



**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: 573-522-1562

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
05/06/16	Center for Women in Transition 7525 S. Broadway St. Louis, MO 63111	SDA48000801 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: Laura Toledo, Executive Director

Authorized Signature:  Date 5/20/16

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

6/2/16  
Ellie McSwain, Jr., Board of Probation and Parole Chairman Date

## REQUEST FOR APPLICATION



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

**Buyer of Record:  
Gary Stoll, CPPB  
Telephone: (573) 526-6402  
[gary.stoll@doc.mo.gov](mailto: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: Restorative Reentry for Women  
Company Name: Center for Women in Transition  
Mailing Address: 7525 S. Broadway  
City, State, Zip: St. Louis, MO 63111  
Telephone: 314-771-5207 314-771-5207  
Federal EIN #: 43-1799627 43-1799627  
Email: carriecoats@cwitstl.org  
Authorized Signer's Printed Name and Title: \_\_\_\_\_

Authorized Signature: [Signature] ED Application Date: 6/30/15

### NOTICE OF AWARD:

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

**In its entirety.**

Contract No. **SDA48000801** E-001

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

Date 7/29/15

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

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**REQUEST FOR APPLICATION**



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

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Gary Stoll, CPPB  
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Federal EIN #: 43-1799627 43-1799627  
Email: carriecoats@cwitstl.org  
Authorized Signer's Printed Name and Title: \_\_\_\_\_

Authorized Signature: [Signature] Application Date: 6/30/15

**NOTICE OF AWARD:**

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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>		<b>Amount of DOC Funds Requested:</b>
<input type="checkbox"/> Western Region	City/County _____	\$ 49,043.10
<input type="checkbox"/> Southwest Region	City/County _____	
<input type="checkbox"/> North Central Region	City/County _____	
<input checked="" type="checkbox"/> Eastern Region	City/County <b>St. Louis City and County</b>	
<input type="checkbox"/> Southeast Region	City/County _____	

**Program Title: Restorative Reentry for Women**

**Does this program complement another application? Yes X No \_\_\_\_\_ Name: Mentoring and Advocacy**  
**Provide a unique name descriptive of service or program for EACH application submitted**

<b>Applicant Agency and Address:</b> Center for Women in Transition 7525 S. Broadway St. Louis, MO 63111	<b>Project Director Name, Phone, Fax &amp; Email:</b> Carrie Coats phone: 314-771-5207 fax: 314-771-0066 carriecoats@cwitstl.org
<i>Carrie Coats, Executive Director</i> Signature/Title _____ Date <u>6/30/15</u>	

<b>Anticipated Outputs: (number of offenders supervised by DOC to be served by the proposed project):</b> 50	<b>Estimated Cost per Offender:</b> \$ 7,000	<b># of Paid Staff:</b> 24 <b># of Volunteers:</b> 150
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**Summary of Proposed Project:** In a concise manner, provide a summary paragraph of your project.

The Restorative Reentry Program is designed to prevent recidivism for female offenders returning to the St. Louis community after incarceration. Services are aimed at increasing offender success through Center for Women in Transition programming. With Community Reentry funding, the Restorative Justice program would be available to 50 women in FY2016. To further meet client needs, we will offer medical and mental healthcare. To increase success rates of sex-offenders, the funding will allow us to assist with rental deposits and sex offender counseling to those women.

**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.

## PART ONE

### 1. INTRODUCTION AND GENERAL INFORMATION

#### 1.1 Introduction

1.1.1 This document constitutes a request for competitive, sealed, applications from qualified individuals and organizations for Community Reentry Funding statewide from the Department of Corrections (herein referred to as "Department") in accordance with the terms and conditions set forth herein.

1.1.2 Overview – Community reentry funding is intended to increase public safety in local communities by supporting efforts which will reduce the risks posed by offenders who are currently supervised by the Missouri Board of Probation and Parole. Awards of up to \$50,000 per application are available. Eligible applicants include nonprofit organizations, faith-based groups, and units of local government.

1.1.3 Organization - This document, referred to as a Request for Application (RFA) has been divided into the following parts for the convenience of the applicant:

- Part One - Information and General Information
- Part Two - Scope of Work
- Part Three - Applicant Program Response & Vendor Number/Award Information
- Part Four - Missouri Preferences, if applicable
- Part Five - Application Formatting & Submission Information, Evaluation Process and Award
- Checklist for Application Submission
- Exhibits
  - Exhibit A – Prior Experience of Applicant
  - Exhibit B – Expertise of Personnel
  - Exhibit C – Legal/Cancellation Actions Against Applicant
  - Exhibit D – Performance Measures
  - Exhibit E – Timeline
  - Exhibit F – Budget Detail Worksheet
  - Exhibit G – Budget Narrative
  - Exhibit H – Participation Commitment
  - Exhibit I – Documentation of Intent to Participate
  - Exhibit J – Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization
- Terms and Conditions
- Attachments
  - Attachment 1 – Color Map of Probation & Parole Districts
  - Attachment 2 – Department Approved Sex Offender Provider List

#### 1.2 Questions and Communication

1.2.1 Questions relating to the RFA must be directed to Gary Stoll of the Department at (573) 526-6402 or [gary.stoll@doc.mo.gov](mailto:gary.stoll@doc.mo.gov).

- a. Any and all questions must be submitted in writing at least ten (10) days prior to the official application closing date. Applicants are advised that any questions received less than ten (10) calendar days prior to the RFA closing date may not be answered.
- b. Applicants are advised it is the responsibility of the applicant to confirm the accuracy of all Vendor Information Data provided, particularly as it relates to a current address, phone number, facsimile number and electronic mailing address. The Department shall not be responsible for any non-deliverable response

to an individual inquiry, and is under no obligation to solicit the applicant regarding such information once submitted unless otherwise advised.

- 1.2.2 Applicants and their agents may **NOT** contact or discuss the RFA, evaluations, etc. with any Department staff other than Gary Stoll, or other persons identified in the RFA during the application process.

### 1.3 Background Information

- 1.3.1 The purpose of the Community Reentry Awards is to enhance public safety in local communities by allowing community organizations to assist in providing evidence-based services that assist offenders in becoming law abiding citizens.
- 1.3.2 The Office of Administration has issued a special delegation of authority (SDA 480) to the Department that permits the Department to administer the development, issuance, evaluation and award for the services defined herein.
- 1.3.3 Over 30,000 people are incarcerated in Missouri's prisons today. Ninety-seven percent (97%) of these people will eventually be released from prison to reside in Missouri communities. Over 62,000 people are on probation and parole supervision today. Within three (3) years, a significant number of these will either end up in prison or return to prison after being released. Upon release from prison and while on probation supervision, many offenders have difficulty obtaining housing, securing employment, accessing treatment services or reunifying their family. As research has shown, to the extent an offender is employed, sober, in a stable living environment, and moving toward self-sufficiency, the greater chance he/she has of not committing additional crimes or violating their conditions of supervision.
- 1.3.4 For each new crime, there is a new victim and new costs to Missouri's communities. The Department is working to increase the success rate of offenders on supervision and decrease the number of people going or returning to prison. The purpose of this initiative is to provide funding to community organizations and programs to assist offenders with needed services while they are on supervision with the goal of reducing their risk of returning to prison.
- 1.3.5 Additional information and history about the Department and Missouri Reentry Process (MRP) can be found on the internet at: [www.doc.mo.gov](http://www.doc.mo.gov).
- 1.3.6 The Department plans to distribute the funding among the five (5) Probation and Parole field regions proportionately, based on offender population, and capped at no more than \$50,000 per award. A map of the Probation and Parole field regions is shown on Attachment 1.
- 1.3.7 In March, 2015 the number of probation and parolees by region was as follows:
- Western Region: 11,971
  - Southwest Region: 11,716
  - North Central Region: 10,954
  - Eastern Region: 16,325
  - Southeast Region: 10,074
- 1.3.8 Nonprofits, including faith based organizations, and units of local government who can provide documentation of being either Nonprofit Corporation under Chapter 355 RSMo. or Section 501(C)(3) of the Internal Revenue Code are eligible to apply for funding.
- 1.3.9 Although an attempt has been made to provide accurate and up-to-date information, the Department does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to the Request for Application.

**PART TWO****2. SCOPE OF WORK****2.1 General Requirements:**

- 2.1.1 The awardee shall use funding to implement a new program, expand a service, or enhance existing programs to ensure public safety in the community.
- 2.1.2 **Unallowable Costs** – The awardee shall not use funds for pay for the following items:
- a. Services, programming or resources for individuals **not** under the supervision of the Missouri Board Probation & Parole or those incarcerated in Missouri facilities.
  - b. Existing staff costs (e.g. using funds to pay for the hours a regular staff person spends on planning and implementing the program). Costs for support staff or supervisory staff shall not be allowed. Any costs must be for direct service delivery only.
  - c. Replacement of funds that have been appropriated or granted for the same purpose.
  - d. Any indirect costs of the organization applying for funding.
  - e. Purchase of real estate or capital improvements. Rent subsidies for offenders only will be considered.
  - f. Purchase/lease of equipment not used for direct services to offenders for services; any unallowable costs will be subtracted from the award.
  - g. Rental office space and office equipment.
  - h. Purchase/lease of vehicles.

Any unallowable costs included in the application response will be deducted from the amount awarded, if any, and may result in the cancelation of the contract at Department's sole discretion.

- 2.1.3 **Allowable Travel Expenses** – Reimbursable travel must be for awardee staff only and must be to provide a direct benefit for the offender. Travel to MRP meetings, conferences, trainings, etc. does not qualify for allowable travel expenses. Any reimbursable travel expenses incurred for staff during the project must be in accordance with the following:
- a. The maximum mileage rate which can be claimed shall be in accordance with the Office of Administration Travel Regulations (<http://oa.mo.gov/travel-portal>).
  - b. Travel expenses indicated in this section are not to be paid to the offender.
- 2.1.4 **Allowable Salaries** – All salaries requested must be for personnel providing **direct services** to offenders only. Salaries may be included for either new personnel; or, for current personnel adding additional work hours due to the implementation of this project or moving to a new position. A maximum of twelve percent (12%) is allowable for all fringe benefits, if applicable. The 12% fringe benefit cap also includes all taxes relating to salary. When additional job duties are added, only the portion of the salary above the salary currently funded for such duties may be included in the allowable expenditures. A timesheet must be kept for all hours spent on the program.
- 2.1.5 **Monitoring** – The Department has entered into an agreement with the University of Missouri to monitor all awardees to ensure appropriate fiscal and program records are maintained. The awardee may be required to submit such monitoring information in writing to the Department. Each awardee shall be subject to review by the Department.

**Reporting** – Awardees shall submit narrative and financial reports to the University of Missouri using forms provided by the University of Missouri. The reports shall detail program operations and activities, the number of offenders served at the end of the contract, and the progress made toward output and outcome goals. The financial report will be a detailed account of expenditures in accordance with the awardee's original application. Awardees shall also submit the tracking sheet to the University of Missouri using the format provided by the

University of Missouri. The tracking sheet requires detailed tracking of each individual served by the award, including: client name, Department number, birth date, employment status, and units of service provided by category. See Exhibit D for sample reporting on performance measures to be requested and a breakdown of unit tracking. The awardee shall submit the reports and tracking sheet to the Department, electronically, in accordance with the following schedule.

