



STATE OF MISSOURI
MISSOURI DEPARTMENT OF CORRECTIONS
CONTRACT AMENDMENT

RETURN AMENDMENT NO LATER THAN AUGUST 1, 2018 TO:

Steven W. Beeson

steven.beeson@doc.mo.gov

(573) 526-6590

(573) 522-1562 (Fax)

FMU/PURCHASING SECTION

P.O. BOX 236

JEFFERSON CITY, MISSOURI 65102

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
July 25, 2018	Fathers' Support Center St. Louis 4411 N. Newstead Ave. St. Louis, MO 63115	Amendment 001 SDA48000903	Community Reentry Funding Eastern Region

CONTRACT SDA48000903 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: Fathers' Support Center St. Louis

Mailing Address: 4411 North Newstead Ave

City, State, Zip: St. Louis, MO 63115

Telephone: (314) 333-4170 x 105 Fax: (314) 333-4322

MissouriBUYS SYSTEM ID: 107019

Email: _____

Authorized Signer's Printed Name and Title: Halbert Sullivan

Authorized Signature: Halbert Sullivan Date: 7/26/2018

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: **Employment Readiness Employment Placement**
Company Name: **Fathers' Support Center St. Louis**
Mailing Address: **4411 N. Newstead Ave.**
City, State, Zip: **St. Louis, MO 63115**
Telephone: **(314) 333-4170** Fax: **(314) 333-4322**
Federal EIN #: **43-1804267** State Vendor #: **107019**
Email: **hsullivan@fatherssupport.org**

Authorized Signer's Printed Name and Title: **Halbert Sullivan, President/CEO**

Authorized Signature: *Halbert Sullivan* Application Date: *6/21/2017*

NOTICE OF AWARD:

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

In its entirety.

Contract No. **SDA48000903**

E-012

11/14/2017

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

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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Authorized Signature: *Halbert Sullivan* Application Date: *6/21/2017*

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**

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND SUBMITTED TO BE CONSIDERED FOR AWARD.

Please select geographic area in accordance with the map attached: See Attachment 1

Amount of DOC Funds Requested:

☐ **Western Region** City/County _____
☒ **Eastern Region** City/County St. Louis/St. Louis

\$ 50,000

Program Title: Employment Readiness Employment Placement

Does this program complement another application? Yes ___ No ___ **Name:** _____

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

Applicant Agency and Address:

Fathers' Support Center St. Louis
 4411 N. Newstead Ave. St. Louis, MO 63114

Project Director Name, Phone, Fax & Email:

Charles Barnes Jr.
 (314) 602-9401: cbarnes@fatherssupport.org

Harbert Sullivan President/CEO 6/24/17
 Signature/Title Date

Anticipated Outputs: (number of offenders supervised by DOC to be served by the proposed project):
 30

Estimated Cost per Offender:
 \$ 1,667

of Paid Staff: 6-staff who are not thru this application

of Volunteers:

Summary of Proposed Project: In a concise manner, provide a summary paragraph of your project.

FSC will provide assessment; case management; housing assistance, mental health/substance abuse services, job readiness/placement services and group mentoring; family reunification services and parenting education; child support enforcement interventions, legal services leading to paternity establishment and visitation; healthy marriage & relationship education; cognitive programming; trauma informed care services; and performance measurement & evaluation, including data collection & monthly/quarterly reporting. FSC employs 3 licensed clinical social workers/family therapists on its staff of 64; and 4 certified trained substance abuse staff. Referrals will be made to Behavioral Health Response (BHR) for those participants with moderate and more severe mental health needs; and to Preferred Family Healthcare for in patient substance abuse needs. FSC will provide services to participants inside of the MO DOC SLCRC and to those participants under the supervision of the MO DOC Probation/Parole.

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).

Through our current DOL/T2W, OFA/NPFF and Lutheran Foundation grant we will provide \$129,702 in-kind (leveraged resources-staff salary/fringe; mileage; supplies, contractual, communications; & participant supports)

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.

Attach a page identifying in-kind contributions.

See attached **IN-KIND CONTRIBUTIONS (Leveraged Resources)** page

Line Item	Detail Description	Total
\$102,231 in salary/benefits will be allocated to this Community Reentry Project (CRP). Allocations will come from our current Dept. of Labor Training to Work 4 (DOL T2W4); our OFA New Pathways for Fathers and Families (NPFF); and our Lutheran Foundation (LF) Grant. In addition, \$36,945 for travel, supplies, participant supports and other will be Allocated to DOL T2W4 grant. Representing a total of \$138,977 in leveraged resources.		
Project Director (.25 FTE) - Charles Barnes	The Project Director (PD) will be responsible for coordinating the day-to-day program operations of this project and reporting quarterly program results. This position is also responsible for employment placement. The annual salary for this position is \$60,000. Effort on this CRP will be 0.25 FTE will be allocated in year one. 100% of this salary is billed to our DOL T2W4 grant.	\$15,000
Family Therapist (FT) - (.25) FTE Geoffrey Schafer	Responsible for conducting and completing assessments, family mediation and couples mentoring for family mediation and reunification. Diagnose and treat mental and emotional disorders, whether cognitive, affective, or behavioral. Apply psychotherapeutic and family systems theories and techniques in the delivery of services to individuals, couples, and families. The annual salary for this position is \$57,150. Effort on this CRP will be 0.25 FTE allocated in year one; 100% of this salary will be billed to the Lutheran Foundation.	\$14,287
Facilitator/Career Advisor (F/CA) - (.50 FTE) - William Newsome	The Facilitator/Career Advisor (F/CA) provides employment readiness and curriculum facilitation for 30 offenders; will be the primary Case manager for 30 offenders; and has expertise in interviewing skills, job coaching as well as demonstrated ability to work with employers. The F/CA will assist the PD with employment placement and job retention. The starting salary for this position is \$37,000. Effort on the CRP will be at 0.50 FTE allocated in year one; and .50% will be charged to our OFA/NPFF and 50% charged to DOL T2W4.	\$18,500
Social Worker/Case Manager (SW/CM) - (.50) - Doreen Collenburg	The Social Worker/Case Manager (SW/CM) will provide unified case management for 30 offenders. The SW/CM will administer a variety of assessment and maintain case notes. The SW/CM will conduct Client Assessments; client referrals and follow up and external relationships; and entered client data into Apricot (our performance management database). The annual salary for this position is \$40,000 per year. Effort on this CRP will be .50 FTE allocated in year one. 100% of this salary is charged to our DOL T2W 4 grant.	\$20,000
Senior Legal Advisor (.25 FTE) - Lisl King-Williams	Provides driver's license recovery, creates/modifies child support orders, assist with custody and legal visitation rights. The annual salary for this position is \$60,000, 0.25 FTE effort will be allocated to the CRP in year one. 50% of this salary is charged to our OFA New Pathways to Fathers and Families and 50% is charged to our DOL Training to Work 4 grant.	\$15,000
Total Salaries		\$82,912
FRINGE BENEFITS		

