
  - Yelling at a staff member or resident
  - Standing in the face of any staff member or resident in a confrontational manner
  - Using profanity toward any staff member or resident
  - Failure to remove yourself from a situation where others are engaging in any of the above listed behaviors
  - Failure to remove yourself from any Schirmer setting when asked by a staff member
- Inappropriate relationships:
  - Do not make sexual comments toward staff or other residents
  - You are not permitted to have sexual or romantic relationships with other residents or staff
  - You are not permitted to have sexual contact of any kind
- You may not borrow, loan, or share any items including money from other residents unless given permission by staff
- You may not purchase any items for or from any resident or staff member
- Appropriate dress and behavior is expected of all residents at all times:
  - You must wear shoes when outside of your apartment
  - House shoes, footie's, pajamas, and robes are to be worn only in apartments
  - When outside apartments bras and underwear must be worn at all times
  - No see through dresses unless it is worn with a slip
  - No see through tops unless worn with a camisole or tank top underneath
  - No short shorts, daisy dukes or skirts that reveal your under wear or buttock
  - No skirts/dresses above mid thigh
  - No low cut tops or blouses that expose your cleavage or breast
  - No low riding pants that exposes your backside when standing or sitting

- No sagging of your pants that allows your underwear to be seen
- Indecent exposure will not be permitted at the Schirmer House  
Definition of indecent exposure defined in Webster's Dictionary-  
the intentional exposure of one's body private parts in a manner that  
gives offense against accepted or prescribed behavior.
- Failure to adhere to the general conduct guidelines will result in a loss of privileges

#### **Program Requirements and Expectations (Positive Programming)**

A variety of programs will be offered at the Schirmer House to assist you. You are expected to participate in the programming at Schirmer House. If you do not meet program requirements, you will be in violation of Schirmer House rules and subject to loss of privileges. General guidelines for program requirements and expectations are as follows:

- Meet with the Case Manager as needed to work toward goals and case management plan
- Meet with the Probation and Parole Officer as directed
- Meet with Employment/Life Skills Specialist to establish work and savings schedules and budgets
- If employable, actively participate in job searching with the Employment/Life Skills Specialist
- Stay alcohol and drug free
- Turn in weekly job search log
- If on grounds, attend all Life skills sessions and complete all assignments
- If required, you must attend weekly SOS and NA meetings
- Complete weekly chores and maintain the cleanliness of your apartments
- Complete and submit weekly action plans, schedules, pass requests, visitation requests and church pass request every Tuesday by 9:00 pm
- If employed or receiving SSI/SSD, submit your paystubs and 30% savings of gross income within 2 days of receiving it
- Take all medication as prescribed by your physician
- Adhere to all house rules and curfews
- If required, attend all recovery treatment, school and other programs as scheduled
- Adhere to your weekly action plan

#### **Emergency Procedures**

Escape routes and emergency directions are located on the back of every office and apartment door. We are required to complete one fire and one tornado drill every month.

- Fire
  - Notify staff immediately if you see or smell fire or smoke
  - Find the shortest way out of the facility that is not blocked by fire. Emergency exit maps are posted on the backside of the front door of all apartments and offices
  - Close your apartment door as you exit
  - All residents meet across Schirmer Street by the fence of the neighboring recycling business. Stay at this meeting area until directed to leave by a staff member

- Storm/Tornado
  - Upon hearing warning sirens, go to the basement
  - Follow directions given by the staff member at the bottom of the basement stairs
  - Stay in the basement as directed, away from windows, until directed to leave by a staff member

### **Prohibited Items**

Your safety is our priority at Schirmer. Below is a list of prohibited items. These items are not to be in any area of the apartment or on your person. This list is not 100% inclusive, but will help you determine what is considered to be contraband.

- Pornographic or sexually explicit material
- Any drug, alcohol and paraphernalia
- Synthetic Marijuana – K2, Fake weed, Yucatan Fire, Skunk, or Moon Rocks, etc
- Liquid bleach
- Liquid rubbing alcohol
- Liquid nail polish remover
- Synthetic urine
- Mouthwash or medicine that contains alcohol
- Aerosol cans
- Weapons or tools of any kind (examples are sewing needles, locks, scissors, screwdrivers)
- Medication of any kind (includes prescription and over the counter medication)
- Candles or Incense
- Hair dye (dying hair is not permitted on the Schirmer House grounds)
- Bath Salts
- Hand Sanitizer
- Extension Cords
- Eyebrow or trim Razor
- Clippers of any kind

Please note that Schirmer House prohibits any mind stimulating substances that may be harmful to the individual or community.

### **Personal Belongings**

A House Manager will search your belongings for contraband when you move in and you will complete a personal inventory form. If your inventory changes during your stay, you will need to discuss this with the case manager. Your belongings will be searched again when you move out. You need to designate a person to pick up your personal belongings should you leave the facility before completing the program. This designated person will have 30 days to pick up your personal property, after 30 days your property will be either recycled or discarded. You are responsible for your own personal belongings.

**The Center for Women in Transition (Schirmer House) is not responsible for lost, stolen, damaged, loaned or borrowed items.**

## **Apartments**

You will be sharing an apartment with a roommate. You will have your own bedroom and share the rest of the living space (living room, kitchen, and bathroom). It is important to make a consistent effort to keep your apartment clean and neat. This will help create a living space that feels more like home. You will receive orientation and training on how to properly clean your apartment. Schirmer House staff will inspect each apartment for cleanliness. If you do not keep your apartment clean, you will be in violation of house rules and subject to consequences.

You will be responsible for your apartment and bedroom keys. If replacement keys are needed, you will be charged \$1.50/key.

Schirmer staff is permitted to enter your apartment, including your bedroom at any time. The following guidelines must be followed to avoid violations and consequences.

- Do not rearrange furniture without permission
- Do not put holes in the walls for any reason
- No food is allowed in bedrooms
- You are not permitted to be in any apartment other than your own, including the doorway of other apartments
- If windows are open, heat/air conditioner is to be off
- Quiet hours are from 10:00p.m. - 6:00a.m. each day. During these hours, you are expected to remain in your apartment. Please be mindful of your roommate and neighbors. Keep televisions and/or radios to a low volume, and keep voices at a low volume when talking on the phone.

**Failure to adhere to these guidelines will result in a loss of privileges.**

## **Curfew**

- If you are on Schirmer grounds curfew is 10:00 pm
- Pass-Latest return time is 11:00 pm

## **Common Area Rules**

The common area is the living room area of office 107. You are permitted to spend time in the common area from 6:00am to 9:45pm each day.

Below is a list of rules you must follow while in the common area. Spending time in the common area is a privilege. Any violation of these rules may result in a violation and restriction from the common area.

- The first person to arrive in the common area will determine which television show to watch.
- DVDs/VCR tapes are available for you to check out in office 101.
- Games and books are located in the common area for your entertainment.
- Any food items, drinks in the refrigerator or cabinets: use of the stove and microwave are strictly prohibited
- Only on special occasions may food be shared or provided in the common area
- You are expected to clean up after yourself when using the common area before you leave.



### **Laundry/Linen/Ironing**

Washers and dryers are located in the basement. You are permitted to do laundry from 6:00am to 9:45pm daily. Exceptions may be made for those who work late at night or early in the morning. An ironing board and iron are also located in the laundry area. The Center for Women in Transition is not responsible for loss or damage to property due to the use of the washers, dryers or iron.

Here are some rules to follow when using the washers and dryers:

- Wash your sheets, blankets and towels once per week
- Shoes are not to be washed or dried in the washers or dryers
- Be considerate of others and do not leave your laundry in the machines.
- Items left unattended for a long period of time in the laundry area are subject to confiscation.

### **Supplies**

Upon intake at Schirmer House, you will be issued two sheets, one pillowcase, one blanket, two bath towels and two washcloths. In addition, apartments are fully furnished, and kitchens are stocked with pots, pans, plates, and silverware.

Each month, you may be eligible to receive various supplies for yourself and your apartment. You are eligible to receive supplies if your monthly income is less than \$450 per month. Please see the Employment and Life Skills Specialist if you fall into that category. Supplies include items such as toilet paper, paper towels, shampoo, soap, toothbrushes, toothpaste, cleaning supplies, laundry detergent, etc.

The supplies are distributed on Thursday and Friday of each week and are expected to last until the following week. It is your responsibility to get your supplies at distribution time unless prior arrangements are made with the Employment/Life skills Specialist.

### **Food, Groceries**

You will receive a food card based on your income, which will be reflected on your budget. You must meet with the Employment and Life Skills Specialist every month to review and adjust your budget in order to determine your food card allowance for the month. Food cards will be distributed upon intake and on the 1<sup>st</sup> and 15<sup>th</sup> of each month after 4pm. For every food card purchase, you are required to submit a receipt to the security office upon your arrival from the store and you must also show your receipt for all other store purchases.

Your food allowance must last for two weeks; therefore, it is important to make wise food choices. You are limited to a ten dollar snack food allowance every two weeks.

The Employment and Life Skills Specialist will assist you in making a grocery list to assure you are purchasing food that is nutritional and well balanced.

**You are not eligible to receive food stamps while residing at the Schirmer House.**

### **Employment and Savings**

The computer lab will be available for you to use Monday through Friday during varying times. The purpose of the computer lab is for you to be able to access your email and pursue employment and housing opportunities online. Chatting, Facebook, music downloads, YouTube movies and other like sources are not permitted.

Please refer to lab hours posted on the front door of Apt 109. Should you need assistance in the computer lab, the Employment and Life Skills Specialist (ES/LS) will be available to meet with you on a one-on-one basis. It is your responsibility to schedule a time to meet with ES/LS.

Each resident is required to seek employment within 6 weeks of her arrival at Schirmer unless she is deemed physically unable to work by a doctor. When you become job ready, you must have a social security card, state identification, birth certificate and resume available to make an adequate job application.

Once employed, your employer will need to complete an employment verification form. The ES/LS may call periodically to verify continued employment or weekly schedules. In the absence of the ES/LS, Schirmer House staff may call to verify employment changes. If a resident is fired or laid off from a job, she must notify the ES/LS and Parole Officer **within 24 hours**.

All residents either employed or receiving Social Security are required to save 30% of their gross (before taxes) income. Once you receive your paycheck, you must submit a copy of your paycheck stub along with your savings in the form of a money order payable to the Center for Women in Transition. Paystubs and savings must be submitted **within 2 days** of receiving your check or deposit.

All residents are expected to transfer any savings from the discharging DOC residential facility to their savings account at the receiving DOC residential facility. (Example: from MERS to Center for Women in Transition / Schirmer House)

Failure to comply with the savings program requirement will result in loss of privileges. The money that you deposit into savings will be returned to you upon your transition from Schirmer House. If you need to withdraw from your savings you must have prior approval from your Probation and Parole Officer.

### **Job searching**

Each job seeker is required to complete a weekly job search log to be completed on the appropriate form and submitted with the weekly schedule. The job search entries will be for the prior week. Failure to include this form will result in loss of pass time.

All job searches must be planned and coordinated. You need to know that an employer is hiring before you list them as a job destination.

