



**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 15160 St. Louis, MO 63110	SDA48000805 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 ROCK, EXEC. DIRECTOR
Authorized Signature: *Carleen Rock* 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: Entry Essentials 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: 6/30/2015

NOTICE OF AWARD:

In its entirety.

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

Contract No. **SDA48000805** E-005

[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
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2729 Plaza Drive, P.O. Box 236
Jefferson City, MO 65102

Buyer of Record:
Gary Stoll, CPPB
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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: 6/30/2015

NOTICE OF AWARD:

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

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>		<i>Amount of DOC Funds Requested:</i>
<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: Entry Essentials 8
Does this program complement another application? Yes ___ **No** **Name:** _____
Provide a unique name descriptive of service or program for EACH application submitted

Applicant Agency and Address: <u>Criminal Justice Ministry</u> <u>P. O. Box 15160</u> <u>St. Louis, MO 63110</u>	Project Director Name, Phone, Fax & Email: <u>Carleen Reck</u> <u>Phone: 314-881-6023</u> <u>Fax: 314-881-6073</u> <u>Email: carleenr@cjmstlouis.org</u>
<u>Carleen Reck/Exec Dir.</u> Signature/Title	<u>6-30-2015</u> Date

Anticipated Outputs: (number of offenders supervised by DOC to be served by the proposed project): 600 (for over 1,800 services)	Estimated Cost per Offender: \$ 83.33	# of Paid Staff: 2 PT (1FTE) # of Volunteers: 2
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Summary of Proposed Project: In a concise manner, provide a summary paragraph of your project.

“Entry Essentials 8” allows the Criminal Justice Ministry to assist parolees who are returning to St. Louis without resources to take the first steps to self-sufficiency. This application requests funding to continue partnering with Probation & Parole officers to meet basic needs of offenders. Services that promote a positive personal appearance and can assist in securing employment include the following: personal hygiene items (in a Welcome Backpack—or a one-zipper backpack if at SLCRC), inner clothing (underwear, socks), food, medical needs, local bus tickets, Greyhound/Amtrak ticket to reach treatment, home or court; work shoes or boots, outer clothing, Missouri IDs and Birth Certificates (for those unable to seek them at College Church), and initial rent/deposit for sex offender housing. All persons served will be referred by their parole officers. This grant includes a portion of two staff members (one who has a criminal record) who meet with each client for about thirty minutes and provide the merchandise or vouchers needed for over 1,800 services to 600 parolees as well as referrals to other needed services.

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.

3. Proposal Narrative for Entry Essentials 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. When SVDP decided to focus on their Conferences and asked CJM and other programs to separate, CJM determined to continue meeting the needs of the incarcerated and released. 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 whose rental options are limited by their restrictions.

- **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.
- **Stay Out support meetings** offer two 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.

Although ex-offenders who receive short-term service are often difficult to track, CJM continues to track long-term clients through nation-wide prison web information. 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. After three years—over 90% who completed the program are still out of prison.

The CJM leaders work closely with Missouri Probation and Parole leadership, arranging that all of CJM's long-term program participants report to the same team of Parole Officers. This simplifies the process for the P.O.s as well as for CJM's clients and staff. The CJM Executive Director participates actively on the Steering Committee and the Program Director serves on the Community Awareness Committee of the local MRP group, STAR (St. Louis Alliance for Reentry). CJM regularly collaborates with other agencies represented on STAR.

Helping the relationship between CJM and P&P is the fact that two CJM staff members are former Parole Officers who left Parole in good standing to be able to assist ex-offenders in additional ways as CJM staff. Two other CJM staff members are ex-offenders who help to shape CJM's outreach and services so they are effective with ex-offenders who are currently reentering the community.

Following are experiences of providing "Entry Essentials" to DOC clients:

- CJM's Direct Service staff in 2013-14, the last yearlong Community Entry Funding, assisted 1,250 clients, with the majority being residents at the St. Louis Community Release Center. That service included providing Welcome Backpacks, stuffed with personal items (toothbrush/paste, soap, shampoo, lotion, tissues, razors, shaving cream, wallet, notebook/pen), as well as other basic needs such as travel, food, underwear, socks, and work-related clothing. Some attended Anger Management classes at no cost.
- The Direct Service staff work with CJM Coordinators of Release to Rent, R2RVets, and the Volunteer Coordinator to give initial help to new program participants who have little.
- CJM staff has referred ex-offenders to other community resources such as employment services, medical care, eyeglasses, food pantries, etc.
- CJM has a voucher program established with Schnucks Culinaria Pharmacy for prescriptive drugs and with other providers for Hep A shots for potential food workers.
- CJM Direct Services has collaborated with Missouri Probation & Parole to successfully implement Entry Essentials since 2009. Here are the awards and outcomes:

