



STATE OF MISSOURI
MISSOURI DEPARTMENT OF CORRECTIONS
CONTRACT AMENDMENT

RETURN AMENDMENT NO LATER THAN JUNE 03, 2016 TO:
DIANA FREDRICK, CPPB
PROCUREMENT OFFICER II

MISSOURI DEPARTMENT OF CORRECTIONS
PURCHASING SECTION
2729 PLAZA DRIVE, P.O. BOX 236
JEFFERSON CITY, MISSOURI 65102
FAX: 573-522-1582

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
05/06/16	The Mission Gate Christian Center P.O. Box 6644 Chesterfield, MO 63006	SDA48000809 Amendment #001	COMMUNITY REENTRY FUNDING

THE ABOVE REFERENCED CONTRACT IS HEREBY AMENDED AS FOLLOWS:

Pursuant to paragraph 2.2.3 on page 7, the Missouri Department of Corrections hereby exercises its option to renew the above-referenced contract for the period of July 1, 2016 through June 30, 2017.

Renewal of the above contract is contingent upon final approval of the fiscal year 2017 budget by Governor Nixon.

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

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

IN WITNESS THEREOF, THE PARTIES HERETO EXECUTE THIS AGREEMENT.

Authorized Signer's Printed Name and Title: TRISH MATHES, President
Authorized Signature: *Trish Mathes* Date 5/10/16

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

[Signature]
Ellis McSwain, Jr., Board of Probation and Parole Chairman

6-2-16
Date

REQUEST FOR APPLICATION



ORIGINAL

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

**Buyer of Record:
Gary Stoll, CPPB
Telephone: (573) 526-6402
gary.stoll@doc.mo.gov**

RFA SDA480-008

Community Reentry Funding Statewide

**Contract Period: Date of Award through
06/30/2016**

Date of Issue: June 15, 2015

Page 1 of 57

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

2:00 p.m., July 2, 2015

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: Hannah's Ranch Job and Trauma Program
 Company Name: The Mission Gate Christian Center
 Mailing Address: P.O. Box 6644
 City, State, Zip: Chesterfield, MO 63006
 Telephone: (636) 391-8832 Fax: (636) 391-6611
 Federal EIN #: 43-1446430 State Vendor #: 4314464300000
 Email: MissionGateMinistry@MSN.com
 Authorized Signer's Printed Name and Title: Trish Mathes, President

Authorized Signature: *Trish Mathes* Application Date: July 2, 2015

NOTICE OF AWARD:

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

In its entirety.

Contract No. **SDA48000809** NC-003

[Signature]
 Ellis McSwain, Chairman, Board of Probation and Parole

7/2/15
 Date

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

REQUEST FOR APPLICATION

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

ORIGINAL

RFA SDA480-008

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Contract No.

Ellis McSwain, Chairman, Board of Probation and Parole

Date

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

Application Summary Form

COMMUNITY REENTRY FUND APPLICATION SUMMARY FORM

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

<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 type="checkbox"/> Southwest Region	City/County _____	
<input checked="" type="checkbox"/> North Central Region	City/County <u>Cuba/Steelville, Crawford County</u>	
<input type="checkbox"/> Eastern Region	City/County _____	
<input type="checkbox"/> Southeast Region	City/County _____	

Program Title: Hannah's Ranch Job and Trauma Program

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

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

Applicant Agency and Address: <u>The Mission Gate Christian Center</u> <u>P.O. Box 6644</u> <u>Chesterfield, MO 63006</u>	Project Director Name, Phone, Fax & Email: <u>Trish Mathes, President</u> <u>636-391-8560, phone</u> <u>636-391-6611, fax</u> <u>MissionGateMinistry@MSN.com</u>
<u>Trish Mathes, Pres.</u> Signature/Title	<u>7/2/2015</u> Date

Anticipated Outputs: (number of offenders supervised by DOC to be served by the proposed project): 17	Estimated Cost per Offender: \$ 2,941.00	# of Paid Staff: 12 # of Volunteers: 75
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Summary of Proposed Project: In a concise manner, provide a summary paragraph of your project.

This project will provide 17 residents in Mission Gate's Hannah's Ranch aftercare program with an enhanced employment program. It will include the addition of a new position of "job coach" who will assist residents with job applications, resumes, job search activities, and developing partnerships with local employers. A job readiness class will be taught to residents to help them develop soft skills, such as life skills and interpersonal relationships. The Mission Gate program is nine months in length, which allows for adequate follow-up with each participant. Hard skills will also be included in the program, including GED instruction, home cleaning, thrift store operation and e-bay Internet sales. Resources will be used to ensure that residents have all of their basic needs met, including adequate food, clothing, identification and initial housing. Under the grant, residents will receive four weeks of initial free housing to alleviate their stress levels while they seek employment. Residents will also be provided with transportation services to and from work, job interviews and classes they want to attend. The wrap-around services offered by Mission Gate includes best practices related to recovery from past trauma of residents. This includes employee training on trauma, assessment of residents, weekly individual counseling, integration of substance abuse treatment, and group lessons that focus on trauma.

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.

Mission Gate has substantial infrastructure in place to assist in this program, including residential living facilities, cars, classrooms, and other paid staff. Mission Gate also utilizes a volunteer staff of approximately 75 people on a regular basis, which provides the organization with a presence in many DOC institutions and county and city jails across Missouri, serving both male and female offenders. This systematic contact with offenders within the jails and prisons helps to ensure for a smooth transition for offenders from prison or jail to the aftercare program.

In the aftercare program, Mission Gate maintains five guest homes in South St. Louis City, which house approximately 35 ex-offenders at any given time (25 men and 12 women). Mission Gate also has housing in Cuba, Mo. (85 miles southwest of St. Louis) for an additional 57 male ex-offenders at any given time and a separate facility called Hannah's Ranch for women and children that houses approximately seven women and their children. Mission Gate is in the process of adding 3 new beds at its Hannah's Ranch location, which will make a total of 10 rooms available for women and their young children, and will be able to serve about 17 women annually. While in the aftercare program, ex-offenders are provided with all of the essentials for living, including bedding, food, clothing, etc. As part of the aftercare program, ex-offenders are provided with assistance in obtaining identification such as birth certificates and state-issued IDs. As a result of long-standing relationships Mission Gate maintains with employers and temporary employment agencies, most ex-offenders are placed in employment within two weeks of entering the program and are given assistance in transportation to and from work, doctor's visits, parole office visits, etc. Many women take longer to find employment than male offenders, often due to special circumstances in their life such as dealing with medical issues or family concerns. Hannah's Ranch is designed specifically as a place where women can go through reentry and substance abuse aftercare with their young children, which is often a barrier for them from receiving needed treatment. Many women in Mission Gate's city program transfer to Hannah's Ranch when they receive visitation rights or custody of their children.

Residents in the Mission Gate aftercare program – which is nine months or longer -- are required to attend at least one recovery-oriented meeting each week, a life skills class and spiritual development classes. All of these classes are taught by Mission Gate employees and volunteers. Mission Gate also provides individual and family counseling as needed and assistance in GED preparation for those who need it. At the end of the aftercare program, Mission Gate assists residents in transitioning to other housing, although no resident is forced to leave prior to the completion of their rehabilitation objectives. Approximately 20 percent of program participants stay beyond their graduation date.

Besides Mission Gate's substantial infrastructure that is already in place, Mission Gate intends to offer many other in-kind items under this proposal. This includes initial food, clothing, bedding, and hygiene items for new residents. Mission Gate also has other paid staff that work closely with the residents, including Trish Mathes who currently does all of the counseling responsibilities at Hannah's Ranch. In addition, the tremendous cost of transporting individuals to and from work and other appointments is a significant cost in a rural area with no public transportation. Other items being offered in-kind include assistance with GED preparation and curriculum books for life skills classes.

Mission Gate also has substantial infrastructure in place for the continuity of funding of its programs. The organization has been in operation since 1985 and maintains a mailing list of 7,000 individuals and more than 125 church congregations as supporters. Mailings are done to supporters on a monthly basis and two major fundraising events are held each year to support the activities of the program. Mission Gate also received on-going support from a number of other private foundations and organizations.

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 X No
 - Are sex offenders to receive rent/housing subsidy? ___ Yes X No
 - Mission Gate's proposal does qualify for job coach and trauma preference points, however.
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
5 % State government
 ___ % Federal government
60 % Direct donations from individuals
4 % Corporate or foundation grants
31 % Fee and charges for services, products, and sales
 ___ % Endowment and interest income
 ___ % Fundraisers or special events
 ___ % Membership fees
 ___ % Other sources (specify: _____)

100% Total

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

NOTE: Questions relating to the RFA must be directed to Gary Stoll, of the Department of Corrections at either (573) 526-6402 or gary.stoll@doc.mo.gov.

Hannah's Ranch Job and Trauma Program

Applicant's Experience and Expertise:

Established in 1985 (and incorporated in 1986), Mission Gate provides 24-hour residential safe housing and aftercare support services for approximately 400 ex-offenders and their families each year. These 400 include program graduates and family members that continue to receive support services through Mission Gate programming. The City Program for Mission Gate in St. Louis houses 25 men and 12 women at any given time in five different houses. The second campus at Fort Good Shepherd Ranch in Cuba/Steelville, Mo. is home to 57 men at any given time on a 120-acre campus. In 2014, Mission Gate purchased a third facility, Hannah's Ranch, which is a 32-acre facility for women with their children in Cuba, Mo. With regular turnover, the City Program serves 75 offenders each year, while Fort Good Shepherd and Hannah's Ranch serve another 135.

