



**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	Criminal Justice Ministry P.O. Box 15180 St. Louis, MO 63110	SDA48000804 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: CARLEEN RECK EXEC. DIRECTOR  
 Authorized Signature: *Carleen Reck* Date 5/10/16

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

*[Signature]* 6-2-16  
 Ellis 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**

**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: Release to Rent Housing 8  
Company Name: Criminal Justice Ministry  
Mailing Address: P. O. Box 15160  
City, State, Zip: St. Louis, MO 63110  
Telephone: 314-881-6023 Fax: 314-881-6073  
Federal EIN #: # 46-2647318 State Vendor #: 46264731800  
Email: carleenr@cjmstlouis.org  
Authorized Signer's Printed Name and Title: Carleen Reck, Executive Director

Authorized Signature: *Carleen Reck* 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. **SDA48000804** E-004

*[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.*

**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)**

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Telephone: 314-881-6023 Fax: 314-881-6073  
Federal EIN #: # 46-2647318 State Vendor #: 46264731800  
Email: carleenr@cjmstlouis.org  
Authorized Signer's Printed Name and Title: Carleen Reck, Executive Director

Authorized Signature: *Carleen Reck* 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**  
**THE ENTIRE APPLICATION SHOULD BE TYPED**  
**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 _____	\$ 50,000
<input type="checkbox"/> Southwest Region	City/County _____	
<input type="checkbox"/> North Central Region	City/County _____	
<input checked="" type="checkbox"/> Eastern Region	City/County <u>St. Louis City/County</u>	
<input type="checkbox"/> Southeast Region	City/County _____	

**Program Title:** Release to Rent Housing 8

**Does this program complement another application? Yes X No** Name: Release to Rent Startup

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

**Applicant Agency and Address:**

Criminal Justice Ministry

P. O. Box 15160

St. Louis, MO 63110

Carleen Reck 6-30-15  
 Signature/Title Exec Director Date

**Project Director Name, Phone, Fax & Email:**

Carleen Reck

Phone: 314-881-6023

Fax: 314-881-6073

Email: carleenr@cjmstlouis.org

**Anticipated Outputs: (number of offenders supervised by DOC to be served by the proposed project):**  
 20

**Estimated Cost per Offender:**  
 \$ 2,500.

**# of Paid Staff:** 2 FT, 2 PT  
**# of Volunteers:**

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

This application requests \$50,000 for housing rent for 5 continuing clients plus 15 new clients to be served during this funding. Additional clients will be served through other funders. Upon their release, the 15 clients—all under DOC supervision—will be placed into a furnished and ready apartment with individualized services and intensive supervision. A security deposit will be paid through a complementary program. Rent will be paid in full for the first three months and then will "step down" each month thereafter by 10% until the twelfth month when the client will take over paying rent in full. Five of the 15 new clients will be sex offenders. Another three sex offenders are currently participating in the program and will continue with services with the new round of funding.

A companion application is being submitted for "Release to Rent—Startup" requesting funds for startup including deposit for the same 15 new clients whose rent is covered under this application, "Release to Rent—Housing."

***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.

In-kind contributions.

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

- Service Center occupancy (rent, utilities, insurance, equipment, etc.)
- Storage area for personal hygiene and underwear items
- Safe storage area for bus tickets and vouchers for food, prescriptions, and Missouri documents
- Another area for a small collection of coats and other clothing
- Availability of donated Welcome Backpacks for clients living anywhere except SLCRC
- Meeting room to interview clients to assess best way to meet needs
- Reception services for clients at main entry
- Volunteer services with clients before release and after release (e.g., Anger Management course)
- Nearby availability of sandwiches (at St. Vincent's Church) for clients who wish lunch
- Office supplies such as file folders and copy paper
- Phone, email, and FAX availability to handle referrals from Parole Officers and calls from clients
- Two computers to receive electronic referral forms from Parole Officers, to download DOC Offender pix and info
- Copier services to make records of background info, vouchers given, acknowledgements of bus tickets received, etc.
- Administrative Assistant to assist with program records and payments by check and credit card
- Financial services of The Mission Center to account for vouchers purchased, checks written, and credit charges made by program staff
- Annual audit
- General space in CJM offices for meetings when needed
- Services of the Executive Director and the Program Director of Criminal Justice Ministry, including planning, internal coordination, collaboration with other agencies, other support services
- Consultation services of other CJM staff, including former Missouri Parole Officers, ex-offenders, and certified substance abuse counselors.

**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%)

19.07 % Local government  
20.24 % State government  
40.45 % Federal government  
6.34 % Direct donations from individuals  
11.70 % Corporate or foundation grants  
 \_\_\_\_\_ % Fee and charges for services, products, and sales  
.75 % Endowment and interest income  
1.40 % Fundraisers or special events  
 \_\_\_\_\_ % Membership fees  
.06 % Other sources (specify: Memorials )  
**100% Total**

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

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

### 3. Proposal Narrative for “Release to Rent—Housing” Round 8

#### A. Applicant’s Experience and Expertise

The **Criminal Justice Ministry (CJM)** has been responding to needs of the incarcerated and released since 1979. Originally initiated by the Society of St. Vincent de Paul (SVDP) to coordinate jail/prison ministry in the geographic Archdiocese of St. Louis, CJM has expanded service to four Missouri prisons and ten jails in addition to the St. Louis City and County Justice Centers. Today CJM has been a freestanding nonprofit agency for two years, certified as a Missouri nonprofit corporation on April 29, 2013, with a corporate board, and holding its own 501c3 status since June 23, 2014. CJM has both 36 years of experience and the energy of a new beginning.

