

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 1 of 57

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

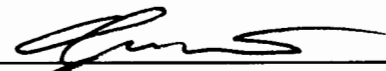
2:00 p.m., June 27, 2019

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: Release to Rent Housing 11
Company Name: Criminal Justice Ministry
Mailing Address: P. O. Box 15160
City, State, Zip: St. Louis, MO 63110
Telephone: 314-881-6023 Fax: 314-881-6073
Federal EIN #: 46-2647318 State Vendor #: 46264731800
Email: anthonyd@cjmstlouis.org

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

Authorized Signature:  Application Date: 6/24/19

NOTICE OF AWARD:

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

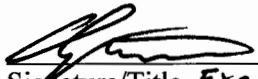

Julie Kempker, Director, Division of Probation and Parole

Contract No. SDA48001012

9/27/19
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.		
<i>Please select geographic area in accordance with the map attached: See Attachment 1</i>		Amount of DOC Funds Requested:
<input type="checkbox"/> Western Region	City/County _____	\$ 50,000.00
<input checked="" type="checkbox"/> Eastern Region	City/County St. Louis City	
Program Title: <u>Release to Rent Housing 11</u> Does this program complement another application? Yes <u>X</u> No ___ Name: <u>Release to Rent-Controlled Housing 11; Release to Rent Start-Up 11</u> Provide a unique name descriptive of service or program for EACH application submitted		
Applicant Agency and Address: Criminal Justice Ministry P. O. Box 15160 St. Louis, MO 63110  Signature/Title <u>Executive Director</u>	Project Director Name, Phone, Fax & Email: <u>Anthony D'Agostino</u> Phone: 314-881-6023 Fax: 314-881-6073 Email: anthonyd@cjmstlouis.org	Date <u>6/24/19</u>
Anticipated Outputs: (number of offenders supervised by DOC to be served by the proposed project): 20	Estimated Cost per Offender: \$ 2,500.	# of Paid Staff: 8 FT # of Volunteers: 5
Summary of Proposed Project: In a concise manner provide a summary paragraph of your project. Most medium-to-high risk/need ex-offenders (62%) will become reincarcerated back into a Missouri Department of Corrections (MODOC) facility, and most admissions each year are reincarcerations based on revocations (according to the Missouri Sentencing Advisory Commission's report published in 2016). These medium-to-high risk/need offenders face the greatest reentry challenges due to the nature of their offense (violent and/or sexual) and lack of available resources (a home plan and organizations, landlords and employers unwilling to work with them). Through Criminal Justice Ministry's (CJM) Release to Rent (R2R), this target population receives all the services necessary to become healthy, employed, productive members of our community, dropping their recidivism rate to 22% (according to a 2016 independent UMSL study by Dr. Huebner) and drastically cutting reincarceration costs for MODOC. This application requests \$50,000 for reentry housing assistance (deposit and rent) for 20+ offenders exiting a MODOC facility and entering CJM's reentry housing program – R2R. Upon their release, these offenders—all under MODOC supervision—will receive comprehensive services, including assistance with basic apartment furniture, utilities, cell phone, monthly bus passes, clothing, food, medical services, personal hygiene items and all other essential reentry needs. Along with the two complementary project applications – Release to Rent-Controlled Housing 11 and Release to Rent Start-up 11 – CJM will expand its MRP-based R2R program that has a proven track record of addressing specific offender needs and resulting in positive outcomes.		

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.

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

- Service center for staff, case managers and offenders (rent, utilities, insurance, equipment, phones, fax, etc.)
- Intensive case management and clinical services (based on individual need) from trained professionals
- Safe storage area for bus tickets and vouchers for food, prescriptions, and Missouri documents
- Program and office supplies (computers, paper, etc.)
- Referral services focused on workforce development, connections to employment and essential need services
- Housing Services (good tenant training) for offenders
- Administrative services for programs, including planning, internal coordination, collaboration with other agencies, etc.

Checklist for Application Submission

**REQUIRED FORM
COMPLETED FORM TO BE RETURNED
WITH APPLICATION**

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

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

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

- 5.16 % Local government
- 6.07 % State government
- 30.01 % Federal government
- 19.14 % Direct donations from individuals
- 31.14 % Corporate or foundation grants
- 0 % Fee and charges for services, products, and sales
- .27 % Endowment and interest income
- 8.20 % Fundraisers or special events
- 0 % Membership fees
- 0 % Other sources
- 100% Total**

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

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

Application Narrative – Release to Rent Housing 11

- 1) Identify whether a new program, an existing program or service procedure is to be implemented, continued or replicated.

CJM works with the MODOC staff and offenders to identify the needs/gaps in services. Based on that collaboration, this application/project was created to continue the expansion of the tremendously successful Release to Rent (R2R) program with essential housing assistance funding. R2R was created as a Missouri Reentry Program (MRP) in collaboration with MODOC – Probation and Parole Division – in 2003. It initially began serving five offenders and slowly grew over the next 15 years. Based on the R2R model, two other programs were created to specifically work with Veterans in need and post-release offenders. CJM now serves over 100 offenders per year – mostly violent and/or sex offenders – through its three reentry housing programs based on the original R2R program model. R2R interventions initially began with housing and case management in 2003 and have expanded to include basic needs assistance (food, clothing, medical, transportation, etc.) as well as workforce development and clinical treatment for mental health and substance abuse. Due to the high risks, expenses and stigmas associated with serving sex offenders, CJM has become one of the only reentry housing providers in the state to serve this population. In fact, no other organization in Missouri has a longer history or better track-record serving and housing sex offenders.

For over 15 years, CJM's R2R program has successfully utilized an evidence-based approach focused on scattered, housing-first and harm-reduction case management to facilitate employment/self-sufficiency and successful reentry for medium-to-high risk/need offenders exiting a Missouri prison/facility. Housing-first immediately places offenders in affordable housing and then focuses on mental health/substance abuse treatment and other needs. According to the 2005 report *They All Come Back* by Travis, housing is the lynchpin holding the reintegration process together. Latessa, Listwan and Koetzle's 2013 studies in *What Works and What Doesn't in Reducing Recidivism* note the benefits of scattered housing-first because it reduces the post-incarcerated individual's association with other ex-offenders and enhancing their association with prosocial people. In addition to the scattered, housing-first approach, harm-reduction is key to this project's success. It

helps CJM effectively reduce the harms associated with negative behaviors (such as drug use) in people unable/unwilling to stop, focusing treatment on the prevention of harm to the offender, rather than on the prevention of use itself. According to a 2014 Logan and Marlatt study in the Journal of Clinical Psychology, dozens of peer-reviewed controlled trials shows that post-incarcerated individuals who don't receive enough support are substantially more likely to commit crime and return to jail/prison. R2R's evidence-based approach provides the extensive support and preparation offenders need to become self-sufficient through long-term employment and healthy behaviors.