The employer's name and location must be included on the schedule or schedule change form. All job search destinations must be approved by the ES/LS. Proof of each employer visited is required at the time you return from your job search and placed in the ES/LS mail box. (A business card from a manager/supervisor, application, or brochure with name of business - ask individual to put the manager name and number on it for you)

**Proper attire is required for job searching.**

### **Life Skills**

Life Skills classes are held each Monday at 3pm and Friday at 10am. Each resident is required to attend the classes and is expected to fully participate and complete all assignments. Promptness is required of each resident. Cell phones, radios, head covers and food are not allowed in class. Residents that do not comply with class rules or who become rude and disruptive will be asked to leave, which will result in a loss of privileges.

### **Medication/Medical Care/Sick Procedures**

- Medical care is the financial responsibility of the resident
- All medication must be turned into staff immediately upon receipt
- Medication should never be taken prior to submitting it to staff
- Medication is never to be shared with anyone else
- A Prescription Medication Advisory Form must be completed by your physician, dentist, or other health care professionals including emergency room staff

**No medication is to be kept in resident's apartments.**

Medication will be available at the following times:

6:00 a.m. to 7:00 a.m.

1:00 p.m. to 2:00 p.m.

8:30 p.m. to 9:30 p.m.

**It is your responsibility to make every effort to come to take your medication(s) at these times.**

Medication should be taken during medication times unless otherwise specified on the medication bottle. Over-the-counter prescription medication must be taken as the manufacturer recommends.

Medication logs should be filled out completely after taking each medication. Residents must count the number of pills in each bottle before taking medications in front of a staff member. Periodically it may be necessary for the resident to count the pills before and after taking the medication.

You are responsible for all refills prior to running out of medication.

**If you are going to be away the facility during medication time, you are responsible to schedule a time with a house manager at least two hours prior to leaving to prepare your medications.**

**Failure to adhere to the medication procedures will result in a loss of privileges.**

### **Urinalysis and Breathalyzers**

You will be randomly tested for drug and alcohol use

- You must have your blow stick on you every time you return to Schirmer
- Drug and alcohol use is prohibited
- If you refuse any test or do not submit to testing within two hours you will be considered to have a positive result
- If you test positive for drugs or alcohol, you will lose privileges
- If the test is "Positive"
  - The collector must check with the client to see if they are willing to pay for the urine sample to be sent to the lab for confirmation (\$30)
  - If the client refuses to pay for the urine to be sent to the lab, the test will be considered positive
  - If the client is willing to pay for urine sample to be sent to the lab then the staff will proceed to place test cup in a Redwood Toxicology bag and place in mail

### **Sign in/Out**

You must sign in and out of the facility in apartment 101

- You are only permitted to leave if your schedule is approved
- You must leave and return at your approved time
- If you are going to be late call the facility and specify your reason and when you expect to return
- If you leave your destination early, you must return immediately to the Schirmer House
- You are expected to be at your approved destination otherwise you are considered out of bounds

### **FAILURE TO COMPLY WITH THE SIGN IN/OUT PROCEDURES WILL RESULT IN A LOSS OF PRIVILEGES**

### **Support Meetings**

All meetings must be included on your weekly schedule. You are required to bring a signed meeting sheet to show the House Managers upon returning from each meeting then you must take your sheet to your Parole Officer. If you do not provide the meeting sheet to your Parole Officer, you will lose privileges.

### **Weekly Schedules**

- Schedules, pass requests, church requests, visitation requests, weekly programming action plans and job search logs are to be turned in every Tuesday by 9 pm in office 101
- If you do not turn in a schedule, you will not be permitted to leave the Schirmer House
- Schedule changes will only be granted for change in treatment, work, or medical appointments
- Medical appointments should be scheduled ahead of time and placed on weekly schedules
- Medical appointments should be scheduled outside of treatment and life skills sessions if possible

- If you are not eligible for pass time, a church pass will be permitted for up to three hours. You are required to place a church bulletin in the Case Managers mailbox with your name on it upon return from church
- You will be able to job search in the community after you have planned and coordinated your job search with the Employment and Life skills Specialist
- You are encouraged to schedule grocery shopping twice a week preferably every three days
- All destinations must be specified (Schnucks, Harris House Meeting, Virginia Meeting, Basic, New Beginnings, PPS, Grace Hill, BJC, etc.)
- All schedules must be completed in black ink and must be legible

### **Schedule change forms (Add-ons)**

Sometimes schedules need to be changed; add-ons should be submitted as follows:

- Case manager should receive add-ons for treatment, doctor appointments, court, counseling and apartment searches
- Employment and Life Skills Specialist should receive add-ons for all job related activities and school
- Add-ons should be submitted immediately upon learning of the change and placed in the appropriate mailbox

### **Passes**

Pass forms are to be filled out and turned into the appropriate mailbox no later than Tuesday by 9:00 p.m. Pass time is earned on an individual basis ranging from 6 to 48 hours. Qualification for pass time will depend on the client's status and positive programming. The Center for Women in Transition does not provide transportation for pass time.

### **YOUR PASS HOURS MAY BE BROKEN DOWN ONLY AS FOLLOWS:**

- One 48 hour pass may be taken, or
- 48 Hours – two 24 hour passes, or
- 24 Hours – two 12 hour passes, or
- 12 Hours – two 6 hour passes

### **Other requirements:**

- Pass time hours can begin at 6am (except on Fridays) with a curfew of 11pm
- Pass time hours begin after your Life Skills and other requirement are met
- Pass time may only be taken on Friday, Saturdays and Sundays
- All passes must be completed in black ink, legible and accurate (dates).
- Pass time should not be placed on your schedules, you must use the pass request forms
- The pass request must be legible, accurate (dates) and complete or it may be denied
- Passes time locations are approved on an individual basis and generally are not-approved for hotels or motels

- At the conclusion of your pass time hours, you must return to Schirmer before going to other destinations (school, work or treatment)
- All passes must be reviewed and approved by your Case Manager and Probation and Parole Officer
- Special circumstances regarding pass hours needs to be discussed with your P.O.

#### Schirmer House Pass Procedure

Level	Pass Time	Treatment	Employment/ SSI/ Disability	Programming
Base	0	-None- New Arrival/ Orientation Week or -Current restriction due to major violation	N/A	-Not following program directives as determined by Probation Officer and Case Manager and/or -Currently on restriction from major violation.
Bronze	6	-Level 1 treatment or not yet assessed (but assessment has been scheduled)	N/A	-Not following program directives (eg Anger Management, Community Service, Mental Health Treatment, etc)
Silver	12	-Level 2 or 3 treatment or no treatment required (per assessment or PO)	-Not employed and -Not receiving SSI/ Disability -Has not provided doctor's note verifying inability to work	-Participating in required programming
Gold	24	-Level 2 or 3 treatment or no treatment required	-Employed and working at least 8 hours/week (verified by paycheck) or -Receiving SSI/Disability or -Verified application for SSI and has provided doctor's note proving inability to work or -Attending school full-time (verified)	Compliant with program requirements and Medication compliant Some exceptions at PO and CM's discretion based on programming
Diamond	48	-Level 2 treatment for at least 4 weeks or -Level 3 treatment or no treatment required	-Employed and working at least 20 hours/week (per pay check stub) or -Receiving SSI/ Disability (verified) or -Applying for SSI (verified) and provided doctor's note or -Attending school full-time (verified)	-No violations or infractions for at least one month and -Pays savings regularly and -Medication compliant and -Meets case management goals

#### Visitation

Visiting request forms are located in apartment 101. Visiting request forms must be turned in to the appropriate mailbox in the security office no later than Tuesday by 9:00pm.

- Visiting hours are limited to (3) hours each day of the weekend
- Visiting hours are on Saturdays and Sundays from 9:00am-6:00pm
- Visitors over the age of 15 must show picture identification upon arrival. If visitors do not have identification, they will not be allowed to remain on the premises
- Visitors are only permitted to visit with the resident they have signed in to visit
- The visiting rooms are in office 101, 102 and office 107
- Visitors are not allowed inside resident apartments
- Residents must cleanup behind their guest
- All visits will be monitored by Schirmer house staff and will require that staff is present during the visit
- Schirmer House staff may terminate the visit at any time if the visit becomes disruptive or inappropriate
- Visitors are only allowed to smoke outside the security office

#### **Item Drop-Off**

You are allowed to have items dropped-off for you. Item drop-off dates and times are restricted to Saturdays and Sundays, between 12pm and 6pm. Item drop-off request forms are located in office 101.

- Item drop-off request forms should be completed only once for each person delivering items
- The form must be approved before items can be delivered
- Forms must be submitted no later than Tuesday at 9pm prior to the weekend of the drop-off
- House managers should be informed at least one hour prior drop-off
- All drop-off items will be inspected by staff
- Residents are not to visit with the individual dropping off items

#### **Driver Pick Up/ Drop Off**

Residents may have family or friends pick them up or drop them off in a vehicle from Schirmer grounds with prior approval.

- Driver Pick Up/ Drop Off request forms should be completed only once for each person picking you up or dropping you off
- The form must be approved prior to the person/s picking you up or dropping you off
- Once the form is approved by your P.O, it will be good for the duration of your stay at Schirmer

#### **Mail**

Residents are responsible for purchasing their own envelopes and postage. Mail is picked up and dropped off by the US Postal Service in office 101. All mail must be inspected by staff before residents can receive it. Mail that contains explicit material or encourages illegal activity will be turned over to the parole officer.

**Residents are not allowed to receive mail from jails, prisons or any persons on probation or parole unless approved by Parole Officer.**

### Telephone Privileges

You may use the telephone in the common area between the hours of 6:00am and 9:45pm

- You may make 3 personal calls per day. Each phone call is to last no longer than 10 minutes
- There must be a 30 minute interval between each call
- You are not permitted to release personal information about other residents
- Phone calls will be terminated if you become rude, disruptive or inappropriate
- Staff will not take messages for you unless it is an emergency, work related, treatment or medical related situation
- Long distance phone calls are allowed in office 101 twice a week (10 minutes each) upon approval from the House Managers on duty
- You must sign in/out in office 101 for any calls you make

### Cell Phone Privileges

- Possession of a cell phone at Schirmer is a **privilege** not a right
- If a resident does not positively program, she may lose cell phone privileges until which time she programs
- All current cell phone numbers must be provided to Schirmer House staff and P&P
- No sharing, bartering or trading of cell phones
- No sexually explicit photographs, text messages, web sites, chat rooms or emails are permitted
- All cell phones must be turned off while in any office, computer lab or while in any group
- Cell phones are not to be used to harass, disrupt or otherwise used inappropriately
- Do not use your cell phone to call office 101 unless it is an emergency

Non-compliance of cell phone usage rules will result in your phone being confiscated for an indefinite period of time. **Staff has the right to search the contents of your phone at any time deemed necessary.**

### Smoking Privileges

- Smoking is a **privilege** not a right.
- The smoking area is located in the rear of the courtyard at the last two picnic tables
- Smoking is allowed between the hours of 6:00am and 10:00pm
- Smoking anywhere outside of the smoking area is strictly prohibited
- Evidence of smoking in an apartment will result in a loss of privileges for both residents
- There shall be no smoking in the smoking area during any group meeting
- When smoking you are required to use the ashtrays for ashes and putting out your cigarettes
- Do not use the ground, walls, plants, or picnic tables to put out your cigarette
- You are not allowed to trade, give or share cigarettes with other residents
- Do not take any cigarettes out of the ashtray
- If the smoking area becomes unsightly, no smoking will be permitted by any residents until the area is cleaned



## Transportation

- The Schirmer House program does not provide transportation as part of programming
- We may have bus tickets available if a resident has a true need for transportation and cannot purchase transportation on her own
- Residents are required to see their Case Manager for bus tickets related to medical, therapy or benefits one day in advance of appointment
- Residents are required to see the Employment and Lifeskills Specialist for bus tickets related to employment or school one day in advance of appointment
- In the absence of the CM and E/LS, residents should see House Managers for bus tickets
- Residents are to see the House Managers to get bus tickets for treatment
- Residents that have their own income or other resources are expected to provide their own transportation

## Driving Privileges

- Any resident who is permitted to drive by the Parole Officer, must possess valid driver's license, legal registration and car insurance
- To obtain permission, complete an Authorization to Operate a Motor Vehicle Form located in Office 101
- Motor vehicles are not allowed on Schirmer property without complete paperwork and authorization
- Staff has the right to search your vehicle when deemed necessary
- Residents are required to turn in car keys to staff immediately upon arrival
- Residents are required to keep their vehicle clean at all times
- Residents are not allowed to give other residents or staff a ride in their vehicles

## In House Infractions

If staff writes an infraction report, you will meet with the Residential Facility Director to discuss the incident. You will be given an opportunity to respond to the infraction. The Director will then forward the infraction, along with your response to your Probation officer.