As a freestanding agency, CJM is now able to respond as needed to prisoners, their families, those recently released from prison, victims, and others involved in the justice system. In the past year, CJM served over 16,000 persons (the count is partly duplicated, partly unduplicated). Its 11 staff members and 250 volunteers currently focus most of their efforts on assisting released prisoners to successfully re-enter the community.

CJM provides the following services:

- **Direct Service** offers short-term help to needy men and women reentering after incarceration. This is the staff that provides Entry Essentials. Services generally include personal hygiene items, inner clothing, local bus tickets, and food cards. When budget allows, required out-of-area travel and medical needs are met. In addition, initial deposit/rental assistance is given—especially to sex offenders.
- **Volunteer Services** meet needs—within institutions and in the community--as identified by prison, parole, and other corrections leaders (e.g., to teach Anger Management classes at no cost).

- **Release to Rent**, since 2003, has provided a year-long supportive housing program for men who have served long time and have no one to help with reentry and for those who have extra challenges, such as being a sex offender.
- **R2RVets** offers supportive housing program for up to two years to homeless Veterans who have an added challenge of a criminal record.
- **Project Re-Connect** is a program for persons who have received a director's discharge from a MDOC institution and is returning to the St. Louis area. CJM is a partner with Center for Women In Transition, Provident Counseling, and Employment Connection to provide these clients with services to transition successfully into society. Legal services are provided by the Father Support Center.
- **Stay Out support meetings** offers opportunities each week for men in CJM programs to find support and challenge from peers in a professionally supervised setting.
- **Stay Out Connectors** is a semi-annual potluck and group mentoring event for ex-offenders and volunteers to develop social skills and make helpful connections.
- **Kairos Outside-Missouri**, initiated and supported by CJM, now affiliated with the National Kairos, offers a support weekend for women who have a loved one who is or has been incarcerated.

**Collaboration** marks all of CJM's activities:

- Probation and Parole--The CJM leaders work closely with Missouri Probation and Parole leadership, first in terms of referrals and second by having CJM's long-term program staff meet regularly with the same team of Parole Officers.
- Local MRP--The CJM Executive Director participates actively on the Steering Committee, and the Program Director is the Co-Chair on the Community Awareness Committee of the local MRP group, STAR (St. Louis Alliance for Reentry) and is on the Joint Committee on Re-Entry Housing for Missouri.

- Former Parole Officer--Helping the relationship between CJM and P&P is the fact that two CJM staff members are former Parole Officer who left Parole in good standing to be able to assist ex-offenders in more holistic ways as CJM staff.
- Former Ex-Offenders--Two other FT and two PT CJM staff members are ex-offenders who are willing to help the ministry that supported them in their efforts to succeed. Their outreach with other ex-offenders attests that successful reentry is possible.

CJM completes its commitments effectively. In the last full year (2013-14) of Community Reentry Funding, CJM was awarded and completed three programs:

- Release to Rent Startup : Anticipated clients to be served with startup costs, including sex offender treatment—20 Number of clients served with all the above—34
- Release to Rent Center: Anticipated residents of SLCRC to be served with housing, startup, and intensive case management in the year- long program—16
- Release to Rent Housing: Anticipated clients to be served with housing costs (rent and deposit) in a furnished apartment with individualized services and intensive supervision—20  
Number of clients served with all the above—26+1 (One sex offender, who had served 36+years in prison had completed program, but the treatment team recommended that he spend more time in the program. He was counted as 1 client, but was served longer than one client.)

**Tracking for Effectiveness**

CJM regularly tracks its long-term supportive housing clients through nation-wide prison web information. These findings are consistent with the fact the CJM's supportive housing programs are built on evidence-based practices:

- Release to Rent (R2R) participants, after one year of program involvement, are 80% employed and 97% still in appropriate housing.

- Since beginning in 2003, R2R has a very high success rate. Even three years after release—over 90% who completed the program are still out of prison.

## **B. Program Design and Implementation**

### **1. Project Summary**

This award, if granted, will continue to fund Release to Rent which incorporates the following program elements:

- Housing for those without an acceptable home plan
  - Housing will be individual, not shared, to clarify area of responsibilities
  - Housing will be scattered in the community
  - Provision of furnishings for rental unit and moving services
  - Startup help initial rent, then decreasing gradually with increasing client responsibilities
- Personal support
  - Intensive case management with regular on-site personal visits and 24/7 support via cell phone
  - Weekly support groups with other ex-prisoners, including those who have succeeded in social reintegration after release

### **2. Provision of Services**

Services at CJM follow Evidence-Based Principles for Effective Interventions:

Since 2003, CJM's service supported housing programs work on the principles of Housing First, Scattered Housing, and Harm Reduction that have a proven track record. With this support, recently released persons are more likely to succeed with re-entry.

- Housing First—The Housing First principle focuses on providing housing regardless of employment because it gives a sense of personal security, enables persons to protect their clothes and bus tickets, and helps them to be better prepared for job interviews.

- Scattered Housing—This principle is much more effective in promoting social reintegration because clients actually live in a community and have real neighbors.
- Harm Reduction—CJM programs follow the principle of Harm Reduction. Without this principle, 85% of CJM program participants who are living with addictions could be thrown out on their first error. The Harm Reduction principle allows program participants more opportunities to begin anew and gives case managers more time to motivate them to enter treatment. Allowing clients to stay in housing despite initial mistakes also contributes to public safety on the streets and decreases overall costs to the state.

Since the initial Community Reentry Funding in April 2009, this agency—well known on the streets and at the St. Louis Community Release Center—has been able to meet an increasing number of felons on MODOC supervision with their needs. . This program proposes to give forms of assistance to sex offenders which are which are essential to their successful reentry, but which are rarely available through public or private funds.

