



**STATE OF MISSOURI
MISSOURI DEPARTMENT OF CORRECTIONS
CONTRACT AMENDMENT**

RETURN AMENDMENT NO LATER THAN August 1, 2018 TO:

Beth Lambert, CPPB
beth.lambert@doc.mo.gov
(573) 526-6494
(573) 522-1562 (Fax)
FMU/PURCHASING SECTION
P.O. BOX 236
JEFFERSON CITY, MISSOURI 65102

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
07/18/18	Criminal Justice Ministry PO Box 15160 St. Louis, MO 63110	Amendment 001 SDA48000901	Community Reentry Funding Eastern Region

CONTRACT SDA48000901 IS HEREBY AMENDED AS FOLLOWS:

Pursuant to paragraph 2.2.3 on page 7, the Missouri Department of Corrections desires to renew the above-referenced contract for the period of July 1, 2018 through June 30, 2019 in the amount of \$50,000.

All terms, conditions and provisions, including prices, of the previous contract period shall remain and apply hereto.

The contractor shall complete, sign and return this document as acceptance on or before the date indicated above.

IN WITNESS THEREOF, THE PARTIES HERETO EXECUTE THIS AGREEMENT.

Company Name: Criminal Justice Ministry

Mailing Address: 1104 South Jefferson Ave.

City, State, Zip: St. Louis, MO, 63104

Telephone: 314-881-6073 Fax: 314-881-6073

MissouriBUYS SYSTEM ID: 90474

Email: AnthonyD@cmstlouis.org

Authorized Signer's Printed Name and Title: Anthony D'Agostino, Executive Director

Authorized Signature: [Signature] Date: 7/24/2018

THIS AMENDMENT IS ACCEPTED BY THE MISSOURI DEPARTMENT OF CORRECTIONS AS FOLLOWS: In its entirety.

Kenny Jones
Kenny Jones, Chairman, Board of Probation and Parole

8-6-18
Date

REQUEST FOR APPLICATION

**Missouri Department of Corrections
Fiscal Management Unit
Purchasing Section
2729 Plaza Drive, P.O. Box 236
Jefferson City, MO 65102**

Buyer of Record:

**Beth Lambert, Purchasing Manager
Telephone: (573) 526-6494
Beth.Lambert@doc.mo.gov**

RFA SDA480-009

**Community Reentry Funding
Western Region & Eastern Region**

**Contract Period: Date of Award through
June 30, 2018**

Date of Issue: May 26, 2017

Page 1 of 55

**Applications Must Be Received No Later
Than:**

2:00 p.m., June 22, 2017

Sealed applications must be delivered to the Missouri Department of Corrections, Purchasing Section, 2729 Plaza Drive, Jefferson City, MO 65109, or P.O. Box 236, Jefferson City, Missouri 65102. The applicant should clearly identify the RFA number on the lower right or left-handed corner of the container in which the application is submitted to the Department. This number is essential for identification purposes.

We hereby agree to provide the services and/or items, at the price quoted, pursuant to the requirements of this document and further agree that when this document is countersigned by an authorized official of the Missouri Department of Corrections, a binding agreement, as defined herein, shall exist. The authorized signer of this document certifies that the awardee (named below) and each of its principals are not suspended or debarred by the federal government.

Program Title: **Release to Rent Housing 9**
 Company Name: **Criminal Justice Ministry**
 Mailing Address: **P. O. Box 15160**
 City, State, Zip: **St. Louis, MO 63110**
 Telephone: **314-881-6023** Fax: **314-881-6073**
 Federal EIN #: **46-2647318** State Vendor #: **46264731800**
 Email: **anthonyd@cjmstlouis.org**
 Authorized Signer's Printed Name and Title: **Anthony D'Agostino, Executive Director**

Authorized Signature:  Application Date: **6/22/17**


NOTICE OF AWARD:

This application is accepted by the Missouri Department of Corrections as follows:

In its entirety.

Contract No. **SDA48000901**

E-006


 Kenny Jones, Chairman, Board of Probation and Parole

11-14-17
 Date

The original cover page, including amendments, should be signed and returned with the application.

REQUEST FOR APPLICATION



**Missouri Department of Corrections
Fiscal Management Unit
Purchasing Section
2729 Plaza Drive, P.O. Box 236
Jefferson City, MO 65102**

**Buyer of Record:
Beth Lambert, Purchasing Manager
Telephone: (573) 526-6494
Beth.Lambert@doc.mo.gov**

RFA SDA480-009

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Federal EIN #: **46-2647318** State Vendor #: **46264731800**
Email: **anthonyd@cjmstlouis.org**
Authorized Signer's Printed Name and Title: **Anthony D'Agostino, Executive Director**

Authorized Signature: Application Date: **6/22/17**

NOTICE OF AWARD:

This application is accepted by the Missouri Department of Corrections as follows:

Contract No.

Kenny Jones, Chairman, Board of Probation and Parole

Date

The original cover page, including amendments, should be signed and returned with the application.

Application Summary Form


COMMUNITY REENTRY FUND APPLICATION SUMMARY FORM
THE ENTIRE APPLICATION SHOULD BE TYPED
THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND SUBMITTED TO BE CONSIDERED FOR AWARD.

<i>Please select geographic area in accordance with the map attached: See Attachment 1</i>		<i>Amount of DOC Funds Requested:</i>
<input type="checkbox"/> Western Region	City/County _____	\$ 50,000.00
<input checked="" type="checkbox"/> Eastern Region	City/County <u>St. Louis City</u>	

Program Title: Release to Rent Housing 9

Does this program complement another application? Yes X No ___ Name: Release to Rent Startup 9

Provide a unique name descriptive of service or program for EACH application submitted

Applicant Agency and Address: <u>Criminal Justice Ministry</u> <u>P. O. Box 15160</u> <u>St. Louis, MO 63110</u>	Project Director Name, Phone, Fax & Email: <u>Anthony D'Agostino</u> <u>Phone: 314-881-6023</u> <u>Fax: 314-881-6073</u> <u>Email: anthonyd@cjmstlouis.org</u>
 Signature/Title _____	<u>6/22/17</u> Date

Anticipated Outputs: (number of offenders supervised by DOC to be served by the proposed project): 20	Estimated Cost per Offender: \$ 2,500.	# of Paid Staff: 2 FT, 2 PT # of Volunteers:
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Summary of Proposed Project: In a concise manner provide a summary paragraph of your project.