### **Anyone receiving an In-House Infraction will lose Pass Hours**

- **No leaving the facility for store**
- **No job search outside building**

Restriction for in-House infractions compound as follow

- 1<sup>st</sup> In-House Infraction -Warning
- 2<sup>nd</sup> In-House Infraction -( 1 day)
- 3<sup>rd</sup> In-House Infraction - (2 days)
- 4<sup>th</sup> In-House Infraction - (3 days)
- 5<sup>th</sup> In-House Infraction - (4days)
- 6<sup>th</sup> or more In-House Infractions will become a Major Violation

Below is a list of activities that may result in an infraction report. This list is not 100% inclusive.

This list is to help you know what activities are not allowed at Schirmer

- Failure to complete designated chores within allotted time frame
- Failure to submit weekly schedule on time
- Leaving electrical appliances unattended
- Inappropriate dress
- Outside of apartment after 9:45pm or before 6:00am
- Failure to attend work or treatment as scheduled without authorized excuse
- Un-kept bedroom and/or apartment
- Food in bedroom
- Arriving later than scheduled return time (less than one hour is an infraction)
- Receiving or borrowing items from another resident
- Failing to attend groups on Schirmer grounds as scheduled
- Failure to have your blow stick upon your return to Schirmer

### **Possible Arrest and Termination from Program**

If you commit any of the following acts while a resident at Schirmer Transitional Housing, police may be called immediately, we will recommend you be arrested and terminated from the program.

The state of Missouri will make the final decision regarding your removal.

- Fighting, to include pushing and/or shoving clients or staff
- Sexual misconduct. Forcible misconduct – using force or threats to obtain compliance from another
- Possession of firearms or any weapon defined as lethal or deadly by law
- Theft/stealing from staff, resident or Schirmer House
- Destruction of property
- Tampering with video cameras or equipment

### **Major Violations**

If you receive a major violation, the Director will meet with you to discuss the incident. You will be given an opportunity to respond to the violation. The Director will then forward the Violation, along with your response to your Probation Officer.

**Anyone receiving a Major Violation will be placed on Restriction**

**Restrictions consist of**

- **NO PASS TIME**
- **NO LEAVING FACILITY FOR STORE**
- **NO LEAVING FACILITY FOR JOB SEARCH UNLESS ALREADY SCHEDULED WITH ES/LS**

You will be allowed to go to work, treatment, medical appointments and court/legal appointments while on restrictions. Residents are allowed to have visits while on restrictions; however, if the resident continues to incur infractions or violations while on restriction, this privilege may be revoked at the discretion of the Probation and Parole Officer.

If you receive another Major Violation, while you are on restriction, the restriction will be extended an additional week and so on.

Below is a list of behaviors that constitute major violations. You will be placed on restriction until you have met with the Probation and Parole Officer and Residential Facility Director.

This list is not 100% inclusive, but is designed to help you determine what activities are strictly forbidden at Schirmer House. These restrictions may vary depending on individual charges.

• Engaging in sexual activity	2 weeks
• Violation of the law – being arrested	2 weeks
• Possession of alcohol or drugs in the facility	2 weeks
• Absconding or unauthorized leave from the facility, failure to return	2 weeks
• Refusal to take a drug test or breathalyzer	1 week (AUTOMATIC POSITIVE)
• Refusing a search	1 week
• Smoking in your apartment/bedroom	1 week
• Testing positive on a urinalysis	1 week
• Blowing numbers on a breathalyzer	1 week
• Cheek, cuff, and/or tamper with medication	1 week
• Vandalism of any kind	1 week
• Operating a motor vehicle without prior permission	1 week
• Disassembly or destruction of smoke alarms	1 week
• Failure to attend required treatment	1 week
• Gambling	1 week
• Failure to submit 30% of gross income for savings	1 week
• Out of Bounds	1 week
• Verbal threats of violence and/or profanity against staff or residents	1 week (TBD by Schirmer Team)
• Misuse of Schirmer Food Card	1 week
• Contraband in apartment(i.e. medication)	1 week

This list is not 100% inclusive, but is designed to help you determine what activities are strictly forbidden at Schirmer House.

#### **Grievance Procedures**

If you have a complaint or grievance and would like to complete a grievance form you can obtain a copy of the form in the common area. You can slide the completed grievance form in the grievance box in the common area. The Residential Facility Director will then meet with the resident within 48 hours to discuss the grievance and determine a solution. If you are unsatisfied with the outcome of the grievance, you may then contact the Probation and Parole Supervisor to help resolve the complaint or grievance.

# **SCHIRMER HOUSE**

## **Resident Handbook**

### **Schirmer House Resident Handbook Verification**

I acknowledge receiving a copy of Schirmer House Resident Handbook-  
Addendum: (Schirmer new Pass procedures, Infractions and Violations procedures).

I have read and fully understand the contents of the Schirmer House Resident  
Handbook and the Addendum.

Resident name: \_\_\_\_\_

Date: \_\_\_\_\_

REPRODUCED FROM THE NATIONAL ARCHIVES OF THE UNITED STATES

# Personnel Manual

REPRODUCED FROM THE NATIONAL ARCHIVES OF THE UNITED STATES

## Center for Women in Transition

*Transforming women & families  
for safer communities.*

REPRODUCED FROM THE NATIONAL ARCHIVES OF THE UNITED STATES

March 2014

REPRODUCED FROM THE NATIONAL ARCHIVES OF THE UNITED STATES

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## **MISSION STATEMENT**

The Center assists women in the criminal justice system in making a successful transition to their families and communities through practicing and promoting restorative justice.

## **CORE VALUES**

### **Solidarity**

In a spirit of mutuality, non-judgment and fidelity, we support and challenge each other to grow on our respective life journeys.

### **Positive Attitude**

Focusing on strengths and believing in the ability of people to change, we seek win-win solutions that restore dignity, self-respect and right relationships.

### **Integrity**

We strive to be consistent in word and deed as we serve our values and our mission.

### **Responsibility & Accountability**

We take ownership of our actions and fulfill our commitments, recognizing our ability to make choices and utilize our own power for good.

### **Inclusion**

We engage all stakeholders in the decision making process as appropriate, recognizing that diversity and participation strengthen our organization and community.

### **Transformation**

Using restorative practices - and recognizing that we change in unique ways and in our own time - we promote development of ourselves into productive, responsible human beings.

## **INTRODUCTION**

The Center for Women in Transition strives to provide an employee-friendly environment premised on the Center's Mission and Core Values, restorative practices, and applicable local, state, and federal law. We are committed to serving client needs and mindful of employee interests. This personnel manual summarizes current policies, procedures, benefits, and working conditions.

Each employee will be asked to affirm that he or she has read, understands, agrees to abide by, and acknowledges receipt of this manual. The Center for Women in Transition will make every effort to notify employees when an official change in policy or procedure has been made, but employees are responsible for their own up-to-date knowledge about organization policies, procedures, benefits, and working conditions.

**This manual serves an informational purpose only. It is meant to be used as a guideline for employee conduct and employer procedures.**



**This manual is not a contract of employment nor is it intended to create contractual obligations of any kind for the Center for Women in Transition. The Board of Directors reserves the right to change or modify any of the terms and conditions of employment at any time, including any portion of this Manual. The Board of Directors also reserves the right to interpret and to vary any policy, other than its employment at will policy, when, in its determination, circumstances so warrant. The employment at will policy can be changed only by a written agreement that is signed by the Executive Director.**

No provision in this manual may be waived without written permission from the Executive Director. Such a waiver, if granted, applies only to the employee for whom the waiver was granted at the time of the waiver.

Some benefits mentioned in this manual are covered by a formal insurance policy or written benefit plan. In the event of any conflict between an insurance policy or formal written benefit plan and the benefit description in this manual, the insurance policy or formal written benefit plan will control.

Any statement made at any time regarding employment and any written employment policy issued prior to the date of this manual are revoked and replaced by *this manual*.

## **EMPLOYEE STATUS**

**Employment at the Center for Women in Transition is on an "at will" basis, which means that either the employee or the Center for Women in Transition may terminate the employment relationship at any time, for any reason. Only a written agreement, signed by the Executive Director, can change the "at will" nature of the employment of any individual.**

<b>Temporary</b>	An employee hired for a particular assignment. The job assignment, work schedule and duration of the position will be determined on an individual, case-by-case basis. A temporary employee is not entitled to <i>benefits described in this manual</i> except as specified in this Manual or to the extent required by law. Those temporary employees classified as "non-exempt" (see definition below) will be eligible for overtime pay.
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<b>Non-Exempt</b>	Hourly employees and salaried employees who are not exempt. Such employees are entitled to overtime pay for actual hours worked in excess of 40 hours per workweek.
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<b>Exempt</b>	Salaried employees in certain managerial, administrative or professional positions. Exempt employees do not receive overtime pay. Employees who are exempt shall be advised of this classification at the time of hire, transfer or promotion.
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<b>Full-Time</b>	An employee who is regularly scheduled to work 40 hours per week.
<b>Part-time</b>	An employee who is regularly scheduled to work less than 40 hours per week.
<b>Benefits-Eligible Employee</b>	A non-temporary employee who works at least 30 hours per week on a consistent basis.

## **EMPLOYMENT POLICIES**

### **Equal Opportunity Employment/Anti-Harassment**

The Center for Women in Transition is an equal opportunity employer. As such, and in accordance with applicable law, the Center for Women in Transition will not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, age, national origin, ancestry, disability, genetic information sexual orientation, or any other trait protected by law.

