



**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: 573-522-1662**

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
05/06/16	Employment Connection 2838 Market Street St. Louis, MO 63103	SDA48000806 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: BRENDA MAHR
 Authorized Signature: *Brenda Mahr* Date 5-6-16

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

ORIGINAL

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: Bridging Barriers
 Company Name: Employment Connection
 Mailing Address: 2838 Market Street
 City, State, Zip: St. Louis, MO 63103
 Telephone: (314) 333-5627 Fax: (314) 333-3666
 Federal EIN #: 43-1106386 State Vendor #: 431106386-01
 Email: mahr@employmentstl.org
 Authorized Signer's Printed Name and Title: Brenda Mahr, Chief Executive Officer

Authorized Signature: *Brenda Mahr* 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. **SDA48000806** E-006

[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.

ORIGINAL

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

**Buyer of Record:
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 Email: mahr@employmentstl.org
 Authorized Signer's Printed Name and Title: Brenda Mahr, Chief Executive Officer

Authorized Signature: *Brenda Mahr* Application Date: 6/30/2015

NOTICE OF AWARD:

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Contract No. _____

Ellis McSwain, Chairman, Board of Probation and Parole

Date

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

Application Summary Form

COMMUNITY REENTRY FUND APPLICATION SUMMARY FORM

THIS FORM MUST BE COMPLETED IN FULL 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 St. Louis City/County, St. Charles County	
<input type="checkbox"/> Southeast Region	City/County _____	

Program Title: Bridging Barriers

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

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

Applicant Agency and Address: Employment Connection 2838 Market Street St. Louis, MO 63103	Project Director Name, Phone, Fax & Email: David Kessel, Chief Operating Officer (314) 333-5633 Phone (314) 333-3633 Fax kesseld@employmentstl.org
<u>Sandra Roberts, CEO</u> Signature/Title	6/30/2015 Date

Anticipated Outputs: (number of offenders supervised by DOC to be served by the proposed project): 40	Estimated Cost per Offender: \$ 1,250	# of Paid Staff: 31 # of Volunteers: 60
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Summary of Proposed Project: In a concise manner, provide a summary paragraph of your project.

To address recidivism and lack of self-sufficiency in high-risk offenders, Employment Connection will connect 40 high-risk offenders (including 5 sex offenders) to employment, counseling, transportation, education, housing, and supportive 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.

Attach a page identifying in-kind contributions.

Employment Connection will provide approximately \$10,000 of in-kind assistance to this grant. This includes the in-kind items included in our budget, excess fringe, staff travel, equipment and supplies totaling approximately \$2,500. Also includes staff costs for a portion of receptionist, supervisory and admin time associated with this project totaling \$7,500.

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%)

10 % Local government
1 % State government
44 % Federal government
16 % Direct donations from individuals
4 % Corporate or foundation grants
23 % Fee and charges for services, products, and sales
0 % Endowment and interest income
1 % Fundraisers or special events
0 % Membership fees
1 % Other sources (specify: Facility Rental Income)
100% Total

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

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

3.1.1 Applicant Program Response Narrative – “Bridging Barriers”

1. Continuation or Replication

This application is for funding for continuation of the existing Bridging Barriers program. Employment Connection has a successful history of working with Probation and Parole and the Department of Corrections, including the implementation of the Bridging Barriers program funded by the State of Missouri (Rounds 3, 4, and 5) and Strides to Success (Round 5, 6).

2. Service Provision and Procedures

Bridging Barriers is a collaborative program designed to reduce recidivism for 40 offenders, including 5 sex offenders, in the Eastern Region by focusing primary efforts on employment, mental health, housing, and supportive services including sex offender treatment. This program address ex-offender and sex offender reentry through a holistic approach with services including clinical counseling, case management, employment assistance, housing assistance, and basic needs support. Each element of this approach has been selected to effectively address the barriers that increase the likelihood the client will recidivate. Bridging Barriers will center on intensive service provisions and smaller caseloads to achieve more successful results for all participants who complete the program. The model is an expansion of services that will build upon the successful Work Readiness Training Program at Employment Connection by infusing multiple supports including:

- *Job placement and case management for all offenders

- *Cognitive therapy for offenders in partnership with Psychological Services Center at St.

