

INVITATION FOR BID



**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 SDA480-010
ADDENDUM 001**

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

**Contract Period: Date of Award – June 30,
2020**

Date of Issue: June 12, 2019

Page i of 57

Bids Must Be Received No Later Than:

2:00 p.m., June 27, 2019

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: **Community Based Reentry Services for Women (CBR)**
Company Name: **Center for Women in Transition**
Mailing Address: **7716 S Broadway**
City, State, Zip: **St. Louis, MO, 63111**
Telephone: **(314) 771-5207** Fax: **(314) 771-0066**
Federal EIN #: **43-1799627** State Vendor #: **93685 (MissouriBUYS)**
Email: **cwit@cwitsti.org**
Authorized Signer's Printed Name and Title: **Laura Toledo, Executive Director**

Authorized Signature: *Laura Toledo, ED* Application Date: *6/25/19*

NOTICE OF AWARD:

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

Contract No. SDA48001009

Julie Kempker

Julie Kempker, Director, Division of Probation and Parole

6/27/19

Date

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

INVITATION FOR BID



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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 SDA480-010

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

Contract Period: July 1, 2019 – June 30, 2020

Date of Issue: May 24, 2019

Page 1 of 55

Bids Must Be Received No Later Than:

2:00 p.m., June 20, 2019

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.

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Federal EIN #: **43-1799627** State Vendor #: **93685 (MissouriBUYS)**
Email: **cwit@cwitstl.org**
Authorized Signer's Printed Name and Title: **Laura Toledo, Executive Director**

Authorized Signature: Application Date: **6/25/19**

NOTICE OF AWARD:

This application is accepted by the Missouri Department of Corrections as follows:
Contract No.

Julie Kempker, Director, Division of Probation and Parole

Date

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

Application Summary Form**COMMUNITY REENTRY FUND APPLICATION SUMMARY FORM**

THIS FORM MUST BE COMPLETED AND SUBMITTED TO BE CONSIDERED FOR FUNDING.

<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 <u>City/County</u>	\$50,000.00
<input checked="" type="checkbox"/>	Eastern Region <u>City/County St. Louis City</u>	

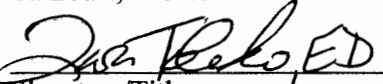
Program Title: Community Based Reentry Services for Women

Does this program complement another application? Yes X No **Name:** Foundations for Reentry

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

Applicant Agency and Address:

Center for Women in Transition
7716 S. Broadway
St. Louis, MO 63111

 ED 6/25/19
Signature/Title Date

Project Director Name, Phone, Fax & Email:

Laura Toledo
Executive Director
314-771-5207 (phone)
314-771-0066 (fax)
lauratoledo@cwitstl.org

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: 25

of Volunteers: 60 ongoing and direct service

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

The Community Based Reentry Services for Women (CBR) project is designed to prevent recidivism among females returning to the St. Louis community after incarceration who are residing in scattered site community housing. Through the CBR project, the Center will be able to expand services to women outside its two transitional facilities. This funding would support the provision of service-supported housing to women living in the community, including rent support and individualized reentry services aligned with services available to women residing at the Center's congregate style transitional facilities. Expanded services will include life skill education and employment assistance, as well as CBT and trauma-focused counseling and groups.

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.

Attach a page identifying in-kind contributions.

In-Kind Contributions

The Center receives regular donations of clothing, linens, and toiletries, which largely offset the expenses of providing these items to participants. Finally, the Center relies on volunteers for fulfilling its mission; most critically, volunteer mentors donate approximately 2,000 hours per year for the benefit of Center participants.



Authorized Signature of Applicant

6/25/19
Date

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%)

 % Local government

65.14 % State government

 % Federal government

14.81 % Direct donations from individuals

 7.9 % Corporate or foundation grants

 0.47 % Fee and charges for services, products, and sales

 % Endowment and interest income

 9.39 % Fundraisers or special events

 % Membership fees

 2.29 % Other sources (specify: Investment Income,
Stock Contributions, Misc.)

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)

3.1.1 Application Narrative (35 points):

Community-Based Reentry Services for Women (CBR) is an expansion of an existing, ongoing project.

The Center for Women in Transition is a 501(c)(3) non-profit organization that has been a provider of reentry services for women since its founding in 1997. The Center began as a mentoring program and has expanded into a provider of wrap-around reentry services for women reentering the St. Louis area after incarceration, with 14 years of experience offering congregate-style service-supported housing. The Center aims to reduce recidivism for women by providing supported housing, basic needs, case management, employment assistance, life skills development, trauma-focused behavioral health services, and referrals to community services, including medical services, mental health services, and substance abuse treatment.

The Center currently operates two apartment-style residential facilities: Baker House, which has capacity for 12 residents, and Schirmer House, which has capacity for 28 residents. The majority of women living at both facilities are in recovery from substance use disorders and have significant trauma histories, which the Center addresses through its direct services and community partnerships. Schirmer House is able to accommodate sex offenders and those subject to sex offender restrictions, and over the past 11 years of managing this facility, the Center has developed expertise in serving women with these restrictions.

Historically, nearly all women in Center programs have lived in a congregate living facility managed by the Center. The Center began expanded services to women living in the community six years ago, when it developed an aftercare model (called "Step Out") to support women exiting core programming. Step Out has been limited in capacity to a single case manager. Through its CBR project, the Center will be able to serve more women in the

community, including women exiting institutions with access to housing post-release and those in need of rental assistance who would benefit from reentry supports.

Services that would be available to CBR participants include all services available to women in current programming, in dosage determined through assessment tools and individualized case plans, such as:

- Individualized case management
- Employment readiness classes and ongoing employment assistance and coaching
- Referrals to GED services and other educational opportunities, such as vocational training or college enrollment
- Assistance with applying for SSI/Disability, Medicaid, and other government assistance programs
- Rental Assistance
- Referrals to community resources to address needs, including substance use treatment; medical, dental, and mental health care; sex offender counseling; and legal assistance
- Recovery groups, including access to NA/AA meetings and SMART Recovery groups facilitated by CWIT staff
- Family reunification assistance, including family court advocacy
- Life skills education, including topics related to nutrition, sanitation and cleaning, budgeting, sexual health and relationships, parenting, computer literacy, etc.
- Advocacy and assistance with court appearances and case progress
- Trauma-focused and CBT-based group and individual behavioral health services
- Individual and group mentors

The Center uses intake assessments to guide programming, and develops individualized case plans with each program participant that emphasize a participant-driven and strengths-based approach. Recognizing the importance of using evidence-based, gender-responsive assessment tools to effectively drive curriculum and service planning, the Center is in the process of shifting to using an assessment tool built on the Risk-Need-Responsivity (RNR) Model. The RNR model consists of three core principles: 1) Risk principle, which matches the level of service to the participant's level of risk to engage in continued criminal activity; 2) Need principle, which assesses specific criminogenic needs (e.g. antisocial personality patterns, procriminal attitudes, social support, substance abuse, family relationships, education and employment, prosocial

recreational activities) and targets them for treatment; and 3) Responsivity principle, which maximizes the participant's ability to learn by tailoring the intervention to their learning style, motivation, abilities, and strengths. The first two principles (risk and need) are used to select treatment intensity and targets, and the whole set is used to guide the way practice is actually implemented. The Center will utilize the Women's Risk Needs Assessment (WRNA), a gender-responsive RNR tool that considers not only the traditional criminogenic needs mentioned above, but also the gendered pathways into crime that are distinct to women (e.g. relationship support and conflict, parental involvement and stress, self-efficacy, prior physical and sexual trauma, housing safety, and mental health). The WRNA calls for holistic and trauma-informed strategies for addressing women's treatment needs in a way that traditional, gender-neutral RNR tools do not.