Through this funding, CJM will serve 20 new clients in our evidence-based, Release to Rent housing program for ex-offenders released from Missouri Department of Corrections facilities and currently on supervision. This program provides 12-months of intensive 24/7, wrap-around, housing-first services that significantly decrease recidivism for high-risk/high-need ex-offenders and increase self-sufficiency. These services include case management, personal support and life planning, various treatment based on need, housing and utility assistance, weekly support groups, collaborative references with areas service providers and any other services based on individual need. While additional clients will be served through other funders, this application specifically provides the funding for housing needed by clients, focusing on those unable to find services elsewhere (specifically those convicted of violent or sex offenses). Five of the 20 new clients will be sex offenders and companion applications are being submitted for Release to Rent—Startup and Release to Rent—Case Management requesting funds for annual startup costs and necessary case management services for these clients.

In-Kind Contributions: Applicant must identify all in-kind contributions which include “contributions other than cash.” While these contributions usually add real value to a project, they do not require an additional cash outlay (e.g. donated labor, materials and services).

Applicants must provide in-kind and identify in-kind contributions their organizations will make to this project and how those contributions will help sustain the project. The funding resulting from an award of the RFA shall be considered seed funding to start initiatives with a strong sustainability plan indicated.

In-kind contributions.

Criminal Justice Ministry will provide the following in-kind contributions:

- Service Center occupancy (rent, utilities, insurance, equipment, etc.)
- Storage area for personal hygiene and underwear items
- Safe storage area for bus tickets and vouchers for food, prescriptions, and Missouri documents
- Another area for a small collection of coats and other clothing
- Availability of donated Welcome Backpacks for clients living anywhere except SLCRC
- Meeting room to interview clients to assess best way to meet needs
- Reception services for clients at main entry
- Volunteer services with clients before release and after release (e.g., Anger Management course)
- Nearby availability of sandwiches (at St. Vincent’s Church) for clients who wish lunch
- Office supplies such as file folders and copy paper
- Phone, email, and FAX availability to handle referrals from Parole Officers and calls from clients
- Two computers to receive electronic referral forms from Parole Officers, to download DOC Offender pix and info
- Copier services to make records of background info, vouchers given, acknowledgements of bus tickets received, etc.
- Administrative Assistant to assist with program records and payments by check and credit card
- Financial services of The Mission Center to account for vouchers purchased, checks written, and credit charges made by program staff
- Annual audit
- General space in CJM offices for meetings when needed
- Services of the Executive Director and the Program Director of Criminal Justice Ministry, including planning, internal coordination, collaboration with other agencies, other support services
- Consultation services of other CJM staff, including former Missouri Parole Officers, ex-offenders, and certified substance abuse counselors.

Checklist for Application Submission

REQUIRED FORM COMPLETED FORM TO BE RETURNED WITH APPLICATION

Check that all forms and narratives are complete and accurate. Submit the application narrative and forms in the following order to ensure credit for each of the categories as listed below.

NOTE: If narrative is not clearly marked by section, the evaluation team may not score the application.

1. **Request for Application Cover Page, including Cover Page(s) for any amendments** (see cover sheet)
2. **Checklist for Application Submission**
3. **Application Narrative** Not to exceed 10 pages. (see Part Three – Submission Requirements)
4. **Preference Points** (see 3.1 g)
 - Is service supported housing proposed? Yes No
 - Are sex offenders to receive rent/housing subsidy? Yes No
5. **Funding Sources** The applicant should identify on the Checklist for Application Submission the percentage of the applicant's total operating revenues which came from the following sources during the last fiscal year. (Total should equal 100%)

19.08 % Local government
14.92 % State government
39.44 % Federal government
7.07 % Direct donations from individuals
18.69 % Corporate or foundation grants
0 % Fee and charges for services, products, and sales
0.01 % Endowment and interest income
0.79 % Fundraisers or special events
0 % Membership fees
0 % Other sources (specify: _____)

100% Total

6. **Supporting Documentation & Forms**
 - A. Exhibit A – Prior Experience of Applicant (mandatory form)
 - B. Exhibit B – Expertise of Personnel (mandatory form)
 - C. Exhibit C – Legal/Cancellation Actions Against Applicant (mandatory form)
 - D. Exhibit D – Performance Measures (mandatory form)
 - E. Exhibit E – Timeline (mandatory form)
 - F. Exhibit F – Budget Detail Worksheet (mandatory form)
 - G. Exhibit G – Budget Narrative (mandatory form)
 - H. Exhibit H – Missouri Service-Disabled Veteran Business Preference (optional form)
 - I. Exhibit I – Participation Commitment (optional form)
 - J. Exhibit J – Business Entity Certification
 - K. Documentation of Nonprofit Corporation under Chapter 355 RSMo. or Section 501(C)(3) of the Internal Revenue Code (documentation needed)

NOTE: Questions relating to the RFA must be directed to Beth Lambert, of the Department of Corrections at either (573) 526-6494 or Beth.Lambert@doc.mo.gov.

3. Application Narrative – Release to Rent Housing 9

Criminal Justice Ministry (CJM) is one of the first organizations in the St. Louis area to adopt and implement an intensive, wrap-around, housing-first program for recently incarcerated individuals. Since 2003, this program, called Release to Rent, continues to grow and improve every year, incorporating pertinent research and evidence-based practices. This programming has earned CJM a tremendous reputation across the state and throughout the Department of Corrections (DOC), resulting in a strong relationship and Community Reentry Funding since 2009. A close working partnership with leaders and parole officers (POs) at DOC Probation and Parole (P&P) has become a key component of the R2R program. In fact, CJM is moving its office to Jefferson and Chouteau, so R2R case managers will be closer to the P&P office. This collaborative effort extends to the St. Louis Community Release Center (SLCRC). CJM has been working with the leadership at SLCRC to provide ex-offenders a variety of services including a unique pipeline for sex offenders to reentry housing.