The Center's policy against discrimination also prohibits harassment of applicants and employees. As used in this policy, harassment refers to conduct, gestures, comments, slurs, jokes, pictures, cartoons and other material which is based on a protected trait (such as race, sex, age, religion, national origin, disability, etc.) and which would be unwelcome and offensive to a reasonable person. This policy covers harassment on the basis of any trait protected by law, including sexual harassment.

While it is not easy to define sexual harassment precisely, the term includes unwelcome sexual advances, propositions, requests for sexual favors, physical touching, comments about an individual's body or sex life, continued or repeated verbal abuse of a sexual nature, and other verbal or physical conduct of a sexual nature when:

1. submission to the conduct is directly or indirectly made a condition of employment or continued employment;
2. submission to or rejection of such conduct is used as a basis for employment decisions; or
3. the harassment has the purpose or effect of unreasonably interfering with an employee's performance or creating a work environment that is intimidating, hostile or offensive.

Each employee must exercise his/her own good judgment to avoid engaging in conduct that may be perceived by others as sexual harassment or other harassment.

The Center recognizes that employees may socialize or interact outside of work. Such interactions can impact what employees think of each other and how they interact at work. As a result, all employees should be aware of this policy in any

interaction with co-workers, whether inside or outside of the workplace or work hours.

The following list illustrates some but not all of the conduct that is prohibited:

- the use of language that degrades or demeans others, such as racial slurs or epithets;
- the use of sexually explicit comments, questions or e-mail;
- a supervisor promising or implying a raise or promotion if an employee dates the supervisor or provides any sexual favor to the supervisor;
- a supervisor threatening or implying a demotion or pay cut if an employee turns down the supervisor's request for any sexual favor or date;
- an employee making unwelcome comments about the anatomy of another, making sexual gestures or leering at another;
- the use of degrading or insulting comments or jokes, or displaying sexually suggestive materials or derogatory cartoons or pictures about another's race, religion, national origin, disability, age or sex;
- the use of jokes or comments about a person's body or sexual experience;
- an employee kissing, hugging, massaging or otherwise touching another in an unwelcome manner, or interfering with another's motion by blocking or standing in an uncomfortably close proximity to the other person;
- an employee repeatedly asking another for a date after being turned down in a manner that does not invite a future invitation.

The Center does not condone discrimination or harassment and does not confer on any supervisor, manager or third party authority to engage in discrimination or harassment. Such conduct is never done with the Center's authority and is outside the authority delegated to anyone.

Any employee who believes that (s)he is being or has been subjected to conduct prohibited by this policy may confront the person responsible for the conduct and ask that person to stop the conduct. Any such employee, and any employee aware of any conduct prohibited by this policy, is expected immediately to report the prohibited conduct to any one or more of the following:

1. The Executive Director
2. The President of the Board of Directors

The Center would rather know of a problem and have a chance to address it than have an employee not come forward because of concern that the complaint is untimely or uncertainty that the conduct violates this policy.

All complaints under this policy will be promptly investigated in as discreet and confidential a manner as is reasonably possible. All employees are expected to fully cooperate in any investigation. The Center recognizes that, in most circumstances, it will be important to protect the confidentiality of and/or information about the complainant, the accused, and/or witness(es). In each investigation, the need for confidentiality in the investigation will be determined by the Center. The Executive Director of President or the Board of Directors will take into consideration whether confidentiality is needed to:

- protect the confidentiality of and/or information about an individual (such as the complainant, the accused, another employee);
- protect evidence (e-mails, documents, or other things) that might be destroyed or modified;
- protect a witness (such as another employee) from being pressured to change or fabricate a statement; and/or
- avoid an attempt to cover up improper conduct.

The Center will instruct all persons involved in an investigation concerning the degree of confidentiality determined necessary (as outlined above) for the investigation. If, after investigation, the Center finds that a violation of this policy has occurred, it will promptly implement appropriate remedial action. Such action may include a written warning, additional training, reassignment, probation, suspension or termination of any employee who violated this policy.

After the investigation is completed, the Center will report back to the employee who made the complaint and, as appropriate, advise the employee of the results of the investigation and the action taken, if any.

The Center will not retaliate against any employee for cooperating in any investigation, or for making a complaint under this policy or bringing a situation to the Center's attention in good faith. The Center also will not tolerate retaliatory conduct by any employee. Any employee who believes (s)he has been retaliated against is urged to make a report or complaint under this policy.

### **Reasonable Accommodation**

The Center will comply with applicable laws requiring reasonable accommodation of a qualified individual with a disability, and of religion. Anyone needing accommodation should promptly so the Executive Director.

### **Recruitment**

The Center for Women in Transition seeks to recruit and employ the most qualified candidates for all positions. The Executive Director, in coordination with the supervisor of an open position, shall post the opening both within and outside the organization. The Board of Directors is responsible for recruitment and hiring of the Executive Director.

### **Post-Offer Screening**

All final candidates for employment at the Center for Women in Transition are required to undergo a background check (criminal and child abuse/neglect) and a drug screening. Results will be reviewed and considered as a factor in determining the appropriateness of the candidate for employment. The Executive Director will make the final hiring decision except when the Board hires the Executive Director as stated in Recruitment section above. Notwithstanding the foregoing, the Center shall not hire anyone with a criminal conviction into a position that relates to their offense without prior approval of the Board of Directors.

### **Orientation**

Each employee hired by the Center will receive an orientation to the organization, human resources topics, and his or her job responsibilities. This orientation will be conducted by the employee's supervisor in conjunction with the employee in charge of human resources and/or the Executive Director.

### **Performance Evaluations**

Job performance ordinarily will be formally reviewed at least annually. The review shall be conducted in-person by the employee's supervisor using an approved review form. The evaluation process gives the employee important information regarding performance as measured against expectations for the position. The employee and supervisor will identify and set objectives for the upcoming period. Performance evaluations are one factor ordinarily considered in any compensation adjustments.

The employee and the supervisor will sign the completed evaluation form after reviewing it together. The employee's signature acknowledges that he/she has reviewed it, but does not indicate that the employee agrees with the review. Should the employee disagree with the job performance evaluation, he or she may, within one business day of the evaluation, document these objections on a separate sheet of paper to be attached to the evaluation which shall be stored in the employee's personnel file. The employee will be given a copy of the completed evaluation form.

### **Job Descriptions/Job Performance Expectations**

The Center for Women in Transition has established job descriptions for each position. Each employee shall be provided with a copy of the job description for his/her position and shall be expected to perform the job duties outlined therein in a satisfactory manner. Generally, this includes:

1. The employee shall work as scheduled;
2. The employee shall adhere to all policies and procedures;
3. The employee shall demonstrate competence for the position, as shown in the quality of work performed and in the consistency of such performance.

### **Time Sheets/Time Cards**

Salaried employees may be required to keep time records if they are non-exempt or if tracking is required for grant compliance purposes. Salaried employees will be notified at orientation if they are required to keep time records.

**Exempt Employees** If an exempt employee is required to keep a timesheet, holiday, paid time off (PTO), and sick leave time shall be noted on the timesheet along with hours of work. An approved Time Off Request form shall be attached to the timesheet form as needed. If no timesheets are required, exempt employees shall submit to their supervisor a record of paid time off (PTO) and sick leave time taken on the Monday immediately following the end of the pay period.

**Non-Exempt Employees** All non-exempt employees shall keep time records for hours worked each pay period and shall submit the records to their supervisor on the Monday immediately following the end of the pay period. The standard time sheet or time card must be used by the employee. All hours worked must be recorded. Holiday, paid time off (PTO), and sick leave time shall be noted on the timesheet and an approved Time Off Request form shall be attached as needed to the timesheet form or timecard.

### **Personnel File**

It is important that the Center have up to date information on all employees. Consequently, promptly notify the employee in charge of human resources or the Executive Director of any change in the following:

- Name
- Address
- Telephone number
- Person to notify in case of an emergency
- Number of dependents for tax withholding or insurance purposes

Personnel files are the property of the Center.

### **Disclosure of Employee Records and Information**

Any request from any outside party for information about a current or former employee, including wage information, must be referred to the Executive Director for response.

### **Keys and Access to the Facility**

Access keys to the facility and/or office may be issued to an employee. The employee shall complete a form documenting the key(s) received. Keys remain the property of the Center for Women in Transition and are to be returned upon termination from employment. The keys may not be duplicated or loaned to any other person. Lost keys must be reported immediately to the Director of Operations and Finance. A \$10.00 replacement fee will be charged to the employee.

Employees who require access to the main office shall have a unique security alarm code and be trained in its usage during the orientation process. The Executive Director shall determine which employees require access to an alarm code.

### **Termination of Employment**

An employee and the Center for Women in Transition share an employment relationship based upon mutual agreement. Should the employee or the Center for Women in Transition become dissatisfied with that relationship, either may terminate it at any time and for any reason. The employee may terminate his/her employment upon appropriate notice as delineated in this manual. Should the employee fail to give the notice required, the employee may forfeit payment for accumulated PTO.

On or before an employee's last day of work, an employee must return all property belonging to the Center for Women in Transition to the employee's supervisor, including cellular phone, keys and job-related equipment, or the cost of the items may be charged to the employee

- **Resignation**

An employee who holds an administrative or program management position is expected to give the Center for Women in Transition thirty calendar days' advance notice of his or her resignation. Any other employee is expected to inform the Center for Women in Transition of his/her resignation at least two calendar weeks in advance of the last day of employment. The employee shall furnish a written statement indicating his/her resignation and its effective date. The employee may be asked to participate in an exit interview with the Executive Director.

- **Dismissal**

Dismissal terminates an employee's employment by the Center for Women in Transition. The organization may dismiss an employee without notice, effective immediately, or may give advanced notice of dismissal.

### **Code of Conduct**

The reputation and integrity of the Center for Women in Transition are valuable assets that are vital to the organization's success. Each employee of the Center for Women in Transition is responsible for conducting the organization's work in a manner that demonstrates a commitment to the highest standards of integrity.

The purposes of this employee Code of Conduct ("Code") are to:

- 1) provide guidance to help employees recognize and handle ethical issues,
- 2) provide mechanisms for employees to report unethical conduct, and
- 3) foster a culture of honesty and accountability among employees.

No code of conduct can replace the thoughtful behavior of an ethical employee. Accordingly, dishonest, unethical, illegal or other conduct that violates the Center's Core Values or restorative practices will constitute a violation of this Code, regardless of whether the Code specifically addresses such conduct.

Employees who learn of or suspect that a violation of the Code has occurred or is likely to occur must immediately report the violation to the Executive Director. Employees who report violations or suspected violations in good faith will not be subject to retaliation of any kind. Reported violations will be investigated and addressed promptly and will be treated confidentially to the extent possible.

Code:

Each Center for Women in Transition employee shall:

- Act in good faith, responsibly and with due care and diligence
- Treat everyone with respect and dignity
- Use good judgment and, when in doubt, ask a trusted person for guidance
- Seek to expand knowledge and understanding about his/her position, the mission of the Center for Women in Transition and the issues facing the clients served
- Strive to improve the situations and environments encountered
- Look for the positive traits in others and oneself
- Be honest but kind in all interactions
- Model healthy interpersonal relationships and acknowledge them in others
- Speak up to advocate for a better approach when an injustice is experienced or observed
- Properly disclose any activity, policy or practice believed to violate a law, rule or regulation or that threatens the health safety or welfare of clients, employees or the work environment
- Set a good example even when no one seems to be paying attention
- Take responsibility for one's own words and behavior – admit mistakes and figure out how to make them right

The Center for Women in Transition expects its employees will observe reasonable and appropriate standards of behavior at all times.