The CJM staff assists in decreasing the real and perceived barriers related to re-entry by offering classes like Anger Management and by using approaches such as Motivational Interviewing. The implementation of these best practices helps CJM clients to reintegrate more successfully into the community, and that outcome contributes to a safer community for both the recently released and the community.

CJM currently provides supportive housing to 65 persons with a criminal past and gives other startup services to hundreds more. With this funding for Release to Rent, CJM will not only continue 5 participants who have already begun Release to Rent, but will be able to offer a comprehensive program to an additional 15 persons who are released from Missouri's prisons. They will be

- men who are returning home from prison to St. Louis City or County
- willing and able to do their share to succeed in re-entering the community

- persons burdened by at least one additional challenge to successful reentry, e.g.,
  - sex offender status
  - removed from society during many years of incarceration with no one to help them to reenter

Fortunately many of our prior clients with sex offender status have been able to remain in their apartments after graduating from the program. The downside to this is available apartments that meet the legal residency requirements for sex offenders are in high demand. We are currently working with landlords to increase the number of apartments available that meet sex offender registry guidelines.

Release to Rent will provide services to at least 5 new clients with sex offender status who are under supervision of Missouri Department of Corrections and referred by their Transitional Housing Unit or Parole Officer. This is in addition to the 3 sex offenders who will be continuing in program through the next funding period.

Clients are referred to Release to Rent by Institutional Staff or Probation and Parole staff using a referral form that has been widely used for this purpose for several years. Referrals are completed by DOC staff and then faxed or emailed to CJM. If the referred client meets criteria for the program (and there is an opening), R2R staff will interview the client and make a determination of acceptance. That decision is then given to the client and to the referring DOC staff member. The program is 12 months in duration. Each client will remain in the program as long as they abide by Parole stipulations and program requirements.

### Rationale

Housing for persons who reenter with felonies is difficult to find. CJM has a record of working successfully with landlords who trust that CJM support will protect their property. In recent years, CJM has increased the number of sex offenders assisted with housing Why?

- Many jail/prison ministries, especially those affiliated with churches, refuse to serve sex offenders.
- With supportive housing, sex offenders are more likely to return successfully.

- The community is safer when sex offenders have known housing, can meet their need for treatment, and are able to fulfill their responsibilities (e.g., to register as required).
- Even though Probation and Parole recognize the need for appropriate housing and startup assistance—especially for sex offenders, their budgets do not allow them to help all in need.

### Direct Services

The following are the housing services most often identified by Missouri Parole Officers and experienced in the 12 years of successful reentry through CJM's Release to Rent. The actual number and type of program services will depend upon the referrals of Parole Officers, the expressed needs of the ex-offender, and the observations of the Release to Rent staff members. An estimate of needed services—based on prior experience—follows:

- Rent

This program proposes to provide housing to men who are reentering, mostly sex offenders. This help, given by supportive professionals who collaborate with parole officers, is essential to successful reentry, but is rarely available in the community. CJM's housing is individual, not shared, to clarify the ex-offender's area of responsibility. Intensive case management is provided with regular on-site personal visits and 24/7 support via cell phone. Moreover, weekly support groups with other ex-prisoners, including those who have succeeded in social reintegration after release.

Rent will be paid totally for the client's first three months, then CJM lowers its share of the rent by 10% each month while the client increases his own share of the rent by that amount. By the last month, the client has ordinarily been able to assume 90% of his rent. If he has been a good tenant, he can ask the landlord for another year's lease—in his own name. Sometimes CJM determines the need to pay greater amounts of rent, for example if the client has only limited work hours, is hospitalized, or

loses his employment – this is especially true in the case of a sex offender who has additional barriers to housing.

## 2. Provision of Services

Services at CJM follow Evidence-Based Principles for Effective Interventions:

- **Assessment**—All service begins when a Parole Officer electronically sends a recommendation to the Release to Rent Coordinator, Latrice Tate, for housing based on some sign of need. Sometimes a subsequent assessment may be provided by a Sex Offender Therapist who identifies a sex offender who needs the assessment and/or treatment. The Release to Rent Coordinator continues to communicate with person's parole officer to determine what is most needed and that the recommended client who is referred is eligible for these services, namely on Missouri Parole. Standard CJM procedures are used to provide the Administrative Assistant with the information needed to pay for and track the requested services.
- **Contact time**—Study of each client's needs, arrangements for the housing and startup services, and needed recordkeeping will average about two hours per week—hence the estimate of one day per week of the two CJM staff members' time. In addition, the CJM Administrative Assistant will spend about an hour per week for all the services of each client—hence the estimate of one half-day per week.
- **Motivation**— Ex-offenders, especially sex offenders, have experienced opposition to their efforts to reenter successfully. They experience few people who are actually trying to assist them. So the fact that the CJM staff members are working to provide all of their needed services and are expressing interest in them can enhance the intrinsic motivation of the ex-prisoner.
- **Target Audience**—Persons released from Missouri Department of Corrections, including sex offenders, who need supportive housing, who have completed long terms, and/or have obstacles to

reentering the community are the target audience. Men of any age or race or background are assisted as long as they are referred by their parole officer and as long as appropriate housing is available. Records of each person served will include the person's Missouri I.D. number.