CJM has operated as a trusted organization in the state since 1979 without any legal actions, suits or proceedings, pending or threatened. Additionally, CJM does not have any contracts with other governmental and/or private entities that have been canceled prior to expiration or contracts not renewed after the initial contract period within the last five (5) years. CJM has an expert team of trained professionals – a clinical Director of Client Services, an intake coordinator, case managers, a housing coordinator and administrators – who work with MODOC staff to provide individualized services and resources for each R2R offender. With over 50 years of expertise in the field and numerous advanced degrees/certifications (as evidenced in Exhibit B of this application), this program team possesses the appropriate certifications and experience in providing reentry services to this target population. Over the past decade, CJM has successfully facilitated dozens of contracts with the state through Community Reentry Funding and directly work with MODOC staff – especially probation and parole – to reduce recidivism, cut costs and improve community safety.

Over its 15 years in existence, R2R has served 346 offenders and helped them achieve some tremendous outcomes. By providing the R2R model interventions – 24/7 case management/clinician access, housing and all other wrap around services/assistance – to recently-released, post-incarcerated St. Louisans with a long incarceration history, no support system/resources and mental health/substance use history, the majority (269 or 78%) have successfully stayed out of prison. This is based data analyzed in a 2016 independent UMSL study by Dr. Huebner of R2R offenders. In comparison, only 38% of this target population experience the same results without R2R services (according to the MO Sentencing Advisory Commission's

report published in 2016). Over the first six months of 2019, all R2R offenders (100% - 28 out of 28) entering the program were housing insecure due to their lack of a housing plan. Once in program, that number dropped to zero. Furthermore, CJM's internal data from the evidence-based RNR assessments indicate most offenders (over 80%) improve their housing, employment/income and health situation through R2R. These positive results will continue and improve through this project. Since this application/project is an expansion/improvement of the historically successful R2R program, MODOC, its ex-offenders and our community will experience less recidivism, lower costs and increased safety.

2) Describe how the services will be provided, including screening, assessment or referral procedures.

These funds focus on essential housing assistance for the MODOC offender population with the greatest challenges. These offenders are violent and/or sex offenders who lack a home plan, a support system or any resources in the community. In addition to housing assistance, this program provides the offender comprehensive services based on individual needs. The R2R program begins with constant communication between the staff at MODOC and CJM. Over the past several decades, CJM has developed trusted working relationships with MODOC staff inside facilities and in area probation and parole offices. When a medium-to-high risk inmate is ready for release, has a violent/sex offense and lacks a home plan, MODOC staff contact CJM's intake coordinator, and the inmate completes a one-page application. Based on program capacity, the coordinator immediately sets an interview with the inmate to determine his/her needs, and CJM's ability to meet those needs. Unfortunately, housing and services for sex offenders has become scarce and expensive. Therefore, CJM does not possess the necessary resources/funding to meet all the housing and services needs of this increasing population.

Through this application/project, CJM will intake/accept at least 20 of these inmates and begin preparing for their release. This procedure consists of the housing coordinator prep a small apartment leased by CJM (cleaning, safety check and furnish with all necessary household items – everything from a bed to utensils) and the Director of Client Services (clinician) review the inmate's paperwork with the R2R

staff/team. Upon their release date, CJM's clinician conducts an initial assessment with the now ex-offender to confirm his/her needs – mental health, substance abuse, physical health, employment, etc. – and assign a case manager. With continued collaboration with the offender's parole officer, the case manager immediately begins the program orientation. This includes introducing the offender to his/her new apartment/neighborhood, the transportation system, program guidelines, initial paperwork/bi-monthly assessments as well as the collaborative creation of an Individualized Service Plan (ISP) with specific goals to help achieve overall health, employment and self-sufficiency.

Based on weekly case manager observations and bi-monthly RNR assessments (an evidence-based reentry tool), offenders work with case managers to adjust ISP goals/objectives and receive necessary services, such as mental health treatment with CJM's clinician. Throughout the next 12 months (depending on the offender's need), the case manager and CJM's staff ensure that each offender receives all necessary services/resources such as 24/7 case management, mental health/substance abuse treatment, employment training as well as assistance with rent/utilities, food, clothing, transportation and any other needed area. This funding/application focuses on the essential housing assistance necessary for offender success. These items specifically include basic apartment furniture, clothing (personal and work), food, hygiene products, utilities, cell phone, bus passes and any other tangible item needed for successful reentry and self-sufficiency.

CJM case managers and staff work in tandem with Missouri Probation and Parole to provide essential services that gradually decreases over 12-months as the offenders' responsibilities increase and personalized goals accomplished. Once an offender has sustained employment/income, achieved his/her ISP goals/objectives and is deemed ready for program completion by him/herself and the CJM staff and clinician (mentally stable/healthy), the apartment lease is transitioned into the offender's name. Based on individual needs, follow-up services, referrals and assistance are provided to offenders after he/she successfully transitions to help ensure long-term success/independence. Additionally, post-program offenders will still have access to various services/assistance when needed. This improves outcomes for our community and offenders, decreasing the likelihood of spiraling back into criminality and poverty. While services are administered,

CJM's staff collect all program data – case notes, assessments, etc. – for each offender and analyze his/her progress. This information is discussed by the team and used to make improvements to current program services/approach to each offender. It is also disseminated/shared with all pertinent MODOC staff through weekly parole officer staffings and monthly, quarterly, and final reporting.

- 3) Describe the amount (e.g. hours, days) of contact that each offender will receive from each type of anticipated service.

The Urban Institute's *Returning Home Study* and the Harding, et al. study *Making Ends Meet After Prison* show that the strains of ex-offender reentry are relieved by immediately addressing needs and using interventional strategies as soon as possible, especially for this target population. This prompt response is especially necessary for the highest risk/need population of offenders reentering society (violent/sex offenders without resources/support systems in the community). While the R2R program is based on a long-term, 12-month program model, all interventions begin on the first day of an offender's release. An R2R offender's needs are most intense during the first days/weeks of reentry. This transitional period is difficult for any ex-offender, but it is especially challenging for violent/sex offenders without resources or support in the community. Therefore, each offender is assigned a case manager before his/her release and in-person program orientation/interventions begin immediately upon release/program entry. With a small case load (10-15 offenders), each case manager has the time and resources to focus on each offender's individual needs.

On the first day in program, each offender is introduced/assimilated into his/her new apartment and neighborhood, the city's transportation system, the program guidelines, and all initial paperwork/bi-monthly assessments as well as the collaborative creation process of creating an Individualized Service Plan (ISP) with specific goals to help achieve overall health, employment and self-sufficiency. These initial activities occur during the first week of reentry/program entry and require a significant devotion of time, often 20-30 hours. This initial orientation phase also helps the offender and case manager develop the trusting relational bond necessary to successfully move forward and complete the program.