**Confidentiality Policy**

During employment with the Center for Women in Transition, employees will learn, work with, and be entrusted with a variety of information that is confidential. Employees must respect the confidentiality of such information. Employees should always use discretion before discussing information with any third party and, if an employee believes confidential information must be disclosed, he or she shall first consult with his/her supervisor.

Information concerning clients should always be treated as confidential and used and share only if required by work. Information about the organization's operations, community partners, funders or other employees all should be considered and treated as confidential, except where disclosure is approved by the organization or otherwise legally mandated. Confidentiality is not intended to prevent employees from discussing working conditions with each other.



Confidentiality covers information in verbal and written form, including e-mail. Requests for information must be directed as follows:

- For client-related information, the Center for Women in Transition must have in place a written, signed release of information from the client authorizing the disclosure of the information. Client information includes, but is not limited to, name and other identifying information, personal and criminal history, treatment, progress notes, any written or oral communications, and photo or other likeness.
- Personal, employment, health, and financial information about each employee should be directed to the Executive Director for response. If an employee wants information disclosed regarding him/herself, the employee must provide specific, written permission to do so to the Executive Director.
- Financial information about the Center for Women in Transition, such as its funders, and donors, is confidential and may not be discussed, shared, published or otherwise released without express permission of the Executive Director.
- All inquiries for information from the media are to be directed to the Executive Director. No one else has authority to speak on behalf of the Center.

Employees, except within the scope of employment, may not remove, make or cause to be made any copies of reports, correspondence or other documents (including e-mail messages) relating to the Center for Women in Transition. Employees must return all documents and information upon termination or at any time upon the request of their supervisor.

### **Conflict of Interest**

A "conflict of interest" occurs when an individual's private interest interferes in any way with the interests of the organization as a whole. The Center for Women in Transition requires employees to conduct outside personal, business and other relationships in a manner that will avoid any actual, potential, or apparent conflict of interest between the employee and the Center for Women in Transition. It is impractical to conceive of and set forth rules that cover all situations in which a conflict of interest may arise. The basic factor in all conflict of interest situations is, however, the division of loyalty or the perception of a division of loyalty, between the organization's best interests and the employee's interests.

Any associations, interests and business relationships of an employee that might cause the employee to act in ways that are not in the best interests of the organization, or that might be perceived to cause divided loyalties, will be permitted only with the Center for Women in Transition's approval. Approval should be sought from the Executive Director, and the Executive Director will determine whether approval from the Board of Directors is required.

### Hiring of Relatives

The Center for Women in Transition seeks the most qualified candidates for each open position. The hiring of a relative of a current employee and/or Board member shall be at the discretion of the Executive Director. One family member shall not, however, directly supervise another family member.

### Acceptance of Gifts

No employee may, without the Executive Director's approval, accept, either directly or indirectly, gifts from a client, funder, Board member, or other organization associated with or served by the Center for Women in Transition. A "gift" includes any type of gratuity, favor, service, discount, loan, fee, compensation, cash, or anything of monetary value. When an employee receives anything, directly or indirectly, from a client or former client, he or she must promptly notify the Executive Director. Gifts of nominal value generally shall be approved, depending on the circumstances.

### Outside Activities/Employment

Any outside activities or employment must not encroach on the time and attention an employee is expected to devote to job responsibilities at the Center. It is a conflict of interest if such activities or employment adversely affect the quality or quantity of the employee's work, if the employee uses any Center for Women in Transition's property or supplies, or if the employee implies (without approval) the organization's sponsorship or support of the outside activities or employment.

### Civic/Political Activities

The organization supports employee participation in civic, charitable and political activities so long as such participation does not encroach on the time and attention that the employee is expected to devote to the job duties and responsibilities. The employee may not act or appear to act as a representative of the Center for Women in Transition in such activities.

### Resolution of Conflicts of Interest

In all cases, actual, potential or apparent conflicts of interest must be handled in an ethical manner. They must be fully disclosed to the Executive Director as soon as the employee becomes aware of the conflict so any conflict can be addressed.

### Corrective Action

Each employee is expected to maintain a high standard of personal conduct and job performance, and to conduct himself/herself in an honest, responsible and polite manner. Where conduct/performance does not meet the Center's expectations, the Center will generally try to provide the employee with a reasonable opportunity to correct the problem(s). The Center, however, reserves the right to implement what it determines to be the appropriate disciplinary action without advance warning or an opportunity to improve. The action taken generally will depend upon such factors as the nature and severity of the problem and past performance.

The guidelines set forth below are intended to avoid confusion and misunderstandings about what is and is not satisfactory conduct. Of course, no list of guidelines can exhaustively cover every circumstance in which the Center may

impose corrective action. Accordingly, the following list merely illustrates the kind of unacceptable conduct which may result in corrective action up to and including termination of employment.

1. Dishonesty including, but not limited to, such conduct as falsifying any personnel, payroll or other record; actual or attempted unauthorized possession of property belonging to the Center, another employee or a client, or actual or attempted destruction or abuse of such property.
2. Failure to follow instructions or other insubordination.
3. Commission of any unlawful act on the premises of the Center, or off of the Center's premises which affects the employee's relationship to his/her job or fellow employees or reflects poorly on the Center's image or reputation in the community.
4. Fighting or provoking a fight or threatening, intimidating or coercing others.
5. Inattention to duties, wasting time, carelessness, horseplay, disrupting work, sleeping or appearing to sleep on the job, poor judgment, or any other unsatisfactory job performance.
6. Using abusive, profane, threatening, discourteous, demeaning or disrespectful language at work or towards any person.
7. Statements of a defamatory nature about other employees, clients, volunteers or the Center for Women in Transition.
8. Repeated absence, tardiness or early departure, or abuse of any time off work or leave of absence policy, including failure to report to work without notice for three (3) or more consecutive working days, or failure to report to work from vacation or leave of absence on the date designated without properly notifying the employee's supervisor.
9. Unauthorized use or disclosure of confidential information, such as information about a client.
10. Reporting to work or working under the actual or apparent influence of alcohol, any illegal drug or any unprescribed prescription drug, or possession of any such substance at work or while working.
11. Any unsafe work practice or failure to report immediately any injury or accident which happens during work time or is work related.
12. Possession of any weapon, including but not limited to, any concealed firearm, either on the Center's premises or while working.
13. Gambling during working hours or on the organization's premises.

14. Failure to cooperate in an investigation of a possible violation of the Center for Women in Transition policies.
15. Acting in conflict with the interests of The Center for Women in Transition.
16. Violation of any policy or standard practice of the Center.

### **Drug and Alcohol Policy**

The Center strives to provide a safe work environment for all of its employees. The Center recognizes that substance abuse can impair employee health and productivity and lead to unsafe working conditions. Consequently:

1. No employee may report for work, remain at work or on the Center's premises while under the actual or apparent influence of alcohol, any illegal drug, or any unprescribed prescription drug.
2. No employee may manufacture, distribute, dispense, sell, use or possess any alcohol, illegal drug, or unprescribed prescription drug while at work or on the Center's premises.
3. No employee may refuse or fail to cooperate fully in any drug and/or alcohol testing conducted or required under this policy. A refusal or failure to fully cooperate includes, but is not limited to, such conduct as failure timely or properly to report as directed for testing, refusal to accept transportation arranged by or through the Center to the testing facility, refusal to submit to any drug and/or alcohol test, failure to sign any required acknowledgment, consent, release and/or testing custody and control form, failure to follow the directions of any testing facility personnel, and any conduct that obstructs or delays the testing process.

As used in this policy, the term "Center's premises" means any property, facility, land, structure, parking lot and vehicle owned, leased, used by or under the control of the Center, any location at which an employee is performing work, and any vehicle while used for Center business.

Violation of any of the prohibitions or requirements listed above constitutes misconduct and will subject the employee to disciplinary action, up to and including termination.

An employee will be required to submit to and fully cooperate in drug/alcohol testing at the time of hire or due to reasonable suspicion. Random drug/alcohol testing may also be done at any time. Reasonable suspicion under this policy means that:

- the Center believes the behavior, speech, appearance, conduct, body odor or job performance of an employee is erratic or is indicative of either a violation of this policy or substance abuse;

- the employee has within his/her custody or control any substance or paraphernalia associated with substance abuse; or
- the employee has been arrested in connection with or convicted of any drug or alcohol related offense, or the employee is a subject of a criminal investigation involving drug or alcohol possession, use or sale.

If testing is required of an employee who is in need of medical attention, necessary medical attention will not be delayed in order to conduct testing. However, the employee must promptly, upon request from the Center, provide the necessary authorization for the Center to obtain the hospital report and any other document(s) which could indicate whether the employee was under the influence of any drug or alcohol at the time the requirement of testing arose.

The Center will select the person or facility that will perform testing, and will cover the cost of any initial drug test. If an initial drug test is positive and the employee disputes the results, the employee will be sent to an offsite testing center where a confirmation drug test will be done at the expense of the employee. If the confirmation drug test is negative, the Center will refund the employee's cost of the confirmation test. A test will be reported to the Center as negative if the results of an alcohol test, or the initial test or the confirmation drug test, are negative.

If a confirmation drug test is positive, the results will be submitted to a Medical Review Officer (MRO). The MRO may discuss the results with the employee before reporting the results to the Center, unless, after making reasonable effort to reach the employee, the MRO is unable to do so. Under such circumstances, the MRO may notify a designated person at the Center, who shall instruct the employee or applicant to contact the MRO. Failure of an employee to contact and provide information to the MRO within one work day of being instructed by the Center to do so shall result in termination of the employee. The MRO generally will not disclose to the Center any medical information provided by an employee to the MRO unless the MRO is required by law to do so or, in the MRO's medical judgment, the information indicates that the employee's performance of responsibilities could pose a significant safety risk.

Report of a positive test result constitutes under the influence of the substance(s) for which the test is positive, and misconduct. An employee whose test result is reported as positive will be subject to corrective action, including immediate termination. A report that a sample was adulterated will be treated the same as a positive test result.

Test results will typically be kept confidential and disseminated on a need-to-know basis. However, nothing in this policy is intended or shall be construed as limiting the Center's right or ability to provide information regarding testing and test results to any representative of an employee or applicant, any governmental or law enforcement body, or to the decision maker in any proceeding or grievance initiated by or on behalf of an employee or applicant (including, but not limited to, a workers' compensation claim or an unemployment compensation claim).

If random testing is done, the employee will normally be returned to work pending test results. If test results are reported as positive, the employee is subject to corrective action, up to and including termination. If testing is done due to reasonable suspicion, the employee will normally be returned to work upon the Center's receipt of negative test results and as work is available.

**Proper Use of Medication** - An employee taking any medication which:

- according to the employee's doctor, could cause impairment or interfere with the employee's ability safely to perform his/her job; or
- the employee has reason to believe may present a safety risk to himself/herself or others while working or at work,

must promptly report the use of the medication to the Executive Director. The Center reserves the right to have a physician of its choice determine whether an employee can safely perform his/her job while using or being under the influence of any properly used therapeutic drug. In appropriate cases, the Center may require the employee to be temporarily transferred to another job or to be temporarily off work.