The Release to Rent (R2R) program has been so successful in reducing recidivism and helping ex-offenders (clients) become employable and self-sufficient that the Veterans Administration began contracting with CJM in 2013 to replicate the program for recently incarcerated Veterans. In fact, individuals graduating from the program have become so productive and valuable that CJM now employs six of these ex-offenders as employees. According to a comprehensive evaluation of CJM's R2R program conducted by the University of Missouri – St. Louis in 2016, R2R programs has a substantial impact on client outcomes. Not only do program participants indicate a positive experience, only 22.6% of the R2R graduates recidivate (return to prison) compared to a rate of nearly 50% in the state of Missouri and over 60 nationally. Last year, the R2R programs served over 100 clients being released from area prisons and jails, mostly from DOC facilities in the eastern part of Missouri. R2R incorporates the following program elements:

- Housing for those without an acceptable home plan (scattered in the community and individual, not shared, to clarify area of responsibilities);
- Provision of furnishings for rental unit and moving services;
- Startup help initial rent, then decreasing gradually with increasing client responsibilities;
- Personal support and life planning services; intensive case management with regular on-site personal visits and 24/7 support via cell phone;
- Weekly support groups with other ex-prisoners, including those who have succeeded in social reintegration after release; and
- Collaborative referrals to area service providers based on client needs (such as substance abuse and mental health treatment).

This *Release to Rent Housing 9* contract will help the current R2R program improve and expand to impact more clients under DOC supervision. Specifically, this funding will help pay for new client housing. Due to the increasing scarcity of affordable rental apartments in the St. Louis area, the expense for CJM to provide adequate housing for R2R clients has limited our ability to help new clients. As described and outlined in the budget and budget narrative of this application, this Community Reentry Funding contract will help CJM provide housing for 20 new clients being released from DOC facilities across the state of Missouri.

Consistent with the needs evident in the community, CJM's R2R program targets the most vulnerable and needy individuals in the St. Louis area who have been impacted by incarceration. Most of these men have been removed from society for 10+ years and were convicted of a violent or sexual offense. This population has higher barriers to reentry and housing. As a result, this target population is normally at a higher risk of negative health outcomes and criminal activity that has a detrimental impact on the community. By targeting such a high risk population and allowing them to transition in place (stay in their apartment after graduating from the program), the impact of program outcomes are substantially greater for individuals and the community.

The R2R program is modeled after three proven, evidence-based principles: housing first (housing not reliant on income first), scattered housing (living in the community rather than with others of like background), and harm reduction (work with participants through minor infractions, like drug use, to help them succeed long-term and lessen the threat to community safety).

In a study by Latessa titled “What Works and What Doesn’t in Reducing Recidivism”, the benefits of scattered housing are touted. Because many offenders reflect an anti-social attitude, reducing ex-offenders’ association with criminals and enhancing their association with prosocial people is key to reducing recidivism. Recent reports from the Urban Institute on “Housing and Reentry” indicate that 75% of respondents to their *Returning Home* study stated that “having a place to live would be an important factor in staying out of prison.” The study also found that “housing options for returning prisoners who do not stay with family members or friends are extremely limited.” Community Resources for Justice concludes: “Housing is the lynchpin that holds the reintegration process together. Without a stable residence, continuity in substance abuse and mental health treatment is compromised. Employment is often contingent upon a fixed living arrangement. And, in the end, a polity that does not concern itself with the housing needs of returning prisoners finds that it has done so at the expense of its own public safety.” Furthermore, without this principle, 85% of CJM program participants who are living with addictions could be thrown out on their first error. The Harm Reduction principle allows program participants more opportunities to begin anew and gives case managers more time to motivate them to enter treatment. Allowing clients to stay in housing despite initial mistakes also contributes to public safety on the streets and decreases overall costs to the state.

CJM’s R2R program follows Evidence-Based Principles for Effective Interventions in the following way:

- Assessment—All service begins when a Parole Officer electronically sends a recommendation to the Release to Rent Coordinator for housing based on some sign of need. Sometimes a

subsequent assessment may be provided by a Sex Offender Therapist who identifies a sex offender who needs the assessment and/or treatment. The Release to Rent Coordinator continues to communicate with person's parole officer to determine what is most needed and that the recommended client who is referred is eligible for these services, namely on Missouri Parole. Standard CJM procedures are used to provide the Office Manager with the information needed to pay for and track the requested services.

- Contact time—Study of each client's needs, arrangements for the housing and startup services, and needed recordkeeping will average about two hours per week—hence the estimate of one day per week of the two CJM staff members' time. In addition, the CJM Office Manager will spend about an hour per week for all the services of each client—hence the estimate of one half-day per week.
- Motivation— Ex-offenders, especially sex offenders, have experienced opposition to their efforts to reenter successfully. They experience few people who are actually trying to assist them. So the fact that the CJM staff members are working to provide all of their needed services and are expressing interest in them can enhance the intrinsic motivation of the ex-prisoner.
- Target Audience—Persons released from Missouri Department of Corrections, including sex offenders, who need supportive housing, who have completed long terms, and/or have obstacles to reentering the community are the target audience. Men of any age or race or background are assisted as long as they are referred by their parole officer and as long as appropriate housing is available. Records of each person served will include the person's Missouri I.D. number.
- Collaboration—The CJM Director of Client Services has working relationships with parole officers, including those to whom sex offenders are assigned.
- Intervention—Research shows that the strains of prisoner reentry are relieved by addressing needs and using interventional strategies as soon as possible. Prompt response is especially valuable for sex offenders who face much negativity and many unknowns when returning to the

community. CJM communicates daily with parole officers in regard to all parolees in CJM's Release to Rent.

- Positive Reinforcement—After ex-offenders reenter and become aware that supportive housing service will help them to reenter the community, they are rewarded by receiving the very help they need.
- Records—Client records are updated after services are given. Client records and payments to professional providers are checked and pooled at the end of each month, and reporting is prepared every quarter using the required reporting forms.

R2R uniquely houses clients in private, scattered apartments for 12 months, utilizing community neighbors to help them reenter society and everyday life. R2R staff communicates with institutional and parole officers to identify men who have good institutional records but lack an outside housing plan. A self-check list asks potential participants to answer questions such as, “Am I totally without family or friends who can assist me with safe housing?” and “Am I willing to participate in a program which requires living alone in a rental apartment, living without illegal drugs and participating in AA and/or NA meetings as needed, living in accordance with all parole conditions, accepting three months’ rent from the program and then gradually increasing my share of the rental payment. . . .” Eligible clients complete all necessary paperwork and are immediately housed and case managed upon their release.