- Collaboration—The CJM Program Director has working relationships with parole officers, including those to whom sex offenders are assigned. The fact that the CJM Program Director, Heidi Moore, has studied sex offenders extensively in her post-graduate work in Criminal Justice and has also worked with scores of sex offenders in her work with Missouri Probation & Parole as well as CJM facilitates her work with parole officers as well as therapy professionals.
- Intervention—Research shows that the strains of prisoner reentry are relieved by addressing needs and using interventional strategies as soon as possible. Prompt response is especially valuable for sex offenders who face much negativity and many unknowns when returning to the community. CJM communicates daily with parole officers in regard to all parolees in CJM's Release to Rent.
- Positive Reinforcement—After ex-offenders reenter and become aware that supportive housing service will help them to reenter the community, they are rewarded by receiving the very help they need.
- Records—Client records are updated after services are given. Client records and payments to professional providers are checked and pooled at the end of each month, and reporting is prepared every quarter using the required reporting forms.

### **3. Core Performance Measures**

Exhibit D outlines performance measure for Release to Rent—Housing. The clients will need rental assistance. 100% of clients will be housed in a furnished, one-bedroom or studio apartment. This information will be included on the narrative section of the required quarterly reports.

### **4. Timeline**

Clients will be served, based on communications with Parole Officers, beginning upon receipt of this award. Ideally, CJM will be able to use existing working relationships with parole officers and with community partners to meet the clients' housing needs. Please see Exhibit E.

## 5. Budget Detail

All budgeted funds are to be expended to provide Housing and Startup to persons released into St. Louis and referred by their Missouri Parole Officers or other MDOC staff. Key categories are these:

- **Personnel** to communicate MDOC staff and to authorize and provide needed services, to provide personal support and 24/7 emergency response, to coordinate the records of services provided, to make payments, and to complete needed reports.
- **Direct Services** to meet the needs of ex-offenders: Monthly rent are the direct service in this grant.
- **Unpredictability** will affect the accuracy of this budget. . Although this budget will depend upon hard-to-predict factors, the years of CJM's experience in giving direct service to ex-prisoners, including sex offenders, provide a sound basis for these 2014-15 budget estimates.

See Exhibit F for Budget Detail Worksheet.

## 6. Budget Narrative

See Exhibit G.

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>	Criminal Justice Ministry	
<b>Reference Information (Prior Services Performed For:)</b>		
Name of Reference Company:	State of Missouri Department of Corrections Board of Probation and Parole	
Address of Reference Company:	220 S. Jefferson, 2 <sup>nd</sup> Floor	
	St. Louis, MO 63103	
Reference Contact Person Name:	Nancy J. McCarthy, Regional Administrator	
Contact Person Phone #:	314-982-8223 or 314-550-0796	
Contact Person e-mail address:	nancy.mccarthy@doc.mo.gov	
Dates of Prior Services:	Vital Papers 1, 2, 3, 4, 5, and 6--April 2009 to July, 2014 Entry Essentials 1, 2, 3, 4, 5, 6, and 7--April 2009 to June 2015 Release to Rent--2003 to June 2015 Solid Start--July 2010 to July 2012 Direct Services--1979 to present	
Dollar Value of Prior Services:	Vital Papers--\$375,000                      Entry Essentials--\$500,000 Solid Start--\$575,000                      Release to Rent--\$1,575,000	
Description of Prior Services Performed:	Collaborating with Probation and Parole Staff to provide basics that ex-offenders need when reentering the community, paying for out of state birth certificates, paying for discretionary sex offender assessments, providing scattered housing with intensive case management to ex-offenders and offering support groups as well as other opportunities to reenter.	



Authorized Signature of Applicant

6-30-15

Date

**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>	Criminal Justice Ministry	
<b>Reference Information (Prior Services Performed For:)</b>		
Name of Reference Company:	State of Missouri Department of Corrections Board of Probation and Parole	
Address of Reference Company:	220 S. Jefferson, 2 <sup>nd</sup> Floor	
	St. Louis, MO 63103	
Reference Contact Person Name:	Mary Bouman, District Administrator	
Contact Person Phone #:	314-982-8208	
Contact Person e-mail address:	mary.bouman@doc.mo.gov	
Dates of Prior Services:	Vital Papers 1, 2, 3, 4, 5, and 6--April 2009 to July 2014 Entry Essentials 1, 2, 3, 4, 5, 6, and 7--April 2009 to June 2015 Release to Rent--2003 to June 2015 Solid Start--July 2010 to July 2012 Direct Services—1979 to present	
Dollar Value of Prior Services:	Vital Papers--\$375,000                      Entry Essentials--\$500,000 Solid Start--\$575,000                      Release to Rent--\$1,575,000	
Description of Prior Services Performed:	Collaborating with Probation and Parole Staff to provide basics that ex-offenders need when reentering the community, paying for out of state birth certificates, paying for discretionary sex offender assessments, providing scattered housing with intensive case management to ex-offenders and offering support groups as well as other opportunities to reenter.	



Authorized Signature of Applicant

6-30-15

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>	Criminal Justice Ministry	
<b>Reference Information (Prior Services Performed For:)</b>		
Name of Reference Company:	State of Missouri Department of Corrections Board of Probation and Parole	
Address of Reference Company:	1621 N. 1 <sup>st</sup> Street	
	St. Louis, MO 63102	
Reference Contact Person Name:	Chris Sarchett, Unit Supervisor, St. Louis Community Release Center (SLCRC)	
Contact Person Phone #:	314-877-0300	
Contact Person e-mail address:	chris.sarchett@doc.mo.gov	
Dates of Prior Services:	Vital Papers 1, 2, 3, 4, 5, and 6--April 2009 to July, 2014 Entry Essentials 1, 2, 3, 4, 5, 6, and 7--April 2009 to June 2015 Release to Rent--2003 to June 2015 Solid Start--July 2010 to July 2012 Direct Services--1979 to present	
Dollar Value of Prior Services:	Vital Papers--\$375,000                      Entry Essentials--\$500,000 Solid Start--\$575,000                      Release to Rent--\$1,575,000	
Description of Prior Services Performed:	Collaborating with Probation and Parole Staff to provide basics that ex-offenders need when reentering the community, paying for out of state birth certificates, paying for discretionary sex offender assessments, providing scattered housing with intensive case management to ex-offenders and offering support groups as well as other opportunities to reenter.	