Halbert Sullivan
Authorized Signer

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Project Director	26% to include health, FICA, UC and pension.	\$3,900
Family Therapist	26% to include health FICA, UC and pension.	\$3,715
Facilitator/Career Advisor	26% to include health, FICA, UC and pension.	\$2,405
Social Worker/Case Manager	26% to include health, FICA, UC and pension.	\$5,200
Sr. Legal Advisor	26% to include health, FICA, UC and pension.	\$3,900
Total Fringe Benefits		\$19,120
Mileage	100 miles per wk. x 50 wks. per year x \$.51 per mile x 1.0 FTE's total \$2,550 per yr. Allocated to DOL T2W4 grant	\$2,550
Total Travel		\$2,550
Supplies	Supplies @1.75 FTE staff at \$300 per FTE per yr.= \$525. Postage, \$100 per yr.= \$625 Allocated to DOL T2W4	\$625
Total Supplies		\$625
Remediation Specialist	FSC will contract with a Educator to teach GED onsite at FSC. \$26/hr.; 10hrs/wk.; 48 wks./yr. = \$12,480 per year, Allocated to DOL T2W4 grant	\$12,480
Occupational Skill Training Vouchers	For participants who do not qualify for financial aid, WIA, or other financial aid sources, funds will be reserved to allow participants access to training programs. An estimated 15 individuals at an average cost of \$1,000 per trainee has been budgeted. Allocated to DOL T2W4 grant	\$15,000
Total Education and Training		\$27,480
OTHER	<i>Basis for cost allocation is FTE (1.75) and accordingly, costs are allocated at the proportionate share.</i>	
Communications	Cell phones @ \$40 x 1.75 FTE = \$70 per month x 12 months=\$840 per year. Allocated to DOL T2W4	\$840
Participant Incentives	Employment retention bonuses are paid to participants based on completion of at least 1 education training and achievement of 90 days of continuous employment with the same employer or a new employer so long as there was not a break in employment of more than 2 weeks. The bonus will be \$250 for the 90-day milestone. Additional criteria/ policies and procedures will be established to ensure participants have successfully completed program components and remained in good standing with employers. Total = \$250 x 21 = \$5250. Allocated to DOL T2W4 grant	\$5,250
Printing	External copies of materials that cannot be copied by FSC copier. \$200 per year. Allocated to DOL T2W4	\$200
Total Other		
TOTAL DIRECT CHARGES		
TOTAL IN-KIND CONTRIBUTIONS		\$138,977

Salvatore Sullivan
Authorized Signer

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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? X Yes No
 - Are sex offenders to receive rent/housing subsidy? X 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%)

 7.96 % Local government

 8.79 % State government

 67.19 % Federal government

 1.44 % Direct donations from individuals

 7.12 % Corporate or foundation grants

 .38 % Fee and charges for services, products, and sales

 .04 % Endowment and interest income

 4.74 % Fundraisers or special events

 % Membership fees

 2.34 % Other sources (specify: United Way)

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 – Documentation of Intent to Participate for MBE/WBE (optional form)
 - 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.

APPLICATION NARRATIVE

3.1.1 Application Narrative: The Fathers' Support Center St. Louis (FSC) a community-based organization (CBO) will use its Career Pathways Collaborative (CPC) partners to implement the State of Missouri's Department of Corrections Community Reentry Project (DOC/CRP) in the Eastern Region to address employment and housing barriers faced by adult offenders housed in the St. Louis Community Release Center (SLCRC). Offenders will be age 18 and older, who are incarcerated and/or who have been released from prison or jail and is currently under supervision with the State of Missouri Probation and Parole. FSC's DOC/CRP project proposes to serve communities within St. Louis City and St. Louis County areas. According to the State of Missouri DOC these communities represent the *Eastern Region* and in 2017 they will have 11,896 offenders on probation and/or parole.

FSC is a one-stop social service agency and will provide assessment; case management; service supportive housing assistance, mental health and substance abuse services and trauma informed care services; job readiness and job placement services and group mentoring; referral for support services; family reunification services and parenting education; child support enforcement interventions, legal services leading to paternity establishment and visitation; healthy marriage & relationship education; cognitive programming; trauma informed care services; and performance measurement & evaluation, including data collection & monthly/quarterly reporting. FSC employs 3 licensed clinical social workers/family therapists and 4 certified trained substance abuse practitioners on its staff of 64; of which four (4) are ex-offenders. FSC will provide services to participants inside of the MO DOC St. Louis Community Release Center and to those participants under the supervision of the MO DOC Probation/Parole.

1) Identify Whether This Is A New Program: The current application represents a \$50,000 funding request to support a new program award for FSC. FSC, through a sub-contract with the

City of St. Louis Department of Human Service, had operated a similar project that had great success, which ended in January 2017 due to state budget cuts.