Reporting for the period of:	Dates of expenditures to be included in the report:	Date the report is due:
First Quarter	August 1, 2015- October 31, 2015	November 15, 2015
Second Quarter	November 1, 2015 – January 31, 2016	February 15, 2016
Third Quarter	February 1, 2016 – April 30, 2016	May 15, 2016
Fourth Quarter	May 1, 2016 – July 31, 2016	August 15, 2016

- 2.1.6 The awardee must maintain financial and accounting records and evidence pertaining to the services provided in accordance with generally accepted accounting principles and other procedures as specified by Department. The awardee shall make all such records, books, and other documents relevant to the services provided under the contract to Department, its designees and the Missouri State Auditor in an acceptable format and at all times during the term of the contract, and for five (5) years from the date of final payment on the contract or the completion of an independent audit, whichever is later. Failure to retain adequate documentation for services rendered may result in recovery of payments or the non-reimbursement for services not adequately documented.

If Department determines the awardee to be at high-risk for non-compliance, Department shall have the right to impose special conditions or restrictions. Written notification will be provided to the awardee of the determination of high-risk and of any special conditions or restrictions to be imposed. The special conditions or restrictions may include, but are not limited to, the following:

- a. Requiring additional, more detailed financial reports or documentation;
- b. Additional contract monitoring; and/or
- c. Requiring the awardee to obtain technical or management assistance.

- 2.1.7 **Audit Requirements** – The Department reserves the right to request an audit performed in accordance with generally accepted auditing standards at the expense of the awardee at any time the monitoring reveals such an audit is warranted. The awardee shall submit the name of the auditor to the Department Comptroller for approval prior to the audit being conducted. Upon completion, the audit report shall be submitted to the Comptroller. The awardee further agrees that any audit disallowance pertaining to the contract shall be the sole responsibility of the awardee.

- a. The awardee shall retain all books, records, and other documents, including timesheets, receipts and all information relevant to the contract for a period of five (5) years after final payment or the completion of a State of Missouri audit. If any litigation, claim, negotiation, audit or other actions involving the records has started before the expiration of the five (5) year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five (5) year period, whichever is later. The awardee shall allow authorized representatives of the department, other state of Missouri agencies, and the federal government to inspect these records with the approval of the Department.
- b. At any and all times, the awardee must provide the Department and any Department designees, including other state and federal representatives, access to the awardee, any personnel providing services pursuant to the contract, or any other activities of the awardee pursuant to the contract for purposes of audit and evaluation of the services performed.
  - 1) The awardee shall produce, upon a forty-eight (48) hour notice and at a location designated by the Department, all books and records relating to the contract for purposes of a Department audit.

- 2) The awardee must provide access for audits of the operating systems, procedures, programs, documentation, software packages, facilities, and equipment used in support of the contract.
  - The awardee shall provide read-and-copy access for the Department to all files that are used. Such files shall include, but are not limited to, inventory control files, case management files, procedure files, and any other files related to the contract.
  - The awardee shall provide the personnel and resources necessary for the automated and/or manual sampling of operation and case management information, or other data maintained by the awardee, including historical data and any necessary follow-up, that may be required to meet any performance or audit review requirements.

2.1.8 **Point of Contact** – Immediately after contract award, the Department shall identify a contact person and provide the telephone number and email address of the contact person for the awardee. In addition, within five (5) days of the award of the contract, the awardee shall provide the department's designee with name, address, telephone number, and email address of the awardee's representative servicing the award of the application.

- a. The awardee shall meet with the Department's designee on an as needed basis after the awardee has fully implemented services. If acceptable to the Department's designee, such meetings may be conducted via telephone call.
- b. Expenses incurred by the awardee's personnel to attend all such meetings shall be the responsibility of the awardee.
- c. The point of contact for the awardee shall be the person identified by the awardee after contract award. Any sub-contractors shall report to the awardee and not to the department's designee. The awardee will be responsible for providing updates regarding the program services and outcomes in accordance with the contract.

## 2.2 **Contractual Requirements:**

2.2.1 **Contract** - The contract between the Department and the awardee shall consist of (1) the Request for Application (RFA), any amendments, attachments and/or exhibits thereto; and (2) the application submitted by the awardee in response to the RFA and approved by the Department. If there is a conflict in language between the two (2) documents, the requirements set forth and/or referenced in the Request for Application shall govern. The Department reserves the right to clarify any relationship in writing with the concurrence of the awardee. Such written clarification shall govern in case of conflict with requirements of the RFA or the awardee's application. The awardee's application, when accepted by the Department, is binding on the awardee without further clarification.

2.2.2 **Contract Period** – The original contract period shall be as stated in the Request for Application (RFA). The award shall not bind, nor purport to bind, the Department for any commitment in excess of the original contract period.

2.2.3 **Renewal Option** The Department shall have the right, at its sole option, to renew funding the contract for an additional one year period at the rate of the original award if the awardee has satisfied the terms and conditions of the contract and met performance goals during the initial contract period. In the event DOC exercises such right, all terms and conditions, all requirements, specifications and pricing provided in the contract shall remain the same and apply during the renewal period.

2.2.4 **Severability** – If any provision of this contract or the application thereof is held invalid, the invalidity shall not affect other provisions or applications of this contract which can be given effect without the invalid provisions or application, and to this end the provisions of this contract are declared to be severable.

- 2.2.5 **Breach/Default of Contract** – If the Department determines that the awardee is not using the awarded funds in compliance with the contract, the Department may cancel the contract. At its sole discretion, the Department may give the awardee the opportunity to correct the deficiency. The actual correction must be completed within not more than ten (10) calendar days from notification. In the event the breach/default is not or cannot be corrected, the Department shall issue a notice of cancellation terminating the contract immediately. Any unused or funding expended for unauthorized expenditures must be returned to the Department within thirty (30) calendar days. No waiver of a breach shall be deemed to constitute a waiver of a future breach, whether of a similar or dissimilar nature. The awardee may also be disqualified from future funding consideration.
- 2.2.6 **Termination** – The Department reserves the right to terminate the contract at any time, for the convenience of the State of Missouri, without penalty or recourse, by giving written notice at least thirty (30) calendar days prior to the effective date of such termination. The contractor shall be entitled to receive just and equitable compensation for services and/or supplies delivered to and accepted by the Department pursuant to the contract prior to the effective date of termination.
- a. The termination shall be effective thirty (30) days from the date of notice or the date specified in the notice; however, the Department may withdraw any or all of its clients before the end of the thirty (30) day period.
- 2.2.7 **Notices** – Any written notice to the awardee shall be deemed sufficient when e-mailed to the awardee contact at the e-mail address on the signature page of the contract or to an e-mail address the awardee may have requested in writing or deposited in the United States mail, postage prepaid, and addressed to the awardee at the address on the signature page of the contract or at an address the awardee may have requested in writing.
- 2.2.8 **Personnel** – Offenders under active federal or state felony or misdemeanor supervision must receive written division director approval prior to becoming an awardee employee on a Department contract. Awardee employees with prior felony convictions and not under active supervision must also receive written division director or designee approval in prior to providing services.
- 2.2.9 **Sub-awardees** – Any sub-awardees for the products/services described herein must include appropriate provisions and contract obligations to ensure the successful fulfillment of all obligations agreed to by the awardee and the Department and to ensure that the Department is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a sub-contract in those matters described in the contract between the State of Missouri and the awardee. The awardee shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract. The awardee shall agree and understand that utilization of a sub-awardee to provide any of the products/services in the contract shall in no way relieve the awardee of the responsibility for providing the products/services as described and set forth herein. The awardee's project director will be responsible for reporting on the progress and success of sub-awardees in all program reports to the Department.
- 2.2.10 **Awardee Liability** – The awardee shall be responsible for any and all personal injury (including death) or property damage as a result of the awardee's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition, the awardee assumes the obligation to save the State of Missouri, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act. The awardee also agrees to hold the State of Missouri, including its agencies, employees, and assignees, harmless for any negligent act or omission committed by any sub-awardee or other person employed by or under the supervision of the awardee under the terms of the contract.
- a. The awardee shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the State of Missouri, including its agencies, employees, and assignees.

- b. The awardee shall understand and agree that the State of Missouri cannot save and hold harmless and/or indemnify the awardee or employees against any liability incurred or arising as a result of any activity of the awardee or any activity of the awardee's employees related to the awardee's performance under the contract.
- c. The contract is not intended to create any rights, liberty interest, or entitlements in favor of any individual. The contract is intended only to set forth the rights and responsibilities of the parties hereto. Therefore, it is expressly understood and agreed that enforcement of the terms and conditions of this contract, and all rights of action relating to such enforcement, shall be strictly reserved to the parties hereto, and nothing contained in this contract shall give or allow any claim or right of action whatsoever by any other person on this contract. It is the express intention of the parties hereto that any entity, other than the parties hereto, receiving services or benefits under this contract shall be deemed an incidental beneficiary only.

- 2.2.11 **Assignment** – The awardee shall agree and understand that, in the event the Department consents to a financial assignment of the contract in whole or in part to a third party, any payments made by the State of Missouri pursuant to the contract, including all of those payments assigned to the third party, shall be contingent upon the performance of the prime awardee in accordance with all terms and conditions, requirements and specifications of the contract.
- 2.2.12 **Awardee Status** – The awardee represents himself or herself to be an independent contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of the State of Missouri. Therefore, the awardee shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the State of Missouri, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.
- 2.2.13 **Conflict of Interest** – A Department employee shall not be compensated under this contract. In accordance with Section 217.115.4 RSMo: “No employee of the department shall knowingly have any financial or business interest in the management, maintenance or provision of goods or services to the department, its divisions or agencies which provide goods or services to the department.” Violation of this provision is “grounds for dismissal or other appropriate disciplinary action.” <http://www.moga.mo.gov/statutes/C200-299/2170000115.HTM>
- 2.2.14 **Property of State** – All reports, documentation, and material developed or acquired by the awardee, as a direct requirement specified in the contract shall become the property of the State of Missouri. The awardee shall agree and understand that all discussions with the awardee and all information gained by the awardee as a result of the awardee's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the Department.
- 2.2.15 **Confidentiality** – The awardee shall agree and understand that all discussions with the awardee and all information gained by the awardee as a result of the awardee's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the Department.
- a. The awardee shall maintain strict confidentiality of all offender information or records supplied to it by the Department or that the awardee establishes as a result of contract activities. The contents of such records shall not be disclosed to anyone other than the Department and the patient/offender unless such disclosure is required by law.
  - b. The awardee assumes liability for all disclosures of confidential information by the awardee and/or the awardees/provider's sub-awardees and employees.

2.2.16 **Publicity** – Any publicity release mentioning contract activities shall reference the contract number and the Department. Any publications, including audiovisual items produced with contract funds, shall give credit to the contract and the Department. The awardee shall obtain approval from the Department prior to the release of such publicity or publications.

- a. The awardee shall not issue press releases, participate in interviews with media, or engage in any form of public release of information regarding the Department or the awardee's duties pursuant to the contract without the prior, written approval of the Department's Public Information Officer.

### 2.3 **Affidavit of Work Authorization and Documentation:**

2.3.1 The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes, but is not limited to, the Illegal Immigration Reform and Immigration Responsibility Act (IIRIRA) and INA Section 274A.

2.3.2 If the contractor is found to be in violation of this requirement or the applicable state, federal and local laws and regulations, and if the State of Missouri has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the state shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the state. The state may also withhold up to twenty-five percent of the total amount due to the contractor.

2.3.3 The contractor shall agree to fully cooperate with any audit or investigation from federal, state or local laws enforcement agencies.

### 2.4 **Payment Information:**

2.4.1 Immediately upon award of the funds, the awardee shall submit or must have already submitted a properly completed State Vendor ACH/EFT Application, as the State of Missouri requires the funds to be paid through Electronic Funds Transfer.