After the first week of orientation, each offender participates in weekly “stay-out” or life skills education group classes/meetings. These groups help case managers and offenders identify specific individual needs that must be addressed and obtain the necessary skills to move toward employment and self-sufficiency. In addition to group meetings, each offender meets with his/her case manager at least once a week (sometimes daily – based on the individual’s need) to discuss personal status and progress. Based on stay-out meetings, weekly/daily case manager observations and bi-monthly RNR assessments (an evidence-based reentry tool), offenders work with case managers to adjust ISP goals/objectives and receive necessary services, such as employment training/connections and mental health treatment with CJM’s clinician.

Since the R2R program utilizes a scattered-housing model of off-site services, most services are delivered at CJM’s offices. For example, all peer support groups, employment connections/training and clinical treatment/meetings occur at the CJM offices. However, some services are administered/offered in the community, such as medical care and substance abuse treatment. Case managers frequently perform home visits to check on offender’s status/progress and frequently drive offenders to appointments or meetings for various services (doctors, state benefits, etc.). Also, based on the offender’s need, case managers and the program clinician will visit the offender’s apartment to administer necessary services/treatment, especially when offender mobility is an issue.

Throughout this program, CJM case managers and staff work in tandem with Missouri Probation and Parole to provide the program’s essential services that gradually decreases over 12-months as the offenders’ responsibilities increase and personalized goals accomplished. The case manager and CJM’s staff ensure that each offender receives all necessary services/resources such as mental health/substance abuse treatment, legal services, employment training as well as assistance with rent/utilities, food, clothing, transportation and any other needed area. CJM case managers and program staff have daily and weekly contact with the offender’s parole officer, sharing pertinent information that will help the individual succeed.

Once an offender has sustained employment/income, achieved his/her ISP goals/objectives and is deemed ready for program completion by him/herself and the CJM staff and clinician (mentally

stable/healthy), the apartment lease is transitioned into the offender's name. Based on individual needs, follow-up services, referrals and assistance are provided to offenders after he/she successfully transitions to help ensure long-term success/independence. Unfortunately, the number and needs of this program's target population continues to grow, and CJM has difficulty meeting the expanding demand. Therefore, this application/funding will help provide the necessary resources to serve more offenders.

- 4) Describe the target audience that will receive the services, how the target audience will be verified and identify the process for referrals.

Violent and/or sex offenders face significant challenges to reentry, especially in terms of services and housing. Many of these offenders are approved for parole but lack a home plan necessary for release from a MODOC facility, costing the state available space and money. This project/program focuses on serving the needs of this higher risk/need population of offenders. While these offenders may have a release date, they lack an approved home plan, a social support system and the skills/resources necessary to successfully reenter our community. Most of these individuals are moved to a Community Release Center, Residential facility or Community Supervision Center. Instead of moving to one of these facilities, CJM's R2R program immediately houses these individuals upon release and helps find them employment/services necessary to successful reentry, saving MODOC hundreds of thousands of dollars in housing and service costs.

Due to the stigma and restrictions associated with their offense, this target population experiences more difficulty securing employment, obtaining affordable housing and finding service providers willing help them. Most landlord will not rent to them, while others take advantage of their vulnerability (often raising rent and refusing to make repairs). According to the National Reentry Resource Center, this population is plagued by housing insecurity and substance abuse. In fact, they are 11.3 times more likely than the general population to be homeless and 92% who enter this program have a substance abuse history. Additionally, this population struggles with many other factors that contribute to homelessness and substance abuse including, low socioeconomic status, chronic health conditions, infectious diseases and mental health

disorders. A 2015 study by the Department of Justice Bureau of Justice Statistics (BJS) shows that fully half of post-incarcerated individuals have been diagnosed with some form of mental health disorder. Due to an incarceration history and vulnerable background, this population also experiences higher rates of trauma, creating substantial barriers to successful reentry. As a result, most of these individuals will reoffend/recidivate within 3 years.

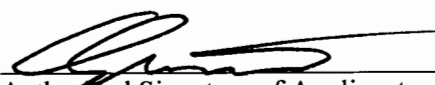
Because of the risks and costs associated with serving this target population, CJM's R2R program has become one of the only reentry housing programs in the state focusing on helping violent/sex offenders. As a result, the number of sex offenders served through R2R has tripled over the past four years. CJM works directly with MODOC staff and parole officers to identify barriers to self-sufficiency with each offender and specifically address every need. In addition to extensive housing assistance, the program's comprehensive case management services include reinstatement or application of state and/or federal benefits, social skill development, referrals for employment activities, assistance towards employment retention, substance abuse and/or mental health treatment, and any other wrap around services needed. Without access to adequate services/resources, employment and affordable housing, this population is more likely to remain economically poor, experience negative health outcomes, become homeless and reoffend/engage in criminal activity compared to other low-income individuals, creating a vicious cycle of poverty and community instability.

**EXHIBIT A
SUBMISSION IS MANDATORY**

PRIOR EXPERIENCE OF APPLICANT

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

Organization Name:	Criminal Justice Ministry	
Reference Information (Prior Services Performed For:)		
Name of Reference Company:	State of Missouri Department of Corrections	
Address of Reference Company:	2729 Plaza Drive	
	Jefferson City, MO 65109	
Reference Contact Person Name:	Ken Chapman, Reentry Program Manager	
Contact Person Phone #:	573-522-1206	
Contact Person e-mail address:	ken.chapman@doc.mo.gov	
Dates of Prior Services:	Release to Rent (housing & start-up) – July 2003 to present Transition Center Programming/Services – 2018 to present Vital Papers – April 2009 to June 2014 Entry Essentials – April 2009 to June 2017 Solid Start – July 2010 to June 2012 Direct Services—1979 to present	
Dollar Value of Prior Services:	Release to Rent - \$4,050,000 Transition Center - \$215,000 Solid Start - \$575,000 Vital Papers - \$675,000 Direct Services - \$725,000 Entry Essentials - \$1,750,000	
Description of Prior Services Performed:	Criminal Justice Ministry continues to work with the Department of Corrections staff to provide services based on the need of medium to high risk/need inmates (such as sex offenders) reentering the community. These services include comprehensive reentry programming with intensive case management, housing, furnishings, food, clothing, employment connections/training, transportation assistance and any other reentry service necessary to help an ex-offender become a productive, tax-paying member of our community.	