The mission of FSC is to foster healthy relationships by strengthening families and communities. Founded in 1997, FSC has 19 years of experience helping participants successfully reintegrate into the St. Louis region. Currently, FSC serves over 800 individuals (70% reentry adult population and court involved youth) annually. FSC's flagship program is the Family Formation Program (FFP). This is a unique, 6-week program that has achieved high completion rates and key outcomes among its primary target group, low to moderate income African-American fathers, most of whom have been involved in the criminal justice system. FSC currently operates a Department of Labor T2W2 and T2W3 grant; and a SAMHSA Offender Reentry Project grant and a HHS/OFA New Pathways for Fathers and Families Grant (a summary of our funding is found on page 7). FSC offers a one-stop reentry services shop to meet individual criminogenic needs that span far beyond employment. FSC has maintained contracts with the MO DOC since 2002 and has partnered via referrals with the U.S. Probation Office since 2000.

FSC will provide Employment Placement Services, **Services Supported Housing**, Mental Health Services, Substance Abuse Services, and Case Management Services.

2) Describe How Services Will Be Provided: FSC will conduct a monthly orientation for the State of Missouri Department of Corrections Community Reentry Project (CRP) SLCRC for participants within 6 months of release to the community. FSC currently provides service inside of the SLCRC and it is anticipated that our thirty (30) offenders will be recruited inside of the SLCRC. When recruiting for those on Probation/Parole FSC will enroll those clients at one of our three (3) locations in the community. Case management services, with a focus on employment, is the foundation of our intervention and will begin in the first month of enrollment

and continue for twelve (12) months. Housing placements will be conducted when employment is secured.

FSC case management is a goal- oriented, interactive process between a participant, the Case Managers (CM), and SLCRC staff to handle cases from program enrollment through the follow-up period. Case management will begin with the development of an Individual Career Plan (ICP) for each offender which include assessment, planning, coordination, monitoring, resource development and evaluation. CMs will implement these elements, assuring that offenders are active participants. FSC will employ two (2) Case Managers (CMs) to work with our 30 offenders. Case management services will be provided from time of enrollment throughout the offenders' participation in the program, including the follow-up period. All eligible offenders (participant) will receive an intake interview with a FSC CM. Once enrolled, CMs will work with the SLCRC to link the participant to core and support services through a Reentry Support Team process.

Recovery Support Team (RST): The CM will establish an integrated approach by inviting the active participation of a core group of stakeholders, for the support of the offender, to form a RST for each participant, including the SLCRC's social worker and/or work release coordinator, the probation/parole officer, and each participant is encouraged to include natural supports from his/her pro-social network, including family members, friends, clergy, etc. Link to Support Services through ICP: The CM and the RST will coordinate with SLCRC staff to include in each ICP a plan to access needed support services, as identified by assessment. CMs and SLCRCs, within the context of the RST, will use the ICP to monitor participants' connections to services and to ensure effective and coordinated service delivery among all system representatives and service providers. The ICP will be developed within the first 30 days of enrollment through these steps: **Step 1: Review assessments and conduct additional assessments to confirm eligibility and enroll**: FSC's service delivery draws

on the core elements described above as well as the evidence-based criminal justice practices and promising strategies for connecting hard-to-employ people to careers. The model is based on the Council of State Governments Justice Center's Integrated Reentry and Employment Strategies (IRES¹). The model is a coordinated approach that integrates best practices in assessment and service delivery from the fields of corrections reentry and workforce development. FSC CMs assess participants along two dimensions: 1) criminogenic risk (factors correlated with criminal conduct, such as anti-social cognition and anti-social companions) and 2) job readiness. These two dimensions intersect each other to form six categories (Table 1). Services are matched to participants according to the category into which they are assessed to belong. In general, those with high criminogenic risk/low job readiness need more intensive and structured services that complement close community supervision. Those with lower criminogenic risk/higher job readiness will likely benefit from minimal supervision and may need much less intensive support services. Following the IRES Model (Table 1 below), CMs will coordinate the assessment of both criminogenic need and job readiness.

Table 1: Assessment Based on Criminogenic Risk/Job Readiness

I	Low Criminogenic Risk; High Job Readiness	IV	Moderate Crim. Risk; Low Job Readiness
II	Low Criminogenic Risk; Low Job Readiness	V	High Criminogenic Risk; High Job Readiness
III	Moderate Crim. Risk; High Job Readiness	VI	High Criminogenic Risk; Low Job Readiness

Adapted from CSGJC (2013). Integrated reentry & employment Strategies: Reducing Recidivism & Promoting Job Readiness

Assessment of criminogenic need: For each participant in the SLCRC Community Reentry Project (CRP), the CM will work with the Missouri Department of Correction's (DOC) Field Risk Reduction Instrument (FRRI) and Risk Needs Responsivity (RNR) assessment. FSC will provide

¹ ²http://csgjusticecenter.org/wp-content/uploads/2013/09/Final.Reentry-and-Employment.pp_.pdf

Cognitive- Behavioral Intervention (e.g., Moral Reconciliation Therapy²) to moderate-high risk participants to increase their chances of success in training and employment. Assessment of job readiness: The CM will administer Workkeys assessment to determine academic functioning and skills interest; and is a needs and barriers assessment along with an interview questionnaire that looks at work history and past success on the job. Combined with the results from the RNR assessment and identify career options; and individuals are classified as low, moderate or high job readiness. **Step 2: Identify career options**: Based on assessment and interest, the CM, and participant will discuss realistic short and long-term employment goals, steps and benchmarks in securing employment. **Step 3: Identify career goals**: The CM will analyze career options with the participant to determine a long-term career goal. An industry-specific Career Pathway (CP) and competency models will be used to identify entry and advanced level work experiences, competencies. **Step 4: Address resolvable barriers**: The CM, participant, SLCRC, and RST will identify and classify participant barriers to workforce participation or risks to continued participation such as child/elder care, family reunification, etc. Applicants with barriers such as need for in-patient AODA services will not be enrolled until treatment has been sought and began. Housing needs will be identified and resolved while employment search is being conducted. Employment placement will take place prior to housing placements. **Step 5: Individual Career Plan (ICP)**: CMs will develop an individualized ICP for each participant including, educational programs, training programs and