- a. If not already submitted, the awardee may download a copy of the State Vendor ACH/EFT Application and complete instructions from the following website: <http://oa.mo.gov/acct/>

2.4.2 Upon award of the application, fifty percent (50%) of the requested funding will be processed by the Department unless the application warrants additional funds at the beginning of the contract period. An additional twenty-five percent (25%) will be paid in January, or when expenditures warrant such payment, with a final payment (25%) made in April, if expenditures warrant such payment.

2.4.3 The awardee shall be required to submit quarterly reports, including detailed summaries of expenditures, on forms created and approved by the University of Missouri to show results and outcomes related to the stated goals and objectives. For a more detailed reporting schedule see Section 2.1.5 above.

- a. At the time additional funds are required, the awardee must submit an invoice for the next installment of funds on forms created and approved by the University of Missouri.
- b. The Department may reduce the amount of any future payment for the same purpose by an amount equal to any excess payments above actual expenditures for the prior period.
- c. The parties agree that transfers may be made between **Exhibit F** approved budget categories at the discretion of the awardee. All transfers must be made within the existing budget categories. The total of such transfers shall not exceed ten (10) percent of the total amount of funding provided under **Exhibit F**.

Any transfers over ten percent (10%) shall require a written contract amendment. However, the number of offenders to be served shall remain the same.

2.4.4 The awardee must retain original receipts for all purchases made with application funding. If the awardee is unable to provide acceptable receipts upon request, the Department may require re-payment of funds and terminate the award. Any violation will be considered in future evaluations for funding requests.

2.4.5 Other than the payments specified herein, no other payments or reimbursements shall be made to the awardee.

## **2.5 Participation by Other Organizations:**

2.5.1 The awardee must comply with any Organization for the Blind/Sheltered Workshop and/or Service-Disabled Veteran Business Enterprise (SDVE) participation levels committed to in the awardee's awarded application.

- a. The awardee shall prepare and submit to the Department a report detailing all payments made by the awardee to Organizations for the Blind/Sheltered Workshops and/or SDVEs participating in the contract for the reporting period. The awardee must submit the report on a monthly basis, unless otherwise determined by the Department.
- b. The Department will monitor the awardee's compliance in meeting the Organizations for the Blind/Sheltered Workshop and SDVE participation levels committed to in the awardee's awarded application. If the awardee's payments to the participating entities are less than the amount committed, the Department may cancel the contract and/or suspend or debar the awardee from participating in future Department procurements, require return of payment or retain payments to the awardee in an amount equal to the value of the participation commitment less actual payments made by the awardee to the participating entity. If the Department determines that the awardee becomes compliant with the commitment, any funds retained as stated above, will be released.
- c. If a participating entity fails to retain the required certification or is unable to satisfactorily perform, the awardee must obtain other organizations for the blind/sheltered workshops or other SDVEs to fulfill the participation requirements committed to in the awardee's awarded application.
  - 1) The awardee must obtain the written approval of the Department for any new entities. This approval shall not be arbitrarily withheld.
  - 2) If the awardee cannot obtain a replacement entity, the awardee must submit documentation to the Department detailing all efforts made to secure a replacement. The Department shall have sole discretion in determining if the actions taken by the contractor constitute a good faith effort to secure the required participation and whether the contract will be amended to change the contractor's participation commitment.
- d. No later than thirty (30) days after the each contract period's end date, the awardee must submit an affidavit to the Department. The affidavit must be signed by the director or manager of the participating Organizations for the Blind/Sheltered Workshop verifying provision of products and/or services and compliance of all awardee payments made to the Organizations for the Blind/Sheltered Workshops. The awardee may use the affidavit available on the Office of Administration/Division of Purchasing and Materials Management's website at <http://oa.mo.gov/sites/default/files/bswaffidavit.doc> or another affidavit providing the same information.

### **PART THREE**

## **3. APPLICANT PROGRAM RESPONSE**

### **3.1.1 Application Narrative**

The Restorative Reentry Program is an existing program that provides services for clients participating in any of the Center for Women in Transition's programs, including Mentoring & Advocacy and Schirmer House, a MDOC Transitional Facility for Female Offenders. All aspects of the programs create an environment of restorative justice that is essential to successful reentry.

1. *Restorative Justice*: Restorative justice focuses on holding offenders accountable, helping them to take responsibility for their crimes, to begin healing relationships, and to understand the impact of their actions on their victims. As a result, offenders participating in restorative justice practices are less likely to recidivate than their counterparts, increasing public safety.

Restorative Justice Talking Circles are successfully utilized in a variety of settings including schools, prisons and workplaces. According to Kay Pranis, an innovator in the field of restorative justice, Talking Circles provide a process for bringing people together as equals to talk about difficult issues, creating a safe space in which all people can reach out to one another to recognize their mutual interdependence in the struggle to live in a good way (Pranis & Boyes-Watson, Heart of Hope, Center for Restorative Justice Suffolk University, 2010).

At the Center, Restorative Justice Talking Circles are based on the idea that each ex-offender in our program has the intrinsic capacity to be in positive relationships with others, share her abilities, and make positive changes in her own life. Clients living in transitional housing attend weekly restorative justice talking circles that address issues of safety, self-esteem, emotional awareness, positive social support, dealing with trauma, healthy relationships, goals, and communication. Basic restorative justice principles are also presented, with a focus on the harm questions: Who was harmed? How they were harmed? What can be done to repair the harm? These questions allow each participant to personally and directly examine her past behavior

and how it has affected her life and relationships, with a vision for her future and making amends. A pre- and post- test is used to check that clients are finding the circles useful and effective.

Hour-long Restorative Justice Talking Circles are held once a week at Baker House. Clients are expected to attend Talking Circles throughout their time in the program, unless they have employment or treatment conflicts. Clients who do not live in Center housing are invited to attend Talking Circles, but are not required. Funding from the Restorative Reentry grant will ensure that the restorative justice Talking Circles continue to be available to the women. The Center's Director of Restorative Programming, and the proposed staff position of Programming Associate, will work together to implement restorative practices throughout the Center's programs and facilitate outreach in the community. The Programming Associate will also work closely with the Center's Client Services Director to offer programmatic and direct client support.

*2. Mental and Medical Healthcare:* While health and substance abuse programs exist in the City of St. Louis, a gap remains to fully meet the needs of women coming out of incarceration. Many of these programs require expensive co-pays for doctor's visits or medication. Certain health services such as dental and vision, are more difficult to access and still not affordable. Often Center clients go without good vision or dental care because of a lack of funds to cover care. Center clients are presenting with greater mental health needs than ever before, and approximately 85% of Center clients have experienced trauma in their past. Excellent and appropriate treatment is essential for clients to learn to manage their mental health needs.

The medical, mental health, and dental needs of those who are incarcerated are often great after a period of incarceration, and without access to appropriate treatments, clients will face increased challenges finding employment, staying mentally healthy, and ultimately staying out of prison. The funding that the Center is now requesting for women's wellness would go directly to covering mental and medical healthcare costs of Center clients, including sex offender treatment. Staff will ensure that clients have access to adequate mental and physical health care. This includes co-pays for doctor's visits and medication, mental health assessments, treatment and counseling, and dental and vision care.

When a client is enrolled in a Center program, staff do an initial intake and evaluation determining the client's individual needs. This includes assessing addictions, mental health needs, and medical health needs. Case managers then work with clients to find appropriate mental, medical, or addiction treatment. Many resources can be found in the St. Louis area, but these resources are not always free. The Center seeks to cover the cost of medical and mental health care, within reason, for its clients. As medical needs and services are deemed necessary by client and staff, appointments will be made and appropriate care will be given. Restoring physical and mental health is necessary for a positive reentry and to increase women's ability to engage in other programming, such as mentoring and restorative justice activities.

3. *Sex-Offender Reentry*: Many female sex-offender clients live in Schirmer House, the only MDOC transitional facility for female offenders in the St. Louis region that can house female sex offenders.

Female sex offenders are mandated by MDOC to live at Schirmer House because the facility meets the stipulations for MDOC for sex offenders and offers appropriate services that clients need. The vision of MDOC and Center for Women in Transition for these women is the same: successful reentry of female sex-offenders into the community in a way that increases community safety, allows women to live independently, and promotes restorative justice. One of the most difficult challenges sex offenders face is finding safe, affordable, permanent housing that fits the requirements of their release. Community Reentry Funding would allow the Center to ensure that female sex offenders in the St. Louis area have stable housing after leaving Schirmer House by covering move-in rental costs, including rent deposits and 1<sup>st</sup> month's rent. Schirmer House staff members, including the case manager and life skills and employment specialist, will work with Probation and Parole to assist the client in finding affordable housing. Once appropriate housing is found and approved by all parties, the Center can assist with rent deposits and 1<sup>st</sup> month's rent— thus ensuring a successful reentry to the community in a way that is safe for the community and our client.

For eighteen years the Center has been tracking data and documenting statistics. Client data is collected by Center staff in collaboration with service providers at partner agencies. Client progress is carefully followed through phone calls and meetings with each client, and case notes are documented in the Center's electronic

client data tracking system, Outcome Tracker. The Executive Director is responsible for assuring that all data is collected, compiled and reported properly. Staff at the Center utilizes data on a quarterly basis to evaluate the impact of services and make adjustments if needed to maximize positive impact for female offenders in St. Louis. Staff attend professional development workshops and collaborate with local universities to stay updated on the latest research for best practices.

The Center has a proven track record working with women who have been incarcerated. Center programs employ the best practice principles outlined by National Institute of Corrections and the Department of Justice outlined in *Implementing Evidence-Based Practice in Community Corrections: The Principles of Effective Intervention*. Staff is trained in evidence based interventions including motivational interviewing and Restorative Justice Talking Circles, and the program is individualized to target the risks and needs of each client. Addressing ambivalence, increasing positive social support, and enhancing life skills are all important components of the program. Evaluation is ongoing and is used to inform programming on a regular basis.

### 3.1.2 Preference Points

The Center offers clients supported housing at its transitional living facilities, including housing for sex offenders. The Center works with Probation and Parole Officers to identify barriers to self-sufficiency with each offender. The Center's Client Services Director, Advocate Director, Employment and Life Skills Specialist, and Case Manager work with clients as they apply for state and/or federal benefits, develop social skills, make referrals for employment/vocational activities, provide assistance towards employment retention, make referrals for substance abuse and/or mental health treatment, and provide any other wrap around services needed. The funding requested in this grant will be used to support sex offender housing and service supported housing by covering rent and rent deposits of sex offenders and ex-offenders as they move into permanent housing.

The Center employs an Employment and Life Skills specialist full time at Schirmer House, to help clients with work readiness, life skills, and basic skills training. This staff person, along with the Schirmer House case manager, function collectively as a "job coach". They assist with job applications, resumes, job

search activities, the development of partnerships with local employers, and provide follow up services for clients including the provision of bus passes, hygiene products and clothing.

The Center has long known that trauma is a major driver for many women's criminal behaviors, and has tailored its programming to the particular challenges women face. Its housing is congregate-style, supervised, and for women only, which creates a sense of security for clients. The Director of Restorative Programming addresses trauma in restorative justice talking circles and staff have received introductory trainings on trauma informed care. In addition, the Center is in the process of procuring funds to become a trauma informed care agency. As part of this process of becoming trauma informed and implementing restorative justice processes in all aspects of its programs, the Center is seeking funding to hire a part time programming associate who will work closely with the Director of Restorative Programming and the Client Services Director.