The program begins with an intensive investment of staff time and program funds. R2R staff members help participants to set goals and place them in scattered, small rental apartments (which the program has furnished) for up to a year. They plan a program of support (deposit, rent, utilities, bus tickets, food, clothes, group meetings, case management) that gradually decreases while clients’ responsibilities increase. Key to this support are frequent on-site visits by R2R staff and 24/7 cell-phone availability of that staff when needed by participants.

Since new participants have the most needs upon their release from prison, they require and receive a great deal of attention and services. During the first week of the program, new clients spend several hours each day with their CJM R2R case manager – creating a life plan, getting acclimated to the program and starting their new life. After the first week, each client spends a few hours a week meeting and talking with their case manager and other service providers, as needed – receiving services like anger management, group counseling and substance abuse treatment. As each participant progresses through the program, he assumes more personal and financial responsibility, diminishing the services needed from CJM. Once a client has obtained stable employment; has built some savings; and is deemed mentally and emotionally healthy, the R2R team graduates that individual from the program.

Because the program is intense for a full year, any participant has only one opportunity for the program. For each participant, however, the frequency of services provided is determined by the evidence-based RNR tool (Risk Need Responsivity). Each client is continuously (at least monthly) assessed on his risk to engage in unhealthy, criminal activity; his needs to avoid reoffending; and the level of response required by the R2R staff. High risk/high need clients receive more frequent services based on their need and risk level such as transportation assistance, employment training, support counseling, home visits and substance abuse treatment in addition to initial housing/furnishing and mental health treatment. Each client's individual risk/need level and corresponding responsive services provided by CJM is determined by the assigned R2R case manager and program team.

Release to Rent uses three measures to evaluate the program:

- 1) *Stable Housing*: The R2R program focuses on the approximately 20% of ex-offenders released in the St. Louis without a permanent housing plan. For this population, finding and keeping appropriate long-term housing is rare. In the past, R2R has found initial housing for almost every client and graduated most clients with appropriate housing. Through this funding contract,

CJM plans to initially house at least 95% of clients and graduating at least 75% of clients with appropriate housing. This is measured by program case managers and their communication with landlord and parole staff, copy of leases, and staff conducting home visits.

- 2) *Reduced Recidivism*: In the past, the R2R program has achieved a one month and one year program recidivism rate substantially lower than the state or national average. Through this funding contract, CJM plans to have a one month program recidivism rate of less than 10% and a one year recidivism rate of less than 20%. This is measured by communication with parole staff, client contact, and utilizing CASENET and the MODOC/BOP website.
- 3) *Improved Health Indicators*: In the past, the R2R program has not measured each client's health (physical, mental, etc.) through an RNR – Risk Need Responsivity – tool. Through this funding contract, CJM plans to have a positive health increase for at least 75% of clients after one month and at least 85% of clients still enrolled at one year. This is measured by the RNR assessment on the Reentry Program Software and collaboration with parole staff and case managers.
- 4) *Increase of Employment/Income*: Only 20% of ex-offenders who become re-incarcerated were employed or otherwise compensated while outside of prison. In the past, CJM has substantially increased the employment/compensation rate for participants. Through this funding contract, CJM plans to have at least 60% of clients employed/compensated after two months and 75% employed/compensated at one year. This is measured by communication with parole staff and/or employer, copy of pay stubs/ss/disability/etc.

The most notable achievement of the R2R program is the tremendous, long-term success of its graduates. The vast majority of graduates are still employed and have become productive, active members of their communities. Several of them hold leadership/supervisory positions in their professions and community. In fact, Derrick Ross, a former client is currently serving as a Director on CJM's Corporate Board.

CJM is one of the most collaborative organizations working with those impacted by incarceration. In fact, R2R program success is bolstered by the expertise of other area agencies and their willingness to work seamlessly with CJM staff and clients. Through this funding contract, R2R program will continue to work with the following community partners. While this list is not exhaustive, it provides a glimpse into the collaborative nature of CJM's programming.

- Missouri Probation and Parole: collaborate/aid in overall case management for clients
- Employment Connection: collaborate/aid job searches and training for clients
- SLATE – Missouri Career Center: collaborate/aid in training for clients
- Justine Peterson: collaborate/aid in financial literacy for clients
- Professional Psychotherapy Service (PPS): collaborate/aid in mental treatment for clients
- Provident Counseling: collaborate/aid in substance abuse treatment for clients
- Preferred Family Healthcare: collaborate/aid in physical health care for clients
- Veterans Administration: collaborate/aid in various resources for Veteran clients

The R2R program coordinator regularly confers about potential program participants and plans initial transition with Missouri Probation/Parole officers. Parole works so closely with Release to Rent that one parole officer is appointed to meet with CJM for weekly “staffings” about clients. To rent the apartments, program staff members communicate with landlords to identify suitable units for new participants. Some landlords have worked with R2R for more than a decade. To furnish units, program staff members utilize several community groups who offer free or inexpensive furnishings.

To meet the varying needs of clients, CJM staff routinely partner with and refer clients to agencies like Employment Connection, SLATE – Missouri Career Center, Justine Peterson, Grace Hill, St. Patrick Center, Professional Psychotherapy Service (PPS), Provident Counseling, Preferred Family Healthcare, and the Veterans Administration. To address broader issues impacting released

persons, CJM staff members collaborate on the Steering Committee and sub-committees of the St. Louis Alliance for Reentry (STAR) and the Empower Missouri – Criminal Justice Task Force.

Within the Criminal Justice Ministry, R2R collaborates with other programs. That enables new participants to rely on CJM Volunteer Services for Anger Management Classes, furnishings, and assistance with special meals and celebrations, to collaborate with the R2R Veterans program—sharing in-service opportunities for clients and staff, to utilize the central administration for checks, credit cards, and record keeping as well as grant writing and reporting. R2R staff members need support as much as their participants and the total CJM staff provide genuine support of the whole R2R program.

These state and federal agencies will continue to work with R2R to refer the best participants for the program. Staff will continue to refer clients to helping agencies, covering costs for necessary services that the clients cannot afford, such as Provident for substance abuse treatment, SLU ministry for documentation needs and Employment Connections for job searches and training.

4. Preference Points

As stated in this application narrative, CJM's R2R program is one of the only reentry housing programs that offer services to individuals convicted of violent and sex offenders. There is a tremendous gap in the services relative to sex offender housing throughout Missouri and it is getting worse. Even though CJM has created strong relationships with housing developers, owners and landlords, the challenge of finding apartments for sex offenders in any area has increased. To address this problem, CJM has increased its monthly dollar amount allotted for rent by almost 50%. This increased expense combined with decreased funding for ex-offender reentry services has strained CJM and highlights our need for Community Reentry Funding.