#1 (April-August 2009) \$25,000	provided 716 services to offenders cf. goal of 703 offenders (duplication possible)
#2 (December 2009-October 2010) \$100,000	provided 2,619 services to 765 offenders cf. goal of 2,111 services to 800 offenders
#3 (August 2010—July 2011) \$100,000	provided 3,109 services to 1,015 offenders cf. goal of 2,030 services to 1,015 offenders

#4 (August 2011—July 2012) \$ 50,000 for Inner Essentials	provided 1,744 services to 911 offenders cf. goal of 1,500 services to 800 offenders
#4 Companion program (2011-12) \$50,000 for Outer Essentials	provided 1,729 services to 928 offenders cf. goal of 1,600 services to 750 offenders
#5 (August 2012—July 2013) \$ 50,000 for Inner Essentials	provided 3,162 services to 910 offenders cf. goal of 1,700 services to 800 offenders
#5 Companion program (2012-13) \$50,000 for Outer Essentials	provided 1,867 services to 966 offenders cf. goal of 1,740 services to 835 offenders
#6 (August 2013—July 2014) \$50,000 for Inner Essentials	provided 1,906 services to 763 clients cf. goal of 1,750 services to 800 clients
#7 (April 2015—June 2015) \$25,000 for Entry Essentials	Now in progress--on target to reach goals

B. Program Design and Implementation

1. Project Summary

For years, CJM Direct Service staff members have been meeting ex-offenders' needs. At times, they needed either to turn away those for whom they had insufficient resources or to give them a fraction of what they needed for a reasonable startup process. Since the initial Community Reentry Funding in April 2009, this agency—well known on the streets and at the St. Louis Community Release Center—is now able to welcome and assist more ex-offenders on MODOC supervision with the basic items that assist with reentering. While receiving funds from Community Reentry Funding, CJM has been able to provide services to every ex-prisoner referred by a Missouri Parole Officer.

Entry Essentials 8 requests funding for the following—some are continued services; some are expansions of current services.

- o Housing—Initial assistance with rent or deposit—ordinarily \$600 for sex offenders and \$300 for other offenders when referred by parole officer

- Personal Items—These ordinarily include the following: toothpaste, toothbrush, deodorant, shampoo, soap, lotion, tissues, razors, notebook, wallet—tucked into a Welcome Backpack which can be used for job hunting (or into a one-zipper Backpack for those residing at SLCRC).
- Inner clothing—For men, this ordinarily includes new underwear—2 sets of underwear and 2 pair socks. Women will receive new inner clothing or a clothing voucher.
- Food card—These cards are for \$25 and exclude alcohol or tobacco purchases. They are supplemented by information about nearby food pantries.
- Medical needs—Vouchers for prescriptions and Hep A shots, ranging from \$25 to \$70
- Bus tickets—Books of ten 2-hour Metro bus passes to facilitate travel, especially for employment search and initial employment
- Greyhound bus tickets—To reach out-of-town treatment, home or court when referred by parole
- Work shoes or boots—With priority to employment needs like construction steel-toed boots and shoes with non-slip surface for use in kitchen areas
- Outer clothing—Clothing vouchers are valid in St. Vincent DePaul Thrift Stores for new special buys (like hats or gloves) or for gently used clothing items.
- Missouri State IDs or Missouri Birth Certificates—Vouchers are valid at City Hall in downtown St. Louis. They are intended for those who are unable to reach College Church Social Outreach at the designated times or whose documents were lost in transition (because duplicates will not be provided by College Church).
- Out-of-State Birth Certificates—These are ordered electronically with a request for rapid delivery so that the documents can reach the clients to facilitate their job search and before they move on. This service is intended for those who are unable to reach College Church Social Outreach at the designated times or whose documents were lost in transition (because duplicates will not be provided by College Church).

2. Provision of Services

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

- **Assessment**—All service begins when the Parole Officer Emails or Faxes a Referral Sheet to CJM Direct Services on which the P.O. indicates the primary needs of the client. Next a Direct Services staff member pulls the CJM record of prior service to that client. Then in a thirty-minute interview, the CJM staff member reaches a decision on services needed by the client.
- **Contact time**—Appointments for service are made Monday through Friday, between 9 a.m. and 4 p.m. Study of the P.O.'s referral form, search of prior CJM client records, a thirty-minute interview, and follow-up recordkeeping ordinarily exceeds one hour per client visit—with thirty minutes in direct contact time. Every client walks out with a bag of hygiene items and/or underwear and socks as well as pages of helpful information. Many receive a complete Welcome Backpack, if needed, or their items in a simpler one-zipper bag if they reside at SLCRC. If the needed size (of shoes, underwear, or work clothing) is special, a CJM staff member drives the client to a store (e.g., K-Mart, or Wal-Mart) to find the needed size. In that case, the contact time extends up to 2 hours.
- **Motivation**—Many persons recently imprisoned have experienced few people actually listening to them. So the one-on-one time in which a CJM staff member listens to the person and expresses interest in genuine needs and provides needed items/services enhances the intrinsic motivation of the ex-prisoner. One of the CJM Direct Service staff members has personal experience with criminal charges and the challenge of twelve-step recovery efforts. His experience allows him to honestly say to a frustrated client, "I know how you feel . . ."
- **Target Audience**—Persons recently released from Missouri Department of Corrections who have basic needs for reentering the community successfully are the target audience. Men and women

of any age or race or background are assisted as long as they are referred by their parole officer.