Authorized Signature of Applicant

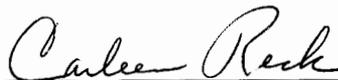
6-30-15

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>	Criminal Justice Ministry	
<b>Reference Information (Prior Services Performed For:)</b>		
Name of Reference Company:	State of Missouri Department of Corrections Board of Probation and Parole	
Address of Reference Company:	220 S. Jefferson	
	St. Louis, MO 63103	
Reference Contact Person Name:	Shanyon Carter, Unit Supervisor	
Contact Person Phone #:	314-877-1052	
Contact Person e-mail address:	shanyon.carter@doc.mo.gov	
Dates of Prior Services:	Vital Papers 1, 2, 3, 4, 5, and 6--April 2009 to July, 2014 Entry Essentials 1, 2, 3, 4, 5, 6, and 7--April 2009 to June 2015 Release to Rent--2003 to June 2015 Solid Start--July 2010 to July 2012 Direct Services—1979 to present	
Dollar Value of Prior Services:	Vital Papers--\$375,000                      Entry Essentials--\$500,000 Solid Start--\$575,000                      Release to Rent--\$1,575,000	
Description of Prior Services Performed:	Collaborating with Probation and Parole Staff to provide basics that ex-offenders need when reentering the community, paying for out of state birth certificates, paying for discretionary sex offender assessments, providing scattered housing with intensive case management to ex-offenders and offering support groups as well as other opportunities to reenter.	



Authorized Signature of Applicant

6-30-15

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>	Criminal Justice Ministry
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	State of Missouri Department of Economic Development
Address of Reference Company:	Harry S Truman Building, Room 770
	P. O. Box 118, Jefferson City, MO 65102
Reference Contact Person Name:	Kim Baughman, Economic Development Incentive Specialist
Contact Person Phone #:	573-526-5417
Contact Person e-mail address:	Kimberly.baughman@ded.mo.gov
Dates of Prior Services:	NAP Tax Credits Release to Rent--2012 to present (June 2015)
Dollar Value of Prior Services:	Release to Rent--\$471,030
Description of Prior Services Performed:	Collaborating with Probation and Parole Staff to provide basics that ex-offenders need when reentering the community, paying for out of state birth certificates, paying for discretionary sex offender assessments, providing scattered housing with intensive case management to ex-offenders and offering support groups as well as other opportunities to reenter.



Authorized Signature of Applicant

6-30-15

Date

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

**EXPERTISE OF PERSONNEL**

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

<b>Title of Position:</b> <u>Executive Director, Criminal Justice Ministry</u>	
<b>Name of Person:</b>	Carleen Reck, SSND
Educational Degree (s): include college or university, major, and dates	Ph.D. St. Louis U in Education—Curriculum & Supervision, 1978 M.A., University of Notre Dame—English, 1969 B.A., Notre Dame College—English, 1960
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Has completed all requirements of the CITI Program, <i>The Protection of Human Research Subjects</i> including "Research with Prisoners" and is currently certified to serve as Prisoner Advocate for St. Louis University Behavioral & Social Science Institutional Review Board as well as the St. Louis University Biomedical Institutional Review Board.
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	Starting and Governing a Nonprofit 501(c)(3) Organization in Missouri by Nonprofit Management & Leadership Program at UMSL Volunteer in Correction training and annual updates Advanced Performance-Based Evaluation Financial Management of Religious Institutes
Number of years experience in area of service proposed to provide:	15 years in service to persons reentering from jail/prison
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships	Elected Executive Director May 9, 2013, by new Corporate Board of Criminal Justice Ministry. Served as Director of Criminal Justice Ministry since 1999 as employee of then-sponsor, Society of St. Vincent dePaul
Describe this person's responsibilities over the past 12 months.	Identifies needs and develops programs to implement CJM's mission and goals, seeking funding when needed Direct all CJM programs by supervising and working with program coordinators of Direct Service (including Entry Essentials), Volunteer Service, Release to Rent, R2RVets, and others Represents CJM with community reentry groups (On Steering Committee of STAR—St. Louis Alliance for Reentry) Works for systemic change in collaboration with local, state, and federal agencies Planned and coordinated the 2011 National Convocation of Jail & Prison Ministry
Previous employer(s), positions, and dates	School Sisters of Notre Dame, Provincial Councilor, 1991-99 Superintendent of Schools, Diocese of Jefferson City, 1986-91 Executive Director, Department of Elementary Schools, National Catholic Educational Association, Washington, DC, 1977-86 Teacher and Administrator in Elementary and High Schools in Missouri and Illinois
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Social Work	Involved with Missouri Association for Social Welfare, specifically the Criminal Justice Task Force since 1999, serving as Task Force Chair for

<b>Title of Position: <u>Executive Director, Criminal Justice Ministry</u></b>	
	six years
✓ Reentry	Involved with developing reentry programs, beginning in 2003 with Release to Rent, extending to R2Rvets. Expanded CJM Direct Service by adding Welcome Backpacks and additional startup materials. Initiated Kairos Outside in Missouri and helped K.O. MO transition to the National K.O. Network. Secured outside funding to expand CJM services. Collaborated with other agencies, including Probation & Parole and others in STAR (St. Louis Alliance for Reentry).
✓ Counseling	Practiced briefly during Ph.D. study at St. Louis University.
✓ Criminal Justice	Have collaborated with St. Louis University, specifically Dr. James Gilsinan and Dr. Fred Rottnek, with the Metropolitan Police Department, and agencies in F.O.R. Program (Families & Offenders Reunited)
✓ Correctional Residential Facilities	Have worked to improve coordination of services for individuals who reside at the St. Louis Community Release Center