5. Funding Source

CJM's total operating revenues which came from the following sources during the last fiscal year.

19.08 % Local government

14.92 % State government

39.44 % Federal government

7.07 % Direct donations from individuals

18.69 % Corporate or foundation grants

0 % Fee and charges for services, products, and sales

0.01 % Endowment and interest income

0.79 % Fundraisers or special events

0 % Membership fees

0 % Other sources (specify: _____)

EXHIBIT A**SUBMISSION IS MANDATORY****PRIOR EXPERIENCE OF APPLICANT**

The applicant shall copy and complete this form for each reference being submitted as demonstration of the applicant's prior experience. In addition, the applicant is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

Organization Name:	Criminal Justice Ministry	
Reference Information (Prior Services Performed For:)		
Name of Reference Company:	State of Missouri Department of Corrections Board of Probation and Parole	
Address of Reference Company:	220 S. Jefferson, 2 nd Floor	
	St. Louis, MO 63103	
Reference Contact Person Name:	Nancy J. McCarthy, Regional Administrator (recently retired)	
Contact Person Phone #:	314-691-0470	
Contact Person e-mail address:	Jnmccarthy13@att.net	
Dates of Prior Services:	Vital Papers 1, 2, 3, 4, 5, and 6--April 2009 to July, 2014 Entry Essentials 1, 2, 3, 4, 5, 6, and 7--April 2009 to January 2017 Release to Rent--2003 to January 2017 Solid Start--July 2010 to July 2012 Direct Services--1979 to January 2017	
Dollar Value of Prior Services:	Vital Papers--\$375,000 Entry Essentials--\$500,000 Solid Start--\$575,000 Release to Rent--\$1,575,000	
Description of Prior Services Performed:	Collaborating with Probation and Parole Staff to provide basics that ex-offenders need when reentering the community, paying for out of state birth certificates, paying for discretionary sex offender assessments, providing scattered housing with intensive case management to ex-offenders and offering support groups as well as other opportunities to reenter.	


Authorized Signature of Applicant

6/22/17
Date

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Organization Name:	Criminal Justice Ministry	
Reference Information (Prior Services Performed For:)		
Name of Reference Company:	State of Missouri Department of Corrections Board of Probation and Parole	
Address of Reference Company:	220 S. Jefferson, 2 nd Floor	
	St. Louis, MO 63103	
Reference Contact Person Name:	Donna King, Regional Administrator	
Contact Person Phone #:	314-982-8223	
Contact Person e-mail address:	Donna.King@doc.mo.gov	
Dates of Prior Services:	Vital Papers 1, 2, 3, 4, 5, and 6--April 2009 to July, 2014 Entry Essentials 1, 2, 3, 4, 5, 6, and 7--April 2009 to January 2017 Release to Rent--2003 to January 2017 Solid Start--July 2010 to July 2012 Direct Services--1979 to January 2017	
Dollar Value of Prior Services:	Vital Papers--\$375,000 Entry Essentials--\$500,000 Solid Start--\$575,000 Release to Rent--\$1,575,000	
Description of Prior Services Performed:	Collaborating with Probation and Parole Staff to provide basics that ex-offenders need when reentering the community, paying for out of state birth certificates, paying for discretionary sex offender assessments, providing scattered housing with intensive case management to ex-offenders and offering support groups as well as other opportunities to reenter.	


Authorized Signature of Applicant

6/22/17
Date

EXHIBIT A**SUBMISSION IS MANDATORY****PRIOR EXPERIENCE OF APPLICANT**

The applicant shall copy and complete this form for each reference being submitted as demonstration of the applicant's prior experience. In addition, the applicant is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

Organization Name:	Criminal Justice Ministry	
Reference Information (Prior Services Performed For:)		
Name of Reference Company:	State of Missouri Department of Corrections Board of Probation and Parole	
Address of Reference Company:	220 S. Jefferson, 2 nd Floor	
	St. Louis, MO 63103	
Reference Contact Person Name:	Mary Bouman, District Administrator	
Contact Person Phone #:	314-982-8208	
Contact Person e-mail address:	mary.bouman@doc.mo.gov	
Dates of Prior Services:	Vital Papers 1, 2, 3, 4, 5, and 6--April 2009 to July, 2014 Entry Essentials 1, 2, 3, 4, 5, 6, and 7--April 2009 to January 2017 Release to Rent--2003 to January 2017 Solid Start--July 2010 to July 2012 Direct Services--1979 to January 2017	
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Authorized Signature of Applicant

6/22/17
Date


EXHIBIT A

SUBMISSION IS MANDATORY

PRIOR EXPERIENCE OF APPLICANT

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Organization Name:	Criminal Justice Ministry	
Reference Information (Prior Services Performed For:)		
Name of Reference Company:	State of Missouri Department of Corrections Board of Probation and Parole	
Address of Reference Company:	1621 N. 1 st Street	
	St. Louis, MO 63102	
Reference Contact Person Name:	Donald Arias, Superintendent, St. Louis Community Release Center (SLCRC)	
Contact Person Phone #:	314-877-0300, ext. 234	
Contact Person e-mail address:	Don.Arias@doc.mo.gov	
Dates of Prior Services:	Vital Papers 1, 2, 3, 4, 5, and 6--April 2009 to July, 2014 Entry Essentials 1, 2, 3, 4, 5, 6, and 7--April 2009 to January 2017 Release to Rent--2003 to January 2017 Solid Start--July 2010 to July 2012 Direct Services—1979 to January 2017	
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 Authorized Signature of Applicant

6/22/17
 Date

EXHIBIT A**SUBMISSION IS MANDATORY****PRIOR EXPERIENCE OF APPLICANT**

The applicant shall copy and complete this form for each reference being submitted as demonstration of the applicant's prior experience. In addition, the applicant is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