### 3.1.3 **Funding Sources**

- 3% Local government
- 55% State government
- 0% Federal government
- 6% Direct donations from individuals
- 26% Corporate or foundation grants
- 0% Fee and charges for services, products, and sales
- 2% Endowment and interest income
- 5% Fundraisers or special events
- 0% Membership fees
- 3% Other sources (specify: program fees)

**100% Total**

### 3.1.4 **Applicant's Experience and Expertise**

The Center is well qualified for a MDOC Community Reentry grant to support its very successful reentry programs. The mission of Center for Women in Transition is to help female ex-offenders make a successful transition from incarceration to their communities and families, utilizing a restorative justice approach. Over the past 18 years, the Center has helped more than 2,000 female ex-offenders achieve stable

housing and employment, reunification with family and freedom from addiction. Over the years, the Center has continually improved its methods for providing comprehensive, individualized services to its clients.

Each year, 350-400 women (approximately one out of every seven women released in Missouri) reenter the St. Louis area following incarceration. Upon release, they face daunting challenges such as obtaining housing, employment, transportation and substance abuse treatment. These barriers, and the gaps in resources to overcome them, contribute to the high recidivism rate of 37.8 percent in Missouri (MDOC FY14 Offender Profile, 2 year window).

*The Center for Women in Transition is the only reentry service in the St. Louis area offering a wrap-around program to female offenders.* However, the Center is much more than the only such provider in the area; it has earned the respect of the reentry community for the remarkable success of its programs over the past 18 years. An evaluation of the 2011-12 Community Reentry program prepared by the University of Missouri for the Department of Corrections shows that the Center not only exceeded the proposed number of clients to be served (57 to 45) by the Community Reentry program, but did so at an actual cost per client that was 21.7 percent less than anticipated. The composite score of outputs/outcomes ranked significantly higher than the average of other awardees, 4.67 on a scale of 1 to 5. Even more importantly, the report noted there was “a statistically significant difference” of fewer of the Center’s clients reoffending when compared to a similar group from the larger population. For the complete report, see the Community Reentry Funding Individual Report 2011-2012 and RFA SDA 480-003 Final Report for August 1<sup>st</sup> - July 31<sup>st</sup> 2012, which shows how the Center met or exceeded all 13 anticipated outcomes.

A clear, urgent and often unmet need exists for services, particularly housing, basic needs, mental health and substance abuse treatment, and emotional support, to help ex-offenders successfully transition from incarceration to a crime-free life in the community. Supporting ex-offenders in their transition back to the community increases public safety and builds stronger communities. Female ex-offenders are typically an underserved population, since many entities serving offenders focus on men. In Missouri, women make up 8

percent of the prison population and 23 percent of individuals under the supervision of Probation & Parole (Comparative Data Report on Corrections 2007 Southern Legislative Conference).

The Center enjoys a strong relationship with MDOC and works closely with MDOC staff in many ways, including as a past recipient of Community Reentry funding. Officers in the Missouri Department of Probation and Parole are in regular communication with Center staff to monitor participants' progress. For example, at the Schirmer House facility—a 28-bed transitional housing unit managed by the Center through a contract with MDOC—a probation officer is on site part-time and supervisory staff from the Center and MDOC meet on a weekly basis. The Center's Mentoring and Advocacy staff also is in regular contact with Probation & Parole regarding client supervision requirements in order to create an appropriate support plan. The Center's staff also works closely with staff at Women's Eastern Reception, Diagnostic and Correctional Center (WERDCC) and MERS/Goodwill to enroll offenders in its Mentoring and Advocacy program. Center staff also actively participates in St. Louis Alliance for Reentry (STAR) subcommittees to enhance successful reentry principles and practices in the region.

Results speak for themselves. The Center for Women in Transition's recidivism rate for fiscal year 2014 was less than 8% for the 111 women served throughout the Center's programs—significantly below state and national averages. In 2014, of the 111 women in all of the Center programming, 70 percent of clients who were eligible obtained employment and 100 percent of clients who needed it were enrolled in drug addiction treatment. While drug treatment services were received off-site, the Center's staff and mentors assured enrollment and full participation in programming. In addition, 100 percent of clients lived in safe, affordable housing for the duration of the program, and 100 percent of women who completed their program moved into suitable independent housing upon departure from the program. These impressive results underscore the efficacy of Center programs and the significant, positive impact of the investment of current Community Reentry dollars.

The Center for Women in Transition is a proud member agency of the United Way of Greater St. Louis and also one of fewer than 190 charities in St. Louis to earn the Better Business Bureau's seal of approval as

an BBB Accredited Charity—prestigious honors that assures high quality service, transparency, adequate governance and responsible fiscal management.

The depth of the Center's experience over the past 18 years, the collaborative relationships it has achieved with the MDOC, the unique design and success of its Restorative Reentry program and the remarkably low recidivism rate of its clients assures that MDOC Community Reentry funding will continue to have a powerful impact on enhancement of public safety, lowered recidivism and increased offender self-sufficiency.

### 3.1.5 Core Performance Measures

**Overall Objective—Recidivism Reduced:** Clients will exhibit less than a 10 percent recidivism rate while receiving services.

The Community Reentry Funding will cover the costs associated with four key elements of success for women in the Center's programming. This includes basic needs, housing, mental health and transportation.

Overall, we expect to serve 50 unique clients with this funding.

**Basic Needs Service:** 15 clients will be eligible to receive necessary basic essentials including medical and mental health co-pays, prescriptions and dental.

**Indicator of Success:** 100% of clients needing medical, mental health or dental assistance will receive care.

**Housing Service:** 2 sex offender clients will receive rental assistance to move into their own safe, appropriate, permanent housing.

**Indicator of Success:** 100% of sex offenders needing rental assistance will obtain permanent housing.

**Mental Health Service:** 5 clients will receive financial assistance to pay for sex-offender treatment and/or counseling if they cannot afford it.

**Indicator of Success:** 80% of clients who receive mental health counseling will report improvement as measured by case notes.

60% of sex offenders will show improvement as measured by case notes.

**Transportation Service:** 50 clients will receive bus tickets as needed.

**Indicator of Success:** 100% of clients needing transportation assistance to counseling and medical appointments will receive assistance

### 3.1.6 Timeline

The Center for Women in Transition works with women coming out of incarceration on an ongoing basis and we are prepared to implement the program on April 1, 2015. (See **Exhibit E**)

**3.1.7 Budget Detail**

Please see Exhibit F.

**3.1.8 Budget Narrative**

Please see Exhibit G.

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

**PART FOUR****4. MISSOURI PREFERENCES****4.1 Organizations for the Blind and Sheltered Workshops**

4.1.1 Pursuant to section 34.165, RSMo, and 1 CSR 40-1.050, a ten (10) bonus point preference shall be granted to bidders including products and/or services manufactured, produced or assembled by a qualified nonprofit organization for the blind established pursuant to 41 U.S.C. sections 46 to 48c or a sheltered workshop holding a certificate of approval from the Department of Elementary and Secondary Education pursuant to section 178.920, RSMo.

a. In order to qualify for the ten bonus points, the following conditions must be met and the following evidence must be provided:

- 1) The bidder must either be an organization for the blind or sheltered workshop or must be proposing to utilize an organization for the blind/sheltered workshop as a subcontractor and/or supplier in an amount that must equal the greater of \$5,000 or 2% of the total dollar value of the contract for purchases not exceeding \$10 million.
- 2) The services performed or the products provided by the organization for the blind or sheltered workshop must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract. Therefore, if the services performed or the products provided by the organization for the blind or sheltered workshop is utilized, to any extent, in the bidder's obligations outside of the contract, it shall not be considered a valid added value to the contract and shall not qualify as participation in accordance with this clause.
- 3) If the bidder is proposing participation by an organization for the blind or sheltered workshop, in order to receive evaluation consideration for participation by the organization for the blind or sheltered workshop, the bidder must provide the following information with the bid:

- Participation Commitment – The bidder must complete Exhibit H, Participation Commitment, by identifying the organization for the blind or sheltered workshop, the amount of participation committed, and the commercially useful products/services to be provided by the listed organization for the blind or sheltered workshop. If the bidder submitting the bid is an organization for the blind or sheltered workshop, the bidder must be listed in the appropriate table on the Participation Commitment Form.
- Documentation of Intent to Participate – The bidder must either provide a properly completed Exhibit I, Documentation of Intent to Participate Form, signed and dated no earlier than the RFA issuance date by the organization for the blind or sheltered workshop proposed or must provide a recently dated letter of intent signed and dated no earlier than the RFA issuance date by the organization for the blind or sheltered workshop which: (1) must describe the products/services the organization for the blind/sheltered workshop will provide and (2) should include evidence of the organization for the blind/sheltered workshop qualifications (e.g. copy of certificate or Certificate Number for Missouri Sheltered Workshop).

NOTE: If the bidder submitting the bid is an organization for the blind or sheltered workshop, the bidder is not required to complete Exhibit I, Documentation of Intent to Participate Form or provide a recently dated letter of intent.

b. A list of Missouri sheltered workshops can be found at the following Internet address:  
<http://dese.mo.gov/special-education/sheltered-workshops/directories>

- c. The websites for the Missouri Lighthouse for the Blind and the Alphonse Association for the Blind can be found at the following Internet addresses:

<http://www.lhbindustries.com>

<http://www.alphapointe.org>

- d. Commitment – If the bidder's bid is awarded, the organization for the blind or sheltered workshop participation committed to by the bidder on Exhibit H, Participation Commitment, **shall be interpreted as a contractual requirement.**

#### 4.2 Service-Disabled Veteran Business Enterprises (SDVEs)

- 4.2.1 Pursuant to section 34.074, RSMo, and 1 CSR 40-1.050, the state agency has a goal of awarding three (3) percent of all contracts for the performance of any job or service to qualified service-disabled veteran business enterprises (SDVEs). A three (3) point bonus preference shall be granted to bidders including products and/or services manufactured, produced or assembled by a qualified SDVE.
- a. In order to qualify for the three bonus points, the following conditions must be met and the following evidence must be provided:
- 1) The bidder must either be an SDVE or must be proposing to utilize an SDVE as a subcontractor and/or supplier that provides at least three percent (3%) of the total contract value.
  - 2) The services performed or the products provided by the SDVE must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract. Therefore, if the services performed or the products provided by the SDVE are utilized, to any extent, in the bidder's obligations outside of the contract, it shall not be considered a valid added value to the contract and shall not qualify as participation in accordance with this clause.
  - 3) In order to receive evaluation consideration for participation by an SDVE, the bidder must provide the following information with the bid:
    - Participation Commitment - The bidder must complete Exhibit H, Participation Commitment, by identifying each proposed SDVE, the committed percentage of participation for each SDVE, and the commercially useful products/services to be provided by the listed SDVE. If the bidder submitting the bid is a qualified SDVE, the bidder must be listed in the appropriate table on the Participation Commitment Form.
    - Documentation of Intent to Participate – The bidder must either provide a properly completed Exhibit I, Documentation of Intent to Participate Form, signed and dated no earlier than the RFA issuance date by each SDVE or must provide a recently dated letter of intent signed and dated no earlier than the RFA issuance date by the SDVE which: (1) must describe the products/services the SDVE will provide and (2) must include the SDV Documents described below as evidence that the SDVE is qualified, as defined herein.
    - Service-Disabled Veteran (SDV) Documents – If a participating organization is an SDVE, unless previously submitted within the past five (5) years to the state agency, the bidder must provide the following Service-Disabled Veteran (SDV) documents.
      - ✓ a copy of the SDV's award letter from the Department of Veterans Affairs or a copy of the SDV's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty); and
      - ✓ a copy of the SDV's documentation certifying disability by the appropriate federal agency responsible for the administration of veterans' affairs.