*Carlee Park*

Authorized Signature of Applicant

6-30-15

Date

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

**EXPERTISE OF PERSONNEL**

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

<b>Title of Position: <u>Program Director</u></b>	
<b>Name of Person:</b>	Heidi Moore
Educational Degree (s): include college or university, major, and dates	M.S. Criminal Justice, Univ. of Central Missouri, 2008 B.S. Criminal Justice, Drury University, 1999
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	N/A
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	"Makin' It Work" Instructor Training, December 2010 Moral Reconciliation Therapy Facilitator Training, February 2013
Number of years experience in area of service proposed to provide:	12 years experience working directly working with ex-offenders
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships	Employed by Criminal Justice Ministry since October 2007
Describe this person's responsibilities over the past 12 months.	Coordinator, Release to Rent. Screens and selects participants and supervised the case manager. Coordinates and facilitates the Stay Out support group for offenders.
Previous employer(s), positions, and dates	Missouri Board of Probation and Parole, Probation and Parole Officer II, May 2003-October 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	Worked with juveniles in state custody by developing family reunification and treatment plans for the juvenile and family.
✓ Reentry	Coordinated Release to Rent, a prison reentry program focusing on housing. Coordinates Project ReConnect, a prison reentry program for those maxing out of state prison. Co-Chair of St. Louis Alliance for Reentry Community Awareness committee. Previously coordinated a similar program for veterans, R2RV.
✓ Counseling	Active in 12-step recovery (Alanon)
✓ Criminal Justice	Probation and Parole Officer for over 4 years as a field officer, institutional officer, and at SLCRC.
✓ Correctional Residential Facilities	Worked as a PO II at SLCRC from December 2006-October

Title of Position: <u>Program Director</u>	
	2007.

Carlee Reub  
Authorized Signature of Applicant

6-30-15  
Date

**EXHIBIT B**

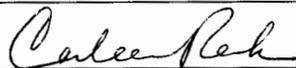
**SUBMISSION IS MANDATORY**

**EXPERTISE OF PERSONNEL**

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

<b>Title of Position: Program Coordinator</b>	
<b>Name of Person:</b>	Latrice Tate
<b>Educational Degree (s):</b> include college or university, major, and dates	BA Criminal Justice- Southeast Missouri State University 2006 MA Criminal Justice Administration – Lindenwood University 2009
<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:	Moral Reconciliation Therapy Facilitator – May 2015
Number of years experience in area of service proposed to provide. Experience in working with offenders?	4 years and 8 months of experience of working directly with ex-offenders.
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Employed by Criminal Justice Ministry since April 7, 2015.
Describe this person's responsibilities over the past 12 months.	Provide guidance to previously incarcerated men in the process of re-entering into society; Assisting clients in creating and working toward long and short-term goals; Conduct routine home visits; maintaining a line of communication with all program clients;
Previous employer(s), positions, and dates.	January 2011- April 2015 Probation and Parole Officer II, Missouri Department of Corrections Supervised Felony convicted male and inner city probationers and parolees; supervised male and female adult sex offenders; communication with various community partners including treatment providers, law enforcement agencies, polygraphers and other service providers; on the job trainer for new staff; Volunteer and Intern Coordinator; STAR Housing Committee; Pathway to Change Facilitator; Office Safety Coordinator; Role of Family in P&P Liaison; Release to Rent Liaison, primary and sex offender caseloads.  October 2010-December 2010 Corrections Officer, City of St. Louis Justice Services Ensured the safety and functionality of the City jail by providing supervision of the arrestees  October 2008-October 2010

<b>Title of Position: Program Coordinator</b>	
	Financial Services Representative, Commerce Bank Provided personal banking knowledge and assistance to new and existing business and personal account holders; finance management and planning; personal and business loans.
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	<p>April 2015 – Present Case Manager, Criminal Justice Ministry, Release to Rent Provide guidance to previously incarcerated me in the process of re-entering into society; Assisting clients in creating and working toward long and short-term goals; Conduct routine home visits; maintaining a line of communication with all program clients</p> <p>January 2011- April 2015 Probation and Parole Officer II, Missouri Department of Corrections Supervised Felony convicted rule and inner city probationers and parolees; supervised male and female adult sex offenders; communication with various community partners including treatment providers, law enforcement agencies, polygraphers and other service providers; on the job trainer for new staff; Volunteer and Intern Coordinator; STAR Housing Committee; Pathway to Change Facilitator; Office Safety Coordinator; Role of Family in P&amp;P Liaison; Release to Rent Liaison, primary and sex offender caseloads.</p>
✓ Counseling	N/A
✓ Criminal Justice	<p>January 2011- April 2015 Probation and Parole Officer II, Missouri Department of Corrections Supervised Felony convicted rule and inner city probationers and parolees; supervised male and female adult sex offenders; communication with various community partners including treatment providers, law enforcement agencies, polygraphers and other service providers; on the job trainer for new staff; Volunteer and Intern Coordinator; STAR Housing Committee; Pathway to Change Facilitator; Office Safety Coordinator; Role of Family in P&amp;P Liaison; Release to Rent Liaison, primary and sex offender caseloads.</p>
✓ Correctional Residential Facilities	<p>October 2010-December 2010 Corrections Officer, City of St. Louis Justice Services Ensured the safety and functionality of the City jail by providing supervision of the arrestees</p>