Mission Gate's Board of Directors includes: Dr. Rick Mathes, Mission Gate Founder and Executive Director; Trish Mathes, Mission Gate's Co-Founder and Executive Aftercare Director; Attorney Robert Arb, General Counsel of Mission Gate; Senator Jim Talent, Co-Founder of Mission Gate and now of the Heritage Foundation (a Washington, D.C. think tank), and; Jane Wiese, of Wiese, Inc.

Mission Gate's Advisory Board includes: former U.S. Congressman Todd Akin; Larry Collett, CEO of Cass Bank & Trust; Richard Bruenderman, Volunteer Coordinator, St. Louis County Justice Center; Missouri State Representative Jane Cunningham; William Federer, Author-Speaker-Historian; Robert Tague, MD, and; Chip Wiese, Wiese, Inc.

Mission Gate has long been a partner with the Missouri DOC in providing a continuum of care for offenders. While actively involved in prison ministry and educational work in the

prisons for 30 years in Missouri, Mission Gate also provides former offenders with an aftercare program. In the nine-month or longer aftercare programs, ex-offenders are provided with substance abuse counseling, one-on-one counseling, help in finding employment, assistance in furthering their education (including GED preparation), reunification with family members, a stable support network, stable housing, and life skills training. Missouri DOC has found that ex-offenders who receive services for at least five months in transitional housing settings experience an 8 to 10 percent drop in recidivism after two years from being released.

Mission Gate currently provides services to offenders at many Missouri institutions – both male and female -- and has plans to expand services at these institutions. Mission Gate also conducts other programs targeted at family members of current offenders, including the Christmas Angel Mission that reaches out to the children of incarcerated men and women by providing them with annual Christmas gifts and celebration. Through these outreaches, about 4,000 incarcerated men and women are served annually.

Mission Gate works closely with the local probation and parole offices in both of its aftercare locations, as well as the reentry staff at DOC institutions. Many referrals to Mission Gate come through DOC case workers, chaplains and institutional parole officers. The probation and parole offices have specific officers assigned to Mission Gate residents and also assist in the screening of applicants to the program. Mission Gate staff interacts with these officers on a regular basis and provides at least monthly reports to the officers on the progress of each Mission Gate resident. Mission Gate is an active participant in the St. Louis Alliance for Re-entry (STAR) in St. Louis and the 11th District MRP Committee, which meets regularly out of the Rolla probation and parole office. At the Cuba location, probation and parole officers have attended the graduation ceremonies for clients on their caseload and in the past, the 11th District

administrator issued letters of commendation to successful program graduates. Local contacts with probation and parole can be found in Exhibit A.

Mission Gate's staff brings a broad range of experience to assist residents in their transition from prison to living a productive life in society. Mission Gate employs many ex-offenders and people with past substance abuse problems who can relate with the residents. Mission Gate has more than 75 volunteers, many of whom serve in peer-mentor capacities. Most of Mission Gate's full-time staff live in homes that are occupied by residents of the program, which allows them to interact with the residents on a daily basis. A listing of key staff and volunteers for this grant is found in Exhibit B.

Mission Gate has had previous and current successful grants with the Lutheran Foundation of St. Louis, the William R. Orthwein, Jr. and Laura Rand Orthwein Foundation, ARCHS of St. Louis, and was previously a provider of services through the Missouri Department of Mental Health's Access to Recovery (ATR) II program. Mission Gate also held two DOC Community Reentry grants in 2009-2010, one in 2012-2013, and two more in 2013-2014. Further details about these grants are found in Exhibit A. Under the previous grants with DOC, Mission Gate met all of its proposed outcomes.

References for Mission Gate's previous and current grants are included in Exhibit A. Also included are references for the St. Louis County Justice Center, where Mission Gate maintains a large volunteer presence and Ozark Correctional Center, from which Mission Gate receives a number of its residents. As noted in Exhibit C, Mission Gate has not been involved in any litigation in the past 12 months and has not had any contracts cancelled within the past 5 years.

For its work, Mission Gate has been awarded the Martin Luther King, Jr. St. Louis Support Group – Keeping the Dream Alive Award and the U.S. House of Representative's Award for Aftercare Service. At the 2008 Missouri Re-entry Conference, Mission Gate was presented as a model for faith-based programs and Mission Gate has been asked in the past to present training statewide in Missouri for addiction support services and counseling (specifically on recovery-oriented systems of care). In June 2015, Mission Gate was invited by STAR to present a panel on exploring barriers that ex-offenders face when they return home and begin the process of re-engaging with their families and the broader community.

Program Design and Implementation:

Target Population: The target inmate population under this grant includes female ex-offenders looking to reenter society in the Cuba/Steelville, Mo. area. Specifically, Hannah's Ranch targets women with young children, but it is not a requirement of entrance into Hannah's Ranch. With normal attrition, Hannah's Ranch is currently able to serve 17 women annually. Due to Mission Gate's liability insurance coverage, Mission Gate is unable to accept sex offenders or offenders with arson convictions into its aftercare program. Mission Gate applicants are closely screened through a 10-page application, multiple references, through contacts within the prisons and institutions, through a telephone interview, and through the local probation and parole office. Mission Gate receives numerous referrals through volunteers that it has going into prisons and jails on a regular basis, DOC chaplains, and case workers within the institutions. Many of these people have had years of experience in working with Mission Gate and are able to pre-screen applicants before having them fill out an official application for the aftercare program.

Project Summary: One of the greatest indicators of whether or not an offender will return to the DOC is whether the ex-offender is able to secure steady, full-time employment. In

fact, DOC statistics show that offenders who are able to keep steady, full-time employment are four times less likely to return to prison. As a result, one of the centerpieces of the Mission Gate program is the requirement that residents work a full-time job while enrolled in the program. Mission Gate has had great success in recent years in securing ex-offenders jobs in the community. However, ex-offenders are not always successful in keeping these jobs or they simply become overwhelmed with the stresses of normal life and give up, leaving their places of employment. As a result, Mission Gate is proposing some enhancements to its already existing employment program through this grant application.

In addition, the U.S. Department of Justice (USDOJ) states that 2/3 of male and female offenders with substance abuse problems (which constitutes almost all of Mission Gate's clients), also have past trauma issues that need to be managed as part of the offender's rehabilitation process. As evidence-based practices, the USDOJ states that an effective trauma program should: 1) use widely recognized assessment tools to identify clients who suffer from trauma, 2) fully integrate substance abuse treatment with trauma treatment, 3) have a fully informed staff that can identify and correct bad behaviors connected to trauma, 4) utilize individual counseling and group process groups that utilize exposure therapy or cognitive behavior therapy to correct anti-social behaviors, 5) utilize incentives and sanctions for encouraging pro-social behavior and 6) therapy must last long enough to lead to lasting change (at least 6 months or longer). Mission Gate plans to enhance its current comprehensive aftercare program under this grant proposal to meet all of these evidence-based practices.

Help with Basic Needs: Upon being released from prison, ex-offenders have a number of demands placed on them, including having to report to their parole officer, finding a job, finding a place to live, etc. In a comprehensive program like Mission Gate, many of these

stressors are alleviated. However, one of the greatest stresses is that of financial instability. By providing newly released offenders with four weeks of free housing and assisting them in obtaining food, clothing, bedding, hygiene items and other basic needs, it will allow them to not worry about their basic needs so they can put their focus on getting full-time employment. Many ex-offenders also need to obtain at least two forms of identification before they are able to secure employment. These services are provided to residents immediately upon their release from prison. Some may also require further assistance down the road if they face lay-offs or a tight job market. These basic needs are assessed by Mission Gate within 24 hours of the resident's arrival at the program and met as quickly as possible. Mission Gate is seeking funding for initial housing and assistance with identification under this proposal.

Transportation: Approximately 80 percent of the residents who come to Mission Gate do not have a driver's license and often have substantial hurdles they must overcome before they are able to obtain one. Especially in a rural community that does not have public transportation, applying for jobs, getting to job interviews and being able to take advantage of community resources can be substantially hampered without adequate transportation. Mission Gate provides transportation services to all of its residents.

Job Readiness Class on "Soft Skills": As already discussed, Mission Gate has had great success in the past helping residents find employment. However, one of the shortfalls has been in making sure that the residents retain employment. Many ex-offenders coming to Mission have either never held a job before or have had sporadic work histories, at best. In fact, a recent survey showed that only 15% of residents previously had steady work histories prior to incarceration. As a result, many of these individuals are in need of basic skills, such as the importance of showing up to work on time, dressing appropriately, learning how to get along

with others, etc. These skill sets are known as “soft skills.” Mission Gate has had great success in the past offering a course on soft skills to its residents. However, the program was eliminated due to funding shortages. Mission Gate would like to resurrect this program under this grant, requiring all new residents to attend a job readiness class. The class meets for one hour each week and lasts for 8 weeks.

Hard Skills Development: Besides improving the soft skills of residents in the Mission Gate program, this grant application is also focused on improving some of Mission Gate resident’s so-called hard skills. First, each resident who graduates the Mission Gate program is expected to have their high school diploma or GED (now called HiSET). Mission Gate would like to continue on-site GED instruction and help residents obtain their GED. Classes for GED review would be offered twice a week to accommodate differing work schedules and each class would be two to three hours in length. Any resident without a GED would be required to attend at least one class each week.

Mission Gate could also assist them with the registration fee for taking the GED exam, which poses a significant barrier for some residents who live on tight margins. While the \$95.00 registration fee does not sound like much money to most people, many of our residents have very tight budgets. Especially for those who have children, making the ends meet each week can be challenging and providing these residents with an incentive to take their GED exam would help to eliminate this barrier.