NOTE: If the bidder submitting the bid is a qualified SDVE, the bidder must include the SDV Documents as evidence that the bidder qualifies as an SDVE. However, the bidder is not required to complete Exhibit I, Documentation of Intent to Participate Form or provide a recently dated letter of intent.

- b. Commitment – If awarded a contract, the SDVE participation committed to by the bidder on Exhibit H, Participation Commitment **shall be interpreted as a contractual requirement.**
- c. Definition – Qualified SDVE:
  - 1) SDVE is doing business as a Missouri firm, corporation, or individual or maintaining a Missouri office or place of business, not including an office of a registered agent;
  - 2) SDVE has not less than fifty-one percent (51%) of the business owned by one (1) or more service-disabled veterans (SDVs) or, in the case of any publicly-owned business, not less than fifty-one percent (51%) of the stock of which is owned by one (1) or more SDVs;
  - 3) SDVE has the management and daily business operations controlled by one (1) or more SDVs;
  - 4) SDVE has a copy of the SDV's award letter from the Department of Veterans Affairs or a copy of the SDV's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty), and a copy of the SDV's documentation certifying disability by the appropriate federal agency responsible for the administration of veterans' affairs; and
  - 5) SDVE possesses the power to make day-to-day as well as major decisions on matters of management, policy, and operation.

**PART FIVE****5. APPLICATION FORMATTING & SUBMISSION INFORMATION, EVALUATION PROCESS AND AWARD****5.1 Formatting & Submission of Applications:**

5.1.1 Applications must be signed, and returned (with all necessary attachments) to the Department by the application receipt date and **time** specified on Page 1.

- a. Specifically, any form containing a signature line such as on Page 1 (one) of the original RFA and any amendments, exhibits, budget pages, etc., should be manually signed and returned as part of the application.
- b. In addition to the original application, the applicant shall include five (5) copies of their application for a total of six (6) applications.
  - 1) If submitting more than one application, applicants **MUST** clearly and distinctly provide a unique descriptive program title for each application.
  - 2) Multiple applications should be submitted in separate shipping containers.

5.1.2 **An applicant can submit additional applications for separate and distinct initiatives.** However, each application may complement another application and must not be dependent on funding of other application(s) submitted.

5.1.3 In order to be considered by the evaluators, applicants are strongly encouraged to abide by the following guidelines:

- a. Application narrative may not be more than 10 pages (not including mandatory forms);
- b. Application should be typed;
- c. Application should be double spaced;
- d. Application should have 1" margins;
- e. Application should be typed in a 12-point font;
- f. Application should include page numbers;
- g. Application should not have tabs or dividers;
- h. Application should not be enclosed in a binder or folder of any type;
- i. Application may be paper clipped or have only one staple in the upper left hand corner.

5.1.4 To facilitate the evaluation process, the applicant is encouraged to organize the application into distinctive sections that correspond with the individual evaluation categories described herein.

- a. Each distinctive section should be titled and all material related to that category included therein.
- b. Page 1 of the original RFA and, if applicable, all amendments should be placed at the beginning of the application being submitted.

5.1.5 Nonprofits, including faith based organizations, and units of local government are eligible to apply for funding. The applicant should include documentation of currently being not-for-profit status with the request for funding. *Do not send a Missouri sales tax exemption letter.* Documentation of Nonprofit Corporation under Chapter 355 RSMo. or Section 501(C)(3) of the Internal Revenue Code should be included with the application.

**5.2 Applicant Clarification:**

- 5.2.1 Applicants are cautioned not to contact any Department employee concerning this procurement during the competitive procurement and evaluation process.
- a. The applicant is advised that the only official position of the Department is that which is stated in writing and issued as a Request for Application and any amendments thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
  - b. The applicants and their agents shall not contact any Department employee regarding this solicitation during the bidding and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from this and future bidding opportunities.

**5.3 Evaluation Process:**

- 5.3.1 After an initial screening process, a technical question and answer conference or interview may be conducted, if deemed necessary by the Department, to clarify or verify the applicant's application and to develop a comprehensive assessment of the application.
- 5.3.2 The Department reserves the right to consider all information submitted and the applicant's references, or any other source, in the evaluation process.
- 5.3.3 The applicant is cautioned that it is the applicant's sole responsibility to submit information related to the evaluation categories and that the Department is under no obligation to solicit such information if it is not included with the applicant's application. Failure of the applicant to submit such information may cause an adverse impact on the evaluation of the application.
- 5.3.4 The evaluation team will compare applications received for each geographic area against other applications received for the same area. Awards will be made to the best comprehensive applications received for each area. It is a goal of the Department to provide as many services as possible to offenders. An attempt will be made to distribute the funding among the five (5) Probation and Parole field regions proportionately, based on offender population, and capped at no more than \$50,000 per contract.

**5.4 Vendor Information:**

- 5.4.1 The Department maintains a current vendor database. If the applicant has not submitted a Vendor Information Data for with a revision date of 4-09, this form can be downloaded at <http://doc.mo.gov/DHS/Contracts.php> and submitted with the application response, mailed or faxed to the numbers indicated on the form, or e-mailed to [DOC.VendorInfo@doc.mo.gov](mailto:DOC.VendorInfo@doc.mo.gov).

**5.5 Award:**

- 5.5.1 Any award of funding resulting from this RFA will be made only by written authorization from the Department.

### Checklist for Application Submission

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

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

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

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

3 % Local government  
 55 % State government  
 % Federal government  
 6 % Direct donations from individuals  
 26 % Corporate or foundation grants  
 % Fee and charges for services, products, and sales  
 2 % Endowment and interest income  
 5 % Fundraisers or special events  
 % Membership fees  
 3 % Other sources (specify: program fees)

#### 100% Total

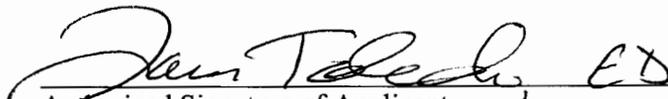
6.  **Supporting Documentation & Forms**
  - A.  Exhibit A – Prior Experience of Applicant (mandatory form)
  - B.  Exhibit B – Expertise of Personnel (mandatory form)
  - C.  Exhibit C – Legal/Cancellation Actions Against Applicant (mandatory form)
  - D.  Exhibit D – Performance Measures (mandatory 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)

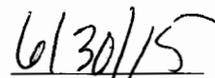
**NOTE:** Questions relating to the RFA must be directed to Gary Stoll, of the Department of Corrections at either (573) 526-6402 or [gary.stoll@doc.mo.gov](mailto:gary.stoll@doc.mo.gov).

**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.

<b>Organization Name:</b>	Center for Women in Transition
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	United Way of Greater St. Louis
Address of Reference Company:	910 North 11 <sup>th</sup> Street, St. Louis, MO 63101
Reference Contact Person Name:	Rebekah Miller, Funding Manager – Community Investment
Contact Person Phone #:	314-539-4299
Contact Person e-mail address:	<a href="mailto:Rebekah.miller@stl.unitedway.org">Rebekah.miller@stl.unitedway.org</a>
Dates of Prior Services:	July 2009 – present
Dollar Value of Prior Services:	2014 allocation \$55,801 2013 allocation \$59,766 2012 allocation \$58,766 2011 allocation \$48,594 2010 allocation \$48,594 2009 allocation \$50,000
Description of Prior Services Performed:	Funds administrative/operational expenses in support of all programs/services to serve female offenders who need transitional housing, case management, advocacy, mentoring, basic needs assistance, linkage & referrals and other supportive services.

  
Authorized Signature of Applicant

  
Date

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

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<b>Organization Name:</b>	Center for Women in Transition
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	Sisters of Mercy, South Central Community
Address of Reference Company:	2039 N. Geyer Road, St. Louis, MO 63131
Reference Contact Person Name:	Jane Sprankel
Contact Person Phone #:	314-909-4674
Contact Person e-mail address:	<a href="mailto:jsprankel@mercysc.org">jsprankel@mercysc.org</a>
Dates of Prior Services:	Ministry funding annually
Dollar Value of Prior Services:	2015 - \$30,000 2014 - \$30,000 2013 - \$34,000 2012 - \$45,000 2011 - \$47,500
Description of Prior Services Performed:	Mentoring and advocacy, case management, linkage and referral and transitional housing and other basic needs for women coming out of jail or prison in the St. Louis area.

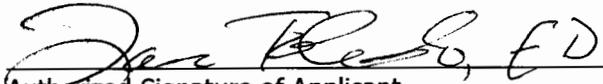
  
 Authorized Signature of Applicant

6/20/15  
 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.

<b>Organization Name:</b>	Center for Women in Transition
<b>Reference Information (Prior Services Performed For:)</b>	
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, Program Director
Contact Person Phone #:	314-231-2244, ext. 2
Contact Person e-mail address:	<a href="mailto:Melinda@lutheranfoundation.org">Melinda@lutheranfoundation.org</a>
Dates of Prior Services:	July 2011-June 2013; July 2010-June 2011
Dollar Value of Prior Services:	\$46,000 for FY 2015 \$30,000 for FY2012, \$25,00 for FY2013 \$33,000 each for FY2010 and FY2011 \$18,000 for calendar year 2010
Description of Prior Services Performed:	<p>Post tracking program for clients leaving first year of programming.</p> <p>Mentoring and advocacy program including case management, restorative activities, linkage/referral and transitional housing, other basic needs for women coming out of jail or prison in the St. Louis area.</p> <p>Development of renewed organization-wide strategic plan and purchase and implementation of Outcome Tracker, client database system.</p>

  
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 Authorized Signature of Applicant

  
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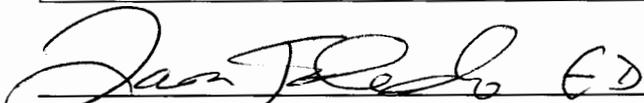
**EXHIBIT A**

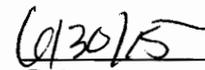
**SUBMISSION IS MANDATORY**

**PRIOR EXPERIENCE OF APPLICANT**

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

<b>Organization Name:</b>	Center for Women in Transition
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	Missouri Department of Corrections
Address of Reference Company:	220 S. Jefferson, St. Louis, MO 63118
Reference Contact Person Name:	Fannie Davis, Administrator II
Contact Person Phone #:	314-877-1099
Contact Person e-mail address:	<a href="mailto:Fannie.Davis@doc.mo.gov">Fannie.Davis@doc.mo.gov</a>
Dates of Prior Services:	January 2015- Present April 2008 – June, 2013 July 2011 – April 2014
Dollar Value of Prior Services:	Base contract \$731,645 annually
Description of Prior Services Performed:	Services include safe, secure apartment-style transitional housing at our Schirmer facility, case management, employment assistance, life skills training, referral and linkage, and other education and support. Located in St. Louis, MO and available to female offenders in Missouri.