Organization Name:	Criminal Justice Ministry	
Reference Information (Prior Services Performed For:)		
Name of Reference Company:	State of Missouri Department of Corrections Board of Probation and Parole	
Address of Reference Company:	2729 Plaza Drive	
	Jefferson City, MO 65102	
Reference Contact Person Name:	Randy Focken, Director, Office of Reentry	
Contact Person Phone #:	573-291-7997	
Contact Person e-mail address:	Randy.Focken@doc.mo.gov	
Dates of Prior Services:	Vital Papers 1, 2, 3, 4, 5, and 6--April 2009 to July, 2014 Entry Essentials 1, 2, 3, 4, 5, 6, and 7--April 2009 to January 2017 Release to Rent--2003 to January 2017 Solid Start--July 2010 to July 2012 Direct Services--1979 to January 2017	
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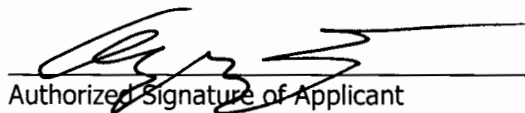

Authorized Signature of Applicant

6/22/17
Date

EXHIBIT A**SUBMISSION IS MANDATORY****PRIOR EXPERIENCE OF APPLICANT**

The applicant shall copy and complete this form for each reference being submitted as demonstration of the applicant's prior experience. In addition, the applicant is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

Organization Name:	Criminal Justice Ministry	
Reference Information (Prior Services Performed For:)		
Name of Reference Company:	State of Missouri Department of Corrections Board of Probation and Parole	
Address of Reference Company:	220 S. Jefferson	
	St. Louis, MO 63103	
Reference Contact Person Name:	Shanyon Carter, Unit Supervisor	
Contact Person Phone #:	314-877-1052	
Contact Person e-mail address:	shanyon.carter@doc.mo.gov	
Dates of Prior Services:	Vital Papers 1, 2, 3, 4, 5, and 6--April 2009 to July, 2014 Entry Essentials 1, 2, 3, 4, 5, 6, and 7--April 2009 to January 2017 Release to Rent--2003 to January 2017 Solid Start--July 2010 to July 2012 Direct Services--1979 to January 2017	
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Authorized Signature of Applicant

6/22/17
Date

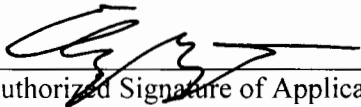
EXHIBIT B
SUBMISSION IS MANDATORY

EXPERTISE OF PERSONNEL

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

Title of Position: <u>Executive Director, Criminal Justice Ministry</u>	
Name of Person:	Anthony D'Agostino, EdD, MPPA, MA
Educational Degree (s): include college or university, major, and dates	EdD, St. Louis University in Educational Leadership, 2015 MPPA, University of Missouri – St. Louis in Public Policy Admin., 2011 MA, St. Louis University in Theology, 2007
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Non-profit Management and Leadership
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	Advanced Performance-Based Evaluation Governing a Nonprofit 501(c)(3) Organization in Missouri by Nonprofit Management & Leadership Program at UMSL
Number of years experience in area of service proposed to provide:	1 year in service to persons reentering from jail/prison
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships	Elected Executive Director July, 2016, by Corporate Board of Criminal Justice Ministry.
Describe this person's responsibilities over the past 12 months.	Identifies needs and develops programs to implement CJM's mission and goals, seeking funding when needed Direct all CJM programs by supervising and working with program coordinators of Direct Service (including Entry Essentials), Volunteer Service, Release to Rent, R2RVets, and others Represents CJM with community reentry groups (On Steering Committee of STAR—St. Louis Alliance for Reentry) Works for systemic change in collaboration with local, state, and federal agencies
Previous employer(s), positions, and dates	Springboard to Learning, Chief Program Officer, 2013-2016 Incarnate Word Academy, Department Chair, 2004-2013
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	Work with clients, children and now adults in a variety of capacities, mostly supervising others
✓ Reentry	Involved with developing and improving reentry programs, beginning in 2016 with Reentry Housing programs and Direct Services. Expanded CJM Direct Service and improved volunteer services. Secured outside funding to expand CJM services. Collaborated with other agencies,

Title of Position: <u>Executive Director, Criminal Justice Ministry</u>	
	including Probation & Parole and others in STAR (St. Louis Alliance for Reentry).
✓ Counseling	Practiced briefly during Ed.D. study at St. Louis University.
✓ Criminal Justice	Have collaborated with St. Louis University, specifically Dr. James Gilsinan and Dr. Fred Rottnek, with the Metropolitan Police Department, and agencies
✓ Correctional Residential Facilities	Have worked to improve coordination of services for individuals who reside at the St. Louis Community Release Center



Authorized Signature of Applicant

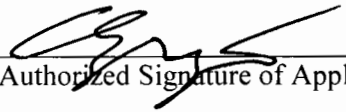
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Date

EXHIBIT B
SUBMISSION IS MANDATORY

EXPERTISE OF PERSONNEL

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

Title of Position: <u>Director of Client Services</u>	
Name of Person:	Aaron Laxton
Educational Degree (s): include college or university, major, and dates	B.S. Sociology, Ashford University, 2011 MSW- Clinical, Saint Louis University, 2018
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	N/A
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	Moral Reconciliation Therapy Facilitator Training, February 2013
Number of years experience in area of service proposed to provide:	5 years experience working directly working with ex-offenders
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships	Employed by Criminal Justice Ministry since October 2012
Describe this person's responsibilities over the past 12 months.	Director of Client Services screens and selects participants and supervised the case manager. Program Policy and Implementation, direct supervision of approximately 56 residents and 4 case managers.
Previous employer(s), positions, and dates	Missouri Board of Probation and Parole, Probation and Parole Officer II, May 2003-October 2007
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	Saint Louis University, School of Social Work (Current) Voices for Children, CASA 2010-2012
✓ Reentry	Case Manager, 2 years Release to Rent Veterans program for Veterans. Coordinated Release to Rent, a prison reentry program focusing on housing. Director of Client Services, 1.3 years.
✓ Counseling	Moral Reconciliation therapy, 4 Years Group Facilitation, 5 years Saint Louis University School of Social Work, 1 year
✓ Criminal Justice	5 Years of working with the Missouri Department of Corrections and the Federal Bureau of Prisons and field offices for US District Court and municipal drug courts.
✓ Correctional Residential Facilities	5 Years of working with Missouri Department of Corrections providing recruitment activities inside facilities.