To verify that the right person comes for the service appointment, the CJM staff uses the Missouri I.D. number to print out the DOC Offender Search which provides a photo and description.

- Collaboration-- CJM has arrangements with Schnucks Culinaria, Grace Hill Neighborhood Health Center, and Betty Jean Kerr's Health Center to help clients get prescriptions and Hep A shots; CJM purchases personal items at wholesale cost, offers vouchers to SVDP's Thrift Store, uses vouchers with escrow accounts at City Hall to better serve clients who need Missouri documents, refers some to SLATE and Employment Connection for job searches, and can provide gift cards to local grocery stores. Ordinarily gift cards are purchased for use at Schnucks because the cards clearly exclude tobacco and alcohol—and allow the value of the card to be expended over several visits.
- Intervention—Research shows that the strains of prisoner reentry are relieved by providing simple basics as soon as possible. CJM meets clients within a day or two of their referral by parole. Entry Essentials such as hygiene items and clean underwear are needed for personal self-confidence. Work clothes and shoes as well as Hep A shots are often required for employment. During the two years that the DOC studied outcomes of Community Reentry Programs (funded by Missouri), the CJM program participants showed greater success at reentry than parallel released persons who did not have the benefits of the programs.
- Positive Reinforcement—After Entry Essentials clients have secured a job offer, they are rewarded by being provided with other services such as work clothes and shoes or, if needed, another book of bus tickets.

- Records—Client records are updated after each day's appointments and at the close of each week. Client and financial data 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 lists the services that—based on years of CJM's experience—are anticipated to match the needs of state-supervised returnees who are referred by Probation & Parole officers. Most of the referred clients ordinarily need personal hygiene items, inner clothing, and local bus tickets. A smaller number will need assistance with initial rent/deposit—especially sex offenders who have fewer housing options. Some will have prescriptions with no resource to fill them, and a few will have job offers that require a Hep A shot. Others will need food cards, work shoes/boots, or outer clothing. Others will need Missouri IDs and/or birth certificates or out-of-state birth certificates—and are unable to reach College Church Outreach Services at the stipulated hours or they may need duplicates to replace copies lost in transition—which are not provided by College Church. Generally each client will use between three and four services. For that reason, Entry Essentials estimates that it will provide at least 1800 services to 600 clients through this grant and an additional 400 services to the same clients through other funding.

CJM can assure the funder that 100% of clients who are referred for needed services will have their basic needs addressed in terms of hygiene, inner clothing, food, medical needs, work shoes/boots, and/or outer clothing. In addition, 100% of referred clients will receive transportation (local or Greyhound), 100% of those who can begin housing if they receive assistance with initial deposit/rental will have that help, and 100% of those needing personal documents and unable to receive them from College Church will receive them. These services will be provided to the fullest extent allowed by this budget.

See Exhibit D for listing of Performance Measures.

4. Timeline

New clients will be served, based on referrals from designated Parole Officers, beginning upon receipt of this award. The Parole Officers will be able to continue already proven referral procedures with CJM, and CJM will be able to continue using community partners so no needy clients will be missed when beginning this new funding cycle. See Exhibit E for Timeline.

5. Budget Detail

All awarded funds will be expended to provide Entry Essentials to persons released into St. Louis and referred by their Missouri Parole Officers. Key categories are these:

- **Personnel** to assure that all needed resources are available, even more important to assure that each client has sufficient time to describe his/her personal needs, to understand how to use each resource given, and to know how to access the sites for any referrals. Occasionally personnel will be needed to take a client for a needed fitting. One of the two staff members brings personal experience with the courts and with ongoing efforts to recovery through 12-step meetings.
- **Staff Travel** to reimburse (at the state-approved rate, currently .37/mile) trips to secure all the materials needed for clients and to occasionally drive a client to a store, e.g., to be sure that the items (e.g., shoes/boots) fit well.
- **Direct Services** to meet the needs of ex-offenders—particularly sex offenders—for initial rent/deposit, to provide a supply of personal items (ordinarily soap, toothpaste/brush, deodorant, shampoo, lotion, tissues, razors, notebook, wallet in a Welcome Backpack or Backsack to meet SLCRC requirements, inner clothing (two sets of underwear and socks), food cards, medical needs (prescriptive drugs, Hep A shot), local bus tickets (book of ten 2-hour passes), Greyhound travel (for approved/required travel to treatment, court, or home), work shoes or boots, outer clothing,

Missouri State IDs, and either Missouri or out-of-state birth certificates (for those unable to meet time or other stipulations at College Church Social Outreach).