  
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 Authorized Signature of Applicant

  
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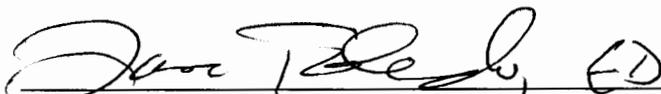
**EXHIBIT A**

**SUBMISSION IS MANDATORY**

**PRIOR EXPERIENCE OF APPLICANT**

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

<b>Organization Name:</b>	Center for Women in Transition
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	Missouri Department of Corrections
Address of Reference Company:	2729 Plaza Drive Jefferson City, MO 65109
Reference Contact Person Name:	Lisa Meyer, MBA, CPPB Procurement Officer II
Contact Person Phone #:	(573) 526-6611
Contact Person e-mail address:	Lisa.Meyer@doc.mo.gov
Dates of Prior Services:	April 1, 2015-June 30, 2015 August 1, 2013-August, 2014 August 1, 2012-July 31, 2013 August 1, 2011-July 31, 2012 August 1, 2010-July 31, 2011
Dollar Value of Prior Services:	April 1, 2015- June 30, 2015: 38,000 August 1, 2013-August 31, 2014: 97,000 August 1, 2012-July 31, 2013: 97,000 August 1, 2011-July 31, 2012: 100,000 August 1, 2010-July 31, 2011: 50,000
Description of Prior Services Performed:	Reentry services for women returning to St. Louis area from state prison. Funding for basic essentials, transportation, medical, rental assistance, and mental health treatment

  
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 Authorized Signature of Applicant

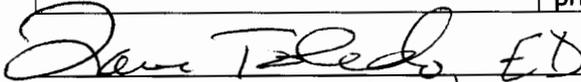
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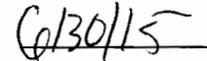
**EXHIBIT B****SUBMISSION IS MANDATORY****EXPERTISE OF PERSONNEL**

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

<b>Title of Position: Director of Restorative Programming</b>	
<b>Name of Person:</b>	Sarah Gyorog
<b>Educational Degree (s):</b> include college or university, major, and dates	Master of Dispute Resolution, University of Massachusetts 2004 B.S. Human Development & Family Studies, University of MO 2001
<b>License(s)/Certification(s):</b> Number(s), expiration date(s), if applicable	Certified Mediator, University of Massachusetts 2003
<b>Specialized Training Completed.</b> Include dates and documentation of completion for all required training identified in this document:	Circle Facilitation Training, Partners in Restorative Initiatives, New York, 2011; Circle Training, Kay Pranis St. Louis, 2010; Restorative Justice Training, International Institute for Restorative Practices, Pennsylvania 2010; Victim-Offender Dialogue Training for Mediators, MO RJ Coalition 2008; Do No Harm Introductory Training, Banda Aceh, Indonesia 2006; Alternatives to Violence Trainer, Indonesia 2005; Volunteer in Corrections
Number of years experience in area of service proposed to provide:	15
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships	Ms. Gyorog has served as the Center for Women in Transition's restorative justice coordinator since 2009.
Describe this person's responsibilities over the past 12 months.	Promoting principles and implementing the practices of restorative justice at the Center, including facilitating circle sessions and opportunities for clients to give back, increasing understanding and usage of RJ practices by staff & board, representing Center in the community.
Previous employer(s), positions, and dates	Washington University, St. Louis, MO: Graduate & Int'l Programs Coordinator, 2008-2009; MO Eastern Correctional Center, Pacific, MO: Facilitator, Alternatives to Violence Program 2007-present; Peace Brigades International, Indonesia: Member, Volunteer Training Committee 2006-present & Field Volunteer 2005-2006; Soliya The Connect Program, Online: Dialogue Facilitator 2004-2007; The Hope Project, Waltham, MA: Researcher, Grant writer, Community Educator 2002-2004; The Shelter, Columbia, MO: House Manager 2000-2001
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	Direct service in domestic violence program 2000-2001; case manager and advocate in domestic violence program 2002-2004; current chair of the St. Louis Restorative Justice Collaboration; Secretary of the Missouri Restorative Justice Coalition.
✓ Reentry	Restorative justice coordinator at the Center for 6 years, working directly with women returning to the community after incarceration.

<b>Title of Position: Director of Restorative Programming</b>	
✓ Counseling	Facilitates Restorative Justice Talking Circles with women in Center programming, meets with women one-on-one and with family members, 2009-present. Facilitated support groups for survivors of relationship violence, responded to hot-line calls for rape crisis and domestic violence 2000-2004
✓ Criminal Justice	Current VIC (Volunteer in Corrections) at Missouri Eastern Correctional Facility. Facilitates monthly three-day workshops. Current position as restorative justice coordinator since 2009.
✓ Correctional Residential Facilities	Facilitator and trainer with the Alternatives to Violence Program 2007-present. Works directly with women living in residential facilities after prison and jail.

  
Authorized Signature of Applicant



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

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

<b>Title of Position: Client Services Director</b>	
<b>Name of Person:</b>	Robin Davis
<b>Educational Degree (s):</b> include college or university, major, and dates	Associate Degree, Applied Science, St. Louis Community College, 1987 Bachelors of Arts, History, Political Science and Paralegal Studies, Webster University, 1990
<b>License(s)/Certification(s):</b> Number(s), expiration date(s), if applicable	Real Estate Broker License, Independent Career Institute, 2002
<b>Specialized Training Completed.</b> Include dates and documentation of completion for all required training identified in this document:	Paralegal Certificate, Webster University, 1990
Number of years experience in area of service proposed to provide:	4
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships	Ms. Davis has served as the client services director at the Center for Women in Transition for 3 months; Ms. Davis served as the Employment and Life Skills Specialist at Schirmer House for 4 years.
Describe this person's responsibilities over the past 12 months.	Responsible for building and maintaining offender-mentor partnerships, including mentor recruitment, training and oversight; works with offenders in the mentoring and advocacy program with case management and other support, including screening, intake, evaluation and referrals; deliver monthly gatherings for offenders as well as other special events and programming.
Previous employer(s), positions, and dates	Ann Taylor, Inc, St. Louis MO, Sales Associate, 01/2011-06/2011; Saulsberry & Associates, LLC, St. Louis, MO, Paralegal, 10/2009-2011; Coldwell Banker Gundaker, St. Louis MO, Broker Sales Associate, 01/2003-11/2010; ML Johnson and Company, St. Louis, Manager of Commercial Operations 06/2000-09/2001; Charter Communications, Inc., St. Louis, MO, Paralegal, 11/1998-06/2000; The Wallace Law Registry, St. Louis MO, Paralegal, 03-1998-11/1998; The Farnam Law Firm, St. Louis MO, Paralegal, 09/1990-06/1997.
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	Function as part of a case management team supporting the female offenders in a transitional housing program; responsible for promoting life skills development and facilitating job readiness and employment. Provide one-on-one assessments and group services, offering referrals and linkages to employment, community services and training programs.

<b>Title of Position: Client Services Director</b>	
✓ Reentry	Works directly with women returning from prison to the St. Louis community. Teaches general life skills and employment skills to offenders.
✓ Counseling	Provides information to clients determining best course of action for re-entry; assists offenders in working towards GED and finding employment in the community.
✓ Criminal Justice	Previously performed employment and life skills specialist position at the Schirmer House, a contracted residential housing facility with the state agency for female offenders reentering the community. Interacts with and provides services to offenders on a daily basis.
✓ Correctional Residential Facilities	Responsible for assessing and facilitating the needs of the clients in the areas of employment, education, life skills and other referrals.

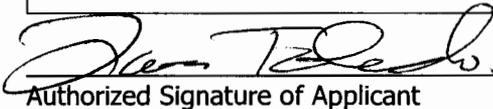
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Authorized Signature of Applicant

6/30/15

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

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

<b>Title of Position: Advocate Director</b>	
<b>Name of Person:</b>	Barbara Baker
<b>Educational Degree (s):</b> include college or university, major, and dates	Vashon High School, 1969
<b>License(s)/Certification(s):</b> Number(s), expiration date(s), if applicable	N/A
<b>Specialized Training Completed.</b> Include dates and documentation of completion for all required training identified in this document:	Ms. Baker experienced incarceration first-hand earlier in her life and has been successfully in recovery for over 14 years.
Number of years experience in area of service proposed to provide:	16
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships	Ms. Baker has been employed with the Center for Women in Transition since 1999. She began as an office assistant and became advocate director shortly thereafter.
Describe this person's responsibilities over the past 12 months.	Promote alternatives to incarceration by working with offenders, the court system, institutions and others in the community. Advocate for offenders in court, provide direct services in the mentoring and advocacy program, including case management and linkage services. Oversees the Courtois House transitional housing facility and staff.
Previous employer(s), positions, and dates	Ms. Baker was an administrative assistant for Let's Start in St. Louis, 1997-1999. Before that, Ms. Baker has a long history of incarceration in the Missouri Department of Corrections, holding various positions while institutionalized.
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Social Work	Advocacy and case management in the Center's mentoring and advocacy program; supervises the Courtois transitional house and its house managers; active member of the Missouri Association of Social Welfare and the Children's Service Commission.
✓ Reentry	Has worked with programs that assist offenders in successful reentry for 16 years
✓ Counseling	N/A
✓ Criminal Justice	Ms. Baker frequently attends court hearings with offenders to advocate for their assignment or diversion to the Center's program.
✓ Correctional Residential Facilities	Ms. Baker has a deep knowledge of correctional residential facilities due to her personal experience while incarcerated.

  
 Authorized Signature of Applicant

ED

6/30/15

**EXHIBIT B**  
**SUBMISSION IS MANDATORY**

**EXPERTISE OF PERSONNEL**

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

<b>Title of Position: Executive Director</b>	
<b>Name of Person:</b>	Laura Toledo
<b>Educational Degree (s):</b> include college or university, major, and dates	J.D. and LL.M., Cornell University Law School, May 2001 B.A. Linguistics, University of Utah, 1997
<b>License(s)/Certification(s):</b> Number(s), expiration date(s), if applicable	Law licenses in MO, IL and NY
<b>Specialized Training Completed.</b> Include dates and documentation of completion for all required training identified in this document:	Enrolled in certificate program in Business Management for non-profit leaders at the Olin Business School at Washington University, expect to complete in July of 2015.
Number of years experience in area of service proposed to provide:	9
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships	Ms. Toledo served on the Board of Directors at the Center since 2006. She was hired as Executive Director in July 2013.
Describe this person's responsibilities over the past 12 months.	Ms. Toledo is responsible for overseeing all operations of the Center and communicating with the Board of Directors and stakeholders.
Previous employer(s), positions, and dates	Lathrop & Gage LLP, Of Counsel, 2010-2013; Husch Blackwell Sanders LLP, Associate, 2005-2010; Occupational Safety and Health Review Commission, Attorney Advisor, 2005; US Court of Appeals 8 <sup>th</sup> Circuit, Staff Attorney, 2001-2004; Small Business Clinic, Law Intern, 2000; Utah Attorney General's Office, Law Clerk, 2000.
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Social Work	N/A
✓ Reentry	Volunteer with Center for Women in Transition since 2006; has led the Center since 2013
✓ Counseling	N/A
✓ Criminal Justice	N/A
✓ Correctional Residential Facilities	N/A

*Laura Toledo* ED

Authorized Signature of Applicant

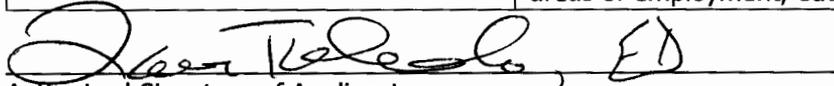
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**EXHIBIT B****SUBMISSION IS MANDATORY****EXPERTISE OF PERSONNEL**

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

<b>Title of Position: Employment and Life Skills Specialist</b>	
<b>Name of Person:</b>	Carla Grimes
Educational Degree (s): include college or university, major, and dates	Bachelor of Science Degree, Sociology, Southern Illinois University - Edwardsville, 2001
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:	Employment and Life Skills Specialist since December 2014.
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.	Teaches employment skills and life skills to offenders according to MDOC curriculum. Maintains system of knowing offender needs and connecting to community resources.
Previous employer(s), positions, and dates	Mercy OB/GYN, Medical Receptionist, 7/2012-12/2014; St. Louis County Government - Justice Services, Correctional Officer, 3/2004-7/2012; Lipton Group - Canfield Green Apartments, -Assistant Manager/Collection Manager, 8/2002-2/2004.
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	Function as part of a case management team supporting the female offenders in a transitional housing program; responsible for promoting life skills development and facilitating job readiness and employment. Provide one-on-one assessments and group services, offering referrals and linkages to employment, community services and training programs.
✓ Reentry	Worked directly with Men and Women in a jail setting in the CHOICES Drug Treatment Program in St. Louis County. Currently teaches general life skills and Parenting Classes to offenders.
✓ Counseling	Provides information to clients determining best course of action for re-entry; assists offenders in working towards GED and finding employment in the community.