Authorized Signature of Applicant

6-30-15

Date

**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>	Eric Schultz
<b>Educational Degree (s):</b> include college or university, major, and dates	Student at St. Louis Community College
<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:	Moral Reconciliation Therapy Facilitator – May 2015 Protecting God's Children Mental Health Connection
Number of years experience in area of service proposed to provide. Experience in working with offenders?	3 years experience participating in support and recovery groups for ex-offenders
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Employed by Criminal Justice Ministry since 2013. Eric is a former client who successfully completed the program. He volunteered for the program during his participation, helping get apartments ready for new clients.
Describe this person's responsibilities over the past 12 months.	Case Manager for Project Re-Connect a program for men who have maxed out of MDOC. Ensure the client needs are being met with in the guidelines of the grant, facilitate support group, communicate with clients, attend program meetings.
Previous employer(s), positions, and dates.	Since May 2013 working for Criminal Justice Ministry. First, by getting the apartments ready for the clients, establishing utilities, and purchasing items within the grant guidelines. He then moved into a case manager position with CJM for Release to Rent. In July, 2014 he transferred to Project ReConnect.
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	March 2013-Present Criminal Justice Ministry, Release to Rent Moving furniture, getting apartments ready for the client to move, provide guidance to previously incarcerated me in the process of re-entering into society; Assisting clients in creating and working toward long and short-term goals; Conduct routine home visits; maintaining a



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

<b>Title of Position:</b> <u>Administrative Assistant/Grant Manager</u>	
<b>Name of Person:</b>	Christine Syberg
<b>Educational Degree (s):</b> include college or university, major, and dates	Associate of Arts-Jefferson College-May, 2015
<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:	N/A
Number of years experience in area of service proposed to provide. Experience in working with offenders?	1 year
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Employee for 1 year
Describe this person's responsibilities over the past 12 months.	Working with CJM director on daily activities, Assisting Program coordinators with payment and budget reports, Assuring that required documentation is maintained for funder reports and audits,, Serving as contact person with the payroll company and health care provider
Previous employer(s), positions, and dates.	Agent In Charge, Client Services Solutions, October, 2013-July2014 Customer Service Representative, Client Services Solutions, October, 2010-October 2013
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
<input checked="" type="checkbox"/> Social Work	
<input checked="" type="checkbox"/> Reentry	
<input checked="" type="checkbox"/> Counseling	
<input checked="" type="checkbox"/> Criminal Justice	
<input checked="" type="checkbox"/> Correctional Residential Facilities	

Christine Syberg  
Authorized Signature of Applicant

6-30-15  
Date

**EXHIBIT C****SUBMISSION IS MANDATORY****LEGAL/CANCELLATION ACTIONS AGAINST APPLICANT**

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

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



Authorized Signature of Applicant

6-30-15

Date

**Exhibit D**  
**Performance Measures**

*Total Number of Clients Agency Proposes to Serve:* 20 Unique clients, 5 continuing and 15 new clients.

<b>Category</b>	<b>Service</b>	<b>Proposed Clients</b>	<b>Outcome</b>	<b>Indicator</b> (How do you know you are achieving the outcome?)
Academic			Enhanced education	
Basic Needs and Emergency Services			Attainment of basic needs and emergency services	
Employment			Improved employment	
Family			Increased family support	
Housing	Rental Assistance	20	Attainment of housing	100% of clients will be housed in a furnished, one-bedroom or studio apartment.
Mental Health			Reduced mental health risks	
Substance Abuse			Reduced substance abuse	
Transportation			Attainment of transportation	

**EXHIBIT E****SUBMISSION IS MANDATORY****TIMELINE**

The applicant shall complete this form to include each detailed step that will need to be taken to implement the project and to provide services during the entire contract period.

Task or Event	Start Date	Date to be Completed	Assigned Personnel
Inform District P&P offices and SLCRC of funding	Upon receipt of award	8/1/2015	Program Coordinator
Create Spreadsheets to track spending and clients served	8/1/2015	8/31/15	Program Director, Program Coordinator, Administrative Assistant
Interview and select 13 participants (2 have already been selected but have not started) for the program	8/1/2015	Ongoing	Program Coordinator
Provide assistance with housing	8/1/2015	Ongoing	Program Coordinator Case Manager Staff Member
Work with client to establish goals	8/1/2015	Ongoing	Case Manager Program Coordinator
Refer client to appropriate agencies for services to support housing, e.g., employment, mental health, substance abuse and medical needs	8/1/2015	Ongoing	Case Manager Program Coordinator
Maintain contact with clients on a regular bases	8/1/2015	Ongoing	All R2R Staff
Keep accurate records of services provided and funds spent	8/1/2015	Ongoing	Administrative Assistant Program Director
Submit quarterly/final report	8/1/2015	Nov. 15, 2015 Feb. 15, 2015 May 15, 2016 August 15, 2016	Program Director with Program Coordinator and Administrative Assistant

**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>
Program Coordinator, Release to Rent (R2R)	15% of 12 months @ \$38,000	5,700
Christine Syberg, Administrative Assistant	10% of 12 months @ \$33,000/year	3,300
	<b>Subtotal</b>	<b>\$9,000</b>
<b>B. Fringe Benefits (must be capped at 12%)</b>		
<b>Name/Position</b>	<b>Calculation of Cost</b>	<b>Cost</b>
		\$
	<b>Subtotal</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>
Rent 15 new clients @ average of \$3,000 each. Rent for 5 existing clients @ average of \$500 each. Subsidy will be needed through other funding sources.	Monthly Rent est. \$400 w/ gradual decrease starting Month 4	41,000
	<b>Subtotal</b>	<b>\$41,000</b>