The final area of hard skills that Mission Gate is focused on is in teaching ex-offenders basic trades in the area of home cleaning, thrift store operations and selling donated items on e-bay. Hannah’s Ranch receives an abundance of donated furniture and other items that is sold in an on-site thrift shop and also over the Internet for more valuable items. The proceeds are used

to help fund the operations of the home. In addition, learning these skills provide ex-offenders with opportunities to start their own small businesses, which a person can use for their primary source of income or even as supplemental income. Developing wealth is a cornerstone to getting out of poverty. Assistance through this grant will allow Mission Gate to further expand this program and allow up to five residents to become more fluent in these work areas. It also provides residents with something to do during their down time, with some residents dedicating as much as 20 hours a week to these activities.

Job Coach: Employing a full-time job coach will allow Mission Gate to bring all of the above elements together in one concerted effort. The job coach would be responsible for taking new residents to job interviews, assisting them in applying for jobs and preparing resumes, making residents familiar with the local Missouri Career Center, reaching out to new employers, coordinating on-campus work details and working with existing employers. New residents might spend several hours a day working with the job coach. Once employed, the job coach could provide follow-up and guidance to assist residents in maintaining their employment.

Counseling and Life Skills / Therapy Group Meetings: Mission Gate strives to offer weekly individual counseling during a person's first 12 weeks in the program, biweekly counseling during the second 12 weeks and counseling as needed from thereon. At an initial meeting, Mission Gate will screen residents with three widely recognized measurements, including the Employment Readiness Checklist, the Trauma Symptom Checklist and the Financial Behavior Scale, which will better assess goals for residents in the program. All staff will be trained about trauma-related issues that might impact clients, utilizing the USDOJ's *RSAT Training Tool: Trauma-Informed Approaches in Correctional Setting*. Mission Gate has a

fully integrated counseling and substance abuse program and provides residents with the needed interaction on a weekly basis.

- Each week, residents in the program for nine months or less are required to attend a twelve step recovery group meeting for one hour.
- Each week, all residents are required to attend a one hour life skills class, many of which utilize cognitive behavior therapy. Residents identified as having issues with trauma may attend a group on anger management, parenting or *Making Peace with Your Past*.
- Every Sunday residents are required to develop their spiritual awareness through chapel or church services. These activities allow residents to integrate pro-social activities into their daily lives.
- Live-In Mentors are able to provide corrective feedback to residents on a daily basis as they engage in activities of daily life.

Length of Time: The Mission Gate program is 9 months in length and many residents stay beyond that time to meet their rehabilitative objectives. This provides adequate time to follow-up with employment issues while residents are in the program and also adequate time to deal with trauma issues that may impact a resident’s behavior.

Evidence-Based Programming: The Mission Gate aftercare program operates along the evidence-based principles identified in the USDOJ’s *Implementing Evidence-Based Practices in Community Corrections: The Principles of Effective Intervention (2007)*:

Evidence-Based Principle	Mission Gate Program
Assess Actuarial Risks / Needs	Each resident at Mission Gate is required to submit a detailed application that is assessed by Mission Gate staff with the assistance of DOC reentry team members, DOC chaplains, and local probation / parole officers to determine the suitability of applicants for Mission Gate’s program. Ongoing assessment

	of residents is conducted through individual counseling, group counseling and the input of peer-resident managers who work with residents daily.
Enhance Intrinsic Motivation	Peer-mentors and counselors work with residents on a daily basis to determine what motivates them to change and how the Mission Gate program can assist them (through life skills classes and other support). Mission Gate especially focuses on developing family ties if appropriate and the spiritual development of clients, which is of great importance to most clients who come to Mission Gate.
Target Interventions	Residents that are of higher risk are more closely supervised and those that have substantial drug or alcohol problems are sometimes put on restricted schedules to ensure closer supervision to prevent the likelihood of relapse and criminal activity within the community. Mission Gate utilizes frequent drug screens of clients to ensure compliance.
Skill Train with Directed Practice (using CBT)	Peer mentors and counselors observe residents and gently correct them when they are engaged in anti-social behavior. Residents are given the tools to correct their behavior through life skill classes, support group meetings, counseling and daily interactions with peer residents.
Increase Positive Reinforcement	Residents are recognized when they complete different stages of the Mission Gate program at 3, 6 and 9 months and are also given more privileges as they progress through the program. Residents are also given additional benefits and independence as they progress through the program.
Engage On-Going Support in Natural Communities	While Mission Gate houses residents on its own property, Mission Gate encourages and provides for community interaction through work, church, collaboration with other organizations, and other outside activities.
Measure Relevant Processes / Practices	Mission Gate monitors the success of different programs and measures the progress of residents during and after the program. Mission Gate has changed programs in the past that were not effective in reaching the residents and has added new programs that residents felt they needed. These measures include, but are not limited to, the Employment Readiness Checklist, the Trauma Symptom Checklist and the Financial Behavior Scale.
Provide Measurement Feedback	Mission Gate adjusts its program based on the successes of its measures.

Preference Points:

Mission Gate's proposal qualifies for ten preference points – 5 for offering a qualified employment program and 5 for offering a trauma focused treatment program.

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:	The Mission Gate Christian Center
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Missouri Department of Corrections, Probation and Parole, District 11S - Steelville
Address of Reference Company:	100 South First Street
	Steelville, MO 65565
Reference Contact Person Name:	Sara Wilkinson, Probation and Parole Officer Karen Santhuff, Supervisor, 11S Probation and Parole Office Melissa Adams, Probation and Parole Officer (District 11 MRP Coordinator)
Contact Person Phone #:	573-775-3311
Contact Person e-mail address:	Sara.Wilkinson@doc.mo.gov Karen.Santhuff@doc.mo.gov Melissa.Adams@doc.mo.gov
Dates of Prior Services:	Ongoing
Dollar Value of Prior Services:	n/a
Description of Prior Services Performed:	Supervision of clients as a reentry team.

Trish Mathes
Authorized Signature of Applicant

7/2/2015
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:	The Mission Gate Christian Center
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Missouri Department of Corrections – Probation and Parole
Address of Reference Company:	
Reference Contact Person Name:	Victoria McBride
Contact Person Phone #:	
Contact Person e-mail address:	<u>Victoria.McBride@doc.mo.gov</u>
Dates of Prior Services:	Mid 2012 to November 2014
Dollar Value of Prior Services:	n/a
Description of Prior Services Performed:	Previously supervised Fort Good Shepherd and Hannah's Ranch caseload and worked with Mission Gate in implementing reentry grant programs. Also previously headed up local MRP team.

Trish Mathas

 Authorized Signature of Applicant

7/2/2015

 Date

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

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Organization Name:	The Mission Gate Christian Center
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Missouri Department of Corrections – Probation and Parole
Address of Reference Company:	
Reference Contact Person Name:	Wes Coatney
Contact Person Phone #:	
Contact Person e-mail address:	Wes.Coatney@doc.mo.gov
Dates of Prior Services:	January 2011 to approximately March 2014
Dollar Value of Prior Services:	n/a
Description of Prior Services Performed:	Previously supervised Fort Good Shepherd caseload and worked with Mission Gate in implementing reentry grant programs. Also previously headed up local MRP team.

Trish Mathas
 Authorized Signature of Applicant

7/2/2015
 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:	The Mission Gate Christian Center
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:	Melinda McAliney
Contact Person Phone #:	314-231-2244, ext. 2
Contact Person e-mail address:	Melinda@lutheranfoundation.org
Dates of Prior Services:	2009 to present
Dollar Value of Prior Services:	03-09-R-08, 7/1/2009 to 7/1/2011 -- \$60,000 11-10-R-08, 3/1/2011 to 3/1/2013 -- \$46,000 04-11-R-22, 7/1/2011 to 7/1/2013 -- \$35,000 12-12-R-22, 3/1/2013 to 3/1/2014 -- \$15,000 06-13-R-26, 9/1/2013 to 8/31/2014 -- \$40,000 06-14-R-23, 9/1/2013 to 8/31/2015 -- \$30,000
Description of Prior Services Performed:	03-09-R-08: Support for the city assistant director of aftercare. 11-10-R-08: General operating expenses, expand the availability of client bus passes, expand the availability of basic needs. 04-11-R-22: Ongoing support for the city assistant director of aftercare. 12-12-R-22: General operating expenses, expand the availability of client bus passes, expand the availability of basic needs. 06-13-R-26: Assisted in the start-up expenses of Crystal's House, a hoe in St. Louis for women. 06-14-R-23: Continuation of funding for Crystal's House.

Trish Mathas
Authorized Signature of Applicant

7/2/2015
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:	The Mission Gate Christian Center
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	ARCHS of St. Louis
Address of Reference Company:	Humboldt Building 539 N. Grand Blvd., 6th Floor
	St. Louis, Missouri 63103
Reference Contact Person Name:	Les Johnson, Vice President of Grant Management Services Gail Dickson, ARCHS Director, Partnerships-CARES
Contact Person Phone #:	314-289-5605, Les Johnson 314-289-5630
Contact Person e-mail address:	johnsonl@stlarchs.org dicksong@stlarchs.org
Dates of Prior Services:	2008
Dollar Value of Prior Services:	\$137,500
Description of Prior Services Performed:	Job Training, Soft skills and general construction training.

Trish Mathas
Authorized Signature of Applicant

7/2/2015
Date

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

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Organization Name:	The Mission Gate Christian Center
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Missouri Department of Mental Health – Access to Recovery Program
Address of Reference Company:	P.O. Box 687
	Jefferson City, MO 65102
Reference Contact Person Name:	Mark Shields
Contact Person Phone #:	573-751-4942
Contact Person e-mail address:	<u>Mark.Shields@dmh.mo.gov</u>
Dates of Prior Services:	ATR II – April 2009 to October 2010
Dollar Value of Prior Services:	\$94,026.42
Description of Prior Services Performed:	Provided reentry services for ex-offenders, which included emergency housing, transportation services, life skills classes, spiritual development, individual counseling, and substance abuse group and individual counseling.