Authorized Signature of Applicant

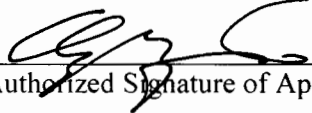
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Date

EXHIBIT B**SUBMISSION IS MANDATORY****EXPERTISE OF PERSONNEL**

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

Title of Position: Case Manager	
Name of Person:	Eric Schultz
Educational Degree (s): include college or university, major, and dates	Student at St. Louis Community College
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	N/A
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	Moral Reconciliation Therapy Facilitator – May 2015 Protecting God's Children Mental Health Connection
Number of years experience in area of service proposed to provide. Experience in working with offenders?	4 years of experience working with offenders reentering community. Facilitating support groups, guiding offenders in healthy living, providing housing, assisting with healthcare resources, teaching financial responsibility, teaching interview skills, holding men accountable for parole stipulations and providing emotional support.
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Employed by Criminal Justice Ministry since 2013. Eric is a former client who successfully completed the program. A volunteer while he was a client, he has become a Program Coordinator.
Describe this person's responsibilities over the past 12 months.	Case Manager for Release to Rent and now Program Coordinator for the same program. Ensures the client needs are being met within the guidelines of the grant, facilitate support group, communicate with clients, attends program meetings.
Previous employer(s), positions, and dates.	Since May 2013 working for Criminal Justice Ministry. First, by getting the apartments ready for the clients, establishing utilities, and purchasing items within the grant guidelines. He then moved into a case manager position with CJM for Release to Rent. In July, 2014 he transferred to Project ReConnect, then back to Release to Rent in 2016.
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	N/A
✓ Reentry	March 2013-Present Criminal Justice Ministry, Release to Rent Moving furniture, getting apartments ready for the client to move, provide guidance to previously incarcerated me in the process of re-entering into society; Assisting clients in creating and working toward long and short-term goals; Conduct routine home visits; maintaining a line of communication with all program clients.
✓ Counseling	Active in 12 step recovery, serves as a sponsor for others.

Title of Position: Case Manager	
✓ Criminal Justice	His work with Criminal Justice Ministry has had him working with probation and parole (both state and federal) and communicating with prison staff.
✓ Correctional Residential Facilities	Previously took 12-step recovery meetings into St. Louis County Jail.




Authorized Signature of Applicant

6/22/17
Date

EXHIBIT B
SUBMISSION IS MANDATORY
EXPERTISE OF PERSONNEL

Title of Position: <u>R2R Program Coordinator / Office Manager</u>	
Name of Person:	Christine Syberg
Educational Degree (s): include college or university, major, and dates	Associate of Arts-Jefferson College-May, 2010. Started Bachelor of Science at Missouri Baptist University-2010-2012 Finishing Bachelor of Science at UMSL 2016-present
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	NA
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	NA
Number of years experience in area of service proposed to provide. Experience in working with offenders?	4 years
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Employee for 4 years
Describe this person's responsibilities over the past 12 months.	Working with CJM director on daily activities, Assisting Program coordinators with payment and budget reports, Assuring that required documentation is maintained for funder reports and audits,, Serving as contact person with the payroll company and health care provider. Work with coordinators and case managers with client issues.
Previous employer(s), positions, and dates.	Agent In Charge, Client Services Solutions, October, 2013-July2014 Customer Service Representative, Client Services Solutions, October, 2010-October 2013
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	NA
✓ Reentry	Working with Case Managers on client issues
✓ Counseling	NA
✓ Criminal Justice	NA
✓ Correctional Residential Facilities	NA

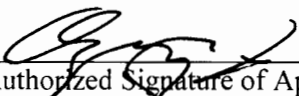

 Authorized Signature of Applicant

6/22/17
 Date

EXHIBIT C**SUBMISSION IS MANDATORY****LEGAL/CANCELLATION ACTIONS AGAINST APPLICANT**

The applicant shall copy and complete this form for each legal action or cancellation of contract brought against the organization in the past 5 years. In addition, the applicant is advised that if such information is obtained by Department that is not included in the application, the application may not be considered.

Organization Name:	Criminal Justice Ministry
Legal/Cancellation Actions Information From:	
Name of Company:	Criminal Justice Ministry
Address of Company:	P.O. Box 15160
	St. Louis, MO 63110
Contact Person Name:	Anthony D'Agostino
Contact Person Phone Number:	314-881-6023
Contact Person e-mail address:	anthonyd@cjmstlouis.org
Date(s) of Legal Action or Cancellation:	The Criminal Justice Ministry, although operating under the sponsorship of the Society of St. Vincent DePaul since 1979, was certified as a Missouri Nonprofit Corporation on April 29, 2013 and was recognized as a 501c3 June 23, 2014. No legal actions or cancellations have occurred since CJM's incorporation.
Reason for Cancellation of Contract:	No cancellation
Description of Legal Action:	None
Resolution of Legal Action:	N.A.



 Authorized Signature of Applicant

6/22/17
 Date

Exhibit D
Performance Measures

Total Number of Clients Agency Proposes to Serve: 20 new clients, mainly high-risk/high-need

Category	Service	Proposed Clients	Outcome	Indicator (How do you know you are achieving the outcome?)
Academic	Connections and referrals to advance client's education	20	Enhanced education	As indicated in the RNR tracking records and case notes in the Reentry Software.
Basic Needs Services	Cloths, food, etc.	20	Attainment of basic needs and emergency services	100% of clients who express a basic need will have that need addressed
Employment	Connections and referrals to obtain employment	20	Improved employment	As indicated in the RNR tracking records and case notes in the Reentry Software.
Family	Connect to family	20	Increased family support	As indicated in the RNR tracking records and case notes in the Reentry Software.
Housing	Obtain an apartment	20	Attainment of housing	100% of new clients will have deposit paid
Mental Health	Connections and referrals to improve client's mental health	20	Improved mental health indicators	As indicated in the RNR tracking records and case notes in the Reentry Software.
Substance Abuse	Connections and referrals to decrease client's additions	20	Reduced substance abuse	As indicated in the RNR tracking records and case notes in the Reentry Software.
Transportation	Bus passes	20	Attainment of transportation	100% of clients will receive transportation services

EXHIBIT E**SUBMISSION IS MANDATORY****TIMELINE**

The applicant shall complete this form to include each detailed step that will need to be taken to implement the project and to provide services during the entire contract period.