### **Whistleblower Policy**

It is the intent of the Center for Women in Transition to adhere to all laws and regulations that apply to the organization and the purpose of this policy is to support the organization's goal of legal compliance. All employees are expected to observe high ethical standards, in addition to complying with all applicable laws and regulations.

If an employee reasonably believes that some policy, practice or activity of the Center for Women in Transition is in violation of law, a report should be filed by that employee with the Executive Director. The employee is strongly encouraged to report the suspected wrongdoing immediately upon learning of it. If the employee feels it is inappropriate to report such violation to the Executive Director, the employee may report such violation in writing to the President of the Board of Directors. The Center prefers any such report be in writing.

The Executive Director and/or the President of the Board of Directors, while using due diligence, shall be responsible for initiating an investigation, addressing all suspected violations, and reporting findings to the appropriate parties. All reports shall be kept confidential to the extent practicable.

No employee will suffer retaliation if the employee, in good faith, makes a report under this policy, on the basis of a reasonable belief that the practice is in violation of law.

An employee who retaliates against someone who has made a good faith report under this policy may be subject to disciplinary action or termination. Conversely, an employee who makes a false allegation or gives untrue information regarding an alleged violation will be subject to disciplinary action.

## **Grievance Policy**

The Center for Women in Transition values the talents and abilities of its employees and seeks to foster an open, cooperative, and dynamic environment in which employees and the organization alike can thrive.

The Center realizes that work related problems and concerns may arise from time to time, and wants to make sure that every employee's concerns are given fair consideration. We believe that direct communication with employees is the best way to resolve problems or concerns.

Any employee who has a work-related problem or concern should discuss the matter with his/her supervisor. In most cases, we hope such a discussion will result in a satisfactory solution. If, however, the supervisor has not resolved the problem to your satisfaction or the problem involves the supervisor, you should contact the Executive Director. If the supervisor is the Executive Director, the employee should contact a member of the Executive Committee of the Board of Directors. The Executive Director or one or more of the members of the Board's Executive Committee will review and investigate all the facts surrounding the problem and give you an answer as quickly as practicable.

## **WORKING CONDITIONS**

### **Safety Procedures**

Whenever legally required, the Center for Women in Transition will furnish personal protective equipment and employees are expected to use it when performing the work. All employees must obey every safety rule and must report immediately to their supervisor any safety hazards of which they are aware.

Despite the efforts of the Center for Women in Transition and its employees to maintain a safe work place, on-the-job accidents, injuries, and illness may occur. The following emergency procedures have been put in place.

### **Emergency Procedures**

- |               |   |
|---------------|---|
| Emergency:    | If an employee has a serious illness/accident while at work, 911 should be called, and the employee's supervisor and the Executive Director promptly notified.  |
| Minor Injury: | The Center for Women in Transition has a small first-aid kit of band-aids, antiseptic, etc. for employees' use in case of minor injury or accident.   |
| Medications:  | The Center for Women in Transition cannot provide or dispense any medications to employees. If an employee has a need for medication, he or she shall be responsible for obtaining, safely storing and self-administering it. * |

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\*Refer to the Reasonable Accommodations policy, if applicable.

Each employee shall be responsible for completing an incident report form related to the safety/emergency situation. Except when not reasonably possible, this must be done by the end of the employee's shift during which the incident occurred. When not possible, the incident report form must be completed as soon as reasonably possible. The incident report forms must be turned into the supervisor.

In addition, the Center for Women in Transition has emergency preparedness plans in place and readily accessible to employees, and will train employees and practice procedures for emergencies such as fire, tornado, earthquake and other natural disasters.

### **Parking/Driving**

Employee's personal vehicles may be parked on the street at the employee's own risk. The Center for Women in Transition will not be responsible for damage or theft of vehicles and will not be responsible for any citation or subsequent loss sustained by anyone involved in a traffic or parking violation, with the exception of and to the extent those incidents that may be covered through the organization's insurance.

Employees are expected to adhere to all traffic rules and regulations at all times while driving a vehicle for work purposes. All employees must wear a seat belt while driving or riding as a passenger for work purposes.

Using a cellular phone or similar device while driving increases the risk of having an accident through lack of attention to driving. The Center for Women in Transition, therefore, expects all employees to adhere to the following policies regarding cellular phone use related to driving:

- Employees shall not use a cellular phone or similar device while operating a vehicle (belonging to the organization or to the employee);
- The employee shall allow all calls and text messages to go to the voice mail/inbox, checking and returning them when not driving;
- If the employee must place or receive a call or text, he/she shall pull off the road to a safe location;
- An employee may ask another employee who is a passenger in the vehicle to make or take the call/text;
- The employee shall inform regular callers of driving schedule and times he/she will be available to talk; and
- The employee shall keep hands on the wheel and eyes and mind on the road while driving.

### **Schedule of Work**

Usual office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. Employees who do not have a set hourly shift may arrive between 7:00 a.m. and 9:00 a.m., and the standard workday is eight and a half (8-1/2) hours from the time of arrival, including a 30-minute unpaid lunch break. Different hours and days of work may be required for some employees under some circumstances, and each employee's schedule is subject to approval by the employee's supervisor. Certain residential



facilities are 24-hour operations and require staffing beyond the usual office hours. Each employee shall verify his/her individual work schedule with the supervisor. Employee schedules may need to be adjusted to best meet the needs of the Center for Women in Transition.

#### Absence and Tardiness

Employees are expected to work when scheduled, to arrive in a timely manner, and to work an entire workday. Tardiness and other attendance issues shall be addressed by the supervisor with the employee and may require disciplinary action. Repeated tardiness or attendance issues constitute misconduct and may result in termination.

#### Notice of Absence

An employee shall notify his/her supervisor of tardiness or other absence from work as soon as possible, but no later than an hour before the employee is to start a workday or shift. An employee must report the reason for and expected duration of the tardiness or absence. If for some reason an employee is unable to call him/herself, please have a spouse, family member, or friend make the call. This procedure must be followed each day an employee is unable to report to work as scheduled (unless on a properly approved leave of absence for which the exact dates of the leave have been scheduled).

Also, if it becomes necessary for an employee to leave work before his/her scheduled stopping time, permission from the supervisor is required.

An employee who fails properly to notify the supervisor of a tardiness, absence or early departure will be subject to disciplinary action. Repeated failure to give proper notification may result in termination. When an employee does not call and does not appear for work for three consecutive shifts, the employee shall be treated as abandoning his/her job and terminated.

#### Meals and Rest Periods

Employees may take appropriate breaks and a meal period in accordance with the policy of the specific position and as agreed upon with the employee's supervisor.

Taking unauthorized time off will ordinarily result in comparable payroll deductions for time taken and/or disciplinary action.

#### Inclement Weather

In the event of serious weather conditions, the Center for Women in Transition will determine which, if any, employees should report to work. If in the opinion of the Executive Director the situation is potentially dangerous, the office will close until the Executive Director determines it is safe to reopen. Notification of the closure will be given by phone to employees not already on-site.

If the Executive Director decides to close the office, employees who are already at work shall be sent home and paid for the remainder of the day. Residential facilities

operate 24 hours; therefore, they cannot be closed and minimum staffing must be maintained.

### **Dress**

The Center for Women in Transition expects employee work attire to be appropriate to the duties and expectations of the position. Examples of unacceptable attire include: spandex, strapless shirts, muscle shirts or short inseams less than 7".

### **Smoke-Free Workplace**

The Center for Women in Transition prohibits smoking in any office or facility owned or occupied by the organization. All smoking must be done outside in designated areas only.

### **Technology/Electronic Communications**

In the course of regular work duties, employees may utilize a variety of technology resources, including personal computers, laptop computers, server, hardware, software, backup equipment, printers, modems, fax machines, Internet and email access, telephones, cellular phones and voicemail systems. Access to the Center for Women in Transition's technology is at the discretion of the organization based upon each employee's job functions.

All electronic communication systems, and all communications and stored information transmitted, received or contained in the Center's telephone, fax and computer systems, are the property of the Center. As such, they are to be used for job-related purposes. The use of such equipment, software or information for personal purposes is strongly discouraged. However, the Center recognizes that occasional, brief personal use of this equipment or software may occur. Such use will be tolerated as long as it is infrequent, on an employee's personal time, does not interfere with the employee's work or that of others, involves only equipment and information the employee is authorized to use, and conforms with this and other policies of the Center. Employees using the Center's equipment or software for personal purposes do so at their own risk.

To ensure that the use of e-mail, computers, telephones and other electronic communications systems is consistent with the Center's legitimate business interests, authorized representatives of the Center may monitor the use of such equipment and software from time to time and maintain recordings of such use. This may include overriding passwords, intercepting, accessing, reviewing, copying and/or disclosing information on any computer or server and messages sent over voice mail and e-mail. **Therefore, all employees must understand that there should be no expectation of privacy with respect to the use of computers, telephones, and the like (including e-mail or voice mail), even if used to access personal email accounts.**

Certain technology resources can be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information but do not confer any right of privacy for the employee. Employees are expected to maintain their passwords as confidential and shall not share passwords or access another

employee's system or file without express authorization. A master list of passwords shall be maintained by the Executive Director and no employee shall change his/her password without permission.

No employee may use any of the organization's technology resources to copy, retrieve, forward or send copyrighted materials unless the employee has the author's permission or is accessing a single copy only for the employee's reference. No employee may use any such technology for any illegal purpose, violation of organization policy, in a manner contrary to the best interests of the organization, or in a way that discloses confidential information or for personal gain. Employees are also prohibited from utilizing organization resources of any kind for a personal employment search.

Any employee attempting to misuse, damage, fabricate or misrepresent the computer or e-mail system, or electronic files will be denied access to the Center for Women in Transition computer systems and equipment and may be subject to disciplinary action up to and including termination.

No employee may use any computer or device or access any information unless use of the computer/device and access to the information is part of the employee's regular responsibilities. No employee may copy or otherwise retain any computer information after employment has ended, or retain such information off the Center's premises during employment unless with appropriate advance authorization or because required by the employee's responsibilities. Also, all computers must be kept both software legal (meaning the appropriate license for use has been obtained) and virus free. As a result, no employee may copy any software from or load any software onto any computer provided by the Center without proper authorization from the Executive Director.

- **E-Mail/Internet**

Electronic mail sent from the Center for Women in Transition shall be treated the same as other communications – representing the organization as a whole and as such, written in a professional and appropriate manner. This also applies to any material published on the organization's website.

Under no circumstances may employees use the Center for Women in Transition e-mail, website or other technology to transmit, receive or store any information that will be construed as harassing, defamatory, discriminatory, obscene, indecent or offensive. No employee shall view, copy or download items from the Internet of a questionable nature (for instance, content that is likely to be viewed as obscene, sexual, discriminatory, harassing, or threatening). Likewise, attempts at sending harassing, obscene, discriminatory, and/or threatening e-mail to another user within or outside the Center for Women in Transition is prohibited. This includes sexually-explicit messages, jokes or cartoons. Violation of these policies will result in disciplinary action up to and including termination.