<b>Title of Position: Employment and Life Skills Specialist</b>	
✓ Criminal Justice	Worked for 8 years as a correctional officers. Currently performing employment and life skills specialist position at the Schirmer House, a contracted residential housing facility with the state agency for female offenders reentering the community. Interacts with and provides services to offenders on a daily basis.
✓ Correctional Residential Facilities	Responsible for assessing and facilitating the needs of the clients in the areas of employment, education, life skills and other referrals.

  
Authorized Signature of Applicant

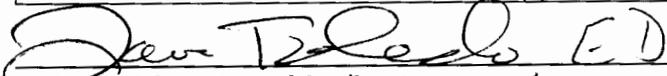
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**EXHIBIT B****SUBMISSION IS MANDATORY****EXPERTISE OF PERSONNEL**

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

<b>Title of Position: Residential Facility Director</b>	
<b>Name of Person:</b>	Jewellette Donald
Educational Degree (s): include college or university, major, and dates	University of Missouri, St. Louis Mo 8/1994, Bachelor of Science in Criminology and Criminal Justice
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Graduate Certificate in Urban Families & Community Development, Washington University, 12/1998
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	Licensed Childcare Director, 2007; First Aid and CPR Certified 03/2012
Number of years experience in area of service proposed to provide:	17
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships	Ms. Donald has been employed at the Center in current position since 12/2010.
Describe this person's responsibilities over the past 12 months.	Administers operations, programs and staffing of a residential facility in accordance with Center for Women in Transition and state agency expectations and goals. This position has three direct reports- case manager, house manager supervisor, and the employment & life skills specialist.
Previous employer(s), positions, and dates	Division of Youth Services, St. Louis Mo, Facility Manager and After Care Youth Specialist, 1978-1994; ARCHS - St. Louis Caring Communities, St. Louis, MO, Site Manager and Student Assistant Coordinator, 1995-2002; Ichi-Ban & Associates, St. Louis Mo, Operations Manager, 2003-2007; Division of Workforce Development, St. Louis MO, Workforce Development Specialist, 2004-2005; Provident, Inc., Jennings, MO, Program Manager; Operation Excel: An At Risk Youth Program, St. Louis MO, Case Manager/Trainer, 2005-2008 & 2008-2010.
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Social Work	Managed day to day operations of service site, developed, managed and analyzed operating budget of \$150K
✓ Reentry	Oversees facility dedicated to the successful reentry of women from the criminal justice system to the community.
✓ Counseling	Provided crisis intervention and counseling to individuals

<b>Title of Position: Residential Facility Director</b>	
✓ Criminal Justice	Trained security personnel to monitor of violations and disturbances, 2003-2007
✓ Correctional Residential Facilities	Provides day to day management of transitional housing facility for female offenders re-entering from prison into the community, trains staff, maintains reporting integrity, acts as liaison between community leaders, agencies and partners to ensure successful re-entry. 12/2010-present.

  
Authorized Signature of Applicant

6/30/15

**EXHIBIT B**

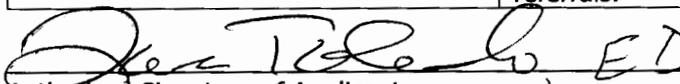
**SUBMISSION IS MANDATORY**

**EXPERTISE OF PERSONNEL**

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

<b>Title of Position: Case Manager</b>	
<b>Name of Person:</b>	LaTonya Rivers
Educational Degree (s): include college or university, major, and dates	Bachelor of Science, Criminal Justice, Minor in Sociology, Lincoln University of Missouri, Jefferson City, Missouri, 2006
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	CPR Certification; AED Certification; First Aid Certification; REJIS Commission Certification
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	N/A
Number of years experience in area of service proposed to provide:	10
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships	Employed at Center for Women in Transition since 2011. 2011-2012 as House Manager, 2012 – present as Case Manager
Describe this person's responsibilities over the past 12 months.	Interview residents to create a case management plan. Identify and link residents to services aimed at meeting their individual needs, including medical, mental health, substance abuse treatment, employment, and housing. Record, document and track client activities and progress towards goals. Maintain relationships with community service providers to help residents access available resources.
Previous employer(s), positions, and dates	2011-2012, house manager, center for women in transition-Schirmer house. 2010-2011, crime victim advocacy center of St. Louis, victim advocate community volunteer. 2007-2010, investigative records technician, united states investigative services- usis. 2005, law enforcement internship, Jefferson City police department.
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	Function as part of a case management team supporting female offenders in transitional housing; responsible for creating case management plan. Identify and link residents to services aimed at meeting their individual needs, including medical, mental health, substance abuse treatment, employment, and housing. Record, document and track client activities and progress towards goals. Maintain relationships with community service providers to help residents access available resources

<b>Title of Position: Case Manager</b>	
✓ Reentry	Works directly with women returning from prison to the St. Louis community.
✓ Counseling	Provides information to clients determining best course of action for re-entry; assists offenders in working towards their goals while ensuring community safety
✓ Criminal Justice	Holds degree in Criminal Justice and has 10 years experience in various criminal justice related positions. Currently performing as case manager at Schirmer House, a contracted residential housing facility with the state agency for female offenders reentering the community. Interacts with and provides services to offenders on a daily basis.
✓ Correctional Residential Facilities	Responsible for assessing and facilitating the needs of the clients in the areas of employment, education, treatment and other referrals.

  
Authorized Signature of Applicant

6/30/15

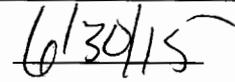
**EXHIBIT B****SUBMISSION IS MANDATORY****EXPERTISE OF PERSONNEL**

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

<b>Title of Position: House Manager Supervisor</b>	
<b>Name of Person:</b>	Mark Parker
Educational Degree (s): include college or university, major, and dates	High School Diploma, Edwardsville High School, IL, June 1999
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	American Red Cross, Adult CPR AED Certification, 05/08/2015; American Red Cross, Adult First Aid Certification, 05/10/2015
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	Continuing Education, April 2009, Reviewing Drug Testing Procedures and Proper Documentation; Continuing Education, February 2009, Reviewing MDOC Guide to Understanding Probation and Parole for Family and Friends
Number of years experience in area of service proposed to provide:	6
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships	Employed with Center for Women in Transition as a House Manager on 12/05/2008; Promoted to current position of House Manager Supervisor on 06/01/2010
Describe this person's responsibilities over the past 12-months.	Supervise offender activities, entries and exists; maintains a safe and supportive atmosphere; ensures offender compliance to program rules and requirements. Documents and logs activities of all residents as required. Performs drug testing and safety drills. Monitor, secure and log offender medications. Conduct facility and room checks in accordance with guidelines. Assist residential facility director to recruit, hire, orient and train house managers. Develop monthly schedules and shift coverage, assist residential facility director in delivering staff development opportunities; supervise house managers; serves as the communication liaison between residential facility director and house managers.
Previous employer(s), positions, and dates	Richards Brick Company, Yard Crew, 01/2003-10/2005; Interior Trim Plus, Installer, 10/2005-01/2007; Ledcor US Pacific, Installer, 01/2007-07/2007
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Social Work	Current direct service position aiding female offenders to successfully re-enter the community after prison.
✓ Reentry	Currently works to provide a safe and secure environment supporting women transition from prison to the community.

<b>Title of Position: House Manager Supervisor</b>	
✓ Counseling	Provides informal counseling to female offenders living in 24 hour transitional housing facility according to policy and procedures.
✓ Criminal Justice	Works within expectations to ensure offenders in transition housing are following rules and regulations, 4/2008-present; successfully created positions which enabled the staff to provide excellent control and recordkeeping of the residents, 07/2010-present.
✓ Correctional Residential Facilities	Has worked for over six years in the Center for Women in Transition's Schirmer House Transitional Housing Facility.

  
Authorized Signature of Applicant



**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.

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

Executive Director  
 Authorized Signature of Applicant

6/30/15  
 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:**

Category	Service	Proposed Clients	Outcome	Indicator (How do you know you are achieving the outcome?)
Basic Needs and Emergency Services	Medical/ Mental Health co-pays	15	Attainment of basic needs and emergency services	100% of clients needing medical or dental assistance will receive care as tracked by case notes
	Prescriptions	3		
	Dental	12		
Employment			Improved employment	
Housing	Rental Deposits for Sex Offenders	2	Attainment of housing	100% of sex offenders will obtain permanent housing
Mental Health	Sex Offender treatment/ Counseling	5	Reduced mental health risks	80% of clients will show improvement in mental health disorder as measured by case notes; 60% of sex offenders will show improvement as measured by case notes
Substance Abuse			Reduced substance abuse	
Transportation	Bus tickets	30	Attainment of transportation	100% of clients needing transportation assistance to counseling and medical appointments will receive bus tickets as tracked by program receipts.
Vocational			Improved employment	

**EXHIBIT D Instructions** – Performance Measures Instructions, a sample of this form can be found on page 30 – **IF YOU ARE UNABLE TO TYPE INTO THE BLANK FORM, YOU CAN RECREATE THE FORM AND COMPLETE WITH THE APPROPRIATE INFORMATION.**

This form takes that place of the output and outcome measures that have been part of previous applications.

- 1 State the total number of unique clients that will be served by your agency for all services.
- 2 In the “Service” column please indicate what service you will be providing, you do not need to provide service in every category, but must provide services in at least one category.
- 3 In the “Proposed Clients” column state the number of clients you will serve in each of the services you listed.

Examples of Common Services:

Category	Examples of Services
Academic	GED tutoring and testing fees, Community College tuition, literacy courses
Basic Needs	Prescriptions, hygiene products, birth certificates, id’s, food, clothing, utility deposits
Employment	Work readiness classes, work stipends, application/resume assistance, job coaching, work clothes and/or tools.
Family	Family counseling, child care, parenting classes
Housing	Rental assistance
Mental Health	Counseling, sex offender assessments and treatment, polygraphs
Substance Abuse	Substance abuse counseling and treatment
Transportation	Bus tickets, taxi vouchers, rides
Vocational	Employment related training, welding school, heavy highway construction training, food service training

- 4 Eight core outcomes have been selected to measure the impact of the Community Reentry Initiative. The eight outcomes are as follows:
  - Enhanced education
  - Attainment of basic needs and emergency services
  - Improved employment
  - Increased family support
  - Attainment of housing
  - Reduced mental health risks
  - Reduced substance abuse
  - Attainment of transportation

These outcomes have already been matched to the appropriate service. You do not have to do anything in the “Outcome” column.