² Moral Reconciliation Therapy – Moral Reconciliation Therapy® is the premiere cognitive-behavioral program for substance abuse treatment and for criminal justice offenders. Developed in 1985 by Gregory Little, Ed.D., and Kenneth Robinson, Ed.D., more than 120 published reports have documented that MRT-treated offenders show significantly lower recidivism for periods as long as 20 years after treatment. MRT programs are used in 50 states, District of Columbia, Puerto Rico, and 7 countries. Retrieved from stopyouraddiction.com/therapy/moral-Reconciliation

support services. The participant is encouraged to play an increasingly active role in managing his own progress. The ICP will be reviewed regularly in RST meetings with the participant and throughout job placement and the follow-up period. ***Bridge between active participation/follow-up:*** The CM and participant will develop a clear plan to complete program milestones within 3-6 months of enrollment. Steps will be discussed about his/her needs for support during follow-up. CMs will continue tracking outcomes during follow up, including completion of program components, literacy gains, attainment of certificates/degrees, placement in employment, job retention, wage earnings, recidivism etc. Upon enrollment, the participant will complete a DOC/CRP contact information form so the CM has multiple ways to reach the participant. Case management services shall also include referrals for substance abuse and/or mental health treatment, reinstatement or application of state and/or federal benefits (social security or SSI disability benefits). ***Legal Services:*** FSC CMs will also assist participants to advocate for themselves by coordinating with the FSC Social Work and Legal staff to counsel participants about their civil rights, issues related to criminal records and in applying for Federal benefits such as Pell Grants, Food Stamps, Medicaid, childcare and, if relevant, the right to free and appropriate education and reasonable work accommodations for disabled participants. Every client will have a legal intake to discuss their specific legal needs. This may include resolving municipal/local ordinance cases, obtaining reinstatement of driving privileges, recalling municipal court warrants, reviewing and revising child support requirements, assisting clients with establishing paternity and non-paternity and assisting clients in obtaining custody/ visitation with minor children. These services will lead to a more stable home life and therefore reduce stress thus creating a lessened incidence of recidivism. ***Educational services:*** The CMs will make offenders aware of educational opportunities offered by FSC; and that there are education requirements to enter training/ certification programs. For

individuals who lack a diploma or passing grade on Missouri's new high school equivalency test—the HiSET, the CM will work closely with SLCRC staff to enroll participants into HiSET/adult basic education programs pre-release. The program is provided by FSC as well as the St. Louis Agency for Training and Employment (SLATE) and lasts on average 20 weeks or until the HiSET is obtained. Once satisfactory scores are achieved, the CM and HiSET Instructor will assist the client in arranging to take the HiSET test. *Remedial education:* The CM will work to enroll participants with reading or math deficits in remedial education through FSC or SLATE.

3) Describe The Amount (e.g. hours, days) Of Contact: Each offender (participant) will receive a minimum of 30 hours per week of contact with a FSC case manager/facilitator 5 days a week over a minimum of a 4-week period prior to being placed in a vocational skills training component and/or employment (*120 total hrs.*). Topics covered in this activity include parenting skills, family reunification and employment readiness. Additionally, participants will receive an additional minimum of one (1) hour weekly contact with the Family Therapist (*4 hrs. minimum* - this could increase depending on assessed need), *2 hours* of consultation with our Legal staff (hours are based on need). Tutoring will be provided by FSC for up to *1 hour 3 times* per week.

Participants will be assessed for skills attainment, currently FSC has access to specialized skills training from Ranken Tech (building maintenance and automotive), St. Louis Community College (building maintenance, manufacturing and hospitality, the Metropolitan Training Alliance (building maintenance, manufacturing, forklift), the Southern MO Truck Driving School (transportation and logistics) and the St. Louis-Kansas City Carpenters Regional Council (construction trades). Each specialized training hours vary; however, the minimum is 32 – 36 hrs over an 8-week period. *Frequency of interactions:* FSC CMs will contact participants based on need (often daily) but at least once a week leading up to job placement and for the first 30 days after a job

is secured. Once the client is employed, the CMs will contact participants monthly for up to 12 months.

4) Describe the Target Audience: FSC will recruit and provide services to 30 offenders age 18 and older, who are incarcerated in the St. Louis Community Release Center who are within 6 months or less from release; and/or who have been released from prison or jail and is currently under supervision with the State of Missouri Probation and Parole. Eligibility will be determined using participant information and by the staff at the SLCRC. When recruiting for those on Probation/Parole eligibility will be determined by the offenders Probation/Parole officer.

Sustainability: *FSC has sustained reentry programs over the 19 years of its existence.* The major contributing factor to sustainability efforts to date and those foreseen for the DOC/CRP project is that FSC reentry programs are securely integrated in the overall community workforce development approach (including 18 years working with the WIOA, SLATE), resources of FSC and correctional network (MO DOC, 15 yr. partnership; Bureau of Prisons {BOP}, 17 yrs.). FSC currently operates five large-scale federal grants worth \$9.2 million and leads 5 community collaborations that comprise more than 41 membership organizations. Each project has an effective plan by FSC to provide leadership and structure while ensuring shared vision, purpose and effective implementation by member organizations. This level of experience demonstrates FSC's capacity to replicate effective systems for this project. FSC currently staff a Fund Development Team consisting of a Senior Development Officer, a Development Associate and a Marketing & Public Relationship Specialist.