 Authorized Signature of Applicant

6/27/19
 Date

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Organization Name:	Criminal Justice Ministry
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	State of Missouri Department of Corrections Probation and Parole
Address of Reference Company:	220 S. Jefferson, 2 nd Floor
	St. Louis, MO 63103
Reference Contact Person Name:	Donna King, Regional Administrator
Contact Person Phone #:	314-877-1176
Contact Person e-mail address:	donna.king@doc.mo.gov
Dates of Prior Services:	Release to Rent (housing & start-up) – July 2003 to present Transition Center Programming/Services – 2018 to present Vital Papers – April 2009 to June 2014 Entry Essentials – April 2009 to June 2017 Solid Start – July 2010 to June 2012 Direct Services—1979 to present
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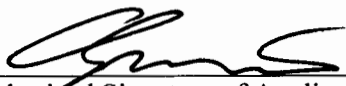
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Name of Reference Company:	State of Missouri Department of Corrections Probation and Parole	
Address of Reference Company:	220 S. Jefferson, 2 nd Floor	
	St. Louis, MO 63103	
Reference Contact Person Name:	Mary Bouman, District Administrator	
Contact Person Phone #:	314-982-8208	
Contact Person e-mail address:	mary.bouman@doc.mo.gov	
Dates of Prior Services:	Release to Rent (housing & start-up) – July 2003 to present Transition Center Programming/Services – 2018 to present Vital Papers – April 2009 to June 2014 Entry Essentials – April 2009 to June 2017 Solid Start – July 2010 to June 2012 Direct Services—1979 to present	
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Name of Reference Company:	State of Missouri Department of Corrections Probation and Parole
Address of Reference Company:	220 S. Jefferson, 2 nd Floor
	St. Louis, MO 63103
Reference Contact Person Name:	Chris Sarchett, Superintendent, Transition Center of St. Louis
Contact Person Phone #:	314-877-0300
Contact Person e-mail address:	chris.sarchett@doc.mo.gov
Dates of Prior Services:	Release to Rent (housing & start-up) – July 2003 to present Transition Center Programming/Services – 2018 to present Vital Papers – April 2009 to June 2014 Entry Essentials – April 2009 to June 2017 Solid Start – July 2010 to June 2012 Direct Services—1979 to present
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Address of Reference Company:	220 S. Jefferson, 2 nd Floor
	St. Louis, MO 63103
Reference Contact Person Name:	Jill Rafferty, Unit Supervisor
Contact Person Phone #:	314-877-1052
Contact Person e-mail address:	jill.rafferty@doc.mo.gov
Dates of Prior Services:	Release to Rent (housing & start-up) – July 2003 to present Transition Center Programming/Services – 2018 to present Vital Papers – April 2009 to June 2014 Entry Essentials – April 2009 to June 2017 Solid Start – July 2010 to June 2012 Direct Services—1979 to present
Dollar Value of Prior Services:	Release to Rent - \$4,050,000 Transition Center - \$215,000 Solid Start - \$575,000 Vital Papers - \$675,000 Direct Services - \$725,000 Entry Essentials - \$1,750,000
Description of Prior Services Performed:	Criminal Justice Ministry continues to work with the Department of Corrections staff to provide services based on the need of medium to high risk/need inmates (such as sex offenders) reentering the community. These services include comprehensive reentry programming with intensive case management, housing, furnishings, food, clothing, employment connections/training, transportation assistance and any other reentry service necessary to help an ex-offender become a productive, tax-paying member of our community.




 Authorized Signature of Applicant

6/24/19
 Date

PRIOR EXPERIENCE OF APPLICANT

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

Organization Name:	Criminal Justice Ministry
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	State of Missouri Department of Economic Development
Address of Reference Company:	Harry S Truman Building, Room 770
	P. O. Box 118, Jefferson City, MO 65102
Reference Contact Person Name:	Kim Baughman, Economic Development Incentive Specialist
Contact Person Phone #:	573-526-5417
Contact Person e-mail address:	<u>Kimberly.baughman@ded.mo.gov</u>
Dates of Prior Services:	NAP Tax Credits Release to Rent – 2012 to present
Dollar Value of Prior Services:	Release to Rent--\$524,080
Description of Prior Services Performed:	Criminal Justice Ministry continues to work with the Department of Corrections staff to provide services based on the need of medium to high risk/need inmates (such as sex offenders) reentering the community. These services include comprehensive reentry programming with intensive case management, housing, furnishings, food, clothing, employment connections/training, transportation assistance and any other reentry service necessary to help an ex-offender become a productive, tax-paying member of our community.



 Authorized Signature of Applicant

Date 6/24/19


**EXHIBIT B
SUBMISSION IS MANDATORY**

EXPERTISE OF PERSONNEL

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

Title of Position: <u>Director of Client Services</u>	
Name of Person:	Lara Meier
Educational Degree (s): include college or university, major, and dates	- M.Ed., Counseling – 5/2002 – Univ. of MO- St. Louis
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	- Missouri LPC #2003032102 Expires 6/30/19 (will be renewed) - National Certified Counselor (NCC) #668450, Expires 7/31/2020 - Department of Mental Health Certification as service provider organization (2019) – professional development requirements fulfilled
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	- Approved by the state of MO to provide clinical supervision to provisionally licensed counselors - Trauma-informed organization trainings
Number of years experience in area of service proposed to provide:	- 17 years of clinical experience - 10 years of experience working with ex-offenders
Describe person’s relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships	Hired by Criminal Justice Ministry in September 2017
Describe this person’s responsibilities over the past 12 months.	- Oversee 3 reentry housing programs for ex-offenders - Manage the entire admission process from referral to release day - Provide clinical and crisis intervention with offenders - Supervise 5 reentry housing case managers and Housing Coordinator
Previous employer(s), positions, and dates	- Counselor (part-time) @ University of Missouri–St. Louis: 2015-2017 - Counselor/Coordinator of Mental Health Services @ Catholic Charities of St. Louis/Housing Resource Center: 2013-2015 - Lead Therapist @ Project ACCESS: 2003-2013
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person’s role and extent of involvement in the experience
✓ Social Work	- Collaborate with social service agencies, government entities and property management companies to facilitate effective delivery of services.
✓ Reentry	- Provided in-office and in-home counseling and crisis intervention to individuals in short and long-term supportive housing programs serving veterans, the chronically mentally ill, the formerly homeless, and ex-offenders

Title of Position: <u>Director of Client Services</u>	
	- Developed and co-led a biweekly PTSD/addiction group for women, and a psychoeducational support group for men with mental illness
✓ Counseling	<ul style="list-style-type: none"> - Provided individual therapy, group therapy, crisis intervention and conflict resolution to participants of a housing initiative that aimed to rehabilitate and stabilize individuals with a history of chronic homelessness. - Served as agency specialist on mental health and substance abuse, addressing the ongoing mental health needs of offenders and coordinating referrals for psychiatric and substance abuse treatment. Educate staff on mental illness to improve their working relationships with offenders. - Conduct an extensive, comprehensive biopsychosocial assessment for each offender, emphasizing barriers to self-sufficiency and determining clinical diagnosis when appropriate
✓ Criminal Justice	Various CJM advocacy efforts
✓ Correctional Residential Facilities	Help with CJM coordination and paperwork