- **Unpredictability** will affect the exact implementation of this budget. A major factor will be the referrals of Missouri Probation & Parole officers. Some services will depend upon the ability of the returnees—especially sex offenders—to find potential rental units or to receive job offers. Although this budget will depend upon hard-to-predict factors, the years of CJM's experience in giving direct service to ex-prisoners provide a sound basis for these 2015-16 budget estimates. See Exhibit F for Budget Detail Worksheet.

6. Budget Narrative

The budget narrative explains this request for Entry Essentials 8. It includes personnel, some fringe benefits, staff travel and—the major line item—direct services for clients. These generally reflect the items budgeted in prior years, such as Entry Essentials 1 through 7. No supplies or equipment are charged. 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.

Organization Name:	Criminal Justice Ministry	
Reference Information (Prior Services Performed For:)		
Name of Reference Company:	State of Missouri Department of Corrections Board of Probation and Parole	
Address of Reference Company:	220 S. Jefferson, 2 nd 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, 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.

Organization Name:	Criminal Justice Ministry	
Reference Information (Prior Services Performed For:)		
Name of Reference Company:	State of Missouri Department of Corrections Board of Probation and Parole	
Address of Reference Company:	220 S. Jefferson, 2 nd Floor	
	St. Louis, MO 63103	
Reference Contact Person Name:	Mary Bouman, District Administrator	
Contact Person Phone #:	314-982-8208	
Contact Person e-mail address:	mary.bouman@doc.mo.gov	
Dates of Prior Services:	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, 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.

Organization Name:	Criminal Justice Ministry	
Reference Information (Prior Services Performed For:)		
Name of Reference Company:	State of Missouri Department of Corrections Board of Probation and Parole	
Address of Reference Company:	1621 N. 1 st 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, 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.

Organization Name:	Criminal Justice Ministry	
Reference Information (Prior Services Performed For:)		
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, 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.

Organization Name:	Criminal Justice Ministry
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	State of Missouri Department of Economic Development
Address of Reference Company:	Harry S Truman Building, Room 770
	P. O. Box 118, Jefferson City, MO 65102
Reference Contact Person Name:	Kim Baughman, Economic Development Incentive Specialist
Contact Person Phone #:	573-526-5417
Contact Person e-mail address:	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, providing scattered housing with intensive case management to ex-offenders and offering support groups as well as other opportunities to reenter.

Carleen Reck

Authorized Signature of Applicant

6-30-15

Date

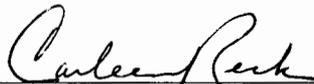
EXHIBIT B
SUBMISSION IS MANDATORY

EXPERTISE OF PERSONNEL

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

Title of Position: <u>Executive Director, Criminal Justice Ministry</u>	
Name of Person:	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

Title of Position: <u>Executive Director, Criminal Justice Ministry</u>	
	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


 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)

Title of Position: <u>Direct Services, Staff Member, PT</u>	
Name of Person:	Geraldine Neier, SSND
Educational Degree (s): include college or university, major, and dates	B.S. Notre Dame College Biology/Chemistry—1959 MST U. of North Dakota Geology/Biology—1971 MRE Loyola University, New Orleans Rel. Ed.--1988
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Secondary School Administration—Lifetime Secondary School Science Teaching--Lifetime
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	Administration in Secondary Education (see above) Cross-cultural service in West Africa—1989-1995
Number of years experience in area of service proposed to provide:	5½ years working as Re-entry Assistant including interviewing clients, answering phone requests, purchasing supplies, transporting clients for basic needs
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships	Part-time employee of CJM Has assisted in previous Community Re-entry Grants for Entry Essentials from December 2009 to present
Describe this person's responsibilities over the past 12 months.	Making judgments regarding phone requests, interviewing clients as needed; purchasing needed client materials and transporting clients for needed services
Previous employer(s), positions, and dates	St. Mary Parish, Carlyle, IL; director of Rel. Education 1999-2009 Asst. Principal—Rosary HS 1995-1999, DuBourg HS 1983-1989 Kabala Secondary teacher, Sierra Leone, W. Africa 1989-1995 Provincial Councilor, SSND 1979-1983 Principal Rosati-Kain HS 1976-1979 Teacher elementary & secondary schools 1959-1976
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	Service in West Africa involved many forms of social outreach
✓ Reentry	Has been serving in Re-entry area under Entry Essentials grants from 2009 to present. See roles described above
✓ Counseling	Served as councilor for School Sisters of Notre Dame, working with team. Parish work involved counseling many individuals
✓ Criminal Justice	Has learned about the system while working at CJM since 2009, speaking with parole officers frequently