Center staff will use the WRNA to guide service planning for all Center participants. To the extent possible, the WRNA will be administered pre-release, so that each participant will have a case plan and goals established before exiting incarceration. For women who do not require the intensive supports of Baker House or Schirmer House, they can enroll directly into CBR and receive appropriate services. The WRNA, used in combination with a targeted job readiness assessment tool, will help the Center's Employment Specialist, Life Skills Specialist, and Behavioral Health Specialist identify who would most benefit from different components of job readiness, cognitive behavioral interventions, soft skill development, and non-skill related interventions. This targeted approach will allow women to seek appropriate living wage employment and receive the necessary vocational skill development based on individual strengths and needs.

CBR will address a critical need for reentry services for women in the St. Louis community. Every year, approximately 350-400 women are released from Missouri prisons to

the St. Louis area, and hundreds more cycle through local jails. Women are the fastest growing segment of the prison population across the country. Missouri ranks 5th in the country for the number of women incarcerated, and has the fastest growing female prison population in the nation. The State of Missouri has increased its female prison population by 33% over the last 5 years. Most women incarcerated in Missouri are sentenced for nonviolent crimes, and their criminal history is closely tied to histories of trauma, drug use, mental illness, and poverty. These women have very low levels of support to address these complex issues prior to incarceration, and often have less support after they are released. With a criminal record as an additional barrier, obtaining jobs and housing becomes even more difficult. Without support, it is likely that over 20% of these women will be reincarcerated within one year. This cycle of incarceration negatively affects women, their families, and their communities. CBR will increase the Center's capacity and flexibility to provide targeted services to more women in the St. Louis area.

Specifically, all CBR participants will receive case management services. The case manager will utilize the WRNA to establish an individualized case management plan, and will refer all participants to the Life Skills Specialist and Employment Specialist for targeted assessments related to life skills and vocational intervention needs. Participants will meet with the case manager once/week for the first month, and a minimum of once/month thereafter. The scope and dosage of services will be determined based on the assessments and the participant's individualized goals. In an effort to reduce the stressors associated with meeting essential needs, the Center proposes to provide nine CBR participants with a deposit and first or last month's rent (based on lease requirements). Participants receiving rent support will be identified based on the WRNA assessment, and preference will be given to sex offenders with housing needs.

Additionally, the Center will provide for other basic needs until participants can provide for themselves, including bimonthly food cards of \$75 each, monthly bus passes or bus tickets for

three months or as determined by needs assessments, clothing, and toiletries. These basic essentials form a crucial base for long-term change, ensuring that women are housed, fed, and able to get to appointments, interviews, and jobs. As an added support, the Center will also provide life skills classes focused on a variety of topics including but not limited to nutrition, sanitation and cleaning, budgeting and money management, healthy relationships, sexual health, and self-care and hygiene. These classes will be offered a minimum of 1 hour per week.

One of the most significant challenges for women reentering the community from incarceration is finding livable wage employment. Participants will receive a minimum of one hour per week of one-on-one time with the Employment Specialist to address employment related skills and activities for the first month and a minimum of once/month thereafter. Specific supports will be determined by outcomes of the WRNA and job readiness assessment tool which may include vocational planning, resume building, interview skills development, soft skills development, and/or employment or vocational referrals. Additionally, participants will have the opportunity to attend weekly 1-hour employment skills-building and maintenance groups.

Over 90% of incarcerated women have experienced at least one traumatic event in their lives, with over 50% meeting criteria for lifetime PTSD. The Center recognizes that trauma exposure, in addition to other mental health concerns such as depression, anxiety, and other more serious diagnoses, are strong indicators of increased risk of recidivism. Therefore, provision of mental health services and support is a key component of programming. Participants will be offered the opportunity for weekly one-on-one therapy sessions with a counselor who specializes in trauma treatment as well as weekly Trauma Focused-CBT groups.

Similarly, research has found that over 80% of justice-involved women meet criteria for substance use disorders, many of whom use substances as a form of self-medication. The Center has relationships with several treatment providers in the St. Louis area and provides service

linkage to those providers, as appropriate. The Center will offer weekly SMART Recovery groups, a science-based, self-empowered addiction recovery support group, on site. These support groups are available to all Center participants. Also, the Center will assist with connecting participants to 12-step support groups located near their homes.

Nationally 62% of women who are in prison have children under the age of 18. The Center's participants reflect the general prison population, many of whom are working on goals of family reunification. The Center recognizes the importance of familial relationships and the impact that parental stress plays on recidivism risk and so has worked to ensure that participants have the support they need through the reunification process. The Center employs a Family Reunification Specialist who is available for any participant in need of support with understanding court requirements, completing paperwork, and navigating the reunification process. The Family Reunification Specialist is also available to oversee supervised visits and attend court with the participant.

The Center also engages with a wide range of community partners to ensure that all participant needs are addressed. For instance, the Center partners regularly with community providers of health services, such as Affinia, Myrtle Hilliard, Provident, and Places for People, and partners with Queen of Peace Center, BASIC, and New Beginnings for substance use treatment.

3.1.2 Preference Points (10 points):

The Center for Women in Transition will provide Service Supported Housing to CBR participants in the form of deposit and first month's or last month's rent, as appropriate to women in scattered-site housing in the community, with rental assistance preference being given to female sex offenders. The Center serves many sex offenders, 25-30% of Schirmer House

residents generally have sex offense charges. According to the Council of State Government's Justice Center, 92% of practitioners identified finding suitable housing as the most significant barrier for sex offender successful reentry. The Center will provide all the above outlined supports including case management services, employment readiness classes, life skills classes, vocational assistance, behavioral health services, referrals to GED services and other educational opportunities, recovery groups, and more. These services are crucial to setting each participant up for success and stability within the community.

3.1.3 Applicant's Experience and Expertise:

The Center is well qualified to manage an MDOC Community Reentry grant and to perform all activities described by this RFA. For the past 21 years, the Center has helped more than 2,000 female ex-offenders achieve stable housing and employment, freedom from addiction, and reunification with family members. Currently the only provider of wrap-around reentry services dedicated to women in the St. Louis area, the Center has continuously improved its methods for providing comprehensive, individualized, and gender-responsive services to its participants.

The Center enjoys a strong relationship with MDOC and works closely with MDOC staff in many ways, including as a past recipient of Community Reentry funding. Officers in the Missouri Department of Probation and Parole are in regular communication with Center staff regarding participant supervision requirements and participant progress in order to create an appropriate support plan. Probation and Parole Officer Megan Bethea is on site at Schirmer House. Her phone number is (314) 877-1134, and her email address is megan.bethea@doc.mo.gov.

Results speak for themselves. The Center for Women in Transition's recidivism rate for FY2018 was 6.3% for the 126 women served throughout the Center's programs—significantly below state and national averages. In FY2018, 84% of participants who were eligible for work obtained employment. Further, 100% of participants needing substance abuse treatment were referred to treatment from a community partner, such as BASIC, Queen of Peace Center, and New Beginnings. Additionally, 100% of participants lived in safe, affordable housing for the duration of the program, and in FY2018, 54 women moved into independent housing after exiting core programming. These impressive results underscore the efficacy of Center programs and the significant, positive impact of the investment of Community Reentry dollars.