Trish Mathes

 Authorized Signature of Applicant

7/2/2015

 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:	The Mission Gate Christian Center
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Missouri Department of Corrections – Community Reentry Funding Grant
Address of Reference Company:	P.O. Box 236 Jefferson City, MO 65109
Reference Contact Person Name:	Lisa Meyer, Procurement Officer, now Gary Stoll Emily Johnson / Christian Arment, Institute of Public Policy / University of Missouri – Columbia
Contact Person Phone #:	573-526-6402, Gary Stoll 573-882-3577, Institute of Public Policy / University of Missouri – Columbia
Contact Person e-mail address:	Gary.Stoll@doc.mo.gov johnsonemi@missouri.edu ArmentCD@missouri.edu
Dates of Prior Services:	November 2009 to November 2010 August 2012 to August 2013 August 2013 to August 2014
Dollar Value of Prior Services:	2009-2010: 2 grants at \$100,000 each 2012-2013: 1 grant at \$50,000 2013-2014: 2 grant at \$50,000 each
Description of Prior Services Performed:	2009-2010: Housing, transportation (including the purchase of three vehicles, still in use), basic essentials, counseling services and expansion of services. 2012-2013: At Cuba, Mo. location included the hiring of an additional staff person as a live-in staff mentor to residents and expansion of counseling services, GED, 12-step program and computer classes. 2013-2014: At Cuba, Mo. location included the hiring of a full-time job

	<p>coach to assist residents in obtaining employment, provided for basic needs of residents, included additional GED preparation and computer classes to assist residents in developing cover letters and resumes for jobs. Second grant included expanded mentoring services at the Cuba, Mo. location including the hiring of a full-time live-in peer mentor in one of our group homes and expanded counseling services.</p>
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Trish Mathas
Authorized Signature of Applicant

7/2/2015
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:	The Mission Gate Christian Center
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	The William R. Orthwein, Jr. and Laura Rand Orthwein Foundation
Address of Reference Company:	c/o Morgan Stanley Private Bank, N.A.
	101 South Hanley Road, Clayton, MO 63105
Reference Contact Person Name:	Mark Weaver
Contact Person Phone #:	314-889-4896
Contact Person e-mail address:	n/a
Dates of Prior Services:	December 2010 to November 2011 December 2011 to November 2012 December 2012 to November 2013 December 2013 to November 2014
Dollar Value of Prior Services:	2010 - \$60,000 2011 - \$50,000 2012 - two grants, one for \$50,000 and another for \$30,000 2013 - \$50,000
Description of Prior Services Performed:	2010 - on-site staff positions to assist in life skills classes and mentoring for program residents. 2011 - job training skills development for residents. 2012 - seed money to start a women's reentry program in St. Louis (\$50,000) and money for family reunification efforts and a family visiting center in Cuba, Mo. (\$30,000) 2013 - established a mentoring program in Mission Gate's St. Louis men's program, which included the hiring of additional part-time staff.

Trish Mathes

Authorized Signature of Applicant

7/2/2015
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:	The Mission Gate Christian Center
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	St. Louis County Justice Center
Address of Reference Company:	100 South Central Avenue
	Clayton, MO 63105
Reference Contact Person Name:	Richard Bruenderman
Contact Person Phone #:	314-615-5722
Contact Person e-mail address:	rbruenderman@stlouisco.com
Dates of Prior Services:	30 years
Dollar Value of Prior Services:	n/a
Description of Prior Services Performed:	Mission Gate has been providing services in St. Louis County jail since even before the ministry was officially founded. Today, Mission Gate has 40 volunteers who enter the jail on a weekly basis to provide one-on-one mentoring, spiritual and life skills classes, including anger management and parenting classes. Mission Gate also administers the "Mommy Reads to Me" program with female inmates and "Daddy Reads to Me" program with male inmates.

Trish Mathas

 Authorized Signature of Applicant

7/2/2015

 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:	The Mission Gate Christian Center
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Ozark Correctional Center Chaplain's Office
Address of Reference Company:	929 Honor Camp Lane
	Fordland, MO 65652
Reference Contact Person Name:	William Marcinck
Contact Person Phone #:	417-767-4491
Contact Person e-mail address:	William.Marcinck@doc.mo.gov
Dates of Prior Services:	8 years
Dollar Value of Prior Services:	n/a
Description of Prior Services Performed:	Mission Gate Regularly attends the prison and provides testimonies to offenders from ex-offenders who have turned into productive members of society. We also provide a video about the Mission Gate aftercare program and how offenders can apply to the program.

Trish Mathes

 Authorized Signature of Applicant

7/2/2015

 Date

**EXHIBIT B
SUBMISSION IS MANDATORY**

EXPERTISE OF PERSONNEL

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

Title of Position: Executive Director	
Name of Person:	Richard J. Mathes
Educational Degree (s): include college or university, major, and dates	Associate of Arts degree, Farris State University – Other undergraduate work at Farris State University, Walsh Institute of Accountancy, Detroit College of Law, Missouri Baptist University – 1966 to 1982. Bachelor of Arts degree, Lael College and Graduate School (1986). Master of Arts degree, Lael College and Graduate School (1988). Doctor of Divinity, Christian Bible College and Seminary (1998).
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Ordination through the Southern Baptist Association – 1997 to present.
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	
Number of years experience in area of service proposed to provide. Experience in working with offenders?	32 Years – 2 years part-time with Prison Fellowship and 30 years full-time with Mission Gate
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Founded Mission Gate in 1985. Has been full-time leader of the organization ever since.
Describe this person's responsibilities over the past 12 months.	Oversees volunteers in corrections ministering to inmates in county jails and state prisons, manages the aftercare facilities in St. Louis City and Crawford County, Missouri, teaches and assists clients with reentry activities, responsible for the overall fundraising and public relations of the Mission Gate program. Teaches group sessions dealing with mental health, substance abuse, relationships, etc.
Previous employer(s), positions, and dates.	Prudential Insurance Company, district manager, 1968-1975 Hearst Corporation, state manager, 1975-1985
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	Started in 1983 with Someone Cares Mission loading food vans for food pantries, volunteered twice a week preaching and teaching at New Life Evangelistic Center and connecting homeless individuals to services. Chaired the Care Committee for Prison Fellowship from 1983 to 1985 and started Mission Gate in 1985 with the purpose of providing ex-offenders with a smooth transition from prison life to being productive members of society.

Title of Position: Executive Director	
✓ Reentry	Founded Mission Gate Prison Ministry and aftercare program in 1985 and regularly has recruited candidates for the program from federal, state, county and city jails and prisons. Has conducted life skills classes and services for current and ex-offenders for 28 years.
✓ Counseling	Has counseled clients one-on-one and in groups about personal, family and spiritual issues from 1985 to present. Helps offenders deal with living a life outside of criminal activity and drug abuse and alcoholism.
✓ Criminal Justice	Has lobbied in Washington, D.C. for faith-based aftercare programs, written articles for community and various magazines and newspapers on the criminal justice system and has worked as a VIC in the state prisons and in county jails and federal prisons.
✓ Correctional Residential Facilities	Has worked in correctional facilities for 32 years. At this time is concentrating in aftercare services.

Trish Mathas
Authorized Signature of Applicant

7/2/2015
Date

Certificate of Participation

Presented to:

Rick Mathes

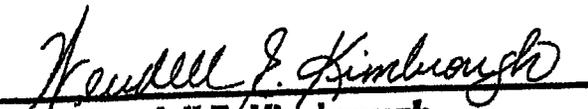
On Completion of 2012 MISSOURI REENTRY CONFERENCE

November 14-16, 2012

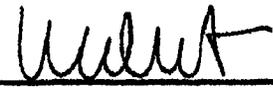
12 Contact Hours

Approved by Missouri Substance Abuse Professional Credentialing Board

Sponsored by ARCHS, Missouri Departments of Corrections and Social Services and the Family and Community Trust


Wendell E. Kimbrough
Chief Executive Officer, ARCHS


George A. Lombardi
Director, Missouri Department of Corrections


William Dent
Staff Director, FACT



Missouri Department of
SOCIAL SERVICES

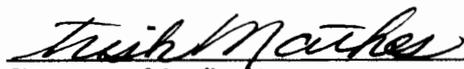


EXHIBIT B**SUBMISSION IS MANDATORY****EXPERTISE OF PERSONNEL**

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

Title of Position: Executive Aftercare Director, Director of Guidance & Counseling	
Name of Person:	Patricia L. Mathes (Trish)
Educational Degree (s): include college or university, major, and dates	Undergraduate hours - Northern Illinois University (business), Elgin Community College (business & psychology), Missouri Baptist College (religion), Lael College and Graduate School (guidance & counseling). Lael College and Graduate School, Master of Arts in Guidance & Counseling, 1997 Pillsbury College and Graduate School, 2008-Present, Temperament Therapy, Substance Abuse and Addiction Therapy, Cognitive Therapy and Ethics Working toward Licensed Clinical Christian Counselor
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Missouri Recovery Support Specialist (MSAPCB) - #5876, expires April 2015 VIC for Missouri Department of Corrections - #124983
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	Training for VIC, 2012-2013 Updated Missouri Recovery Support Specialist – 12 hour of classes for year 2012 and year 2013 MSAPCB, Recovery Oriented Systems of Care, 4/13/2010 University of Missouri St. Louis, Missouri Institute of Mental Health, Missouri Cadre for Co-Occurring Excellence, 14 Contact hours (9/3/2010) MSAPCB, States of Change/Pathways to Recovery, 2/5/2010 2009 Spring Addictions Academy, 32 Contact hours by the MSAPCB, 5/22/2009 Missouri Reentry Conference, 12.5 hours University of MO-STL, 11/20/2009
Number of years experience in area of service proposed to provide. Experience in working with offenders?	30 years
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Co-founder/Director of Mission Gate/Fort Good Shepherd Ranch 30 years
Describe this person's responsibilities over the past 12 months.	Executive Aftercare Director overseeing programming and staff at St. Louis City and Crawford County aftercare facilities, and conducting individual counseling sessions for male and female offenders and group life skills classes. Presenting aftercare sessions at FRDC. Oversight of women's reentry facilities in St. Louis and Crawford County. Overseeing and training volunteers. Works on screening applicants coming from correctional facilities.