Fiscal Controls and Accounting Procedures: FSC utilizes a fully automated and integrated accounting system which is a standard accrual system. This system meets generally accepted accounting principles (GAAP) requirements. FSC maintains one checking account to record deposits, process payroll and pay invoices. The accounting system is designed to track different

project funding sources by account number and job. Expenses are charged to each project and costs allocated depending on which project is affected by the expense. This technique provides an efficient tool for the organization to track receipt of funds and expenses incurred. All transactions are entered into the accounting software by the Accountant and reviewed by the Senior Fiscal Officer to make sure that funds are properly cost allocated and accounted for by project, both federal and non-federal. The cost allocation plan is based on full-time equivalent salaries (FTE's). The review of expenditures rests with both the CEO and the Senior Fiscal Officer. The CEO approves all expense transactions and the Senior Fiscal Officer will then review the proper accounts to be charged and the Accountant enters the data into the accounting system. Proper documentation is provided for each expense that is incurred. The CEO signs off on a standard authorization form which indicates the type of expense that is incurred plus the funding breakdown for such expense. For instance, payroll processing is supported by time sheets and other expenses, like supplies, are supported by actual receipts. Signature authority on checks used for payment belongs to both the CEO and the Board Chairperson. Check writing includes a requirement of one signature, the CEO's or, in his absence the Board Chairperson's or Board Treasurer's. Unbudgeted expenses over \$3,000 require two signatures, by the CEO and an Officer of the Board or two Board Officers. The monthly bank statements with the detail of all checks processed in any given month are sent to the CEO by the bank. The deposits and disbursements are stored within the accounting system. A monthly reconciliation is performed by the accountant. The monthly checking account reconciliation is then reviewed by the CEO and Senior Fiscal Officer. The independent auditors also review the monthly bank statements and corresponding reconciliations as part of their annual audit. Financial statements are prepared by the Senior Fiscal Officer for both internal and external use. The CEO and the Board of Directors

receive copies of the financial reports on a regular basis. FSC uses fund accounting to track all grant receipts and expenses. For security purposes, a backup disk of the accounting information is maintained in an off-site location by the Senior Fiscal Officer. Another copy of the backup disk is also provided to the independent auditors. In addition, an annual audit is prepared by an independent local accounting firm in accordance with federal audit guidelines. **Financial**

System/Accounting Records are Supported by Source Documentation: FSC documents all personnel costs using payroll records and time sheets that reflect the proper funding sources. In addition, all personnel undergo a background check prior to hire. Travel expenses are documented by actual receipts for airfare, hotel, ground transportation and meals. Supplies expenses are supported by actual receipts and cost is allocated within the accounting records. Facility expense (monthly rental) is supported by the actual lease document. Telephone charges are supported by the actual monthly statement and cost allocated as necessary. With regard to sub-contractor costs, a detailed monthly invoice is submitted. This invoice contains information such as hourly rate and details of tasks performed, and if expense reimbursement is requested by a sub-contractor, actual receipts are provided by the sub-contractor. FSC determines if such reimbursement is allowed and whether the documentation provided is sufficient. In all cases, a W-9 form is completed by each sub-contractor prior to receiving payment from FSC. Each sub-contractor is also required to sign a mutually binding contract with FSC. This contract outlines payment terms, scope of services, duration and other legal requirements. Following review of all documents by the CEO and his designated staff, this documentation is forwarded to the Senior Fiscal Officer for safekeeping.

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:	FATHERS' SUPPORT CENTER ST. LOUIS
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	MO Dept. of Corrections, Div. of Human Services FMU/Purchasing Section
Address of Reference Company:	2720 Plaza Drive, PO Box 236; Jefferson City, MO 65102
Reference Contact Person Name:	Ms. Diana Fredrick, Procurement Officer II, CPPB
Contact Person Phone #:	(573) 526 - 0591
Contact Person e-mail address:	Diana.Fredrick@doc.mo.gov
Dates of Prior Services:	07/1/2011 thru Current
Dollar Value of Prior Services:	\$11,250 (\$75 per hr. per 3 hour sessions x 1 year of 50 weeks)
Description of Prior Services Performed:	Services are performed annually. Current contract will end June 2018

Harbert Sullivan
Authorized Signature of Applicant

06/21/2017
Date

Pg 11.

FSC

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:	FATHERS' SUPPORT CENTER ST. LOUIS
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Department of Social Services/Family Support Division/Child Support Enforcement
Address of Reference Company:	615 Howerton Court; Jefferson City, MO 65109
Reference Contact Person Name:	Julie Kleffner
Contact Person Phone #:	(573) 751-7656
Contact Person e-mail address:	Julie.Kleffner@oa.mo.gov
Dates of Prior Services:	03/03/2017 to Current
Dollar Value of Prior Services:	\$135,000 annually/per year
Description of Prior Services Performed:	To provide Responsible Fatherhood services; including case management, counseling and employment activities.


Authorized Signature of Applicant

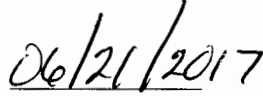

Date

EXHIBIT B
SUBMISSION IS MANDATORY
EXPERTISE OF PERSONNEL

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

Title of Position: <u>PROJECT DIRECTOR</u>	
Name of Person:	Charles L. Barnes Jr.
Educational Degree (s): include college or university, major, and dates	2010-2012 St. Louis Community College at Forest Park;
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	2014 Motivational Interviewing; 2017 - Level of Service/Case Management Inventory
Number of years' experience in area of service proposed to provide. Experience working with offenders?	18 years providing employment services; 13 years providing services to offenders
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	N/A
Describe this person's responsibilities over the past 12 months.	Responsible for coordinating the day-to-day program operations and the successful implementation of employment & reentry projects. Maintain external contacts with service providers to leverage resources for participants' needs. Supervises the interfacing with other agencies; all reporting on program results.
Previous employer(s), positions, and dates.	Employed with Fathers' Support Center over 18 years
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	
✓ Reentry	13 years providing reentry services; 17 years providing staff supervision
✓ Counseling	
✓ Criminal Justice	
✓ Correctional Residential Facilities	6 years providing services inside of correctional facilities