The Center for Women in Transition is a proud member agency of the United Way of Greater St. Louis, and is also one of fewer than 190 charities in St. Louis to earn the Better Business Bureau's seal of approval as a BBB Accredited Charity. Baker House has been accredited by NARR as a Recovery Home. These are prestigious honors that assure high quality service, transparency, adequate governance and responsible fiscal management. Further, Center staff actively participates in St. Louis Alliance for Reentry (STAR) subcommittees to enhance successful reentry principles and practices in the region.

The depth of the Center's experience over the past 21 years, the collaborative relationships it has achieved with the MDOC and community partners, the unique design and success of its programs and the remarkably low recidivism rate of its participants assures that MDOC Community Reentry funding will continue to have a powerful impact on enhancement of public safety, lowered recidivism and increased offender self-sufficiency.

3.1.4 Core Performance Measures: The overall objective of the program is reduced recidivism. CBR Participants will exhibit less than a 15 percent recidivism rate while receiving community-

based services. The Center expects to serve 30 unique participants with this funding. The Center will track the following performance measures through internal tracking sheets and case notes:

Academic: The Center will make referrals to GED and higher education resources for all individuals who do not have a high school diploma or equivalent, or who are interested in pursuing higher education.

Indicator of Success: 100% of participants interested in pursuing education goals will be provided with resources and information on locations near residence.

Basic Needs Service: The Center will provide food, clothing, and toiletry assistance to CBR participants, and will provide weekly life skills education and individualized life skills coaching as needed.

Indicator of Success: 100% of participants who express a basic need will have that need addressed either through internal leveraged resources or external referral. 90% of participants will participate in group life skills classes.

Employment: The Center will provide job readiness assistance and ongoing support toward vocational goals to all CBR participants.

Indicator of Success: 90% of CBR participants will attend job readiness and maintenance groups and have ongoing 1-on-1 meetings with the Employment Specialist. 70% of those eligible for employment will obtain employment, and 60% will maintain employment for 90 days or more.

Family: The Center will provide family reunification supports, including consultation, family court advocacy, and assistance with supervised visits.

Indicator of Success: 100% of those needing family reunification support will have a consultation with the Center's Family Reunification Specialist. When appropriate, court advocacy and/or assistance with supervised visits will be provided.

Housing Service: The Center will assist all CBR participants with identifying safe and affordable community housing. Rent assistance will be provided when appropriate, with preference being given to sex offenders.

Indicator of Success: 100% of CBR participants will receive housing placement support. When appropriate, participants will receive rental assistance with deposit and first and/or last month's rent, depending on lease requirements.

Mental Health: The Center will assess all CBR participants for trauma, which will guide behavioral health services provided to participants by the Center, as well as referrals to community resources for further assessment and/or treatment.

Indicator of Success: 100% of participants will receive a trauma assessment. 100% participants assessed as needing trauma services will be offered 1-on-1 counseling. 30% will attend to trauma and CBT groups and/or participate in 1-on-1 counseling.

Substance Abuse: The Center will assess all participants for substance use history. Participants with histories of substance use will be referred to outpatient treatment and to recovery support groups, including NA/AA meetings near the participant's home and SMART Recovery groups facilitated by Center staff.

Indicator of Success: 100% of CBR participants with a history of substance use will be referred to outpatient treatment. 75% will attend treatment or recovery groups. 60% will maintain sobriety as evidenced by drug testing and self-report.

Transportation Service: The Center will provide transportation assistance in the form of bus passes or tickets as needed.

Indicator of Success: 100% of CBR participants needing transportation assistance will receive assistance.

Vocational Services: The Center will make referrals to vocational programs for all individuals who are interested in pursuing additional vocational skills.

Indicator of Success: 100% of participants interested in pursuing vocational training will be referred to appropriate programs and other community providers for vocational services.

3.1.5 Timeline (5 points):

The Center for Women in Transition has been working with women exiting incarceration for the past 21 years and is prepared to implement the program immediately upon notification of award. Please see Exhibit E for detailed timeline.

3.1.6 Budget Detail (15 points):

Attached below. Please see Exhibit F.

3.1.7 Budget Narrative (15 points):

Attached below. Please see Exhibit G.

3.1.8

The applicant attests that the prices quoted in the application are fair and are not tainted by collusion, conspiracy, connivance, or other unlawful practice on the part of the applicant or any of its agency, representatives, owners, employees, or parties of interest.

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:	Center for Women in Transition	
Reference Information (Prior Services Performed For:)		
Name of Reference Company:	United Way of Greater St. Louis	
Address of Reference Company:	910 North 11 th Street	
	St. Louis, MO 63101	
Reference Contact Person Name:	Darlene Martin, Portfolio Manager	
Contact Person Phone #:	(314) 539-4251	
Contact Person e-mail address:	darlene.martin@stl.unitedway.org	
Dates of Prior Services:	July 2009-present	
Dollar Value of Prior Services:	2019 - \$60,457 2018 - \$62,016 2017 - \$67,016 2016 - \$49,431 2015 - \$55,801 2014 - \$59,766 2013 - \$59,766 2012 - \$58,766 2011 - \$48,594 2010 - \$48,594 2009 - \$50,000	
Description of Prior Services Performed:	Funds administrative/operational expenses in support of all programs/services to serve female offenders who need transitional housing, case management, advocacy, mentoring, basic needs assistance, linkage & referrals and other supportive services.	


 Authorized Signature of Applicant

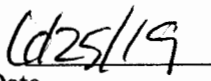

 Date

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:	Center for Women in Transition
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Sisters of Mercy, South Central Community
Address of Reference Company:	2039 N. Geyer Road
	St. Louis, MO 63131
Reference Contact Person Name:	Jane Sprankel
Contact Person Phone #:	314-909-4674
Contact Person e-mail address:	jsprankel@mercysc.org
Dates of Prior Services:	Ministry funding annually
Dollar Value of Prior Services:	2014-2019 - \$30,000 annually 2013 - \$34,000 2012 - \$45,000 2011 - \$47,500
Description of Prior Services Performed:	Funds administrative and operational expenses to support all Center programs including case management, transitional housing, mentoring, and other basic needs for women coming out of jail or prison in the St. Louis area.


 Authorized Signature of Applicant

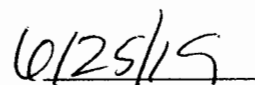
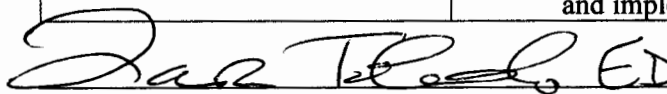

 Date

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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:	Center for Women in Transition	
Reference Information (Prior Services Performed For:)		
Name of Reference Company:	Lutheran Foundation of St. Louis	
Address of Reference Company:	8860 Ladue Road, Suite 200	
	St. Louis, MO 63124	
Reference Contact Person Name:	Rebekah Miller, Program Director	
Contact Person Phone #:	314-231-2244	
Contact Person e-mail address:	rebekah@lutheranfoundation.org	
Dates of Prior Services:	July 2010 – present	
Dollar Value of Prior Services:	FY2019 - \$92,000 FY2018 - \$54,000 FY2017 - \$92,000 FY2016 - \$64,000	FY2015 - \$46,000 FY2013 - \$25,000 FY2012 - \$30,000 FY2010 and FY 2011 - \$33,000
Description of Prior Services Performed:	<ul style="list-style-type: none"> • Funded various positions, including the creation of Director of Programs role to implement agency-wide evidenced-informed programming. • Development of Step Out aftercare Program, including case management, rental assistance, and other basic needs for women transitioning out of core Center programming. • Support of core programming including case management, restorative activities, housing, and provision of other basic needs for women. • Development of renewed organization-wide strategic plan and purchase and implementation of Outcome Tracker, participant database system. 	