Title of Position: Executive Aftercare Director, Director of Guidance & Counseling	
Previous employer(s), positions, and dates.	Mueller, Sieracki, Kahn & Co., CPA'S, 1968-1970, accounting
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	Helping to educate local communities and churches about the importance of reaching out to prisoners and ex-offenders. This has been done at the onset of Mission Gate in 1985 due to seeing a need to be filled by the community. This continues to be accomplished through the media and speaking in organizations and local churches. Also, referrals of ex-offenders to community services, including treatment centers, further education opportunities, family reunification, medical and mental health needs and housing upon graduation from Mission Gate.
✓ Reentry	This started in 1985 when people were released from prison and had nowhere to go. Needs were identified and met physically, spiritually, emotionally, educationally and vocationally. These services have continued through the present time.
✓ Counseling	One-on-one counseling started from the onset of Mission Gate in 1985 in accessing how a prisoner and ex-offender could be helped. This has increased to oversee a staff and local churches to minister to the needs of over 1,000 inmates and over 200 ex-offenders per year, along with their families when possible. I personally conduct 15-20 counseling sessions each week and teach five group sessions during the year. This helps offenders deal with their past, with present situations such as relationships and issues that arise at work, substance abuse and mental health.
✓ Criminal Justice	Working as a re-entry team with Probation and Parole's Missouri Reentry Process. Collect and compile notes from counselors and mentors and other staff of Mission Gate to be sent to Mo. Probation and Parole on a monthly basis. Oversee parole officers meeting with Mission Gate staff.
✓ Correctional Residential Facilities	Started volunteering in county and city jails in St. Louis working with women and expanded to state women's facilities as a VIC. Currently work as a VIC providing 2-hour aftercare sessions for offenders in Fulton Reception and Diagnostic Center six times per year. Conducted aftercare seminars in Vandalia for women. Also, oversee Mission Gate volunteers and staff in other state, county and city correctional facilities.


 Signature of Applicant

7/2/2015
 Date of Signature

MSAPCB

This certificate is given to

Trish Mathes

for successfully completing

Ethics

April 6, 2013 for 6 contact hours



Scott Reedlave

Administrator Signature

4/06/13

Date

Certificate of Participation

Presented to:

Trish Mathes

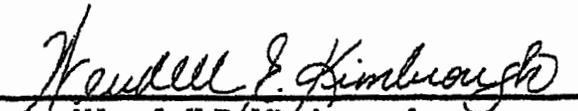
On Completion of 2012 MISSOURI REENTRY CONFERENCE

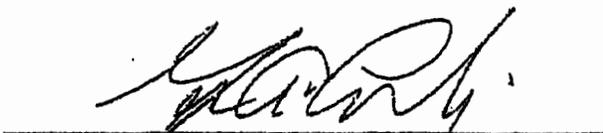
November 14-16, 2012

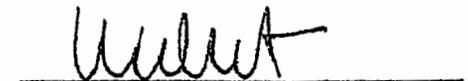
12 Contact Hours

Approved by Missouri Substance Abuse Professional Credentialing Board

Sponsored by ARCHS, Missouri Departments of Corrections and Social Services and the Family and Community Trust


Wendell E. Kimbrough
Chief Executive Officer, ARCHS


George A. Lombardi
Director, Missouri Department of Corrections


William Dent
Staff Director, FACT



Missouri Department of
SOCIAL SERVICES





NAR Associates
awards this

Certificate of Completion
for

Motivational Enhancement Therapy
to

Patricia L. Mathes

who has successfully completed six education and training clock hours covering
research based counseling techniques that improve outcomes for substance abuse clients,
this 2nd day of April, 2012.

A handwritten signature in black ink, appearing to read "Nicholas A. Roes".

Nicholas A. Roes, PhD, CASAC, CJC, RAS

This training has been approved by the Missouri Substance Abuse Professional Credentialing Board (MSAPCB), Provider #132. Also approved by NAADAC Approved Education Provider No. 452, NBCC (National Board of Certified Counselors) Continuing Education Provider Number 6194, and ASWB (Association of Social Work Boards) Provider #1137.

Lael College and Graduate School

St. Louis, Missouri

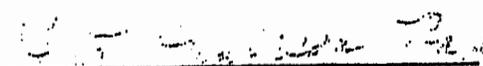
The Board of Trustees of Lael College & Graduate School
upon the recommendation of the Faculty has conferred on

Trish Mathes

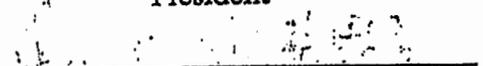
who has fulfilled all requirements prescribed therefore
the degree of

**Master of Arts
in Guidance & Counseling**

with all the rights and privileges pertaining to that degree. They have
granted this degree on the Eighth day of June in
the year of our Lord, Nineteen Hundred and Ninety Seven.



President



Dean

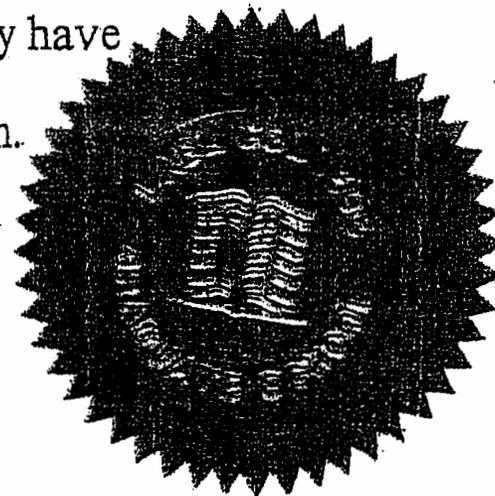


EXHIBIT B**SUBMISSION IS MANDATORY****EXPERTISE OF PERSONNEL**

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

Title of Position: <u>Grant Manager, Fort Good Shepherd Program Director</u>	
Name of Person:	Gregory D. Smith, JD, CADC
Educational Degree (s): include college or university, major, and dates	JD, Georgetown University Law Center, Washington, D.C., 1995. BA (Management and Political Science), Hamline University, St. Paul, MN, 1991. Took 52 credit hours toward a MSW at the University of Missouri – St. Louis.
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Certified Alcohol and Drug Counselor (MSAPCB), #6107 (expires October 2016) Licensed to practice law in Washington, D.C. and Maryland. Former VIC at PCC Missouri Driver's License
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	Missouri Addictions Academy, Spring 2009 Recovery Oriented Systems of Care, April 2010 Annual Ethics Training through MSAPCB Several seminars regarding substance abuse and mental health, including course work toward obtaining a Masters of Social Work (MSW) degree. 2014 MO Reentry Conference
Number of years experience in area of service proposed to provide. Experience in working with offenders?	14 years
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Employee for 4 years.
Describe this person's responsibilities over the past 12 months.	Writes and manages grants for the organization, manages and supervises recovery homes in Crawford County, Missouri, facilitates 12-step recovery classes, ensures clients have all of their basic needs met, including employment and transportation, teaches life skills classes, oversees the maintenance and upkeep of a 120-acre facility for reentry housing, collects program fees from residents, monitors expenses of the facility, and provides mentoring to residents of the facility.
Previous employer(s), positions, and dates.	-Comtrea (Community Treatment), Festus, MO, Practicum Student during the Spring and Summer of 2011, working with co-occurring disorders. -Teen Challenge of St. Louis, Director of Public Affairs (2008-2011) -Lobbyist, Washington, D.C. (1995-2007). During this time, worked with several federal grant programs and non-profit organizations. -Federal law enforcement, Washington, D.C. (1991-1995) – working with the Office of Labor Racketeering and U.S. Attorney's Office for the District of Columbia. -Minnesota State Senate (1989-1990) – worked on several policy issues and fundraising.

Title of Position: <u>Grant Manager, Fort Good Shepherd Program Director</u>	
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	Has completed 52 credit hours toward a Masters in Social Work degree at the University of Missouri-St. Louis. During the last 4 years at Mission Gate, Greg assists residents with transportation needs, helps them obtain identification, enroll in government programs (such as health care and Food Stamps), ensures that they have all of their basic needs met, places them in contact with professionals to assist in medical and legal matters (including child support issues), facilitates 12-step recovery meetings and other counseling needs. While a practicum student at Comtrea, Greg conducted group and individual counseling sessions, primarily for clients with substance abuse problems in addition to other mental illnesses. While at Teen Challenge, Greg provided many of the same services to residents. Greg has been in the social work field for approximately 5 1/2 years.
✓ Reentry	Has managed and supervised a reentry facility for 55 residents for the past 4 years. Also worked with ex-offenders while working for Teen Challenge for the previous three years, for a total of approximately 7 years of experience. Has also studied reentry programs in-depth on an academic level, identifying the best practices, what types of offenders are helped most by reentry programs and what services are needed the most.
✓ Counseling	Has served as a mentor to residents at the Mission Gate program for 4 years. Has led many group and individual counseling sessions dealing with substance abuse and anger management issues during the past seven years. Is a certified drug and alcohol counselor in Missouri
✓ Criminal Justice	Is a licensed attorney for the past 20 years and spent the first five years of his career working in the criminal justice system. Is formerly a VIC at PCC and has worked with ex-offenders and current offenders while employed by Comtrea, Teen Challenge and Mission Gate during the past seven years.
✓ Correctional Residential Facilities	Has managed a residential reentry facility for Mission Gate for 4 years, where he lives onsite in a group home with nine other individuals going through the program. Prior to that, he spent 3 years, living onsite at Teen Challenge of St. Louis, a faith-based drug and alcohol rehabilitation program.