Albert Sullivan
 Authorized Signature of Applicant

06/21/2017
 Date

EXHIBIT B
SUBMISSION IS MANDATORY

EXPERTISE OF PERSONNEL

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

Title of Position: <u>SOCIAL WORKER/CASE MANAGER</u>	
Name of Person:	Doreen Collenburg
Educational Degree (s): include college or university, major, and dates	May2015 – B.S. in Social Work - Fontbonne University
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Mental Health First Aid (2015 & 2011) CPR (2012 & 2014) Autism Spectrum Disorder (2011) Domestic Abuse 2016
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	Trauma Informed Care-8/2015 Motivational Interviewing-8/2015
Number of years' experience in area of service proposed to provide. Experience in working with offenders?	2.5 years providing case management services to offenders
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	N/A
Describe this person's responsibilities over the past 12 months.	<u>Account Manager</u> <ul style="list-style-type: none"> • Client Assessments; client referrals and follow up • Developed interventions and implemented the SCCP • Maintain case notes and external relationships • Document & entered client data into Apricot
Previous employer(s), positions, and dates.	Employment Connection– ST. Louis, MO 8/15 – 3/16 ; Missouri Career Center 1/12 – 6/12
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	2.5 years providing case management services to offenders
✓ Reentry	2.5 years providing case management services to offenders
✓ Counseling	
✓ Criminal Justice	2.5 years providing case management services to offenders
✓ Correctional Residential Facilities	2.5 years providing services inside of correctional facilities

Halbert Sullivan
 Authorized Signature of Applicant

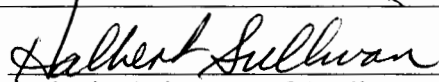
06/24/17
 Date

EXHIBIT B
SUBMISSION IS MANDATORY

EXPERTISE OF PERSONNEL

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

Title of Position: <u>FAMILY THERAPIST</u>	
Name of Person:	Geoffrey Schafer
Educational Degree (s): include college or university, major, and dates	MSW 1/03-12/06 Missouri University, BS 8/83-5/87
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Licensed Clinical Social Worker, License # 2012020097
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	LS/CMI (4/2017), IRES (5/2017)
Number of years' experience in area of service proposed to provide. Experience in working with offenders?	19 years as a therapist, 1 year with offenders
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	N/A
Describe this person's responsibilities over the past 12 months.	Diagnose and treat mental and emotional disorders, whether cognitive, affective, or behavioral. Apply psychotherapeutic and systems theories and techniques in the delivery of services to individuals, couples, and families for the purpose of treating such diagnosed mental disorders.
Previous employer(s), positions, and dates.	Dr. Peralman & Associates 7/15- 2/17; St. Alexius Hospital 9/12 – 10/16
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	19 years in social work from 1998-present
✓ Reentry	1 year working with Reentry program
✓ Counseling	19 years in counseling from 1998-present
✓ Criminal Justice	1 year working with Reentry program
✓ Correctional Residential Facilities	1 year working with Reentry program


 Authorized Signature of Applicant

06/21/2017
 Date

EXHIBIT B
SUBMISSION IS MANDATORY

EXPERTISE OF PERSONNEL

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

Title of Position: <u>FACILITATOR/CAREER ADVISOR</u>	
	William Newsome
Educational Degree (s): include college or university, major, and dates	n/a
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Medical Assistant Recovery Specialist (MARS) 8975-10/31/17 Missouri Associate Alcohol Drug Counselor (MAADC) II 9007 10/31/17
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	Integrated Reentry Employment Strategy (IRES) 5/17/17 Level of Service/Case Management Inventory (LS/CMI) 4/17-19/17
Number of years' experience in area of service proposed to provide. Experience in working with offenders?	4 Years working with offenders
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	N/A
Describe this person's responsibilities over the past 12 months.	Facilitate Family Formation and Walking the Line curriculums. Employment readiness, motivational interviewing, trauma informed care curriculum, employment, training and support services for offenders referred by the MO DOC.
Previous employer(s), positions, and dates.	Mission Gate, Program Director ,7/16-12/16 Gateway Foundation/Collections 5/13-4/16
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	
✓ Reentry	3 years' experience RR-MAT at Gateway Foundation 1 year experience Reentry Care Coordinator at FSC
✓ Counseling	1 year experience Outpatient & Residential Counseling
✓ Criminal Justice	
✓ Correctional Residential Facilities	

Walter Sullivan
 Authorized Signature of Applicant

06/21/2017
 Date

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EXHIBIT B
SUBMISSION IS MANDATORY

EXPERTISE OF PERSONNEL

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

Title of Position: <u>LEGAL ADVISOR</u>	
Name of Person:	Lisl King-Williams
Educational Degree (s): include college or university, major, and dates	1981-JD Northwestern Uni. School of Law, Chicago, IL 1976-BS Washington University, St. Louis, MO
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Bar Admission DC-1981, Illinois-1982, Missouri-1986
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	A member of subcommittee for the Criminal Non Support Courts Coordinating Commission. A member of the State of MO Supreme Court Child Support Commission..
Number of years' experience in area of service proposed to provide. Experience in working with offenders?	Over 30 years of legal experience including ten years as a Municipal Court Judge in the City of St. Louis. 8 years providing services to offenders
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	N/A
Describe this person's responsibilities over the past 12 months.	Provides driver's license recovery, mediation/referrals, creates/modifies child support orders, expunging of criminal records assistance, and assist with custody and legal visitation rights. (B.A., JD; 18 yrs of experience w/reentry)
Previous employer(s), positions, and dates.	Municipal Court Judge in the City of St. Louis; Judge; 1999-2009
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	
✓ Reentry	8 years providing services to offenders
✓ Counseling	
✓ Criminal Justice	30 years providing services to offenders
✓ Correctional Residential Facilities	

Walbert Sullivan
 Authorized Signature of Applicant

06/21/2017
 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:	FATHERS' SUPPORT CENTER ST. LOUIS
Legal/Cancellation Actions Information From:	
Name of Company:	City of St. Louis Department of Human Services
Address of Company:	1520 Market St., Room 4065, St. Louis, MO 63103
Contact Person Name:	Valerie Russell, Deputy Director
Contact Person Phone Number:	(314) 621-5900
Contact Person e-mail address:	DavisVa@stlouis-mo.gov
Date(s) of Legal Action or Cancellation:	CANCELLATION – Date was 01/17/2017
Reason for Cancellation of Contract:	Fathers' Support received a sub-award from the City of St. Louis Department of Human Services to provide services to former offenders. A new Governor was elected and the new Governor cut all funds to support the City of St. Louis Department of Human Services - Re-Entry Collaborative Services for Former Offenders, immediately
Description of Legal Action:	N/A
Resolution of Legal Action:	N/A

Harbert Sullivan
Authorized Signature of Applicant

06/21/2017
Date

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Exhibit D
Performance Measures

Instructions for how to complete this form and a sample can be found the next page.