 Authorized Signature of Applicant


 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:	Center for Women in Transition
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Missouri Department of Corrections
Address of Reference Company:	2279 Plaza Drive
	Jefferson City, MO
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:	January 2015 – Present July 2011 – December 2014 April 2008 – June 2011
Dollar Value of Prior Services:	Base contract \$788,268.60 annually
Description of Prior Services Performed:	Services include safe, secure, apartment-style transitional housing at the Center's Schirmer House facility, case management, employment assistance, life skills education, community referrals, and other education and support. Located in St. Louis, MO and available to female offenders in Missouri.

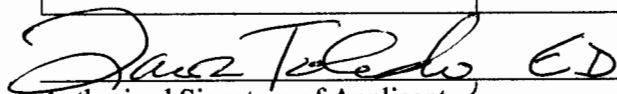

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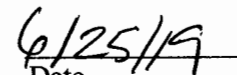

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EXHIBIT A**SUBMISSION IS MANDATORY****PRIOR EXPERIENCE OF APPLICANT**

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.

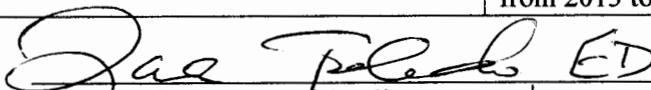
Organization Name:	Center for Women in Transition
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Missouri Department of Corrections
Address of Reference Company:	2729 Plaza Drive
	Jefferson City, MO
Reference Contact Person Name:	Gary Stoll, CPPB
Contact Person Phone #:	573-526-6402
Contact Person e-mail address:	Gary.stoll@doc.mo.gov
Dates of Prior Services:	July 1, 2016 – January 17, 2017 July 1, 2015 – June 30, 2016 April 1, 2015 – June 30, 2015 August 1, 2013 – August, 2014 August 1, 2012 – July 31, 2013 August 1, 2011 – July 31, 2012 August 1, 2010 – July 31, 2011
Dollar Value of Prior Services:	July 1, 2016 – January 17, 2017: \$54,665 July 1, 2015 – June 30, 2016: \$100,000 April 1, 2015 – June 30, 2015: \$38,000 August 1, 2013 – August 31, 2014: \$97,000 August 1, 2012 – July 31, 2013: \$97,000 August 1, 2011 – July 31, 2012: \$100,000 August 1, 2010 – July 31, 2011: \$50,000
Description of Prior Services Performed:	Reentry services for women returning to the St. Louis area from state prison. Funding for basic needs, transportation, rental assistance, and medical and mental health treatment.


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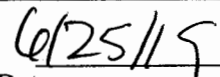

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**EXHIBIT B
SUBMISSION IS MANDATORY
EXPERTISE OF PERSONNEL**

Title of Position: Executive Director	
Name of Person:	Laura Toledo
Educational Degree (s): include college or university, major, and dates	J.D. and LL.M., Cornell University Law School, May 2001 B.A. Linguistics, University of Utah, 1997
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Law licenses in MO, IL, and NY
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	Certificate in Business Management for non-profit leaders at the Olin Business School at Washington University in St. Louis. PREA training NARCAN training CPR/First Aid training TIC Leadership training
Number of years experience in area of service proposed to provide. Experience in working with offenders?	13
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Ms. Toledo served on the Board of Directors at the Center from 2006 to 2013. She was hired as Executive Director in July 2013.
Describe this person's responsibilities over the past 12 months.	Ms. Toledo is responsible for overseeing all operations of the Center and communicating with the Board of Directors and stakeholders.
Previous employer(s), positions, and dates.	Lathrop & Gage LLP, St. Louis, MO, Of Counsel, 2010-present; Husch Blackwell Sanders LLP, St. Louis, Associate, 2005-2010; Occupational Safety and Health Review Commission, Attorney Advisor, 2005; US Court of Appeals 8th Circuit, Staff Attorney, 2001-2004; Small Business Clinic, Law Intern, 2000; Utah Attorney General's Office, Law Clerk, 2000.
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	Volunteer with Center for Women in Transition from 2006 to 2013; has served as Executive Director of the Center since 2013.
✓ Counseling	N/A
✓ Criminal Justice	Attorney work reviewing prisoner civil rights appeals, currently active with STAR and other criminal justice and reentry initiatives.
✓ Correctional Residential Facilities	Has overseen all operations at two residential facilities run by the Center from 2013 to present.



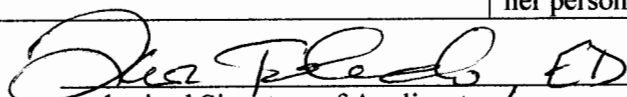
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EXHIBIT B
SUBMISSION IS MANDATORY
EXPERTISE OF PERSONNEL

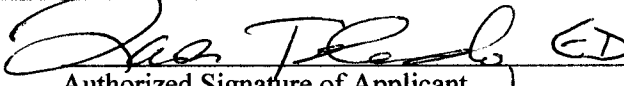
Title of Position: Advocate Director	
Name of Person:	Barbara Baker
Educational Degree (s): include college or university, major, and dates	High School Diploma, Vashon High School, 1969
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	N/A
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	Ms. Baker experienced incarceration first-hand earlier in her life and has been successfully in recovery for over 20 years. NARCAN training CPR/First Aid training
Number of years experience in area of service proposed to provide. Experience in working with offenders?	20
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Ms. Baker has been employed with the Center for Women in Transition since 1999. She began as an office assistant and became Advocate Director shortly thereafter.
Describe this person's responsibilities over the past 12 months.	Promote alternatives to incarceration by working with offenders, the court system, institutions and others in the community. Advocate for offenders in court, provide direct services to the women at the Baker House. Managed Baker House transitional housing facility and house managers.
Previous employer(s), positions, and dates.	Ms. Baker was an administrative assistant for Let's Start in St. Louis, 1997-1999. Before that, Ms. Baker had a long history of incarceration in the Missouri Department of Corrections, holding various positions while institutionalized.
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	Advocacy on behalf of women entering the Center's programs as an alternative to incarceration; supervised the Baker house and its house managers; active member of Empower Missouri and the Community Liaison Board.
✓ Reentry	Has worked with programs that assist offenders in successful reentry for 20 years.
✓ Counseling	N/A
✓ Criminal Justice	Ms. Baker frequently attends court hearings with offenders to advocate for their assignment or diversion to the Center's program; provides ongoing court advocacy.
✓ Correctional Residential Facilities	Ms. Baker has a deep knowledge of correctional residential facilities due to her personal experience while incarcerated and as manager of Baker House.