 Authorized Signature of Applicant

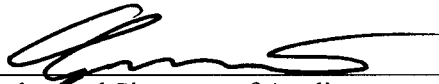
6/24/19
 Date

EXPERTISE OF PERSONNEL

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

Title of Position: <u>Intake Coordinator</u>	
Name of Person:	Brandon Reid
Educational Degree (s): include college or university, major, and dates	- UMSL- School of Social Work 2017-Present
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	- MADAAC I, CPS - Department of Mental Health Certification as service provider organization (2019) – professional development requirements fulfilled
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	- Trauma-informed organization trainings
Number of years experience in area of service proposed to provide:	- 4.5 years of experience working with the reentry population
Describe person’s relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships	Hired by Criminal Justice Ministry in February 2015
Describe this person’s responsibilities over the past 12 months.	- Case Manager- creating treatment plans, completing assessments, home visit, crisis intervention - Intake Coordinator- Gathering referrals, screen and interview, determine placement - Peer Support Coordinator- Oversee Peer Support Program ad logistics
Previous employer(s), positions, and dates	- Ranoush Resturant 2013- Present
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	- Provide referrals, case manage, crisis intervention
✓ Reentry	- Gather referrals from Mo DOC institutions, interview offenders, plans for release with DOC staff into R2R program
✓ Counseling	NA
✓ Criminal Justice	- Working relationship with Probation and Parole, Missouri Highway Patrol, and Saint Louis Metropolitan Police Department in regards to offender’s release and registry - Previously incarcerated - Various CJM advocacy efforts

Title of Position: <u>Intake Coordinator</u>	
<input checked="" type="checkbox"/> Correctional Residential Facilities	Help with CJM coordination and paperwork



Authorized Signature of Applicant


6/24/19
Date

EXPERTISE OF PERSONNEL

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

Title of Position: <u>Case Manager/Coordinator</u>	
Name of Person:	Loretta Walters
Educational Degree (s): include college or university, major, and dates	<ul style="list-style-type: none"> - BA/Criminal Justice St. Louis University 1986 - AA/Criminal Justice Forest Park Community College 1984
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	<ul style="list-style-type: none"> - Certified Mediator/ St. Louis University school of Law 2011 - Department of Mental Health Certification as service provider organization (2019) – professional development requirements fulfilled
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	<ul style="list-style-type: none"> - Certified Parent Educator/ Master Trainer Parents As Teachers 25 years. State Wide trainer in Cultural Diversity. State Wide Trainer in home visitations. Base-Line Substance Abuse Trainer - Trauma-informed organization trainings
Number of years experience in area of service proposed to provide:	<ul style="list-style-type: none"> - 25 years of experience working as a social worker/Case Manager with Children Services, Homeless Services, Veteran Services, Senior Services and working with women with Domestic Violence
Describe person’s relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships	Hired by Criminal Justice Ministry in July 2017
Describe this person’s responsibilities over the past 12 months.	<ul style="list-style-type: none"> - Coordinate all daily operations for Release to Rent program - Handle all offender case management logistics: complete all required program forms and agreements; take offender food shopping, DMV, SS Office and to Affinia Healthcare to sign up for medical and food stamps - Refer offenders to employment programs, mental health and substance abuse services, when needed - Facilitate Stay Out Groups twice monthly - Attend trainings and meetings related to re-entry.
Previous employer(s), positions, and dates	<ul style="list-style-type: none"> - Humanitri – Case manager: 2008-2017 - Youth in Need – Family Advocate: 2006-2007 - Parents as Techers National Center – Educator: 1986-2006
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	<ul style="list-style-type: none"> - Worked directly with offenders/children through parents as teachers
✓ Reentry	<ul style="list-style-type: none"> - Created and designed reentry programing for Humanitri’s intensive case management program – Next Steps Home
✓ Counseling	NA

Title of Position: <u>Case Manager/Coordinator</u>	
✓ Criminal Justice	Various CJM advocacy efforts
✓ Correctional Residential Facilities	Help with CJM coordination and paperwork



Authorized Signature of Applicant


6/24/19
Date

EXPERTISE OF PERSONNEL

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

Title of Position: <u>Case Manager</u>	
Name of Person:	Treva Dixon
Educational Degree (s): include college or university, major, and dates	<ul style="list-style-type: none"> - Associate of Arts Degree received in Human Services in 1984 from State Community College. - Bachelor’s of Science Degree received in Urban Education in 2002, from Harris-Stowe State College.
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	- Department of Mental Health Certification as service provider organization (2019) – professional development requirements fulfilled
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	<ul style="list-style-type: none"> - Mental Health, Substance Abuse and CPR Trainings - Trauma-informed organization trainings
Number of years experience in area of service proposed to provide:	- 25 years of experience working as a social worker/Case Manager with Children Services, Homeless Services, Veteran Services, Senior Services and working with women with Domestic Violence
Describe person’s relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships	Hired by Criminal Justice Ministry in December 2018
Describe this person’s responsibilities over the past 12 months.	<ul style="list-style-type: none"> - Handle all offender case management logistics: complete all required program forms and agreements; take offender food shopping, DMV, SS Office and to Affinia Healthcare to sign up for medical and food stamps - Refer offenders to employment programs, mental health and substance abuse services, when needed - Facilitate Stay Out Groups twice monthly - Attend trainings and meetings related to re-entry.
Previous employer(s), positions, and dates	<ul style="list-style-type: none"> - State of Mo Dept of Health and Senior Services, Sept 2016 to Dec 2018 - Salvation Army Veterans Program, August 2014 to Sept 2016 - Humanitri Transitional Housing Program, May 2010, February 2013 - Salvation Army Transitional Housing Program, December 2000 to May 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	- Completed Adult Protective Services to Seniors and Disabled Adults in the St. Louis and St. Louis County Area, to ensure that that they weren’t being Abused, Neglected, and Financially Exploited
✓ Reentry	- Provided case management services to offenders, in the transitional housing, transitional living and shelter programs, between 2000 and 20014

Title of Position: <u>Case Manager</u>	
✓ Counseling	NA
✓ Criminal Justice	Various CJM advocacy efforts
✓ Correctional Residential Facilities	Help with CJM coordination and paperwork



Authorized Signature of Applicant

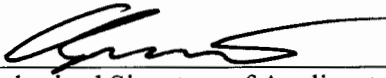
6/24/19
Date

EXPERTISE OF PERSONNEL

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

Title of Position: <u>Housing Coordinator</u>	
Name of Person:	Gary Wolken
Educational Degree (s): include college or university, major, and dates	- Bachelor of Arts – Philosophy – St. Louis University – 1988 - MDiv – Theology - Kenrick Seminary - 2003
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	- Department of Mental Health Certification as service provider organization (2019) – professional development requirements fulfilled
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	- Trauma-informed organization trainings
Number of years experience in area of service proposed to provide:	- 2 years of experience working with the reentry population
Describe person’s relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships	Hired by Criminal Justice Ministry in July 2017
Describe this person’s responsibilities over the past 12 months.	- Finding & leasing affordable apartments, utility setup, apartment preparation (furniture, household items), maintenance requests, utility bills, minor maintenance - Work with case managers and their offenders to teach good tenant skills when necessary
Previous employer(s), positions, and dates	- Nachomamma’s Mexican Restaurant May 2015-Sept. 2016
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person’s role and extent of involvement in the experience
✓ Social Work	- Worked directly with offenders in relation to housing
✓ Reentry	- Housing experience with reentry individuals as coordinator
✓ Counseling	NA
✓ Criminal Justice	Previously incarcerated Various CJM advocacy efforts