Trish Mathas
Signature of Applicant

7/2/2015
Date of Signature

MSAPCB

This certificate is given to

Greg Smith

for successfully completing

Ethics

September 7, 2012 for 6 contact hours



Scott Reddave

Administrator Signature

9/07/12

Date

NO: 6107

**Missouri Substance Abuse
Professional Credentialing Board**

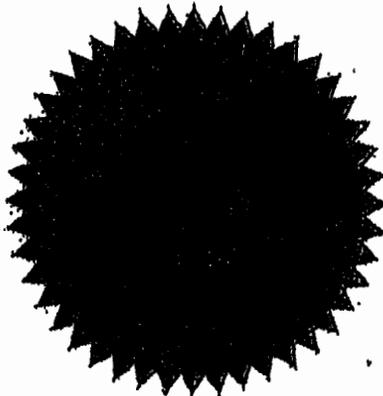
Hereby recognizes that

Gregory D. Smith

has met all the standards and qualifications required of an
alcohol drug counselor as determined by the Credentialing Board
and is hereby conferred the title of

Certified Reciprocal Alcohol Drug Counselor

Awarded on the 6th day of January, 2011



Steve Roberts CRADC, CCJP

President

Ronald CRADC, CCJT

Secretary

Lincoln University

Jefferson City, Missouri

Certifies that

Gregory D. Smith

has received 3.2 Continuing Education Units (CEUs)
for participation in the

2009 Spring Addictions Academy

sponsored by Committed Caring Faith Communities and the
United States Drug Enforcement Administration

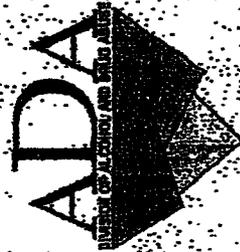
May 18 – 22, 2009

May 22, 2009

Date

Shelby Post

Director, Division of Continuing Education



Certificate of Attendance

This certifies that:

Gregory D. Smith

has successfully completed and participated in

Recovery Oriented Systems of Care

presented by Bob Cartey, LCSW, CADC, CCTP on April 15, 2010
Departments of Mental Health, St. Louis, Missouri

8.0 contact hours approved by the
Missouri Substance Abuse Professional Credentialing Board

Robert Cartey



Certificate of Participation

Presented to:

Smith, Greg

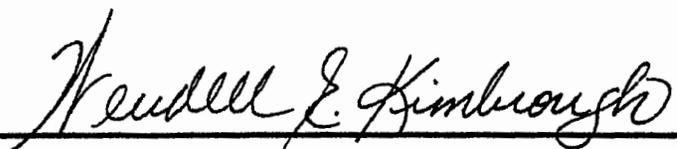
On Completion of **2014 MISSOURI REENTRY CONFERENCE**

November 19-21, 2014

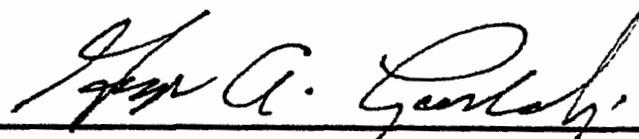
10 Contact Hours

Approved by Missouri Substance Abuse Professional Credentialing Board

Sponsored by ARCHS, Missouri Departments of Corrections and Social Services and the Family and Community Trust



Wendell E. Kimbrough
Chief Executive Officer, ARCHS



George A. Lombardi
Director, MO Department of Corrections



Breedlove Training

This certificate is given to

Gregory Smith

for successfully completing

Ethics - 6 Hours

on October 25, 2014

Scott Breedlove

10/25/14

Trainer Signature

Date

EXHIBIT B

SUBMISSION IS MANDATORY

EXPERTISE OF PERSONNEL

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

Title of Position: <u>Job Coach (Proposed New Position)</u>	
Name of Person:	Morgan Murdock
Educational Degree (s): include college or university, major, and dates	Working on her GED
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:	
Number of years experience in area of service proposed to provide. Experience in working with offenders?	Two plus years.
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Morgan is a graduate of the Mission Gate program at both Crystal's house in St. Louis and then Hannah's Ranch in Cuba. She graduated Hannah's Ranch in early 2015 and has worked with the ministry since her graduation, assisting residents with a number of responsibilities. Under this grant proposal she will become a full-time job coach for the ministry.
Describe this person's responsibilities over the past 12 months.	Assists residents in obtaining employment, drives residents to and from work and other appointments, leads Bible studies, assists in the operation of a thrift store at Hannah's Ranch and sells more valuable items on e-bay that have been donated to the ministry. Under this grant proposal she would be responsible for assisting new residents obtain employment by taking them to and from job interviews, creating resumes and cover letters, coordinating on-campus work details, and providing transportation services to and from work, court appearances, probation and parole visits, etc. Finally, she will be responsible for on-site follow-up with employers and employees who are residents in the Mission Gate program and assist in teaching residents hard skills in running a thrift store, home cleaning, a e-bay Internet sales.
Previous employer(s), positions, and dates.	Cuba Super 8 Motel, 2014, front desk clerk Antique Mall, Cuba, Mo., 2015 to present (e-bay Internet sales)
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	Has assisted residents in the Mission Gate program connect to local resources and makes sure that all of their basic needs are being met.

Title of Position: <u>Job Coach (Proposed New Position)</u>	
✓ Reentry	Is an ex-offender herself who has gone through the re-entry process successfully, even regaining custody of one of her children. Has worked with several women on a personal level at the Mission Gate program, mentoring them and helping them work through the re-entry process.
✓ Counseling	Serves as a mentor to other women in the Mission Gate program.
✓ Criminal Justice	Is an ex-offender who is no longer on supervision. Spent time in jail and prison and now works with women going through the re-entry process.
✓ Correctional Residential Facilities	.

Trish Mathas
Authorized Signature of Applicant

7/2/2015
Date

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

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

Title of Position: <u>Crystal's House (St. Louis Women's Program) Supervisor. Women's Jails and Prisons Program Director</u>	
Name of Person:	Laura Smith Kresyman
Educational Degree (s): include college or university, major, and dates	GED, St. Louis Community College, 1990
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	VIC (WERDCC) at Vandalia #129880 MRSS, certificate #8058, expires April 2016 Enrolled in Medication MO Class E Driver's License
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	2014 Missouri Reentry Conference STAR's Females in the Criminal Justice System Training, Oct. 2013 Spirituality (Breedlove), Nov. 2013 Regular MRSS Training, including ethics Certified in CPR and First Aid
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.	Started volunteering with Mission Gate in March 2013 at Crystal's house, was hired as house supervisor in September 2013.
Describe this person's responsibilities over the past 12 months.	Oversees the entire operations of Crystal's house, a women's home in South St. Louis City for 12 women in reentry and recovery. Duties include picking women up at the bus station, assuring that all of their basic needs are met, assisting them with job searches and resume preparation, teaching classes, Bible studies and group recovery meetings.
Previous employer(s), positions, and dates.	Merbs Candy, St. Louis, 2007- 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	Since March 2013, has worked with women at Crystal's House, making sure all of their basic needs are met, teaching classes and leading recovery groups. Has several years of experience as a recovered addict, assisting and sponsoring others through recovery.
✓ Reentry	Has worked with Mission Gate since March 2013
✓ Counseling	Has been involved sponsoring women one-on-one for several years through programs like narcotics Anonymous. Now Counsels women and leads group sessions at Crystal's House (for the past two years).

Title of Position: <u>Crystal's House (St. Louis Women's Program) Supervisor. Women's Jails and Prisons Program Director</u>	
✓ Criminal Justice	Has been involved in the criminal justice herself for many years and now has more than 10 years of sobriety and is a VIC at WERDCC (Vandalia) and oversees Mission's Gate's women's jail and prison ministry work.
✓ Correctional Residential Facilities	

Fresh Mathos
Signature of Applicant

7/2/2015
Date of Signature

Certificate of Participation

Presented to:

Kresyman, Laura

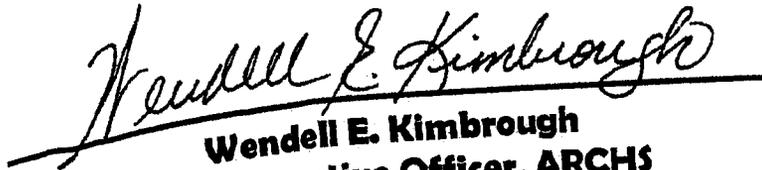
**On Completion of
2014 MISSOURI REENTRY CONFERENCE**

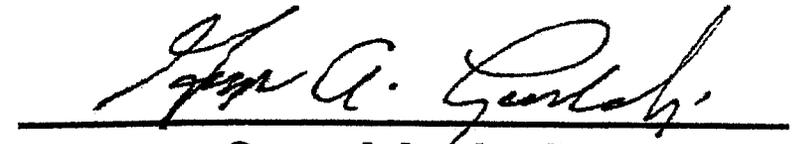
November 19-21, 2014

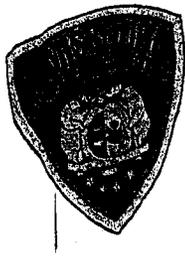
10 Contact Hours

Approved by Missouri Substance Abuse Professional Credentialing Board

Sponsored by ARCHS, Missouri Departments of Corrections and Social Services and the Family and Community Trust


Wendell E. Kimbrough
Chief Executive Officer, ARCHS


George A. Lombardi
Director, MO Department of Corrections



Missouri Department of
SOCIAL SERVICES
Your Potential. Our Support.