- 5 Indicators – The indicator is the piece of information that lets you know you are achieving the related outcome. It is how you intend to measure your success. In column 5, you are asked to identify an indicator by which you will measure your success on each of the services you will provide.  
 For example: If the outcome is enhanced education, you must show how the service you are providing is enhancing education and what your projected goal is. If the service your agency is providing is GED classes, then you could say: 50% of the clients enrolled in GED classes will obtain a GED during the program period.

You must provide at least one indicator for each category of service you provide. You can provide more than one indicator, if appropriate. The following are common indicators for each service category. You can select from this list (and fill in your goal percentage in place of XX) or create your own indicators to complete the form. Indicators are always written as a percentage.

- Academic
  - XX% of clients enrolled in GED classes will obtain a GED during the program period.
  - XX% of clients enrolled in college courses will complete the course.
- Basic Needs
  - 100% of clients who express a basic need will have that need addressed.
- Employment
  - XX% of clients enrolled in the program will find full time employment.
- Family
  - XX% of clients receiving family counseling will demonstrate an improved relationship with their family.
  - XX% of clients participating in parenting classes will demonstrate improved parenting skills.
- Housing
  - XX% of clients in the program will attain permanent housing.
- Mental Health
  - XX% of program participants will show improved mental health status as measured by case notes.
  - XX% of program participants will complete anger management classes.
  - XX% will complete mandated treatment program.
- Substance Abuse
  - XX% of program participants will remain clean and sober for the duration of the program.
- Transportation
  - 100% of clients who express a transportation need will have that need addressed.

**Exhibit D Performance Measures SAMPLE**

① Total Number of Unique Clients Agency Proposes to Serve: \_\_\_\_\_

Category	② Service	③ Proposed Clients	④ Outcome	⑤ Indicator (How do you know you are achieving the outcome?)
Academic	GED Tutoring	10	Enhanced education	50% of clients enrolled in GED classes will obtain a GED.
	College Tuition	4		75% of clients enrolled in college courses will complete the course
Basic Needs and Emergency Services	Prescriptions	10	Attainment of basic needs	100% of clients will have a basic need addressed.
	Birth Certificates/IDs	50		
	Clothing	50		
Employment	Job Readiness Class	50	Improved employment	75% of clients enrolled in the program will find full time employment.
	Work Stipend	10		
	Work Clothes/Tools	15		
Family	Parenting Class	20	Increased family support	80% of clients will show an improved relationship with family.
	Family Counseling	10		
Housing	Rental Assistance	20	Attainment of housing	45% of clients in the program will attain permanent housing.
Mental Health	Counseling	10	Reduced mental health risks	65% of program participants will show improved health status as measured by case notes.
	Sex Offender Treatment	15		
	Sex Offender Assessment	20		
Substance Abuse	Counseling	10	Reduced substance abuse	65% of program participants will remain clean and sober for the duration of the program.
	Treatment	10		
Transportation	Bus Tickets	45	Attainment of transportation	100% of clients will receive transportation services.
	Taxi Vouchers	30		
Vocational	Welding School	25	Improved employment	60% of program participants will find full time employment.
	Food Service Training	10		

**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
Accept new clients into program	08/01/15	Ongoing	Client Services Director, Advocate Director, Residential Facilities Director
Client Intake & Evaluation Completed	08/01/15	Ongoing	Client Services Director or Case Manager
Facilitate restorative justice circles	08/01/15	Ongoing/weekly	Restorative Justice Coordinator
Other restorative justice activities (i.e. community service)	08/01/15	Ongoing	Restorative Justice Coordinator
Health care needs assessed	08/01/15	Ongoing as needed	Client Services Director, Advocate Director, Case Manager, Life Skills Coordinator
Connect clients with provider and pay for services	08/01/15	Ongoing as needed	Client Services Director, Case Manager
Housing Placements (into transitional housing)	08/01/15	Ongoing as needed	Client Services Director, Advocate Director, Case Manager, Life Skills Coordinator
Pre-evaluation Completed before activity	08/01/15	Ongoing as needed	Client Services Director, Advocate Director, Case Manager, Life Skills Coordinator
Post-Evaluation Completed after activity	08/01/15	Ongoing as needed	Client Services Director, Advocate Director, Case Manager, Life Skills Coordinator
Hold gatherings, special programming for clients	08/01/15	Monthly gatherings, events periodic	Client Services Director, Case Manager, Life Skills Coordinator
Housing Placements (into independent housing)	08/01/15	Ongoing as needed	Client Services Director, Advocate Director, Case Manager, Life Skills Coordinator
Deposits applied for for Female Sex Offenders	08/01/15	Ongoing as needed	Case Manager, Life Skills Coordinator
Evaluation/Reporting	08/01/15	Eval: ongoing Reports: 11/15/15, 2/15/16, 5/15/16, 8/15/16	Executive Director
Accept new clients into program	08/01/15	Ongoing	Client Services Director, Advocate Director, Residential Facilities Director
Client Intake & Evaluation Completed	08/01/15	Ongoing	Client Services Director or Case Manager
Facilitate restorative justice circles	08/01/15	Ongoing/weekly	Restorative Justice Coordinator
Other restorative justice activities (i.e. community service)	08/01/15	Ongoing	Restorative Justice Coordinator

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

<b>COMPLETED FORM MUST BE RETURNED WITH APPLICATION</b>		
<b>A. Personnel (a breakdown in the number of hours each person is dedicated to the project is to be provided)</b>		
<b>Name/Position</b>	<b>Calculation of Cost</b>	<b>Cost</b>
TBD, PT Programming Associate at 20 hours	20 hrs/week for 11 months	\$16,900
Sarah Gyrog, Director of Restorative Programming 12 hours/week	13 hrs/week for 12 months	\$13,250
	<b>Subtotal</b>	<b>\$30,150</b>
<b>B. Fringe Benefits (must be capped at 12%)</b>		
<b>Name/Position</b>	<b>Calculation of Cost</b>	<b>Cost</b>
Programming Associate FICA at 7.6%	\$16,900 x .076	\$1,284.40
Programming Associate workers comp at 2.3%	\$16,900 x .023	\$388.70
	<b>Subtotal</b>	<b>\$1,673.10</b>
<b>C. Staff Travel (mileage at \$0.37 /mile -- Conus rate for any other expenses)</b>		
<b>Purpose of Staff Travel (all staff travel must be for the <u>direct</u> benefit of the offender -- include location and type)</b>	<b>Calculation of Cost</b>	<b>Cost</b>
	<b>Subtotal</b>	
<b>D. Direct Services (i.e. housing rental/lease, GED Testing)</b>		
<b>****ALL DIRECT SERVICES MUST BE PROVIDED TO THE OFFENDERS****</b>		
	<b>Calculation of Cost</b>	<b>Cost</b>
Basic Needs: Medical/Mental Health Co-pays: 15 clients @\$20 Prescriptions: 3 clients per month @\$10 for 12 months Dental: 12 clients @ \$100	12 x \$20 12 x \$20 x 3 12 x \$100	\$ 2,220
Housing: Sex-Offender Rental Support	2 clients x \$900 (average)	\$1,800
Mental Health: Sex Offender Treatment/counseling 5 clients @ \$100 a month for 12 months	5 @ \$100 x 12	\$6,000
Transportation: Bus Tickets (average 6 trips per month for 3 months) \$600/month	10 clients/mo @ \$6.00 x 10 trips x 12 months	\$7,200

	Subtotal	\$17,220
<b>E. Equipment/Supplies (Direct Services Only)</b>	<b>Calculation of Cost</b>	<b>Cost</b>
	<b>Subtotal</b>	
<b>Summary</b>		
A. Personnel		\$30,150
B. Fringe Benefits		\$1,673.10
C. Staff Travel		
D. Direct Services		\$17,220
E. Equipment/Supplies (Direct Services Only)		
	<b>TOTAL PROJECT COSTS</b>	<b>\$49,043.1</b>

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

Applicant Company Name Center For Women in Transition, Inc

Authorized Signature of Applicant [Signature] ED Date 6/30/15

Printed Name Laura Toledo

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

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

**A. Personnel**

10 hours per week for Director of Restorative Programming. This position incorporates the restorative talking circle sessions and community service components of the program to all areas of Center for Women in Transition, which support successful reentry and promote community safety.

20 hours per week for the Programming Associate. This is a new position who will be working closely with the Director of Restorative Programming to implement restorative justice principles throughout the agency and facilitate outreach. The programming associate will also work closely with the Client Services Director with programmatic and direct client support.

**B. Fringe Benefits**

FICA/Medicare is required for the Director of Restorative Programming position at the rate of 7.6%. The position offers health insurance coverage according to agency policy since the position is 30 hours per week. Ninety percent of the position's total health insurance coverage cost is paid by the Center for Women in Transition. Total fringe benefits do not exceed 12% of the salary as required by the request for proposals.

**C. Staff Travel**

N/A

**D. Equipment**

N/A

**E. Supplies**

N/A

**F. Direct Services to the Offenders**

1. Basic Needs: The Center will use the Reentry funding to cover the costs of medical and mental health co-pays, prescriptions, dental care and other health related needs as staff determines. We expect to serve 15 clients with this funding from across Center programming.

2. Housing: This funding would allow for 2 sex-offenders to receive rent deposits and first month's rent for housing in the State of Missouri, with an average of \$900 a person. Appropriate housing is a basic need for successful reentry and increased community safety.

3. Mental Health: The Center will use this funding to cover 5 clients mental health needs at any given time. This will include counseling and sex-offender treatment.

4. Transportation: This funding will be for Schirmer clients who need to get to required appointments, such as sex-offender treatment and substance abuse treatment. We plan to offer 10 clients bus tickets six times per month, as determined by staff.

**EXHIBIT J**

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

**BUSINESS ENTITY CERTIFICATION:**

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

- BOX A:** To be completed by a non-business entity as defined below.
- BOX B:** To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at [http://www.dhs.gov/files/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm).
- BOX C:** To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing and Materials Management.

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

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

**BOX A - CURRENTLY NOT A BUSINESS ENTITY**

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

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

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

\_\_\_\_\_  
Authorized Representative's Name (Please Print)

\_\_\_\_\_  
*Authorized Representative's Signature*

\_\_\_\_\_  
Company Name (if applicable)

\_\_\_\_\_  
Date

**EXHIBIT J, continued**

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

**BOX B – CURRENT BUSINESS ENTITY STATUS**

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

\_\_\_\_\_  
Authorized Business Entity Representative's  
Name (Please Print)

\_\_\_\_\_  
*Authorized Business Entity  
Representative's Signature*

\_\_\_\_\_  
Business Entity Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address

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

- Enroll and participate in the E-Verify federal work authorization program (Website: [http://www.dhs.gov/files/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm); Phone: 888-464-4218; Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

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

AND

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

**EXHIBIT J, continued**

**AFFIDAVIT OF WORK AUTHORIZATION:**

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

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

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

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

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

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

**EXHIBIT J, continued**

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

**BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS**

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

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

Name of **Missouri State Agency or Public University\*** to Which Previous E-Verify Documentation Submitted: Department of Corrections

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

Date of Previous E-Verify Documentation Submission: 5/27/2009

Previous **Bid/Contract Number** for Which Previous E-Verify Documentation Submitted: C308081001

Laura Toledo  
Authorized Business Entity Representative's Name (Please Print)

  
Authorized Business Entity Representative's Signature

Center for Women in Transition  
Business Entity Name

6/30/15  
Date

Lauratoledo@cwitstl.org  
E-Mail Address

187952  
E-Verify MOU Company ID Number

**FOR DEPARTMENT USE ONLY**

Documentation Verification Completed By:

\_\_\_\_\_  
Procurement Officer

\_\_\_\_\_  
Date