Title of Position: <u>Direct Services, Staff Member, PT</u>	
✓ Correctional Residential Facilities	Has regular contact with clients who reside at St. Louis Community Release Center (SLCRC) and has participated in activities at the Special Needs Unit of the Potosi Correctional Center
✓	

Carleen Beck
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)

Title of Position: <u>Direct Services, Staff Member, PT</u>	
Name of Person:	Scott Sitzer
Educational Degree (s): include college or university, major, and dates	Attended Loyola University Chicago and UMSL
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:	
Number of years experience in area of service proposed to provide. Experience in working with offenders?	I have been involved - worked with the Independence Center helping people (based on personal experience) with mental disabilities. I've also counseled people in recovery from substance abuse.
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Several years
Describe this person's responsibilities over the past 12 months.	I have spent the last 12 months working with people in recovery as well as people with mental disabilities.
Previous employer(s), positions, and dates.	Self-employed, Sprint, Verizon, Gateway, Thumbs up marketing
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Social Work	Has experienced recovery programs. Currently in school specializing in social work - substance abuse counseling;
✓ Reentry	Has personally lived in several transitional living arrangements. Now living at Hilljack House.
✓ Counseling	sponsorship in AA
✓ Criminal Justice	Personally understands the implications of a criminal record
✓ Correctional Residential Facilities	Sentence was suspended.

Carleen Reck
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.

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



Authorized Signature of Applicant

6-30-15

Date

Exhibit D
Performance Measures

Total Number of Clients Agency Proposes to Serve: 600 unique clients, assisted with over 1,800 services through this grant. Number of services needed per client difficult to estimate, but will average about three services per client. An additional 400 services will be provided for these 600 clients through another funder. Only the number of services proposed through this grant are listed below. The additional services are indicated in the Budget Narrative.

Category	Service	Proposed Clients	Outcome	Indicator (How do you know you are achieving the outcome?)
Academic			Enhanced education	
Basic Needs and Emergency Services	Supply of personal hygiene items	415	Attainment of basic needs and emergency services	100% of clients who are referred and come to CJM for basic needs will have at least one basic need addressed.
	Backsacks to carry items and for job search	250		
	Inner clothing (underwear/socks)	414		
	Food cards (\$25 each)	58		
	Medical needs (RX; HepA shots)	21		
	Work shoes/boots and/or outer clothing	52		
	MO Birth certificates/IDs for those unable to reach College Church at specified times	30 MO birth certificates and 50 MO IDs		
	Out-of-state Birth certificates for those unable to reach College Church at specified times	20 out-of-state birth certificates		
Employment			Improved employment	
Family			Increased family support	
Housing	Initial Rent/Dep for Sex Offenders	6 @ \$600	Attainment of housing	100% of clients who are referred for initial assistance for housing which they can verify through a lease and landlord's W-9 Form are able to meet the added costs of beginning housing
	Initial Rent/Dep for others	1 @ \$200 (2 clients will be helped with \$300 each, supplemented by other funding)		

Mental Health			Reduced mental health risks	
Substance Abuse			Reduced substance abuse	
Transportation	Books of 10-2-hour bus tickets—local (most receive only one; some get second for work)	483 books from this funding source	Attainment of transportation	100% of clients who are referred and come to CJM for local or Greyhound needs that can be met by available carriers will receive transportation services within a \$50 average cost.
	Greyhound to reach treatment, home, or court	26		

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	August 1, 2015	Executive Director
Confirm availability of two Direct Service staff members	Upon receipt of award	August 1, 2015	Executive Director
Reassess referral form and appointment process for P.O. use with CJM	March 16, 2015	August 1, 2015	Direct Services Staff Members with CJM's Parole Contact
Clarify documentation required for help with initial housing (rent, deposit)	March 16, 2015	August 1, 2015	Administrative Assistant with Direct Services Staff Members
Confirm partners for medical assistance	March 16, 2015	August 1, 2015	Direct Services Staff Members, clinics, pharmacies
Confirm process for and availability of local bus tickets, Greyhound ticket, food cards, outer clothing, shoes and boots	March 16, 2015	August 1, 2015	Direct Services Staff Members, Metro, Greyhound, food stores, clothing and shoe stores
Purchase needed supplies (personal hygiene items, underwear, <u>socks</u> , Backsacks) from most economical provider	March 16, 2015	August 1, 2015 and ongoing	Direct Services Staff Members
Confirm readiness of escrow accounts at City Hall for MO IDs and birth certificates; prepare to electronically order birth certificates from other states	March 16, 2015	August 1, 2015	Direct Services Staff Members with Administrative Assistant
Make appointments, meet with clients to provide service	April 1, 2015	August 1, 2015 and ongoing	Direct Services Staff Members
Submit quarterly/final report	June 30, 2015	Nov. 15, 2015 Feb. 15, 2015 May 15, 2016 August 15, 2016	Direct Services Staff Members with Executive Director and Administrative Assistant