 Authorized Signature of Applicant

6/25/19
 Date

EXHIBIT B
SUBMISSION IS MANDATORY
EXPERTISE OF PERSONNEL

Title of Position: Case Manager and Family Reunification Specialist	
Name of Person:	Stefanie Moore
Educational Degree (s): include college or university, major, and dates	M.S. Criminal Justice, Lindenwood University, 2012 B.S. Criminal Justice Administration, University of Phoenix, 2009
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:	PREA training NARCAN training Ms. Moore has received trainings in substance disorders use, gender specific trauma-informed care, frontline ethics, poverty simulation facilitations CPR/FirstAid/mental health, critical intervention, community/family conflict mediation, and support group facilitation.
Number of years experience in area of service proposed to provide. Experience in working with offenders?	10
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Ms. Moore has acted as a Center volunteer and staff member. She has held numerous roles, including House Manager, Project Reconnect Case Manager, Step Out Case Manager, and program assistant over the past 6 years.
Describe this person's responsibilities over the past 12 months.	Ms. Moore is the case manager for the Center's Aftercare program, providing approximately 30 women with individualized case management throughout the year. She also serves as the Center's Family Reunification Specialist, assists clients working to reunify with their children.
Previous employer(s), positions, and dates.	Center for Women in Transition, St. Louis, MO, 2013 to Present; St. Louis City Children's Division, Child Abuse/Neglect Investigator, 2012 to 2013; Voices for Children, Administrative Coordinator, Legal, 2008-2011; Voices for Children, Legal Assistant, 2007-2008.
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	Worked with Children Services and ex-offenders since 2012.
✓ Reentry	Volunteered with ex-offenders since 2010. Worked as a house manager and case manager since 2013.
✓ Counseling	N/A
✓ Criminal Justice	Holds a B.S. and M.S. in criminal justice. St. Louis Alliance for Re-Entry (STAR) as the Research Chair, 2016-present; American Corrections Association (ACA), 2008-present;
✓ Correctional Residential Facilities	Worked as a House Manager at Schirmer House.

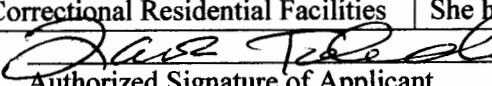
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6/25/19
 Date

EXHIBIT B
SUBMISSION IS MANDATORY
EXPERTISE OF PERSONNEL

Title of Position: Case Manager

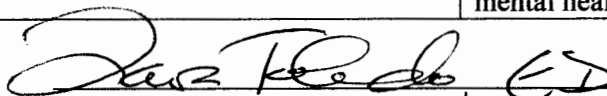
Name of Person:	Sarah Fieser
Educational Degree (s): include college or university, major, and dates	Master of Social Work, University of Central Florida, 2012 Bachelor of Arts, University of Missouri, 2007
License(s)/Certification(s), Number(s) expiration date(s), if applicable:	LMSW; 2019 SOAR; 2011
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	PREA training CPR/First Aid training NARCAN training Ms. Fieser has taken training courses in behavioral health, addressing trauma and substance abuse, and working with sex offenders.
Number of years experience in area of service proposed to provide. Experience in working with offenders?	Ms. Fieser has 9 years of experiences working with individuals with mental health diagnoses, as well as low income and homeless populations.
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Ms. Fieser has filled the role of Schirmer House case manager with the Center since 2016.
Describe this person's responsibilities over the past 12 months.	Interview clients to create a case management plan. Identify and link residents to services aimed at meeting their individual needs, including medical, mental health, substance abuse treatment, employment, and housing. Record, document and track client activities and progress towards goals. Maintain relationships with community service providers to help clients access available resources.
Previous employer(s), positions, and dates.	Integrated Health Specialist and Community Support, Crider Health Center, Franklin County, MO, 2014-2016; Student Advocate, The Scholarship Foundation, St. Louis, MO, 2013-2014; Service Coordinator, The Sharing Center, Inc., Longwood, FL, 2010-2013; MSW Clinical Intern, Lakeside Behavioral Healthcare, Inc., Eatonville, FL, 2011-2012; Receptionist/Research Assistant, Clinical Neuroscience Solutions, Inc., Orlando, FL, 2007-2008
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
<input checked="" type="checkbox"/> Social Work	Ms. Fieser obtained her MSW degree in 2012. She has worked in social work as a case manager, providing individualized plans and making referrals to services from August 2011 to present.
<input checked="" type="checkbox"/> Reentry	Works directly with women exiting the criminal justice system to return to the community.
<input checked="" type="checkbox"/> Counseling	BA obtained in Psychology, 17 months experience working with individuals with a mental health diagnosis, one year internship at an inpatient mental health facility. She currently co-facilitates a CBT-based trauma group at the Center.
<input checked="" type="checkbox"/> Criminal Justice	N/A
<input checked="" type="checkbox"/> Correctional Residential Facilities	She has worked for 3 years in the Schirmer House Facility.


 Authorized Signature of Applicant

6/25/19
 Date

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

Title of Position: Behavioral Health Specialist	
Name of Person:	Tracie Striebel
Educational Degree (s): include college or university, major, and dates	M.A. Rehabilitation Counseling, Northern Illinois University, 2008 B.A. Psychology, University of Missouri, 2003
License(s)/Certification(s), Numbers expiration date(s), if applicable:	CRC, Certified Rehabilitation Counselor, 2016-2021 PLPC #2019008165, Valid through 3/4/2022
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	EMDR Training, April 2019 by EMDRIA PREA training NARCAN training CPR/First Aid training
Number of years experience in area of service proposed to provide. Experience in working with offenders?	Ms. Striebel has 6 years' experience in counseling, including 4 years' experience working with previously incarcerated women.
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Ms. Striebel has been employed at the Center for 4 years, first as the Baker House Life Skills and Trauma Specialist, and now as the Center's Behavioral Health Specialist.
Describe this person's responsibilities over the past 12 months.	Conducts individual and group therapy and psychoeducational sessions. Conducts mental health assessments. Creates individualized mental health based treatment plans. Conducts crisis management interventions. Leads life skills classes at Baker House. Serves as interim mentor coordinator.
Previous employer(s), positions, and dates.	Ben Gordon Center, Dekalb Illinois, Rehabilitation Specialist and Employment Specialist, 2008-2009
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	2015 to Current: curriculum development for life skills classes; part of Baker House service team.
✓ Counseling	2018 to Current: group and individual counseling sessions with CBT foundation, mental health assessments, facilitates psychoeducational course on trauma, conducts EMDR sessions, led mentoring program.
✓ Criminal Justice	Visits local jails and prisons to raise awareness about the Center, collaborated with jail case managers regarding mutual clients, facilitated psychoeducational trauma class.
✓ Correctional Residential Facilities	Creates life skills curriculum for women residing at Baker House transitional facility, facilitates group and individual trauma classes and sessions, creates mental health treatment plans.


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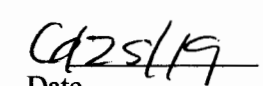
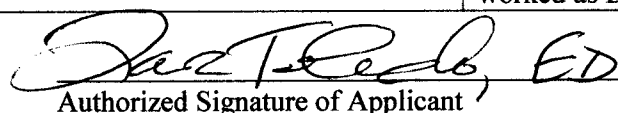
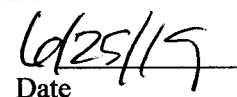

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EXHIBIT B
SUBMISSION IS MANDATORY
EXPERTISE OF PERSONNEL

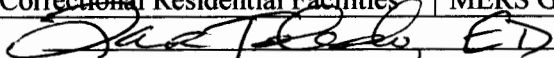
Title of Position: Program Manager for Baker House and Community Services	
Name of Person:	Shamara (SJ) Stephens
Educational Degree (s): include college or university, major, and dates	M.S., Criminal Justice Administration, Lindenwood University, 2009 B.S., Criminal Justice, University of Missouri – St. Louis, 2007
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Community Health Worker Certification CPR/First Aid training
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	PREA training NARCAN training
Number of years experience in area of service proposed to provide. Experience in working with offenders?	Ms. Stephens has 14 years of experience working with justice involved individuals.
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Ms. Stephens has been employed with the Center as the Program Manager for Baker House and Community Services since June 2019.
Describe this person's responsibilities over the past 12 months.	Ms. Stephens is responsible for managing all aspects of the Center's Baker House, including managing the Baker House facility and staff and delivery of program services, as well as managing all aspects of community-based services.
Previous employer(s), positions, and dates.	Mission St. Louis, Operations Manager, 7/2018 - 4/19; MERS Goodwill, Director, 11/2017 - 7/2018; Epworth, Case Manager, 1/2016 - 12/2017.
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	Worked with children in a social work capacity in Ohio from 9/2012 to 5/2015, experience with social work related services in St. Louis from 1/2016 to 12/2017.
✓ Reentry	Ms. Stephens has management experience in reentry services from 11/2017 to present.
✓ Counseling	
✓ Criminal Justice	Experience with criminal justice from 1/2006 to present. That experience includes Police Officer, Drug Court, and Correctional Officer.
✓ Correctional Residential Facilities	Ms. Stephens' experience in a Correctional Residential Facilities was from 1/2006 to 2/2009 in St. Louis County as a correctional officer. She also worked as Director at MERS Goodwill transitional residential facility.