Each employee is responsible for all electronic mail originating from his/her user name/account. Employees shall not delete or modify data files or e-mail

messages belonging to other employees without prior consent of the Executive Director.

E-mail communications are not considered to be secure; therefore, confidential conversations (e.g. specific client information, personnel issues including messages regarding corrective/disciplinary actions) should not be sent via e-mail. Employees should be aware that messages may be forwarded to others by the recipient, printed in a location where individuals other than the intended recipient may view the message, or directed to the wrong recipient.

- **Computers, Local Area Network and Electronic Files**

All software, programs, applications, templates, data and data files residing on the Center for Women in Transition network, individual computers or storage devices or that were developed on the organization's computer system are the property of the Center for Women in Transition. The organization retains the rights to access, copy, change, alter, modify, destroy, delete or erase this property without the consent of any employee. Employees are strongly discouraged from storing any personal data on the organization's equipment.

Employees are expected to store all work-related documents on the shared network which is backed up regularly to avoid irretrievable loss through hardware failure. Back up for files stored on employee individual workstations is the responsibility of the employee.

- **Telephones**

It is the responsibility of each employee to use telephones responsibly and respectfully. It is assumed that the predominant use of the phone will be for work use; if an employee is found spending excessive time on the phone for personal purposes, this privilege may be revoked for that employee. The employee may also face disciplinary action up to and including termination.

Employees who have been issued a cellular phone for work-related use are responsible for the phone and any accessories issued (i.e. charger). If an employee loses the cell phone or accessories, he or she is responsible for replacement. The organization reserves the right to limit cellular phone access should an individual employee exceed the allotted monthly minutes.

To be respectful, employees are asked to not bring their cellular phones to organization meetings. If an employee must have his/her phone with them, the employee is asked to silence it.

## **COMPENSATION AND BENEFITS**

### **Payroll Information**

The pay period is bi-weekly, consisting of two pay weeks starting on a Monday and ending on a Sunday. Time sheets/cards are due the Monday immediately following

the end of the pay period (see Time Sheets/Time Cards). The pay date is the following Thursday. If the pay date falls on a legal holiday observed by the organization, the payday will be moved one day earlier. Employees may elect to have their paycheck direct-deposited by completing the appropriate form and submitting it to the employee in charge of payroll or the Executive Director. Requests for pay advances will not be honored. Pay for paid time off (PTO), holidays, or sick days must be requested and approved in advance by the supervisor and will be included on the normal paycheck.

Employees must fill out the necessary withholding tax exemption forms prior to issuance of the employee's first paycheck. If a change in exemption becomes necessary, the employee is responsible for completing revised forms.

### **Payday and Payroll Deductions**

Employees should carefully review each paycheck to verify all information and pay is correct. If you believe that an error has been made, promptly so notify the Executive Director.

Mandatory deductions, such as Social Security and federal and state income tax, will be made from each paycheck. Other optional deductions will also be withheld from each paycheck.

The Center is committed to complying with applicable law with respect to wage payment and/or payroll deductions. It intends to pay exempt employees on a salary basis and will not make deductions from salaries that are prohibited by applicable law. In addition, it intends to pay non-exempt employees for all hours worked in compliance with applicable law.

Any employee who believes that an improper deduction has been made from his or her pay should immediately report it to the Executive Director. Employees are urged to report such matters so that the Center can begin an investigation of the situation promptly and reimburse the employee for any improper deduction, as appropriate. In the event of an improper deduction, the Center will make a good faith commitment to comply in the future.

Any employee who has any other complaint concerning wage payment should immediately report it to the Executive Director. The Center prohibits retaliation against any employee for raising a complaint under this policy, or for providing information in connection with any complaint hereunder.

### **Overtime**

Non-exempt employees will be paid at the rate of one and one-half times their regular rate of pay for any hours worked over 40 in one workweek. The workweek runs from Monday at 12:01 a.m. to Sunday at 12:00, midnight. A non-exempt employee may not work overtime unless (s)he has received advance permission to do so from his/her supervisor. Working unauthorized overtime may result in disciplinary action up to and including termination.

### **Pay Rate Changes**

The periodic performance evaluations may be used by the Center for Women in Transition in decisions regarding pay adjustments. Pay increases do not occur automatically.

### **Time Off Benefits**

- **Paid Time Off (PTO)**

The Center for Women in Transition offers paid time off (PTO) to full-time, non-temporary and benefits-eligible part-time employees to provide rest and relaxation as well as recognition of services performed.

PTO is based upon a calendar year. This means that an eligible employee has his/her maximum yearly PTO available at the beginning of each year but actually accrues it in even increments throughout the year. The employee may take up to this maximum at any time during the year. In the event, however, that an employee leaves employment before fully accruing any time already taken, that employee will be required to repay the organization for the number of hours already taken in excess of the amount accrued to date.

Newly-hired eligible employees accrue PTO pro-rated from the date of hire through December 31 of the first partial year worked. That employee shall begin accruing PTO time on the date of hire and, after 90 days of employment, the employee may draw upon accrued PTO benefits.

Full-time non-temporary employees accrue PTO hours in the following manner:

- o During each of the first five years of employment, PTO hours accrue at the rate of .05 hours for each regular hour worked. An employee in this category accrues 4.0 benefit hours per two-week pay period or 104 hours (13 eight-hour days) per year.
- o During the sixth year and each year thereafter, PTO hours accrue at the rate of .069 hours for each regular hour worked. An employee in this category accrues 5.52 hours per two-week pay period or 144 hours (18 eight-hour days) per year.

Benefits-eligible part-time employees (who consistently work at least 30 hours each week) accrue PTO hours in the following manner:

- o During each of the first five years of employment, PTO hours accrue at the rate of .05 hours for each regular hour worked. EXAMPLE: An employee in this category who works a 30-hour week accrues 3.0 benefit hours per two-week pay period or 78 hours (9.75 eight-hour days) per year.
- o During the sixth year and each year thereafter, PTO hours accrue at the rate of .069 hours for each regular hour worked. EXAMPLE: An employee in this category who works a 30-hour week accrues 4.15

benefit hours per two-week pay period or 108 hours (13.5 eight-hour days) per year.

Temporary employees and non-temporary employees who work less than 30 hours per week are not eligible for PTO.

PTO hours may be used for vacations and personal time off. Employees are encouraged to save enough accumulated PTO to provide at least a full week of vacation away from the job each year. The maximum accrual of PTO hours is one and one-half times the hours the employee would accrue for any given year; once this limit is reached there is no additional accrual until use of PTO brings the employee below the accrual limit. **EXAMPLE:** A full-time employee with less than five years of service accrues 104 hours per year; this employee will not be allowed to accrue more than 156 hours of PTO at any one time.

An employee cannot be paid in lieu of taking PTO hours.

Accrued PTO hours (pro-rated for the year of separation) will be paid to an employee at the time of separation from employment as long as proper notice has been given and the employee was not dismissed for misconduct or job performance issues.

- **Sick Leave**

In addition to paid time off (PTO) hours, full-time, non-temporary employees and benefits eligible part-time employees accrue sick leave hours which begin accruing at the time of hire at the rate of .01925 hours for each regular hour paid, up to a maximum of five (5) days per calendar year. Calculation is based upon paid hours which include PTO hours and holidays as well as actual hours worked.

- o For a full-time employee (one who consistently works 40 hours each week), this is equivalent to 40 hours (five 8-hour days) per year.
- o For a benefits-eligible part-time employee (one who works at least 30 hours per week on a consistent basis) the annual equivalent shall be pro-rated according to actual hours paid.
- o Temporary employees, and part-time employees who work less than 30 hours per week, do not accrue sick leave.

An eligible employee may not use accrued sick leave hours during the first 90 days of employment.

Sick leave may be used for employee illnesses or to care for a sick family or household member. A physician's certificate is required before the employee returns to work when the employee takes three or more consecutive sick days. At the discretion of the employee's supervisor or the Executive Director, a physician's

certificate may also be required when absences are deemed excessive. Sick leave may also be used in cases of hospitalization.

Sick leave hours may carry over from year to year and an employee may accrue up to 200 hours. Accrued sick leave hours will not be paid to an employee at the time of separation from employment.

- **Time Off Requests**

The Center for Women in Transition shall make every effort to honor requests for PTO. If several PTO requests conflict, the Executive Director shall determine approvals based upon workload as well as length of service of each employee.

Requests for PTO or sick leave must be made as far in advance as possible and submitted in writing on the standard Time Off Request form to the employee's supervisor. Once approved, the form shall be returned to the employee who must submit it with the time sheet/card for the appropriate pay period.

It is understood that in some cases it is not possible to request PTO or sick leave in advance. Unexpected emergency absences shall be reported by telephone by the employee to his/her supervisor as soon as possible. Except in a dire emergency, the employee is expected to speak directly with the supervisor. These absences shall also be reported on the Time Off Request form which shall be submitted in this situation as soon as possible to the supervisor.

- **Holidays**

The following legal holidays are observed at the Center for Women in Transition and the general office is closed:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Day after Thanksgiving
Christmas Day	December 25

Whenever any of these holidays falls on a Saturday or Sunday and the government transfers its observance to the preceding Friday or following Monday, then that day is the Center for Women in Transition holiday.

A holiday, by definition, starts at midnight at the end of the eve of the holiday and ends at midnight at the end of the holiday.

Certain positions may require an employee who is eligible for holiday pay to work on a holiday. In that case, the employee may schedule another day off



with pay during that pay period in place of the designated holiday. If the supervisor determines that is not possible due to scheduling concerns, that employee will work on the holiday and be paid holiday pay in addition to regular pay for hours worked.

When one of the eight holidays observed by the Center for Women in Transition falls during an eligible employee's regularly-scheduled day off, the employee may take another day off with pay within the same pay period that the holiday occurs (to be arranged with the supervisor). A holiday during an employee's scheduled vacation counts as a holiday, not vacation.

Temporary employees and non-temporary part-time employees who consistently work less than 30 hours per week, are not eligible to receive holiday pay. If such an employee works a holiday, he or she shall be paid straight time for hours worked. Holiday pay for part-time employees is based on the ordinary number of hours the part-time employee would have otherwise worked on the holiday.

An employee who does not observe Christmas may select an alternative day to December 25 with the prior approval of the Executive Director.

- **Bereavement Pay**

In the event of a death in an employee's family, the employee shall notify the Executive Director as to the anticipated length of absence as soon as possible. Full-time, non-temporary employees and benefits eligible part-time employees are eligible for paid bereavement leave. An employee who is not eligible for paid bereavement leave may request unpaid leave.

If an immediate family member dies, the employee may take up to three days off from work with bereavement pay. Usually these days will be the day of the funeral and two working days before or after the funeral. Immediate family is defined as a spouse, significant other, parent, step-parent, child, stepchild, brother, sister, stepbrother, or stepsister. When the death involves a grandparent, mother-in-law, father-in-law, or grandchild, the employee may take two days off from work (the day of the funeral and the day before or after the funeral) with bereavement pay. Verification from the funeral home of the deceased person's relationship to the employee may be requested by the Executive Director.