Total Number of Clients Agency Proposes to Serve: 30

Category	Service	Proposed Clients	Outcome	Indicator (How do you know you are achieving the outcome?)
Academic	GED/HiSET/Tutoring	7.5 (or 8)	Enhanced education	<u>25% of the clients who enroll in HiSET will complete.</u>
		10		
Basic Needs and Emergency Services	ID's	30	Attainment of basic needs and emergency services	<u>100% of clients who do not have ID's will obtain an ID. 100% of clients who do not have clothing will obtain clothing.</u>
	Clothing	30		
Employment	Job Readiness Classes	30	Improved employment	<u>100% will complete Job Readiness classes</u> <u>70% of those who complete Job Readiness will gain employment</u>
	Work Clothes/Tools	30		
	Job Placement	21		
Family	Parenting Classes	30	Increased family support	100% will receive parenting classes and show improved relationships with their family
	Family Counseling			
Housing	Rental Assistance	30	Attainment of housing	100% of clients will receive housing placement services
Mental Health	Trauma Assessment	30	Reduced mental health risks	<u>100% of clients will receive Trauma assessment. 100% of those assessed will receive counseling</u>
	Trauma Informed Care Counseling	30		
Substance Abuse	Testing	30	Reduced substance abuse	<u>100% of clients will receive substance abuse testing.</u>
Transportation	Bus Tickets	30	Attainment of transportation	100% of clients will receive transportation services
Vocational	Culinary Training	10	Improved employment	<u>33% of clients will enroll in and complete a vocational skill training and gain employment</u>
	Building Maintenance			
	Transportation Cert.			

FSC

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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
Provide FSC Project contact info to the Dept.	08/01/2017	08/05/2017	Halbert Sullivan/Charles Barnes
Request 50% of the funding from Dept.	08/01/2017	08/05/2017	Halbert Sullivan/Charles Barnes
Planning, recruit 15 offenders, assessments & enrollment	08/01/2017	09/05/2017	Charles Barnes/Doreen Collenburg and Staff at SLCRC
Case Management activities begin/follow up	08/01/2017	07/31/2018	Doreen Collenburg/Geoffrey Schafer
Group sessions begin & employment assessments	09/05/2017	10/05/2017	William Newsome
* Submit quarterly report	11/15/2017	11/15/2017	Charles Barnes
Employment readiness & voc. trainings begin	10/06/2017	11/20/2017	Charles Barnes/William Newsome
Employment placements begins	09/05/2017	11/30/2017	Charles Barnes/William Newsome
Housing placements begin for those with a job	11/15/2017	12/30/2017	Doreen Collenburg
Planning, recruit 15 offenders, assessments & enrollment	10/01/2017	11/05/2017	Charles Barnes/Doreen Collenburg and Staff at SLCRC
Case Management activities begin/follow up	10/01/2017	07/31/2018	Doreen Collenburg/Geoffrey Schafer
Group sessions begin & employment assessments	11/05/2017	12/05/2017	William Newsome
Employment readiness & voc. trainings begin	12/01/2017	1/15/2018	Charles Barnes/William Newsome
Employment placements begins	11/05/18	1/30/2018	Charles Barnes/William Newsome
Housing placements begin for those with a job	01/15/2018	02/28/2018	Doreen Collenburg
* Submit quarterly report	02/15/2018	02/15/2018	Charles Barnes
Follow up/retention services for all offenders	30 days after employment	07/31/2018	Doreen Collenburg/William Newsome
* Submit quarterly report	05/15/2018	05/15/2018	Charles Barnes
Data collections	08/01/2017	07/31/2018	Doreen Collenburg/William Newsome
Follow up/retention services for all offenders	90 days after employment	07/31/2018	Doreen Collenburg/William Newsome
* Submit final quarterly report	08/15/2018	08/15/2018	Charles Barnes

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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
Charles Barnes, Project Director, F/T employee with 0.25 FTE effort on this project	No cost to grant	
Geoffrey Schafer, Therapist, F/T employee with 0.25 FTE effort on this project	No cost to grant	
William Newsome, Facilitator/Career Advisor, F/T employee with 0.50 FTE effort on this project	No cost to grant	
Doreen Collenburg, Social Worker/Case Manager, F/T employee with 0.50 FTE effort on this project	No cost to grant	
Lisl King Williams, Senior Legal Advisor, F/T employee with 0.25 FTE effort on this project	No cost to grant	
	Subtotal	
B. Fringe Benefits (must be capped at 12%)		
Name/Position	Calculation of Cost	Cost
Charles Barnes, Project Director, F/T employee with 0.25 FTE effort on this project	No cost to grant	
Geoffrey Schafer, Therapist, F/T employee with 0.25 FTE effort on this project	No cost to grant	
William Newsome, Facilitator/Career Advisor, F/T employee with 0.50 FTE effort on this project	No cost to grant	
Doreen Collenburg, Social Worker/Case Manager, F/T employee with 0.50 FTE effort on this project	No cost to grant	
Lisl King Williams, Senior Legal Advisor, F/T employee with 0.25 FTE effort on this project	No cost to grant	
	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
Service Supported Housing- Deposit; 1 st and last month's Rent (it is our assumption that not all 30 offenders will need rental assistance)	\$500 rent cost x 3 payments x 30 offenders	\$45,000
Offender Transportation Assistance – Bus Passes	30 offenders x \$35 x 3 weeks	\$3,150
Mental Health Services – Counseling services & Prescriptions (this is an estimated cost. If additional services are required then the funds will be moved from the "supported housing line")	10 offenders x 185 (est. cost of prescriptions & counseling)	\$1,850
	Subtotal	\$50,000