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

COMPLETED FORM MUST BE RETURNED WITH APPLICATION		
A. Personnel (a breakdown in the number of hours each person is dedicated to the project is to be provided)		
Name/Position	Calculation of Cost	Cost
Geraldine Neier, SSND, Direct Services staff	20 hrs/wk for 50 wks = 1000 hours @ \$11/hr = \$11,000 (75% charged to grant)	\$8,250.
Scott Sitzer, Direct Services staff	20 hrs/wk for 50 wks=1000 hours @ \$10/hr = \$10,000 (75% charged)	\$7,500.
	Subtotal	\$15,750
B. Fringe Benefits (must be capped at 12%)		
Name/Position	Calculation of Cost	Cost
Scott Sitzer, Direct Services staff—Taxes	75% of estimated taxes charged	\$525
	Subtotal	\$525
C. Staff Travel (mileage at \$0.37 /mile -- Conus rate for any other expenses)		
Purpose of Staff Travel (all staff travel must be for the <u>direct</u> benefit of the offender -- include location and type)	Calculation of Cost	Cost
Geraldine Neier – to purchase program materials, sometimes to take client to store to assure proper fit	15 miles/mo. x 12 = 180 miles @ .37/mile	\$67
	Subtotal	\$67
D. Direct Services (i.e. housing rental/lease, GED Testing)		
****ALL DIRECT SERVICES MUST BE PROVIDED TO THE OFFENDERS****		
	Calculation of Cost	Cost
Personal items (ordinarily soap, toothpaste/brush, deodorant, shampoo, lotion, tissues, razors, notebook, wallet)	415 units @ \$9	\$3,732
Backsacks (approved for SLCRC)	250 @ \$1.16	\$290
Inner clothing (2 pr. Underwear—shirts and pants, 2 pr. socks)	414 units @ \$11	\$4,550

Food cards for groceries	58 cards @ \$25	\$1,450
Medical needs (Rx; Hep A shots)	21 units @ about \$40 average	\$850
Work shoes/boots and/or outer clothing	52 units @ \$23 average	\$1,196
Missouri Birth certificates and I.D.s (for those unable to reach College Church at specified times)	30 birth certs @ \$15 and 50 State IDs @ \$11	\$1,000
Out-of-state-birth certificates for those uable to reach Collee Church at specified times	20 out-of-state birth certs @ \$50	\$1,000
Initial rent/deposit for Sex Offender housing	6 @ \$600	\$3,600
Initial rent/deposit for offender housing	1 @ \$200 (\$400 from other funder will help to serve 2 @ \$300 each)	\$200
Books of 10 2-hour local bus tickets (most one book each; some a 2 nd book)	483 books @ \$30	\$14,490
Greyhound/Amtrak, etc. to reach treatment, home, or court	About 26 @ average \$50	\$1,300
	Subtotal	\$33,658
E. Equipment/Supplies (Direct Services Only)	Calculation of Cost	Cost
	Subtotal	
Summary		
A. Personnel		\$15,750
B. Fringe Benefits		\$525
C. Staff Travel		\$67
D. Direct Services		\$33,658
E. Equipment/Supplies (Direct Services Only)		
TOTAL PROJECT COSTS		\$50,000

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

Applicant Company Name CRIMINAL JUSTICE MINISTRY

Authorized Signature of Applicant Carleson Peck Date 6-30-15

Printed Name CARLESON PECK

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 Direct Services staff members (20 hours/week each for a combined equivalence of 1 FTE for 50 weeks) will spend all their time in direct services with Entry Essentials clients. One is paid \$11/hour, the other \$10/hour. One estimated annual pay is \$11,000, the other \$10,000 for a total of \$21,000. 75% or \$15,750 will be charged to DOC, and 25% or \$5,250 to another funder.

The two staff members will receive referrals from Parole Officers, set appointments with newly released parolees, meet with the individuals to provide the items they most need. They will also purchase goods, transport clients when needed (e.g., to try on boots), handle phone requests, and interview clients.

Other CJM staff will provide support and administrative services—but none of that personnel will be charged to DOC.

B. Fringe Benefits

Staff Member #1 is a member of a religious congregation whose stipend is paid directly to the religious community—with no taxes. Because she is part-time, she does not receive benefits.

Staff Member #2 is paid through normal payroll procedures—with taxes paid as required. Working only 20 hours/week, he does not receive benefits; but 75% of the taxes for Staff Member #2 are estimated at approximately \$525. The balance of taxes will be paid by another funder.

C. Staff Travel

Staff travel will be paid for trips directly related to program clients—to purchase program supplies (personal items, underwear, socks, food cards, books of bus tickets, work boots). As needed, staff will also take clients to stores for items that need measuring (shoes) or immediate payment by the agency (some medical providers). The mileage rate shall be in accordance with the Missouri Office of Administration Travel Regulations (0.37/mile). The estimated mileage is 15 miles/month or 180 miles total. The total reimbursement for mileage @ .37/mile is \$67.