The Center for Women in Transition offers employee eligible for paid leave up to a total of six paid days per calendar year paid. If additional time is needed, the employee may use accrued PTO or take leave without pay to attend to their needs in their time of sorrow.

The Center for Women in Transition calculates bereavement pay based upon the scheduled work time missed at the employee's regular wage.

- **Jury Duty**

The Center for Women in Transition supports each individual's responsibility to meet his or her civic duties. Any employee who is summoned for jury duty must promptly provide his/her supervisor with a copy of the jury summons. The Center will grant any employee time off for jury duty. An employee is expected to report for work when it does not conflict with jury duty.

Full time non-temporary employees and benefit eligible part-time employees are eligible for two weeks of paid jury duty leave in a rolling 12-month period. During this period, the Center for Women in Transition shall pay the employee his or her regular salary/wages that would have otherwise been earned from scheduled work, minus the jury service compensation the employee receives. For any jury duty that extends more than two weeks, the Center for Women in Transition shall allow employees an unpaid leave of absence for any time beyond the first two weeks until the completion of jury service. The employee is responsible for providing the supervisor with a copy of the verification of service received from the court upon completion of jury duty.

- **Voting**

The Center for Women in Transition supports each individual's right to vote. Therefore, the Center provides three hours of paid leave on an election day for the purpose of voting, unless the polls are open for three consecutive hours while the employee is not required to work, in which case, the employee is expected to vote during non-work hours.

- **Military Leave of Absence**

The Center for Women in Transition is committed to protecting the job rights of employees absent on military leave, and shall comply with all applicable law related to military leave. In accordance with federal and state law, it is the Center's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of the employee's or prospective employee's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately make a report under the Equal Opportunity Employment/Anti-Discrimination Policy.

- **Leave of Absence**

Any full-time employee who has completed at least one year of service may request a leave of absence. A medical leave is for an employee's own health condition that renders the employee unable to perform the functions of his/her job. A personal leave is for any other reason. The Center treats pregnancy like any other medical condition. A request for a leave must be

made, in writing, to the Executive Director, as far in advance as possible. Each request for leave or an extension will be considered on the basis of such factors as the Center's needs, past performance, length of service and length of the leave sought. A leave (including any extensions) may be granted for up to 12 weeks in a rolling 12-month period. Every leave request and request for an extension must be accompanied by appropriate documentation, such as a doctor's note, which states the reason for the leave and the expected start and end dates of the requested leave. Any request for an extension of a leave must be made, in writing, to the Executive Director, before expiration of the original leave. The Center, in its sole discretion, may grant a leave, or an extension to a leave. Also, the Center reserves the right to require periodic status reports, in a form satisfactory to it, during any leave.

An employee granted a leave will be required to use any accrued PTO and sick leave during the leave of absence. An employee on a leave is expected to return to work when the leave is scheduled to end, or sooner if the need for leave ends sooner. Before returning to work, an employee who has been off work due to his/her own health issue will be required to provide the Executive Director with a doctor's note that states that the employee has been released to return to work. If there are any work restrictions, the doctor's note must explain the nature and duration of each restriction. Any such restriction will be evaluated on a case-by-case basis. An employee who fails to return to work at the expiration of a leave (or sooner, if applicable), will ordinarily be treated as having voluntarily quit his/her employment.<sup>1</sup>

An employee on leave ordinarily may not engage in other work or employment without the prior approval of the Executive Director. If an employee does so, the employee ordinarily will be treated as having quit his/her employment.

The Center wants to retain experienced and productive employees but cannot always guarantee placement when a leave ends. Consequently, when an employee is ready to return to work or a leave expires, the Center will make a reasonable effort to reinstate the employee to the position (s)he held prior to the leave of absence or to a comparable position. The determining factor in this regard will be what, if any, position is available when the employee returns from his/her leave.

An employee on leave who has exhausted PTO and sick leave may need to go COBRA in order to continue group health insurance coverage, subject to the terms of the health care plan.

### **Health Insurance**

The Center maintains a group health insurance policy under which full-time, non-temporary employees and non-temporary employees who consistently work at least 30 hours per week are eligible for coverage. For more information about eligibility,

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<sup>1</sup> Refer to the Reasonable Accommodation policy, if applicable, for any request of reasonable accommodation for a disability following exhaustion of standard leave.

benefits and costs, refer to the insurance booklet available from the Executive Director.

### **Health Benefits Continuation**

In the event of separation from service, a reduction in hours (including some leaves of absence), divorce or legal separation, a child ceasing to qualify as a dependent and certain other events which could cause an employee and/or dependent to lose group health coverage, such individuals may be eligible to continue such coverage at their own cost. For additional information about continuation coverage consult the insurance booklet available from the Executive Director.

### **Retirement Plan**

The Center for Women in Transition offers a retirement plan for employees that have worked six months (subject to plan provisions). Employees shall be informed of this benefit at the time of orientation. Additional information is available in the plan documentation.

### **Worker's Compensation Insurance**

All employees are covered under the Center's workers' compensation insurance.

It is very important that you report immediately to the Executive Director any work-related injury or illness, regardless of how minor it might seem at the time. Failure promptly to report any injury or illness may impact eligibility for workers' compensation insurance coverage.

As the employer, the Center for Women in Transition has the right to direct the employee's care for work-related injuries, including designating the medical provider for initial and follow-up care. If the employee chooses to see a physician or other medical provider who has not been designated by the Center for Women in Transition or without proper approval from the Executive Director, the employee will be responsible for those charges.

The employee is required to cooperate with the worker's compensation process and to provide The Center for Women in Transition with ongoing medical status reports from the authorized physician. The organization has the right to require a physician's release back to work for the employee.

### **Staff Development & Training**

The Center for Women in Transition supports the ongoing training and development of its employees. Initial position-specific training shall be provided to the employee upon hire. Additional training opportunities shall be provided both internally and externally as needed and as schedules and budgets allow.

Requests to attend an off-site training must be made by the employee in advance to his or her supervisor. The supervisor shall determine if the training is appropriate for the position, within budget and if the schedule can accommodate attendance. The number of paid days designated per year for training may be limited. Final

approval for trainings that require travel must be obtained from the Executive Director.

If any training has a registration fee and/or other costs which exceed \$500.00 AND the employee leaves employment within 6 months of completing the training, the organization may require the employee to repay all or a portion of the fees/costs. The Executive Director shall make this determination.

### **Mileage/Use of Personal Vehicle for Work-Related Activity**

An employee may be expected to utilize his or her personal vehicle for work-related travel. The employee will be required to provide the Center for Women in Transition with current proof of licensure and personal auto insurance coverage. The organization reserves the right to conduct a driving history check on the employee. The Center for Women in Transition also reserves the right to require employees to utilize the organization's vehicle, to use a less expensive means of transportation, or to limit or combine trips.

The employee shall be reimbursed per mile for use of the personal vehicle for approved travel. Employees shall use the shortest route and shall share rides whenever feasible. Mileage to and from the employee's home or for personal purposes shall not be reimbursed. A record of purpose of travel, destination and miles traveled is to be submitted to the Executive Director for approval no later than the fifth day of the month following the travel, and the employee shall receive a reimbursement check within ten days following the submission of the travel record. Reimbursement shall only be given if the employee travels a minimum of ten miles during the month. Mileage expenses shall be reimbursed at a rate approved by the Board of Directors.

For round-trips exceeding 200 miles, employees shall be reimbursed for the less expensive of (1) mileage reimbursement for the use of the employee's vehicle; or (2) the cost of a rental car from a company approved by the Center plus the actual cost of fuel. The lesser rate applies even if an employee elects to use his/her own vehicle.

Employees are expected to adhere to all traffic rules and regulations at all times, and to abide by the Parking/Driving Policy.

### **Travel & Business Expenses**

The Center for Women in Transition shall reimburse employees for necessary and reasonable travel and business expenses incurred while conducting organization-related business. Expenses are to be documented following travel by the employee's prompt submission of a completed expense report to the supervisor properly supported with appropriate receipts.

Procedures:

- Estimated travel and business expenses shall be submitted by the employee to his or her supervisor before finalizing the plans. The supervisor shall review the request for travel expenses against the department's travel budget and then submit the request to the

Executive Director for final approval. The least-expensive mode of travel shall be used in all business travel, to be determined by the Executive Director.

- At times, the Executive Director may approve a travel advance for expected expenses. The employee granted the advance will be required to submit an expense report together with all receipts within one week following completion of the business travel for which the funds are requested. All employees granted travel advances or use of the organization's corporate credit card must sign a letter authorizing deductions of outstanding advances from final paychecks (in the event that there are outstanding advances upon termination from employment).
- Two or more employees traveling to the same destination shall be expected to use one vehicle. Mileage reimbursement shall be paid to the employee whose vehicle is being used. Exceptions may arise when work travel schedules do not coincide. Requests for exceptions must be submitted to the employee's supervisor and/or the Executive Director for approval.
- *Per diem expense allocations for food and lodging* shall be based on Federal Guidelines. Room service, in-room movies and any other incidental expense besides the room rate and taxes shall be the responsibility of the employee.
- The least-expensive lodging option shall ordinarily be utilized. Expenses are limited to the time required by Center for Women in Transition business, to be determined by the Executive Director.
- Airport parking shall be reimbursed at the long-term parking rate.

## **APPENDIX**

This Employee Personnel Manual has been compiled by the Facilities and Risk Management Committee with the approval of the Board of Directors of the Center for Women in Transition to promote understanding of the organization's current policies and practices. Any changes or adjustments to the manual's contents shall be approved by the Board of Directors which is responsible for its periodic review.

Reviewed & revised October 2007

Reviewed, revised & approved March 12, 2009

Reviewed, revised & approved March 20, 2014

## **Acknowledgment of Personnel Manual**

I acknowledge that I have received a copy of the Personnel Manual for the Center for Women in Transition and that I am responsible for becoming familiar with its contents.

I understand that I am expected to abide by the policies and procedures contained in the Personnel Manual or which may come into existence in the future.

I understand and agree that the Center for Women in Transition may monitor any of my communications through any Center computer or other communication device.

I also understand and agree that the Personnel Manual is a compilation of guidelines only, that it is not a contract of employment, and that the Center reserves the right to add to, modify, delete, interpret or replace the Personnel Manual at any time with or without advance notice. I understand that I am an employee at will which means that either the Center or I may terminate the employment relationship at any time and for any reason. I also understand that my at will status can only be changed by a written agreement signed by the Center's Executive Director.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name of Employee

\_\_\_\_\_  
Date

**NOTE:** Two copies of this Acknowledgement are in the Personnel Manual. One remains in the Manual, and the other must be completed and returned to the Executive Director.



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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name of Employee

\_\_\_\_\_  
Date

NOTE: Two copies of this Acknowledgement are in the Personnel Manual. One remains in the Manual, and the other must be completed and returned to the Executive Director.

1523 S. Broadway  
St. Louis, MO 63111



RFP#: B3Z 14318

Return Date: 10/29/14 at  
2:00PM

DPMM  
PO BOX 809  
Jefferson City, M

RCVD OCT 28 '14 AM 8:35 OA-DPMM

ROUND OCT 28 14 AM 5:35 OA-DPM

DPM  
PO Box 809  
Jefferson City, MO 65102



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