E. Equipment/Supplies (Direct Services Only)	Calculation of Cost	Cost
Mileage	No cost to grant	
Supplies	No cost to grant	
Contracted Remediation-Educator	No cost to grant	
Occupational Skills Vouchers	No cost to grant	
Communications	No cost to grant	
Participant Incentives	No cost to grant	
Printing	No cost to grant	
	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

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 Fathers' Support Center St. Louis

Authorized Signature of Applicant Halbert Sullivan Date 06/21/2017

Printed Name Halbert Sullivan

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.

A. Personnel

No cost to grant – provided as a leveraged resource

B. Fringe Benefits

No cost to grant – provided as a leveraged resource

C. Staff Travel

No cost to grant – provided as a leveraged resource

D. Direct Services to the Offenders

Service Supported Housing- Deposit; 1st and last month's Rent (it is our assumption that not all 30 offenders will need rental assistance). Total = 30x 3 rent payments x \$500 estimated rent cost = \$45,000

Offender Transportation Assistance – Bus Passes (it is our assumption that all 30 offenders will require transportation assistance to get to and from employment interviews and to and from work for the 1st two weeks). Total = 30 offenders x \$35 x 3 weeks= \$3,150

Mental Health Services – Counseling services & Prescriptions (this is an estimated cost. If additional services are required then the funds will be moved from the "supported housing line"). Total = 10 offenders x 185 (est. cost of prescriptions & counseling) total = \$1,850

E. Equipment/Supplies (Direct Services Only)

No cost to grant – provided as a leveraged resource

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 Fathers' Support Center St. Louis (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: 11/21/2017

(*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: 12/12/2016

Previous **Bid/Contract Number** for Which Previous E-Verify Documentation Submitted: CS170149001 (if known)

Halbert Sullivan, President/CEO
Authorized Business Entity Representative's
Name (Please Print)

Halbert Sullivan
Authorized Business Entity
Representative's Signature

Fathers' Support Center St. Louis
Business Entity Name

06/19/2017
Date

hsullivan@fatherssupport.org
E-Mail Address

72760
E-Verify MOU Company ID Number

FOR DEPARTMENT USE ONLY

Documentation Verification Completed By:

Procurement Officer

Date

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FSC

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 Halbert Sullivan (Name of Business Entity Authorized Representative) as President/CEO (Position/Title) first being duly sworn on my oath, affirm Fathers' Support Center St. Louis (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 Fathers' Support Center St. Louis (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.)

Halbert Sullivan

Authorized Representative's Signature

Halbert Sullivan

Printed Name

President/CEO

Title

06/19/2017

Date

hsullivan@fatherssupport.org

E-Mail Address

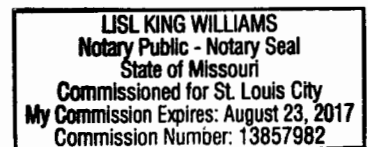
72760

E-Verify Company ID Number

Subscribed and sworn to before me this 19th of June, 2017. I am
(DAY) (MONTH, YEAR)

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

Missouri, and my commission expires on 8/23/2017.
(NAME OF STATE) (DATE)



Lisl King Williams
Signature of Notary

June 19, 2017
Date

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FSC

E-Verify



Company ID Number: 72760
Client Company ID Number: 618883

The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer, the E-Verify Employer Agent and DHS respectively.

If you have any questions, contact E-Verify at 1-888-464-4218.

Approved by:

Employer Fathers Support Center

Halbert Sullivan

President/CEO

Halbert Sullivan

11/21/2012

E-Verify Employer Agent ADP TotalSource, Inc. (GA)

Samantha Boehm

Samantha Boehm

Title

Samantha Boehm

11/21/2012

Date

Department of Homeland Security – Verification Division

Samantha Boehm

Title

Samantha Boehm

Date

**Information Required
For the E-Verify E-Verify Employer Agent Program**

Information relating to your Company:

Company Name: Fathers Support Center



Company ID Number: 72760
Client Company ID Number: 618883

Company Facility Address: 4411 N. Newstead

#9LL

Saint Louis, MO 63115

County or Parish: SAINT LOUIS CITY

Employer Identification

Number: 431804267

North American Industry

Classification Systems

Code: 624

Administrator:

Number of Employees: 20 to 99

E-Verify



Company ID Number: 72760
Client Company ID Number: 618883

The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer, the E-Verify Employer Agent and DHS respectively.

If you have any questions, contact E-Verify at 1-888-464-4218.

Approved by:

Employer Fathers Support Center

Halbert Sullivan
Name (Please Type or Print)

President/CEO
Title

Halbert Sullivan
Signature

11/21/2012
Date

E-Verify Employer Agent ADP TotalSource, Inc. (GA)

Samantha Boehm

Name (Please Type or Print)

Title

Electronically Signed
Signature

11/21/2012
Date

Department of Homeland Security – Verification Division

Name (Please Type or Print)

Title

Signature

Date

Information Required For the E-Verify E-Verify Employer Agent Program

Information relating to your Company:

Company Name: Fathers Support Center

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

MAR 29 2002

FATHERS SUPPORT CENTER ST LOUIS
PO BOX 2055
ST LOUIS, MO 63158

Employer Identification Number:
43-1804267
DLN:
17053061887002
Contact Person:
WILLIAM C JARVI ID# 31431
Contact Telephone Number:
(877) 829-5500
Our Letter Dated:
May 1998
Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.


You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,


Steven T. Miller
Director, Exempt Organizations

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