D. Direct Services to the Offenders

The actual number and type of program services will depend upon the referrals of Parole Officers who have assessed the needs of persons under their supervision. An estimate of services—based on prior experience—follows:

- **Supply of Personal Items**

Hygienes and other items to meet personal needs will be provided to most of the clients referred by Parole Officers. The supply of personal items ordinarily includes most of the following, depending on the individual's needs: toothpaste/brush, deodorant, shampoo, soap, lotion, tissues, razors, notebook, wallet. This selection is based on past needs of similar ex-offenders. The inclusion of a notebook (with pen), a wallet, and a calendar has been prompted by the need of ex-offenders to jot down important information, to organize their personal documents, and to keep track of their appointments.

- **Welcome Backpacks and Backsacks**

To add some dignity to the process of receiving personal hygiene items, the items are placed within a Welcome Backpack—urging the ex-offender to continue to use the Backpack while seeking employment. Because only one

zipper is allowed at St. Louis Community Release Center (SLCRC), special backpacks with one zipper are purchased. At this time, community groups are donating the regular Welcome Backpacks. Cost of 250 backpacks that meet SLCRC requirements is \$290 or about \$1.16 each.

- **Inner clothing**

Some ex-offenders arrive literally with no underwear (some institutions reclaim their state-issued underwear) and with socks that have been worn non-stop since release. Underwear and socks will be provided to an estimated 135 ex-offenders. For men, this ordinarily includes 2 T-shirts, 2 pair underpants, and 2 pair socks. Women will receive new inner clothing or a clothing voucher. Cost for each personal pack will average \$11 with a cost of \$6,050 for the 550 units needed. This budget includes a line item of \$4,550 for 414 of the units with other funding providing the other \$1,500.

- **Food**

When ex-offenders have found some stable housing, with the referral of their parole officers, they may receive a food card (clearly excluding tobacco or liquor). Originally vouchers were used, but many stores require that vouchers be used for a single purchase—with no balance honored. Ideally, ex-offenders need to learn to spend wisely and gradually—which was not allowed when they were given vouchers for food. Now they receive gift cards which allow gradual expenditure. The staff member encourages clients to check what is available to them at local food pantries and to use the food card for other items like milk, eggs, and produce over the coming weeks. An estimated 66 food cards for use at a local grocery store each have the value of \$25, with a total of \$1,650. This budget line items lists \$1,450 for 58 cards with \$200 from another source.

- **Medical Needs**

Medical needs are ordinarily prescriptions. The meds which prisoners are supposed to receive before release provide a 30-day supply. Many—whether at SLCRC or in another home plan-- do not have a way to pay for additional meds for chronic conditions, yet the conditions continue. If an ex-offender who is referred by a parole officer can bring a prescription, this program will help to get it filled.

CJM Direct Services has arranged a voucher plan with Schnucks Culinaria which allows communication between the Direct Services staff member and the pharmacist. The proven process confirms the prescription(s) and cost, then gives the ex-offender a special voucher to exchange for the medication at the pharmacy counter. The cost seems to be less than the “standard” pharmacy. Sometimes CJM collaborates with Grace Hill Neighborhood Health Center to fill prescriptions.

Occasionally ex-offenders with a job offer at a restaurant or other food-handling facility need a Hep A shot. CJM has arranged for a cost of about \$40 for a Hep A shot through Betty Jean Kerr’s Health Center.

The cost of prescriptions or Hep A shots is estimated to range from \$25 to \$70. The number of ex-offenders who can be served will vary, depending on the actual costs. The budget allows \$1,200 to provide about 30 units of medical help at an estimated \$40 average. This budget lists \$850 with another funder providing \$350.

- **Work Shoes/Boots and Outer Clothing**

Employment is a major challenge for ex-offenders. Sometimes they are offered work in a kitchen or other setting that requires slip-resistant shoes. They may also have a job potential in a construction zone that requires steel-toed boots. This award allows CJM to provide these items which are required to work—but the clients are unable to afford until they can work. The work shoes or boots will average about \$30 per pair. Non-slip shoes cost a few dollars less.

Many ex-offenders have only the clothing on their backs, so additional outer clothing is needed. In addition, some jobs require special types of clothing, e.g., work pants for construction or white shirt/black pants for restaurant work. Vouchers will be given for the St Vincent DePaul Thrift Stores which offer some new special buys as well as other used, but clean and very usable clothing. Whenever CJM has any donated clothing that is like new at its service center, it is given at no cost.

For shoes, boots, and outer clothing, an estimated 62 units will be provided at an average of \$23 for a total of \$1,426. This budget includes \$1,196 for 52 units. The \$230 for the other 10 units are covered by another funder.