Title of Position: <u>Housing Coordinator</u>	
<input checked="" type="checkbox"/> Correctional Residential Facilities	Help with CJM coordination and paperwork



Authorized Signature of Applicant


6/24/19
Date

EXPERTISE OF PERSONNEL

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

Title of Position: <u>Director of Operations</u>	
Name of Person:	Christine Syberg
Educational Degree (s): include college or university, major, and dates	<ul style="list-style-type: none"> - Associate of Arts-Jefferson College-May 2010. - Started Bachelor of Science at Missouri Baptist University-2010-2012 - Finishing Bachelor of Science at UMSL 2016-present
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Department of Mental Health Certification as service provider organization (2019) – professional development requirements fulfilled
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	Trauma-informed organization trainings
Number of years experience in area of service proposed to provide:	5 years in administration for individuals reentering from jail/prison
Describe person’s relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships	Hired by Criminal Justice Ministry in January 2013
Describe this person’s responsibilities over the past 12 months.	<ul style="list-style-type: none"> - Working with CJM director on daily activities - Assisting Program coordinators with payment and budget reports, assuring that required documentation is maintained for funder reports and audits - Serving as contact person with the payroll company and health care provider - Work with coordinators and case managers with offender issues.
Previous employer(s), positions, and dates	<ul style="list-style-type: none"> - Agent in Charge, Client Services Solutions, October 2013-July2014 - Customer Service Representative, Client Services Solutions, October 2010-October 2013
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person’s role and extent of involvement in the experience
✓ Social Work	NA
✓ Reentry	Working with Case Managers on offender issues
✓ Counseling	NA
✓ Criminal Justice	Various CJM advocacy efforts

Title of Position: <u>Director of Operations</u>	
<input checked="" type="checkbox"/> Correctional Residential Facilities	Help with CJM coordination and paperwork



Authorized Signature of Applicant

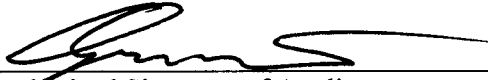
6/29/19
Date

EXPERTISE OF PERSONNEL

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

Title of Position: <u>Executive Director</u>	
Name of Person:	Anthony D'Agostino
Educational Degree (s): include college or university, major, and dates	<ul style="list-style-type: none"> - EdD - St. Louis University in Education, 2015 - MPPA - University of Missouri – St. Louis in Policy Administration, 2011 - MA, St. Louis University in Theology, 2007
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Department of Mental Health Certification as service provider organization (2019) – professional development requirements fulfilled
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	<ul style="list-style-type: none"> - Core Competency Business Training @ Harvard University, 2016 - Trauma-informed organization trainings
Number of years experience in area of service proposed to provide:	3 years in service/leadership to persons reentering from jail/prison
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships	Hired as Executive Director to Criminal Justice Ministry in July 2016
Describe this person's responsibilities over the past 12 months.	<ul style="list-style-type: none"> - Identifies needs and develops programs to implement CJM's mission and goals - Direct all CJM programs by supervising and working with program coordinators of FIRST/Direct Service, Reentry Housing and all other operations/programming - Represents CJM with community reentry groups (On Steering Committee of STAR—St. Louis Alliance for Reentry) - Works for systemic change in collaboration with local, state, and federal agencies
Previous employer(s), positions, and dates	<ul style="list-style-type: none"> - Chief Program Officer – Springboard to Learning, 2013-2016 - Department Chair – Incarnate Word Academy, 2004-2013
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Social Work	- Involved with Empower Missouri, serving as Criminal Justice Task Force Chair for three years
✓ Reentry	- Expanded reentry programs and created rent-controlled owner/operated units for MODOC ex-inmates while providing peer support programming through Let's Start.
✓ Counseling	NA

Title of Position: <u>Executive Director</u>	
✓ Criminal Justice	- Have collaborated with community partners and agencies to advance programs and policy changes related to criminal justice
✓ Correctional Residential Facilities	- Have worked to improve coordination of services for individuals who reside at the Transition Center of St. Louis and those reentering our community from various MO prisons throughout the state



Authorized Signature of Applicant

6/24/19
Date

EXHIBIT C
SUBMISSION IS MANDATORY

LEGAL/CANCELLATION ACTIONS AGAINST APPLICANT

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

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


Authorized Signature of Applicant

6/24/19
Date

Exhibit D
Performance Measures

Total Number of Offenders Agency Proposes to Serve: 20 offenders

Category	Service	Proposed Offenders	Outcome	Indicator (How do you know you are achieving the outcome?)
Academic	Education Classes / Referrals	Funded through other sources	Enhanced education	100% of offenders desiring further education classes will receive referrals and sign-up – measured by case notes ISPs & RNR assessment
Basic Needs and Emergency Services	Clothing & Hygiene Products	Funded through other sources	Attainment of basic needs	100% of offenders will have all their basic needs fulfilled – measured by case notes ISPs & RNR assessment
	Food, Utility Assistance & Cell Phones	Funded through other sources		
	Basic Apartment Furniture & Bus Passes/Tickets	Funded through other sources		
Employment	Workforce Preparation / Training	Funded through other sources	Improved employment	80% of offenders will find employment or income stream – measured by case notes ISPs & RNR assessment
	Work Cloths			
	Work Referrals			
Family	Family/Parenting Counseling Referrals	Funded through other sources	Increased family support	70% of offenders will demonstrate improved relationships – measured by case notes ISPs & RNR assessment
Housing	Apartment Deposit	20	Attainment of affordable housing	100% of offenders will obtain housing through a lease & necessary deposit
	Apartment Rental Assistance	20		
Mental Health	Clinical Treatment / Referrals	Funded through other sources	Reduced mental health risks	70% of offenders will improve their mental health situation – measured by case notes ISPs & RNR assessment
	Offender Assessment			
	Sex Offender Treatment / Referrals			
Substance Abuse	Assessment	Funded through other sources	Reduced substance abuse	70% of offenders will reduce substance use – measured by case notes ISPs & RNR assessment
	Treatment			
	Referrals			
Transportation	Bus Passes/Tickets	Funded through other sources	Attainment of transportation	100% of offenders have access to transportation for any necessary meetings, appointments & work
Vocational	Training Referrals	Funded through other sources	Improved employment	60% of offenders will experience advantageous job training – measured by case notes ISPs & RNR assessment
	Training Stipends			