Task or Event	Start Date	Date to be Completed	Assigned Personnel
Inform District P&P offices and SLCRC of funding	Upon receipt of award	8/1/2017	Program Coordinator
Create Spreadsheets to track spending and clients served	8/1/2017	8/31/17	Program Director, Program Coordinator
Interview and select 13 participants (2 have already been selected but have not started) for the program	8/1/2017	Ongoing	Program Coordinator
Provide assistance with housing	8/1/2017	Ongoing	Program Coordinator Case Manager Staff Member
Work with client to establish goals	8/1/2017	Ongoing	Case Manager Program Coordinator
Refer client to appropriate agencies for services to support housing, e.g., employment, mental health, substance abuse and medical needs	8/1/2017	Ongoing	Case Manager Program Coordinator
Maintain contact with clients on a regular bases	8/1/2017	Ongoing	All R2R Staff
Keep accurate records of services provided and funds spent	8/1/2017	Ongoing	Program Director
Submit quarterly/final report	8/1/2017	Nov. 15, 2017 Feb. 15, 2017 May 15, 2018 August 15, 2018	Director of Client Services with Program Coordinator

EXHIBIT F

SUBMISSION IS MANDATORY

BUDGET DETAIL WORKSHEET

All Expenses Must Be Reasonable and Necessary

COMPLETED FORM MUST BE RETURNED WITH APPLICATION		
A. Personnel (a breakdown in the number of hours each person is dedicated to the project is to be provided)		
Name/Position	Calculation of Cost	Cost
	Subtotal	
B. Fringe Benefits (must be capped at 12%)		
Name/Position	Calculation of Cost	Cost
	Subtotal	
C. Staff Travel (mileage at \$0.37 /mile -- Conus rate for any other expenses)		
Purpose of Staff Travel (all staff travel must be for the <u>direct</u> benefit of the offender -- include location and type)	Calculation of Cost	Cost
	Subtotal	
D. Direct Services (i.e. housing rental/lease, GED Testing)		
****ALL DIRECT SERVICES MUST BE PROVIDED TO THE OFFENDERS****		
	Calculation of Cost	Cost
Rent 20 new clients @ average of \$2,500 each. Subsidy will be needed through other funding sources.	Monthly Rent est. \$450 w/ gradual decrease starting Month 3	\$50,000
	Subtotal	\$50,000
E. Equipment/Supplies (Direct Services Only)		
	Calculation of Cost	Cost

	Subtotal	
Summary		
A. Personnel		
B. Fringe Benefits		
C. Staff Travel		
D. Direct Services		\$50,000
E. Equipment/Supplies (Direct Services Only)		
TOTAL PROJECT COSTS		\$50,000.00

By signing below, the applicant hereby declares understanding, agreement and certification of compliance to provide the services or project in accordance with all the requirements and specifications contained herein and in the Terms and Conditions. The applicant further agrees that the language of this RFA shall govern in the event of a conflict of terms with his/her application.

Applicant Company Name Criminal Justice Ministry

Authorized Signature of Applicant _____ Date _____

Printed Name Anthony D'Agostino

EXHIBIT G**SUBMISSION IS MANDATORY****BUDGET NARRATIVE**

**Applicant must provide justification and detailed description of all budget items listed in Exhibit E.
NOTE: All expenses must be reasonable and necessary.**

D. Direct Services to the Offenders

The actual number and type of program services will depend upon the needs of the clients and referrals by Parole Officers. With the Release to Rent staff, Parole officers will assess the needs of persons under their supervision. Ex-offenders will either begin Release to Rent or will need additional assistance, based on their current status in Release to Rent. Their basic needs are for rent, deposit and other startup items. This application requests rental payments. Partners application requests deposit and other startup items.

Rent

This application requests an average of \$2,500 for housing rental for 20 new DOC clients to be served during the contract period. Additional clients will be served through other funders. This rent is based upon \$450/mo rent. If units are not available at this rate, other funding sources will need to supplement this award.

This is the plan for expending housing costs: Upon their release, the Release to Rent clients are placed into a furnished and ready apartment with individualized services and intensive supervision. A security deposit is paid (included in partner application). Rent is paid in full for the first three months and then “steps down” each month thereafter by 10% per month with the client beginning to pay 10% more each month from Month 4 through Month 12. At yearend the client can request his own lease and take over paying rent in full. Five of the new clients will be sex offenders who not only have more difficulty in finding a rental unit, but also generally need to pay higher rent because their guidelines limit their choices of apartments. Although this budget is based on estimates of only \$450 rent, it is likely that other sources of funding will need to supplement the rental payment for the 20 clients included in this application.

• Startup

The following services—based on prior experience—will be provided, as needed through the partner grants:

- Case Management
- Deposit
- Cell phone
- Food
- Monthly bus pass
- Utility assistance
- Inner clothing (underwear and socks)
- Outer clothing (with priority to work clothing)
- Medicines (including Hep A shots required to work with food)
- Hygiene items
- Other

EXHIBIT J

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

BUSINESS ENTITY CERTIFICATION:

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

- BOX A:** To be completed by a non-business entity as defined below.
- BOX 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 http://www.dhs.gov/files/programs/gc_1185221678150.shtm.
- BOX C ✓:** 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 _____ (RFA 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 J, 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 applicant must perform/provide each of the following. The applicant 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/ge_1185221678150.shtm; Phone: 888-464-4218; Email: 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 applicant's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the applicant's name and the MOU signature page completed and signed, at minimum, by the applicant and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the applicant'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 J, continued

AFFIDAVIT OF WORK AUTHORIZATION:

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

Comes now _____ (Name of Business Entity Authorized Representative) as _____ (Position/Title) first being duly sworn on my oath, affirm _____ (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 _____ (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.)

_____	_____
<i>Authorized Representative's Signature</i>	Printed Name
_____	_____
Title	Date
_____	_____
E-Mail Address	E-Verify Company ID Number

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)
commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)
_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

_____	_____
<i>Signature of Notary</i>	<i>Date</i>

EXHIBIT J, 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 Criminal Justice Ministry (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 applicant’s name and the MOU signature page completed and signed by the applicant 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: www.dhs.gov/E-Verify

(*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: 7/10/13

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

Anthony D’Agostino
Authorized Business Entity Representative’s
Name (Please Print)


Authorized Business Entity
Representative’s Signature

Criminal Justice Ministry
Business Entity Name

6/22/17
Date

anthonyd@cjmstlouis.org
E-Mail Address

690888
E-Verify MOU Company ID Number

FOR DEPARTMENT USE ONLY

Documentation Verification Completed By:

Procurement Officer

Date