- **MO State IDs/MO Birth Certificates**

Ex-offenders need to have a Missouri ID and/or a birth certificate to apply for employment—yet many have lost their personal documents and cannot afford the fees until they have been employed. The agency that assists with these documents, College Church Social Outreach, provides a limited number of vouchers at specified hours. Some ex-offenders are unable to reach College Church sufficiently early to get a voucher there. College Church will not issue a duplicate document. Some ex-offenders' documents have been lost in transit and they need to secure another ID and/or birth certificate. For persons who cannot secure a voucher for an ID or birth certificate from College Church, this application will provide vouchers for IDs and/or Missouri birth certificates that can be used at the St. Louis City Hall. The current fees of Missouri birth certificates are \$15. State IDs are \$11. The estimate assumes those fees will remain the same for the project term and estimates that 30 vouchers will be given for birth certificates @ \$15 (\$450) and 50 vouchers will be given for State IDs @ \$11 (\$550). That total is \$1,000

- **Out-of-State Birth Certificates**

Many ex-offenders' property was discarded or lost while they were incarcerated, and opportunities for birth certificates while incarcerated rarely included out-of-state birth certificates. Nevertheless, the ex-offenders need their IDs and birth certificates to apply for employment. Out-of-state birth certificate fees range from \$10 to \$50 and most states require shipping via UPS or FedEx and those fees cost between \$18 and \$48 each time. Even when not required, rapid delivery seems a wise choice because the ex-offenders need to be able to job search as soon as possible.

This budget uses an average of \$50 for out of state birth certificates, which covers the certificate as well as rapid delivery. Each client will be helped to complete the appropriate state application, then the certificate will be ordered online—providing the address of CJM's service center (which is the address on the credit card used). When certificates arrive, the staff will contact the ex-offenders for pickup. With an estimated 20 clients who will be unable to secure needed birth certificates from College Church, this service will cost about \$1,000.

- **Initial Rent/Deposit – Sex Offenders and Other**

Rent or deposit assistance is provided only when the ex-offender is in a position to not only pay some of the initial costs for deposit and rent but will also be able to continue payment for subsequent months. Because sex offenders have fewer options for housing and therefore generally need to pay more for a rental unit, some rent/deposit will be paid up to \$600, compared with other clients for whom assistance is limited to \$300. Before this assistance is provided, CJM verifies the ownership of the property as well as the cost of rent/deposit and requires a completed W-9 form from the owner. Then the rent/deposit assistance check is mailed directly to the owner. Estimate is 6 sex offenders @ \$600 (\$3,600) and 2 others @ \$300 (\$600). Of this total of \$4,200, \$3,800 is included in this budget with \$400 from another funding source.

- **Bus tickets--local**

Books of Metro bus tickets will provide local travel, with priority for trips related to seeking or beginning work. About 600 clients will receive one book of ten two-hour passes. About 30 clients will receive one book initially and a second one, when employment is secured, to reach the place of work. A total of 630 booklets @ \$30/book will cost \$18,900—with \$14,490 for 483 books in this budget and \$4,410 for 147 books from another funder.

- **Greyhound Travel**

Greyhound travel is sometimes needed so the ex-offender can reach court, treatment, an approved home plan, or another court-ordered location beyond St. Louis. Clear approval from the person's parole officer is required. The average cost for Greyhound or occasionally Amtrak is \$50—which usually meets the travel need or provides a good part of the cost. About 26 clients traveling for about \$50 accounts for the \$1,300 in this line item.

E. Equipment/Supplies (Direct Services Only)

None

EXHIBIT J

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

BUSINESS ENTITY CERTIFICATION:

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

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

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

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

BOX A – CURRENTLY NOT A BUSINESS ENTITY

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

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

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

Authorized Representative's Name (Please Print)	<i>Authorized Representative's Signature</i>
Company Name (if applicable)	Date

EXHIBIT J, continued

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

BOX B – CURRENT BUSINESS ENTITY STATUS

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

Authorized Business Entity Representative's
Name (Please Print)

*Authorized Business Entity
Representative's Signature*

Business Entity Name

Date

E-Mail Address

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

- Enroll and participate in the E-Verify federal work authorization program (Website: http://www.dhs.gov/files/programs/gc_1185221678150.shtm; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;
- AND
- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the applicant's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the applicant's name and the MOU signature page completed and signed, at minimum, by the applicant and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the applicant's name and company ID, then no additional pages of the MOU must be submitted;
- AND
- Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

EXHIBIT J, continued

AFFIDAVIT OF WORK AUTHORIZATION:

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

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

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

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)

Carleen Reck
Authorized Business Entity
Representative's Signature

Criminal Justice Ministry
Business Entity Name

6-30-15
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

EXHIBIT K

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

DEPARTMENT OF THE TREASURY

Date: JUN 28 2014

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

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

Dear Applicant:

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

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

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

Sincerely,



Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947