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
Work with MODOC staff (facilities, P&P and Transition Center) to identify offenders in need	Upon receipt of award & throughout the funding term	Ongoing (by 6/30/2020)	MODOC staff; Intake Coordinator
Conduct initial interview with offender and choose offenders to enter program	Upon receipt of award & throughout the funding term	Ongoing (by 6/30/2020)	MODOC staff; Intake Coordinator; Director of Client Services
Prepare (clean and furnish) a small, affordable apartment for offender	Immediately after offender acceptance	Ongoing (by 6/30/2020)	Housing Coordinator
Conduct an initial assessment	Immediately after offender acceptance	Ongoing (by 6/30/2020)	Director of Client Services
Work with offender to establish goals and review program orientation items	Within one week of offender intake into program	Ongoing (by 6/30/2020)	Case Manager
Move offender into his/her apartment & help find employment, mental health / substance abuse treatment and any other need to become healthy	Immediately upon offender intake into program and throughout a offender's tenure in the program	Ongoing (by 6/30/2020)	Case Manager
Maintain contact with offenders on a regular basis and conduct regular assessments	Throughout a offender's tenure in the program	Ongoing (by 6/30/2020)	All program staff
Once deemed successful and self-sufficient, transfer lease into offender's name and offer follow-up services (as needed)	6-12 months after offender intake into the program	Ongoing (by 6/30/2020)	MODOC staff; Case Manager; Director of Client Services
Supervise overall progress: deep accurate records of services provided / funds spent and submit quarterly / final reports	Upon receipt of award & throughout the funding term	Ongoing (by 6/30/2020) & Quarterly	Director of Operations; Executive 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
Lara Meier / Director of Client Services <i>(Funded through other sources)</i>	50% of \$56,000 / year = \$28,000	\$0
Brandon Reid / Intake Coordinator <i>(Funded through other sources)</i>	50% of \$38,000 / year = \$19,000	\$0
Loretta Walters, Treva Dixon & Terrell Jackson / Case Managers <i>(Funded through other sources)</i>	50% of \$36,000 / year (x3) = \$54,000	\$0
Gary Wolken / Housing Coordinator <i>(Funded through other sources)</i>	50% of \$32,000 / year = \$16,000	\$0
Christine Syberg / Director of Operations <i>(Funded through other sources)</i>	10% of \$46,000 / year = \$4,600	\$0
Anthony D'Agostino / Executive Director <i>(Funded through other sources)</i>	10% of \$90,000 / year = \$9,000	\$0
	Subtotal	\$0
B. Fringe Benefits (must be capped at 12%)		
Name/Position	Calculation of Cost	Cost
Lara Meier / Director of Client Services <i>(Funded through other sources)</i>	10% of \$28,000 = \$2,800	\$0
Brandon Reid / Intake Coordinator <i>(Funded through other sources)</i>	10% of \$19,000 = \$1,900	\$0
Loretta Walters, Treva Dixon & Terrell Jackson / Case Managers <i>(Funded through other sources)</i>	10% of \$54,000 - \$5,400	\$0
Gary Wolken / Housing Coordinator <i>(Funded through other sources)</i>	10% of \$16,000 = \$1,600	\$0
Christine Syberg / Director of Operations <i>(Funded through other sources)</i>	10% of \$4,600 = \$460	\$0
Anthony D'Agostino / Executive Director <i>(Funded through other sources)</i>	10% of \$9,000 = \$900	\$0
	Subtotal	\$0
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
Program staff travel for offender meetings, appointments, etc. <i>(Funded through other sources)</i>	200 miles per offender x 20 offenders = 8,000 miles @ \$0.37 = \$1,480	\$0
	Subtotal	\$0

D. Direct Services (i.e. housing rental/lease, GED Testing)		
****ALL DIRECT SERVICES MUST BE PROVIDED TO THE OFFENDERS****		
	Calculation of Cost	Cost
Clothing & Hygiene Products	\$90 initial clothing and hygiene needs x 20 offenders = \$1,800	\$0
Food	\$100 initial food purchase for apartment x 20 offenders = \$2,000	\$0
Utility Assistance (gas & electric)	Average of \$100 per month x 1 st three months x 20 offenders = \$2,000	\$0
Cell Phones (phone and monthly fee)	\$25 per phone plus \$15 fee per month x 1 st three months x 20 offenders = \$800	\$0
Basic Apartment Furniture (bed, table, couch, etc.)	\$400 per offender x 20 offenders = \$8,000	\$0
Bus Passes/Tickets	\$80 per month x 1 st three months x 20 offenders = \$4,800	\$0
Housing Deposits <i>(Funded through other sources)</i>	\$500 deposit x 20 offenders = \$10,000	\$5,000
Housing Rental Assistance <i>(Funded through other sources)</i>	\$500 per month x 1 st six months x 20 offenders = \$60,000	\$45,000
	Subtotal	\$50,000
E. Equipment/Supplies (Direct Services Only)		
	Calculation of Cost	Cost
Offender Keys & IDs/Documents & Paperwork <i>(Funded through other sources)</i>	\$20 average for all offender supplies x 20 offenders = \$400	\$0
	Subtotal	\$0
Summary		
A. Personnel		\$0
B. Fringe Benefits		\$0
C. Staff Travel		\$0
D. Direct Services		\$50,000
E. Equipment/Supplies (Direct Services Only)		\$0
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 Criminal Justice Ministry

Authorized Signature of Applicant  Date 6/24/19

Printed Name Anthony D'Agostino

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

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

A. Personnel

Since this project provides comprehensive services for medium-to-high risk offenders reentering society, many staff/personnel are required and involved in its implementation. The personnel include the Director of Client Services (50% of \$56,000 / year = \$28,000) who leads the clinical aspects of the R2R project. The Intake Coordinator (50% of \$38,000 / year = \$19,000) works with the Department of Corrections staff (Probation and Parole and staff inside facilities, including the Transition Center) to conduct the outreach and intake of all program offenders. The program Case Managers (50% of \$36,000 / year (x3) = \$54,000) work directly with each offender over a 12-month period to facilitate his/her successful reentry. They have a combined 40 years of experience working with this population and guide them through the reentry process. Since housing for these violent and sex offenders is so difficult to find/secure, the Housing Coordinator (50% of \$32,000 / year = \$16,000) will work with landlords to obtain leases, furnish apartments and help case managers teach the skills of being a good tenant. The Director of Operations (10% of \$46,000 / year = \$4,600) coordinates with all program staff to ensure all necessary reporting and paperwork associated with the program are complete. Finally, the Executive Director (10% of \$90,000 / year = \$9,000) supervises the program staff, providing feedback and oversight in terms of performance toward all program goals and objectives. All program personnel costs are funded through other sources.

B. Fringe Benefits

All staff members are paid through Payroll 1 procedures—with taxes paid as required. They all receive benefits that equal at least 10% of his/her salary—health care insurance, paid time off, IRA contributions at 2%, short and long-term disability, life insurance, workers' comp, and unemployment insurance. All program personnel benefits are funded through other sources.

C. Staff Travel

All program offenders are housed in scattered one-bedroom apartments in south St. Louis city. Most offender-staff contacts take place in offender apartments—which requires miles of travel, but which also gives the staff member a clear vision of the offender's state of mind and body. In addition, offenders frequently need to be driven to reach their basic needs (appointments, meetings, etc.)—especially when they first return, so staff members need to drive them to their destinations. An estimate of 200 miles per offender is based on actual mileage reports by R2R staff. All program staff travel is funded through other sources.