Breedlove Training

This certificate is given to

Laura Kresyman

for successfully completing

Spirituality - 3 Hours

on November 2, 2013

Scott Breedlove

11/2/13

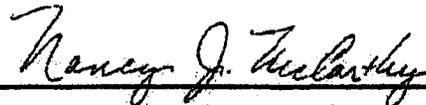
Trainer Signature

Date

Certificate of Attendance

Laura Kresyman

This certifies that the bearer attended
STAR's Professional Development Series – *Females in the Criminal Justice System*
4 Contact Hours



Nancy McCarthy, Co-Chair, STAR

October 24, 2013

Date of training



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

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

Title of Position: <u>Counselor, Parenting Class Instructor (Volunteer)</u>	
Name of Person:	Lori Lynn Amato
Educational Degree (s): include college or university, major, and dates	Masters degree in Theology and Biblical Counseling, Bradford University, 2007 Bachelor of arts degree in Theology and Biblical Counseling, Bradford University, 2005
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Member, American Association of Christian Counselors Working on Life Coach certification
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	Parenting Instruction, Heritage House 76, 2007 Executive Director Training through CareNET Missouri Award for Unsung heroes, 2009 Presidential Who's Who in Achievement Publication, 2010
Number of years experience in area of service proposed to provide. Experience in working with offenders?	Counseling for 20 years. Counseling ex-offenders for 1 year.
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Has been a volunteer counselor and parenting class instructor for Mission Gate since January 2015.
Describe this person's responsibilities over the past 12 months.	Teaching parenting class at Hannah's Ranch.
Previous employer(s), positions, and dates.	Founder and Executive Director of the Cuba Lifeline Pregnancy Care Center, 2006 to present. Office Manager, First Baptist Church of Cuba, 2002-2006 Treasurer, Cuba Ministerial Alliance (which operates the local food pantry), 2015 to 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	Has worked in the area of pregnancy care for ten years, assisting young women with unplanned or planned pregnancies. Includes assisting them with medical care, parenting classes, and obtaining other resources such as food, clothing, diapers, etc.
✓ Reentry	Has worked with Mission Gate for the past year.
✓ Counseling	Conducts family counseling and pregnancy counseling to women and families for more than 10 years.
✓ Criminal Justice	Has worked with Mission Gate for one year.

Title of Position: <u>Counselor, Parenting Class Instructor (Volunteer)</u>	
<input checked="" type="checkbox"/> Correctional Residential Facilities	

Trish Mathas
Authorized Signature of Applicant

7/2/2015
Date

EXHIBIT B

SUBMISSION IS MANDATORY

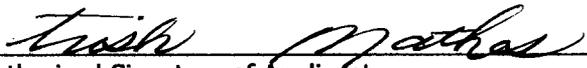
EXPERTISE OF PERSONNEL

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

Title of Position: <u>New Part-Tim Counselor and 12-Step Leader</u>	
Name of Person:	TBD
Educational Degree (s): include college or university, major, and dates	Seeking a person who is qualified and capable of one-on-one counseling of female clients, many of whom have substance abuse problems, a history of trauma and victimization and criminal backgrounds. Should be able to not only counsel the female client, but also provide family counseling and assistance with their children. Should be knowledgeable about trauma and its effects.
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:	
Number of years experience in area of service proposed to provide. Experience in working with offenders?	
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	
Describe this person's responsibilities over the past 12 months.	
Previous employer(s), positions, and dates.	
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Social Work	
✓ Reentry	
✓ Counseling	
✓ Criminal Justice	

Title of Position: New Part-Time Counselor and 12-Step Leader

✓ Correctional Residential Facilities



Authorized Signature of Applicant

7/2/2015
Date

**EXHIBIT B
SUBMISSION IS MANDATORY**

EXPERTISE OF PERSONNEL

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

Title of Position: <u>GED Instructor (Volunteer)</u>	
Name of Person:	Carolyn Schwaab
Educational Degree (s): include college or university, major, and dates	Biology and Psychology, BS, Drury University, Springfield, Mo. 1977 graduated St. Louis University, MBA, 1990
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Certified GED instructor since 2013
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	Reading and Writing Tutor through St. Charles County, 2008 Literacy with YMCA, 2011 Certified Diversity Counselor, through Monsanto and Pope & Associates, 1995
Number of years experience in area of service proposed to provide. Experience in working with offenders?	Teaching and tutoring for more than 30 years Working directly with ex-offenders since 2007
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Volunteer at Fort Good Shepherd since 2007 Volunteer at Mission Gate city outreach since 2007 Received stipend for assisting ex-offenders with their GEDs from 2012 to 2014
Describe this person's responsibilities over the past 12 months.	Managing GED program and teaching GED
Previous employer(s), positions, and dates.	Pfizer, multiple locations from 1980 to 2007, director
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	Referring clients to GED testing sites, help through outside GED study sources and funding once they leave program, 2007 to present
✓ Reentry	Teaching ex-offenders GED skills, 2007 to present
✓ Counseling	Diversity counseling 1994 to 1997, domestic violence counseling 1989 to 1995, sexual purity counseling 2003-2007
✓ Criminal Justice	Help ex-offenders comply with GED requirements
✓ Correctional Residential Facilities	Vandalia Correctional Center, works with offenders in service dog training. 2007 to present, weekly

Trish Mathew

 Authorized Signature of Applicant

7/2/2015
 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:	The Mission Gate Christian Center
Legal/Cancellation Actions Information From:	
Name of Company:	None
Address of Company:	n/a
Contact Person Name:	n/a
Contact Person Phone Number:	n/a
Contact Person e-mail address:	n/a
Date(s) of Legal Action or Cancellation:	n/a
Reason for Cancellation of Contract:	n/a
Description of Legal Action:	n/a
Resolution of Legal Action:	n/a

Trish Mathew

 Authorized Signature of Applicant

7/2/2015

 Date

Date

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: 17

Category	Service	Proposed Clients	Outcome	Indicator (How do you know you are achieving the outcome?)
Academic	GED Preparation	2	Enhanced education	100% of residents needing their GED will be enrolled in a GED preparation class.
Basic Needs and Emergency Services	Food	10	Attainment of basic needs and emergency services	100% of residents will have all of their basic needs met.
	Clothing	10		
	Hygiene Items	10		
Employment	Identification	10	Improved employment	100% of Mission Gate residents will have two forms of ID needed to obtain employment. 95% of Mission Gate residents will be employed within 3 weeks of entering the program 90% of residents will show progress on the Employment readiness Checklist scale after completing job readiness class
	Full-Time Employment	17		
	Soft Skills Class	15		
Family	Parenting Class	17	Increased family support	80% of Mission Gate residents will experience increased family relationships while in the program
Housing	Regular Housing	17	Attainment of housing	100% of Mission Gate residents will be provided with adequate housing while in the program.
Mental Health	Counseling	17	Reduced mental health risks	100% of residents will receive weekly counseling during their initial 12 weeks, and counseling as needed thereafter. 100% of residents will complete life skills classes 90% of residents will show improvement in Financial Behavior Scale after taking financial management class
	Life Skills Classes, including Anger Management, Making Peace with Your Past, Financial	17		

	Management, etc.			
Substance Abuse	Weekly 12-Step Meetings	15	Reduced substance abuse	80% of residents will attend weekly 12-step classes.
Transportation	Rides to and from work	15	Attainment of transportation	100% of Mission Gate residents will be provided with transportation to and from work and other important appointments.
Vocational	Home Cleaning, Thrift Store and e-bay sales Instruction	5	Improved employment	25% of new residents will gain instruction on how to operate a home cleaning business, thrift store and how to do e-bay sales on the Internet.

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
Award of Contract	August 2015	August 2015	T. Mathes
Hire New Job Coach, Morgan Murdock	Date of Award	August 2015	T. Mathes / Kresyman / Murdock
Hire New Counselor			T. Mathes / Kresyman
Conduct Weekly Individual Counseling	August 2015	July 2016	T. Mathes / Amato / New Counselor
Conduct Trauma Training for Hannah's Ranch Staff	August 2015	August 2015	T. Mathes / Smith / Kresyman
Conduct Assessments of Incoming Residents Using the Employment Readiness Checklist, the Trauma Symptom Checklist and the Financial Behavior Scale	August 2015	July 2016	T. Mathes / Amato / Kresyman / New Counselor
Conduct Weekly GED Instruction	August 2015	July 2016	Schwaab / Kresyman
Conduct Weekly Life Skills Classes, including Anger Management, Making Peace with Your Past, Soft Job Skills, Financial Management and Parenting Classes	August 2015	July 2016	T. Mathes / Amato / Kresyman / New Counselor
Conduct Family Counseling	August 2015	July 2016	T. Mathes / New Counselor
Conduct Weekly 12 Step Recovery Classes	August 2015	July 2016	Kresyman / New Counselor
Provide transportation for residents to and from work and other appointments	August 2015	July 2016	Kresyman / Murdock
Ensure that residents have food, hygiene items, clothes and other basic necessities	August 2015	July 2016	Kresyman / Murdock
Provide Adequate housing for all residents	August 2015	July 2016	Kresyman
Assist residents with	August 2015	July 2016	Kresyman / Murdock

jobs searches, preparing resumes, cover letters, filling out applications, etc.			
Make sure residents have proper clothes and identification for work	August 2015	July 2016	Kresyman / Murdock
Attend local Chamber of Commerce meetings and meet with employers about hiring ex-offenders	August 2015	July 2016	Kresyman / Murdock
Give Residents Instruction on Hard Skills in home cleaning, running thrift store and e-bay sales	August 2015	July 2016	Kresyman / Murdock
Conduct Follow-up with Resident employees onsite with their employers	August 2015	July 2016	Kresyman / Murdock
Provide Mentoring Training to Senior Residents and Volunteers	August 2015	July 2016	Kresyman
Septemberfest Fundraiser	September 2015	September 2015	R. Mathes / T. Mathes
Monthly Fundraising Mailings	August 2015	July 2016	R. Mathes / T. Mathes
Prepare Quarterly Report on the Grant	11/1/15	11/15/15	T. Mathes / Smith / Kresyman
Staff Evaluations	December 2015	January 2016	T. Mathes
Prepare Quarterly Report on the Grant	2/1/16	2/15/16	T. Mathes / Smith / Kresyman
Annual Hannah's Ranch Fundraising Luncheon	May 2016	May 2016	R. Mathes / T. Mathes / Kresyman
Prepare Quarterly Report on the Grant	5/1/16	5/15/16	T. Mathes / Smith / Kresyman
Prepare Quarterly / Final Report on the Grant	8/1/16	8/15/16	T. Mathes / Smith / Kresyman