	Calculation of Cost	Cost
<b>E. Equipment/Supplies (Direct Services Only)</b>		
	<b>Subtotal</b>	
<b>Summary</b>		
A. Personnel		9,000
B. Fringe Benefits		
C. Staff Travel		
D. Direct Services		41,000
E. Equipment/Supplies (Direct Services Only)		
<b>TOTAL PROJECT COSTS</b>		<b>\$50,000.00</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 Criminal Justice Ministry

Authorized Signature of Applicant *Carleen Reck* Date 6-30-15

Printed Name Carleen Reck

**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**

Two FT and 1 PT staff members will work with Parole Officers and leaders at St. Louis Community Release Center (SLCRC) to provide housing and startup services for persons most in need. Many of the clients will be sex offenders who have greater difficulty in finding housing and often need additional startup assistance. These two staff members will authorize and provide needed service/s. Each of the housing services will require weekly contact averaging about four hours per client per week. An additional hour per week is required for case notes and for handling procurement and billing of services. These staff members have extensive experience with Missouri Parole. Two are former Parole Officers. One PT staff member is an ex-offender who graduated from the Release to Rent program. One of these FT staff members is charged @ 15% in this application or \$5,700.

Another staff member will coordinate the records of services that were authorized by the staff members and make payments to the providers. This staff member handles all the CJM checks and credit card purchases, working with The Mission Center. All expenditures will be reviewed in the annual CJM audit. Each client's services will require about one hour for these steps—or approximately ½ day weekly. A 10% share of the salary of this staff member will total \$3,300.

**B. Fringe Benefits**

All staff members are paid through Payroll 1 procedures—with taxes paid as required. They all receive benefits—health care insurance, short and long-term disability, life insurance, workers' comp, and unemployment insurance. Neither taxes nor benefits will be billed within this application.

**C. Staff Travel**

All clients are housed in scattered one-bedroom apartments in St. Louis. Most client-staff contacts take place in client apartments—which requires miles of travel, but which also gives the staff member a clear vision of the client's state of mind and body. In addition, clients frequently need to be driven to reach their basic needs—especially when they first return, so staff members need to drive them to their destinations. An estimate of 600 miles per month is based on actual mileage reports by R2R staff. No staff travel reimbursements will be billed within this application.

**C. Direct Services to the Offenders**

The actual number and type of program services will depend upon the needs of the clients and referrals by Parole Officers. With the Release to Rent staff, Parole officers will assess the needs of persons under their supervision. Ex-offenders will either begin Release to Rent or will need additional assistance, based on their current status in Release to Rent. Their basic needs are for rent, deposit and other startup items. This application requests rental payments. A partner application requests deposit and other startup items.

**• Rent**

This application requests an average of \$3,000 for housing rental for 15 new DOC clients to be served during the funding quarter as well as 5 clients who are currently in the program. (Five of the new are and three of the current will be sex offenders.) Additional clients will be served through other funders. This rent is based upon \$400/mo rent. If units are not available at this rate, other funding sources will need to supplement this award.

This is the plan for expending housing costs: Upon their release, the Release to Rent clients are placed into a furnished and ready apartment with individualized services and intensive supervision. A security deposit is paid (included in partner application). Rent is paid in full for the first three months and then “steps down” each month thereafter by 10% per month with the client beginning to pay 10% more each month from Month 4 through Month 12. At yearend the client can request his own lease and take over paying rent in full. Five of the 15 new clients will be sex offenders who not only have more difficulty in finding a rental unit, but also generally need to pay higher rent because their guidelines limit their choices of apartments. Although this budget is based on estimates of only \$400 rent, it is likely that other sources of funding will need to supplement the rental payment for the 20 clients included in this application.

- **Startup**

The following services—based on prior experience—will be provided, as needed through the partner grant:

- Deposit
- Cell phone
- Food
- Monthly bus pass
- Utility assistance
- Inner clothing (underwear and socks)
- Outer clothing (with priority to work clothing)
- Medicines (including Hep A shots required to work with food)
- Hygiene items
- Other

**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.**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>BOX A:</b> To be completed by a non-business entity as defined below.</p> <p><b>BOX B:</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 <a href="http://www.dhs.gov/files/programs/gc_1185221678150.shtm">http://www.dhs.gov/files/programs/gc_1185221678150.shtm</a>.</p> <p><b>BOX C ✓:</b> 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.</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**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.)*

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

\_\_\_\_\_  
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)

\_\_\_\_\_  
*Signature of Notary*

\_\_\_\_\_  
*Date*

**EXHIBIT J, continued**

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

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

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

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

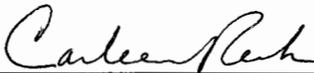
Name of **Missouri State Agency** or **Public University\*** to Which Previous E-Verify Documentation Submitted: www.dhs.gov/E-Verify

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

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

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

Carleen Reck  
Authorized Business Entity Representative's Name (Please Print)

  
Authorized Business Entity Representative's Signature

Criminal Justice Ministry  
Business Entity Name

630-15  
Date

carleenr@cjmstlouis.org  
E-Mail Address

690888  
E-Verify MOU Company ID Number

**FOR DEPARTMENT USE ONLY**

Documentation Verification Completed By:

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

\_\_\_\_\_  
Date

K

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

DEPARTMENT OF THE TREASURY

Date: JUN 28 2014

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

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

Dear Applicant:

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

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

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

Sincerely,



Director, Exempt Organizations

Enclosure: Publication 4221-PC