D. Direct Services to the Offenders

The actual number and type of program services will depend upon the needs of the offenders and referrals by MODOC staff inside state facilities and parole officers. CJM staff will work with parole officers to provide all necessary assistance and start-up items. Companion applications are being submitted for other offender needs in terms of housing assistance. Additional offenders will be served through other funders.

• Rent

This application requests an average of \$3,000 for housing rental for 20 high-need DOC offenders (violent/sex offenders having difficulty finding housing and other resources). Additional offenders will be served through other funders. This rent is based upon \$500 per month. Through this program, rent is paid in full for the first two months and then “steps down” each month thereafter by 10% per month with the offender beginning to pay 10% more each month starting month #3. At the program's successful conclusion, the offender can request his own lease and take over paying rent in full. Since this program focuses on sex offenders, who not only have more difficulty in finding a rental unit, higher rents may be required because guidelines that limit sex offender choices of apartments. Although this budget is based on estimates of only \$500 rent, it is likely that other sources of funding will need to supplement the rental payment for the 20 offenders included in this application.

- **Deposit**

A security deposit is an essential part of securing housing. Most of these offenders will be violent and/or sex offenders who not only have more difficulty in finding a rental unit, but also generally need to pay a higher deposit because their guidelines limit their choices of apartments. This application will pay \$500 of the first 10 offenders in the program. However, due to the high cost of deposits, any additional deposits will be funded by other applications and other funders.

- **Other Start-up**

The following services will be provided as needed and gradually diminish over time based on an individual offender's employment/financial situation:

- Clothing & Hygiene Products – everyday and work clothes as well as basic hygiene items (soap, deodorant, etc.) - \$90 initial clothing and hygiene needs x 20 offenders = \$1,800
- Food – initial food items to stock the fridge and any other additional food assistance - \$100 initial food purchase for apartment x 20 offenders = \$2,000
- Utility assistance – help with initial utility bills – gas & electric – average of \$150 per month x 1st three months x 20 offenders = \$3,000
- Cell phone – help with initial cell phone and monthly fees - \$25 per phone plus \$15 fee per month x 1st three months x 20 offenders = \$800
- Basic Apartment Furniture – items necessary for a small apartment – bed, table, chairs, etc. - \$250 per offender x 20 offenders = \$5,000
- Bus Passes/Tickets – monthly tickets for the start of the program - \$80 per month x 1st three months x 20 offenders = \$4,800

E. Equipment/Supplies

Program offenders need sets of keys for apartments as well as initial paperwork and state issued ID/documentation. Each offender works with his/her case manager and CJM staff to acquire these items based on need. This averages \$20 per offender and funded through other sources.

EXHIBIT J

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

BUSINESS ENTITY CERTIFICATION:

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

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

Business entity, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term “**business entity**” shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term “**business entity**” shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term “**business entity**” shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

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

BOX A - CURRENTLY NOT A BUSINESS ENTITY

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

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

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

Authorized Representative's Name (Please Print)

Authorized Representative's Signature

Company Name (if applicable)

Date

EXHIBIT J, continued

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

BOX B – CURRENT BUSINESS ENTITY STATUS

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

Authorized Business Entity Representative's
Name (Please Print)

*Authorized Business Entity
Representative's Signature*

Business Entity Name

Date

E-Mail Address

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

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

AND

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

AND

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

EXHIBIT J, continued

AFFIDAVIT OF WORK AUTHORIZATION:

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

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

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

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

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

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

EXHIBIT J, continued

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

BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS

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

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

Name of **Missouri State Agency** or **Public University*** to Which Previous E-Verify Documentation Submitted: www.dhs.gov/E-Verify

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

Date of Previous E-Verify Documentation Submission: 7/10/13

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

<u>Carleen Reck</u> Authorized Business Entity Representative’s Name (Please Print)	_____ <i>Authorized Business Entity Representative’s Signature</i>
<u>Criminal Justice Ministry</u> Business Entity Name	_____ Date
<u>carleenr@cjmstlouis.org</u> E-Mail Address	<u>690888</u> E-Verify MOU Company ID Number

FOR DEPARTMENT USE ONLY

Documentation Verification Completed By:

_____ Procurement Officer	_____ Date
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EXHIBIT J, continued

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

BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS

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

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- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

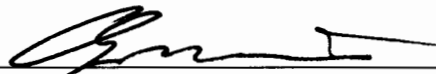
Name of **Missouri State Agency** or **Public University*** to Which Previous E-Verify Documentation Submitted: www.dhs.gov/E-Verify

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

Date of Previous E-Verify Documentation Submission: 7/10/13

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

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



Authorized Business Entity
Representative’s Signature

Criminal Justice Ministry
Business Entity Name

6/24/19

Date

anthonyd@cjmstlouis.org
E-Mail Address

690888

E-Verify MOU Company ID Number

FOR DEPARTMENT USE ONLY

Documentation Verification Completed By:

Procurement Officer

Date



Department of the Treasury
Internal Revenue Service

Cincinnati Service Center
CINCINNATI OH 45999-0038

In reply refer to: 0256452514
Dec. 10, 2018 LTR 4168C 0
46-2647318 201706 67

00013411
BODC: TE

CRIMINAL JUSTICE MINISTRY
% CHRISTINE SYBERG
1104 S JEFFERSON AVE
SAINT LOUIS MO 63104-1902

044315

Employer ID number: 46-2647318
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated Dec. 03, 2018, about your tax-exempt status.

We issued you a determination letter in 201406, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(03).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

Under IRC Section 170, donors may be eligible to deduct contributions they make to you exclusively for the charitable purposes specified in Section 501(c)(3). If you solicit contributions or gifts for non-501(c)(3) purposes, you must include a statement indicating that these payments aren't deductible as charitable contributions for federal income tax purposes.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at

0256452514
Dec. 10, 2018 LTR 4168C 0
46-2647318 201706 67
00013412

CRIMINAL JUSTICE MINISTRY
% CHRISTINE SYBERG
1104 S JEFFERSON AVE
SAINT LOUIS MO 63104-1902

www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely yours,



Kim A. Billups, Operations Manager
Accounts Management Operations 1

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

DEPARTMENT OF THE TREASURY

Date: JUN 28 2014

CRIMINAL JUSTICE MINISTRY
C/O CARLEEN RECK
941 PARK AVE
ST LOUIS, MO 63104-3718

Employer Identification Number:
46-2647318
DLN:
17053298361023
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
April 29, 2013
Contribution Deductibility:
Yes
Addendum Applies:
No


Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947

Missouri Dept of Corrections
Louis, MO 63104

RECEIVED
MO DEPT. OF CORRECTIONS
PURCHASING SECTION
TIME: 11:02 AM INITIAL: CC

RECEIVED
JUN 27 2018
PURCHASING

Missouri Department of Corrections
Purchasing Section
2729 Plaza Drive
Jefferson City, MO 65105

JUN 27 2018

ARCHIVED

Missouri Department of Corrections
Purchasing Section
2729 Plaza Drive
Jefferson City, MO 65102