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
<i>Morgan Murdock, Job Coach, New Position (40 hours per week)</i>	<i>\$25,000 x 100% of time</i>	<i>\$25,000</i>
<i>Greg Smith, Job Readiness and Soft Skills Class (2 ½ hours per week)</i>	<i>\$35,000 x 7% of time</i>	<i>\$2,500</i>
<i>Laura Kresyman, Women's Program Director (10 hours per week)</i>	<i>\$28,000 x 25% of time</i>	<i>\$7,000</i>
<i>Lori Amato, Part-Time Counselor, Parenting Class (6 hours/week)</i>	<i>\$100 stipend/wk x 25 weeks</i>	<i>\$2,500</i>
<i>TBD, New Part-Time Counselor & 12 Step Leader (6 hours/week)</i>	<i>\$100 stipend/wk x 48 weeks</i>	<i>\$4,800</i>
	Subtotal	\$41,800.00
B. Fringe Benefits (must be capped at 12%)		
Name/Position	Calculation of Cost	Cost
Morgan Murdock, Job Coach	12% x \$25,000	\$3,000
Greg Smith, Job Readiness and Soft Skills	12% x \$2,500	\$300
Laura Kresyman, Women's Program Director	12% x \$7,000	\$840
	Subtotal	\$4,140.00
C. Staff Travel (mileage at \$0.37 /mile – Conus rate for any other expenses)		
Purpose of Staff Travel (all staff travel must be for the <u>direct</u> benefit of the offender – include location and type)	Calculation of Cost	Cost
	Subtotal	
D. Direct Services (i.e. housing rental/lease, GED Testing)		
****ALL DIRECT SERVICES MUST BE PROVIDED TO THE OFFENDERS****		
	Calculation of Cost	Cost
Initial Housing for New Residents	\$100/wk x 4 weeks x 10 residents	\$4,000.00

Identification for New Arrivals (Birth Certificate = \$15, State ID = \$11, Driver's License = \$12.50)		\$60.00
	Subtotal	\$4,060.00
E. Equipment/Supplies (Direct Services Only)	Calculation of Cost	Cost
	Subtotal	
Summary		
A. Personnel		\$41,800.00
B. Fringe Benefits		\$4,140.00
C. Staff Travel		
D. Direct Services		\$4,060.00
E. Equipment/Supplies (Direct Services Only)		
TOTAL PROJECT COSTS		\$50,000.00

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

Applicant Company Name The Mission Gate Christian Center

Authorized Signature of Applicant *Trish Mathes* Date 7/2/2015

Printed Name Trish Mathes, President

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

Morgan Murdock, job coach (new position for Mission Gate), who would be responsible for taking new residents to job interviews, assisting them in applying for jobs and preparing resumes, making residents familiar with the local Missouri Career Center, reaching out to new employers, working with existing employers and coordinating on campus work details. Morgan is a graduate of the Mission Gate program and can also assist women in learning new hard skills, such as home cleaning, operating a thrift store that is located at Hannah's Ranch and how to sell items of value on e-bay. It is the hope that some of these residents will gain new skill sets and also learn how they can develop their own small businesses that will provide them with additional earning potential in the future. Mission Gate is working locally with the Cuba Development Group to instruct people on how to start their own small businesses. Morgan also has familiarity with local employers and the Mission Gate program that could assist residents in the program as a job coach. Her duties will also include on-site follow-up with residents at their place of employment. Her entire job description is related to job coaching. (\$25,000/year x 100% of time = \$25,000)

Greg Smith, Fort Good Shepherd Program Director (job readiness and soft skills classes) – Under the grant, Greg will teach an expanded job readiness and soft skills class to new residents entering the Mission Gate program at Hannah's Ranch. This will include personal budgeting, what employers look for when hiring, how to prepare for an interview and how to get along with other workers. The class will be taught multiple times per week to meet differing work schedules of the residents. It is anticipated that these additional duties will consume 2 1/2 hours per week – or 7 percent -- of Greg's time. (\$35,000/year x 7% of time = \$2,500)

Laura Kresyman, women's program director -- Under this grant, Laura will be given additional responsibilities, including conducting initial Trauma Symptom Checklist assessments and providing residents with trauma-related life skills classes and process groups on Anger Management and *Making Peace with Your Past*. Laura is also a full-time live-in mentor who can assess residents on a daily basis, 24-hours a day, correcting anti-social behaviors as they occur and dealing with resident's triggers as they occur. She plays a vital role in the overall therapeutic community at Hannah's Ranch by making residents put into practice in their daily routines what they learn in counseling and groups meetings. (\$28,000/yr x 10 hours/week (25% of time) = \$7,000).

Lori Amato, Part-Time Counselor, Parenting Class Instructor (6 hours/week): Lori operates the local pregnancy crisis center and has a long history in counseling young women and teaching parenting skills. Mission Gate has found that providing a stipend leads to a more consistent work schedule for volunteers, which allows Mission Gate to better meet its counseling objectives. This goal is to have weekly counseling for new residents in the program up to three months, bi-weekly counseling for residents of three to six months and monthly counseling for residents of six months or longer. This grant will allow Mission Gate to continue to provide a stipend to counselors to maintain consistency in their schedules and caseloads. Mission Gate has found that increasing the amount of counseling services leads to greater retention of residents in the program. (\$100/week stipend x 25 weeks = \$2,500).

TBD, Part-Time Counselor & 12 Step Leader (10 hours/week): In the past, Mission Gate has had volunteer counselors to assist at Hannah's Ranch. For various reasons, these counselors were not able to maintain their commitment. Since then, Trish Mathes has done all of the counseling at Hannah's Ranch in addition to her many other duties within Mission Gate. Under this grant, Mission Gate would like to find another counselor who can take over these responsibilities once again. Providing a stipend would help to find a committed individual who can maintain a regular schedule with these duties. Mission Gate has found that stipends help to maintain consistency in the counseling schedules, which leads to greater retention of residents in the program. (\$100/week stipend x 48 weeks = \$4,800).

B. Fringe Benefits

Fringe benefits for Morgan Murdock, Greg Smith and Laura Kresyman are calculated at 12%, the maximum allowable under the grant. Actual fringe for their position is about 22%, but Mission Gate will contribute the remainder as an in-kind contribution.

No fringe benefits are given to employees receiving a stipend.

C. Staff Travel

None requested under this grant proposal.

D. Direct Services to the Offenders

4-weeks of housing for new residents – It can often take two to four weeks for new residents to find employment. Residents often become financially stressed while they are looking for work, trying to meet their basic needs while rent payments keep racking up. Even when residents become employed, it takes a week or two before they actually receive a pay check. Providing residents with free rent for the first few weeks after their initial release from prison can greatly reduce these stress levels and allow residents to focus on things that are of greater importance during their early stages of reentering the community. (10 new residents x \$100/week housing fee x 4 weeks = \$4,000)

Identification for Offenders (eg., State ID = \$11, Birth Certificate =\$15): Another barrier that many offenders face in entering the job market is having adequate identification. Approximately 70 percent of residents arriving at Mission Gate still lack some of the ID needed to obtain employment. The cost for a state ID is \$11 and a state birth certificate is \$15. Some residents need birth certificates from other states, which can cost as much as \$50 to obtain. While Social Security Cards can be obtained for no charge, the Social Security Administration no longer issues printouts at their field locations. This is a budget item that is difficult to state precisely, but Mission Gate often has to find funding in the range of \$1,000 or more per year for these purposes. Mission Gate is seeking only \$60 in this grant, which can be used to precipitate obtaining out-of-state IDs, especially.

Mission Gate will also provide several in-kind services under this grant proposal, such as assistance with GED, initial food and clothing, bedding, transportation to and from appointments and jobs, etc.

E. Equipment/Supplies (Direct Services Only)

None requested under this grant proposal, although Mission Gate will provide in-kind contributions under this grant, including the vehicles to transport individuals around and curriculum books for life skills classes.

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Internal Revenue Service

Date: September 24, 2007

**MISSION GATE CHRISTIAN CENTER
PO BOX 6644
CHESTERFIELD MO 63006-6644 447**

**Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201**

**Person to Contact:
Ms. Gambone 17-57029
Customer Service Representative
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:
43-1448430**

Dear Sir:

This is in response to your request of September 24, 2007, regarding your organization's tax-exempt status.

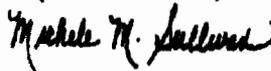
In March 1996 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2108 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations 1