 Authorized Signature of Applicant


 Date

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

Title of Position: Employment Specialist	
Name of Person:	Lori McKinney
Educational Degree (s): include college or university, major, and dates	M.A., Human Resources Development, Webster University, anticipated graduation date 12/2019 B.S., Administration of Justice – Juvenile Delinquency, Southern Illinois University at Carbondale, 1989 A.S, Communications – Public Speaking, Southern Illinois University
License(s)/Certification(s), Numbers expiration date(s), if applicable:	
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	First Aid/CPR; PREA training; NARCAN training She has received trauma informed care training, including train-the-trainer training, mental health training, and other trainings relevant to her role.
Number of years experience in area of service proposed to provide. Experience in working with offenders?	29 years
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Ms. McKinney has been employed as a case manager for Center for Women in Transition since August 2017.
Describe this person's responsibilities over the past 12 months.	Ms. McKinney provides case management for women residing at Baker House, including assessment goal setting and referrals to community services. She also serves as the employment specialist at Baker House.
Previous employer(s), positions, and dates.	Family Workforce Centers of America, Case Manger 4/2016-8/2017; MERS Goodwill, Supported Employment Specialist, Case Manager, Employment Specialist 8/2008-11/2015; Pinellas County Department of Health, Economic & Housing Resource Specialist, Family Support Worker 2/2003-1-2008; Big Brothers/Big Sisters, Case Manager 2/2001-2/2003; St. Louis Police Department, Police Officer 9/1990-1/1999;
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	Worked with the Pinellas County Department of Health from 2003 to 2008 as a Family Support Worker/ Economic & Housing Resources Specialist.
✓ Reentry	Worked at MERS Goodwill from 2009 to 2015 as a Supported Employment Specialist, Case Manager, and Employment Specialist. Has worked with The Center as a case manager since 2017.
✓ Counseling	
✓ Criminal Justice	Worked with the justice-involved population with Center for Women in Transition, MERS Goodwill, Pinellas County Health Dept., and St. Louis Police Department for 24 years.
✓ Correctional Residential Facilities	MERS Goodwill 2008-2015; Baker House 2017 to present.


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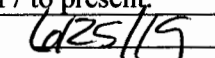


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EXHIBIT B
SUBMISSION IS MANDATORY
EXPERTISE OF PERSONNEL

Title of Position: Schirmer House Residential Facility Director	
Name of Person:	Jewelette Donald
Educational Degree (s): include college or university, major, and dates	B.S. Criminology and Criminal Justice, University of Missouri St. Louis, 1994
License(s)/Certification(s), Number(s) expiration date(s), if applicable:	Graduate Certificate in Urban Families and Community Development, Washington University, 1998
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	First Aid/CPR PREA training NARCAN training Licensed Childcare Director, 2007
Number of years experience in area of service proposed to provide. Experience in working with offenders?	21
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Ms. Donald has been employed at the Center as the Schirmer House Residential Facility Director since 2010.
Describe this person's responsibilities over the past 12 months.	Administers operations, programs and staffing of Schirmer House facility in accordance with Center for Women in Transition and state agency expectations and goals. This position has three direct reports- case manager, house manager supervisor, and the employment & life skills specialist.
Previous employer(s), positions, and dates.	Division of Youth Services, St. Louis, MO, Facility Manager and After Care Youth Specialist, 1978-1994; ARCHS - St. Louis Caring Communities, Site Manager and Student Assistant Coordinator, 1995-2002; Ichi-Ban & Associates, Operations Manager, 2003-2007; Division of Workforce Development, Workforce Development Specialist, 2004-2005; Provident, Inc., Program Manager; Operation Excel: An At Risk Youth Program, Case Manager/Trainer, 2005-2008 & 2008-2010.
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	Oversees facility dedicated to the successful reentry of women from the criminal justice system to the community from 2010 to present.
✓ Counseling	
✓ Criminal Justice	Has a degree in criminal justice; Trained security personnel to monitor of violations and disturbances, 2003-2007.
✓ Correctional Residential Facilities	For 9 years, has provided day to day management of Schirmer House a transitional housing facility for female offenders, trains staff, maintains reporting integrity, acts as liaison between community leaders, agencies and partners to ensure successful re-entry, successfully developed PREA policies and procedures, met audit expectations.

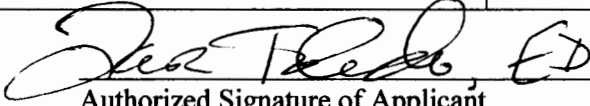

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 Date

EXHIBIT B
SUBMISSION IS MANDATORY
EXPERTISE OF PERSONNEL

Title of Position: Director of Programs	
Name of Person:	April Foster
Educational Degree (s): include college or university, major, and dates	MSW, Southern Illinois University – Edwardsville, 2010 BSW, Southern Illinois University – Edwardsville, 1999
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Certification in Aggression Replacement Training (ART)
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	CPR and First Aid Certification, BJC Healthcare PREA training NARCAN training
Number of years experience in area of service proposed to provide. Experience in working with offenders?	12 years
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Ms. Foster has been employed at the Center as Director of Programs since January 2019.
Describe this person's responsibilities over the past 12 months.	Ms. Foster is responsible for developing consistent, gender-responsive and evidence-based programming for the agency as a whole, leading implementation of services across programs, monitoring program fidelity on an ongoing basis, and monitoring program outcomes for continuous program improvement.
Previous employer(s), positions, and dates.	Washington University, Project Coordinator, August 2009 – December 2018; Concordance Academy, Special Projects, March 2017 – December 2018; Children's Home and Aid, Redeploy Team Lead, March 2005 – August 2009; Youth Haven, Program Manager, February 2003 – March 2005; Children's Home and Aid, Delinquency Intervention Coordinator, August 1999 – February 2003.
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	Ms. Foster has a Masters of Social Work and provided direct services to from 1999 to present.
✓ Reentry	Provided wraparound reentry services for adolescents and young adults returning from incarceration at Children's Home and Aid; served as a consultant on special projects at Concordance Academy of Leadership which included implementation of evidence-based programming and fidelity check processes; oversee all programming at Center for Women in Transition.
✓ Counseling	Provided evidence-based CBT Groups (Aggression Replacement Training) to adolescents involved in the justice system through Children's Home and Aid; developed and tested a trauma-focused CBT group for adolescent girls at Washington University.
✓ Criminal Justice	

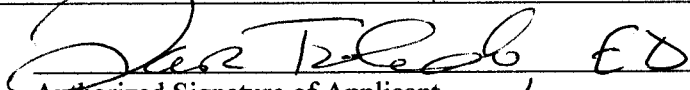
✓ Correctional Residential Facilities	Supervisor of Schirmer House Facility Director, 1/2019 to present.
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Authorized Signature of Applicant

6/25/19
Date

EXHIBIT B
SUBMISSION IS MANDATORY
EXPERTISE OF PERSONNEL

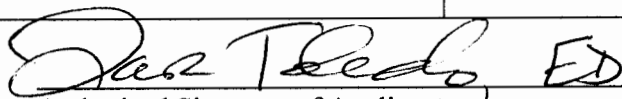
Title of Position: Life Skills Specialist	
Name of Person:	Paige Henry
Educational Degree (s): include college or university, major, and dates	B.A. Psychology, Southern Illinois University – Carbondale, 2017
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	PREA Training Narcan Training CPR and First Aid Certification, BJC Healthcare
Number of years experience in area of service proposed to provide. Experience in working with offenders?	1
Describe person’s relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Ms. Henry has been employed with Center for Women in Transition as an Life Skills Specialist since August 2018, and was a house manager from June 2018 to August 2018.
Describe this person’s responsibilities over the past 12 months.	Ms. Henry is responsible for assisting Schirmer House clients as they enhance their life skills by providing individual and group instruction and supportive activities and by connecting clients to community resources
Previous employer(s), positions, and dates.	Centerstone, Transitional Living Program Advisor 3/2018-5/2018; The Achieve Program, Academic Support and Case Manager 9/2015-12/2017; LiveWell Wellness Centers, LLC, Front Desk Receptionist 5/2011-7/2013; MEHC Real Estate Transaction & Design, Virtual Administrative Assistant 6/2011-8/2011.
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	Employed with Center for Women in Transition since 2018, conducting weekly life skills classes for clients reentering the community from incarceration.
✓ Counseling	
✓ Criminal Justice	Worked as a Transitional Living Program Advisor for Centerstone providing services for individuals 18-21 years of age transitioning out DCFS; Worked as a House Manager and works as Employment/Life Skills specialist at Center for Women in Transition providing services for women reentering the community after incarceration.
✓ Correctional Residential Facilities	Schirmer House, 2018 to present.


 Authorized Signature of Applicant

06/25/19
 Date

EXHIBIT B
SUBMISSION IS MANDATORY
EXPERTISE OF PERSONNEL

Title of Position: House Manager Supervisor	
Name of Person:	Barbara Hoskins
Educational Degree (s): include college or university, major, and dates	High School Diploma, 2006, Southern Illinois College.
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	CPR and First Aid Certification, BJC Healthcare, March 2018 Certificate in Human Service Technology, Southern Illinois College, 2009 Certificate in Microsoft Office Technology, Southern Illinois College, 2008
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	PREA training NARCAN training Trauma informed care training Mental health training
Number of years experience in area of service proposed to provide. Experience in working with offenders?	10 years
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Ms. Hoskins has been employed with Center for Women in Transition first as a House Manager from 2009 to 2018, and House Manger Supervisor from 2018 to present.
Describe this person's responsibilities over the past 12 months.	Ms. Hoskins is responsible for supporting a trauma-informed environment while maintaining the safety and security of the facilities. She performs the regular duties of the House Manager position, and is responsible for recruiting and supervising all House Managers, developing & maintaining monthly schedules and shift coverage and assisting with continuing education delivery.
Previous employer(s), positions, and dates.	Innex Service Company, Supervisor, 4/2000-6/2005.
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Social Work	
✓ Reentry	Worked as a House Manager and Supervisor at the Center with women reentering the community from incarceration from 2009 to present.
✓ Counseling	
✓ Criminal Justice	Worked with individuals under Department of Corrections supervision residing at Center for Women in Transition – Schirmer House from 2009 to present.
✓ Correctional Residential Facilities	Schirmer House, 2009 to present.


 Authorized Signature of Applicant

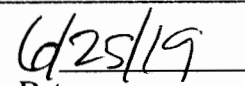

 Date

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:	Center for Women in Transition
Legal/Cancellation Actions Information From:	
Name of Company:	No legal/cancellation actions.
Address of Company:	
Contact Person Name:	
Contact Person Phone Number:	
Contact Person e-mail address:	
Date(s) of Legal Action or Cancellation:	
Reason for Cancellation of Contract:	
Description of Legal Action:	
Resolution of Legal Action:	

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:

Category	Service	Proposed Clients	Outcome	Indicator (How do you know you are achieving the outcome?)
Academic	GED/College	4	Enhanced education	100% of participants interested in pursuing education goals will be provided with resources and information on locations near residence.
Basic Needs and Emergency Services	Food cards	30	Attainment of basic needs and emergency services	100% of participants who express a basic need will have that need addressed either through internal leveraged resources or external referral. 90% of participants will participate in group life skills classes.
	Clothes and toiletries	30		
	Life skills	30		
Employment	Job readiness and maintenance groups	27	Improved employment	90% of participants will attend job readiness and maintenance groups and have ongoing 1-on-1 meetings with the Employment Specialist. 70% of those eligible for employment will obtain employment, and 60% will maintain employment for 90 days or more.
	1-on-1 meetings with employment specialist	27		
Family	Family reunification support	8	Increased family support	100% of those needing family reunification support will have a consultation with the Center's Family Reunification Specialist. When appropriate, court advocacy and/or assistance with supervised visits will be provided.
	Court advocacy	5		
Housing	Deposit and 1 st or last month's rent	9	Attainment of housing	100% of participants will receive housing placement support. When appropriate, participants will receive rental assistance with deposit and first or last month's rent, depending on lease requirements.

Mental Health	1-on-1 counseling	10	Reduced mental health risks	100% of participants will receive a trauma assessment. 100% participants assessed as needing trauma services will be referred to groups and offered 1-on-1 counseling. 30% will attend to trauma and CBT groups, and/or 1-1 counseling sessions.
	Trauma groups	10		
	CBT groups	10		
	Trauma Assessment	30		
Substance Abuse			Reduced substance abuse	100% of CBR participants with a history of substance use will be referred to outpatient treatment. 75% will attend treatment or recovery groups. 60% will maintain sobriety as evidenced by drug testing and self-report.
	12-step groups	10		
	SMART Recovery groups	10		
	Drug testing	30		
Transportation	Bus passes/tickets	30	Attainment of transportation	100% of clients will receive transportation assistance.
Vocational	Vocational Programs	4	Improved employment	100% of participants interested in pursuing vocational training will be referred to appropriate programs and other community providers for vocational 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 Missouri Prisons of funding	Upon receipt of reward	8/1/2019	Director of Programs
Create tracking sheets and ensure all forms are prepared	8/1/2019	8/31/2019	Director of Programs, Case Manger
Begin WRNA assessments and interviews with potential participants	8/15/2019	Ongoing	Case Manager
Accept new clients into the program	8/1/2019	Ongoing	Director of Programs, Program Manager
Establish goals (including ensuring safe housing)	8/1/19	Ongoing	Case Manager
Provide rental assistance when appropriate	8/1/19	Ongoing	Case Manager
Offer Life Skills and Employment Curriculum	8/1/19	Ongoing	Employment Specialist, Life Skills Specialist
Assess health care needs (including mental health care)	8/1/19	Ongoing	Case Manager, Behavioral Health Specialist
Refer client to appropriate agencies for services e.g., substance use and medical needs	8/1/19	Ongoing	Case Manager
Provision of basic needs when necessary	8/1/19	Ongoing	Case Manager
Ongoing reassessment of client goals and needs	8/1/19	Ongoing	Case Manager
Keep accurate records of services provided and funds spent	8/1/19	Ongoing	Program Manager, Director of Programs, Development Director
Submit quarterly/final report	8/1/19	11/15/19 2/15/2020 5/15/2020 8/15/2020	Program Manager, Director of Programs, Development Director

EXHIBIT F**SUBMISSION IS MANDATORY****BUDGET DETAIL WORKSHEET***All Expenses Must Be Reasonable and Necessary*

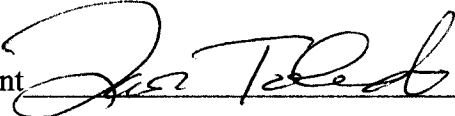
COMPLETED FORM MUST BE RETURNED WITH APPLICATION		
A. Personnel (a breakdown in the number of hours each person is dedicated to the project is to be provided)		
Name/Position	Calculation of Cost	Cost
Community Case Manager/Family Reunification Specialist (Stefanie Moore) - Leveraged from other funding sources	40 hours/week – leveraged from other funding	\$0.00
Community Case Manager (TBH) – Leveraged from other funding sources	20 hours/week – leveraged from other funding	\$0.00
Life Skills Specialist (Paige Henry)	10 hours/week	\$8,996.00
Employment Specialist (Lori McKinney)	10 hours/week	\$9,406.80
	Subtotal	\$18,402.80
B. Fringe Benefits (must be capped at 12%)		
Name/Position	Calculation of Cost	Cost
Life Skills Specialist: (Paige Henry) – Percentage of FICA	\$8,996.00 X .076	\$683.70
Life Skills Specialist: (Paige Henry) – Percentage of Workers Comp	\$8,996.00 X .023	\$206.91
Employment Specialist (Lori McKinney) – Percentage of FICA	\$9,406.80 X .076	\$714.92
Employment Specialist (Lori McKinney) – Percentage of Workers Comp	\$8,996.00 X .023	\$206.91
	Subtotal	\$1,992.44
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
Case Manager Travel for Home Visits within St. Louis City, St. Louis County, Jefferson County, St. Charles County, and Franklin County	1,688 miles X .37	\$624.76
	Subtotal	

	Calculation of Cost	Cost
D. Direct Services (i.e. housing rental/lease, GED Testing)		
****ALL DIRECT SERVICES MUST BE PROVIDED TO THE OFFENDERS****		
	Calculation of Cost	Cost
Basic Needs: Food Cards	\$75 X 8/month X 12	\$7,200
Transportation: Bus Passes/Tickets	\$78 X 10/month X 12	\$9,360
Rent Assistance: Deposit, First Months or Last Months rent – projected at FMR value for 1 Br in STL. Actual rental rate will vary dependent on the individualized needs of clients and housing availability.	\$690 X 2 X 9 clients	\$12,420
	Subtotal	\$28,980.00
E. Equipment/Supplies (Direct Services Only)		
	Calculation of Cost	Cost
	Subtotal	\$0.00
Summary		
A. Personnel		\$18,402.80
B. Fringe Benefits		\$1,992.44
C. Staff Travel		\$624.76
D. Direct Services		\$28,980.00
E. Equipment/Supplies (Direct Services Only)		\$0.00
	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 Center for Women in Transition

Authorized Signature of Applicant  Date 6/25/19

Printed Name Laura Toledo

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

The Center will be using leveraged funds from other sources to cover case management services to 30 community-based participants, totaling 1.5 FTE or 60 hours per week. The Center is requesting funding to cover the creation of and expansion of two current roles, Employment Specialist and Life Skills Specialist.

- 10 hours per week for the Employment Specialist, Ms. Lori McKinney at a rate of \$18.09 per hour. Ms. McKinney currently provides employment services to participants residing in the Center's Baker House Facility, and she will begin to provide those services to participants residing at Schirmer House under a different contract. This funding will allow an expansion of Employment Services to participants residing in the community.
- 10 hours per week for the Life Skills Specialist, Ms. Paige Henry at a rate of \$17.30 per hour. Ms. Henry currently provides life skills coaching and facilitates groups to participants in the Center's Schirmer House Facility, and she will begin to provide those services to participants residing at Baker House through leveraging other funding. This funding will allow an expansion of Life Skills services to participants residing in the community.

B. Fringe Benefits

FICA/Medicare is required for the Employment Specialist and Life Skills Specialist positions at a rate of 7.6%. Workers compensation is charged at a rate of 2.3%. Total fringe benefits for both Ms. McKinney and Ms. Henry will be charged at a rate of 9.9%, below the 12% of the salary as required by the request for proposals.

C. Staff Travel

The Center reimburses mileage at a rate of \$0.445 per mile. The Center will leverage other funding to cover the \$0.075 difference in reimbursable rates. Case Managers mileage will be reimbursed for all home visits for community-based participants and transportation to required appointments as needed (i.e. medical appointments, court, etc.) up to 1,688 miles; miles above and beyond 1,688 will be reimbursed from other funding sources.

D. Direct Services to the Offenders

1. Rent Assistance: The Center will provide Service Supported Housing through deposit, and either first month's rent or last month's rent as appropriate to women in scattered-site housing in the community, with rental assistance preference being given to sex offenders or women subject to sex offender restrictions. Rent projections are based on fair market rent for one bedroom apartments in the St. Louis City and St. Louis County regions. The Center anticipates that the actual amount of rent support provided to participants will vary based upon needs and cost of housing obtained.

2. Basic Needs: The Center provides basic needs assistance for participants living in the community based on individualized need. Specifically, the Center will provide \$75 food cards to be used at local grocery stores. The Center anticipates providing \$75 grocery cards to 8 women per month, with preference given to those who are not eligible for state food assistance and those with children. Once clients are financially able, they will be expected to assume some

of these costs themselves. The Center aims to assist 30 women with food assistance throughout the funding period.

3. Transportation: The Center will provide bus passes or bus tickets to participants living in the community as needed to assist with transportation to and from the Center for programming, substance abuse treatment, medical/mental health services, jobs, and other destinations in accordance with their case management plan. Provision of transportation assistance will be given based upon participant needs as determined by the WRNA, participants phase in programming, and case manager discretion. A monthly bus pass costs \$78 per person, and bus tickets cost \$6 per ticket. The Center anticipates providing bus passes/tickets to 10 women living in the community per month based upon need. The Center aims to assist 30 women with transportation needs throughout the funding period.

E. Equipment/Supplies (Direct Services Only)

N/A



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248364843
Nov. 30, 2011 LTR 4168C E0
43-1799627 000000 00

00018357
BODC: TE

CENTER FOR WOMEN IN TRANSITION
% ROBERT WESSELS
7529 S BROADWAY
SAINT LOUIS MO 63111-3409



13793

Employer Identification Number: 43-1799627
Person to Contact: Ms. Osborne
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Nov. 18, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in June 1996.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

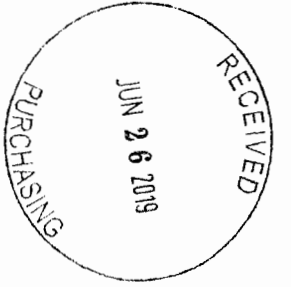
Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

RECEIVED
MO DEPT. OF CORRECTIONS
PURCHASING SECTION
DATE: 6/26/19 TIME: 1:00pm

RECEIVED
JUN 26 2019
PURCHASING

Handwritten notes in the bottom right corner, including the date "6/26/19" and the name "Wilson, D.J.", which appear to be a duplicate or related to the stamp information.



Missouri Department of Corrections
Purchasing Section
2729 Plaza Drive
Jefferson City, MO 65109

REF ID: A480-010