Louis University

- *Housing assistance for 5 sex offenders for six months
- *Counseling for sex offenders through sub-contracting with Provident
- *High School Equivalency (HSE)/Adult Literacy in conjunction with St. Louis Public Schools Adult Education Program
- *Transportation to work readiness, counseling, and job interviews for all offenders

Following orientation to the agency, participants begin our Competitive Employment Program consisting of 35-hours of soft skills preparation. In this pragmatic course, offenders learn to:

- * Identify interests and talents
- * Conduct a job search
- * Complete a resume
- * Interview effectively
- * Manage time
- * Manage money
- * Dress for success
- * Network with others
- * Control stress and emotions

While attending the 35 hours of Work Readiness Training, clients are screened using psychotherapeutic surveys to detect indicators of an undiagnosed mental illness such as Depression, PTSD, Adjustment Disorder, or Generalized Anxiety Disorder. Back to Health, Back to Work, a collaborative program between the agency and the Psychological Services Center at Saint Louis University, empowers participants with healthy behavioral tools and confidence on their path to self-sufficiency. An on-site LCSW and counselors from St. Louis University utilize cognitive behavioral treatment to assist individuals toward overcoming behaviors and barriers that impede employment and job retention.

Following work readiness training, a Career Specialist is assigned to assess the needs of participants entering the program and creates an Individual Action Plan. The Career Specialist will spend a minimum of 10-12 hours with the client and will relate personally to ex-offenders, motivating them through techniques including motivational interviewing to make positive changes, structure a time management plan, engage in positive reinforcement, and communicate with the offender's support group (such as family members) to assist in behavioral changes.

Employment Connection services were developed to address the criminogenic needs of the offenders who seek services from our agency. Our employment services address the need to earn an income and while meeting with a Career Specialist the additional criminogenic needs of each client will be identified. Offenders will be filtered to other appropriate services at Employment Connection such as HSE classes, vocational training, counseling, transitional housing, Alcoholics Anonymous, and for sex offenders, counseling at Provident. The Career Specialist provides bus passes, business clothing, and other supportive services necessary to fulfill the Individual Action Plan (IAP). The IAP is created through the collaboration of the Career Specialist and the offender and is unique to each client taking into consideration the offenders characteristics and specific needs. Ultimately the Career Specialist will connect the offender to a job using the existing Employment Connection contact list of over 400 employers as well as new prospective employers that will hire offenders.

Every service, other than sex offender treatment at Provident, is accessible on-site. Sex offender therapy is costly, highly specialized and can take several years to complete. Employment Connection's partnering agency, Provident, employs staff members approved by

the Sex Offender Liaison for DOC in the Eastern Region. Provident's programs have been serving offender populations such as domestic violence and addictions for well over a decade and sex offenders since 2003.

Provident offers treatment modalities specific to the client's offense that involves group therapy focused on victimization awareness and empathy training, cognitive restructuring, learning about the sexual abuse cycle, relapse prevention, anger management and assertiveness training, social and interpersonal skills development, and changing deviant sexual arousal patterns. A group setting is a best practice because each participant makes accountability and insight contributions to others while also receiving from them. The group dynamic is crucial in facilitating the peers holding each other accountable. Facilitation provides the opportunity for clients to develop skills and experience and give positive reinforcement.

Housing placement and rental assistance provided for eligible sex-offender clients will include initial deposits and up to six month's rent. Housing will be inspected and follow all legal guidelines, specifically in the provision of housing for sex offenders. Clients housed will be connected to local resources for household goods, furnishings, and other related needs in order ensure their successful transition into permanent housing. Additional rental assistance beyond six months may be available through other Employment Connection funding based on individual contract eligibility.

Throughout the process, a Senior Manager will ensure that proper documentation and provisions are made for each offender through the use of best practices. All information pertaining to the offenders will be confidentially tracked in Employment Connection's internal Client Information System. This system is used to track demographic information, services that

have been accessed, length of time in the program and additional information gathered while assisting clients.

Bridging Barriers is a proven, effective program providing well-rounded services for ex-offenders. Working closely with Probation and Parole, Employment Connection has developed a network local landlords and property owners to provide housing opportunities for clients, particularly sex offenders, which meet all legal requirements.

3. Service Contact Amounts

Work Readiness Training	35 hours
Application/Resume Assistance and Job Coaching	2 hours in classroom setting 8-19 hours Ongoing with Career Specialist with follow-up contact 1 time per week at minimum after employment.
Cognitive Health Treatment and Counseling	5 hours in classroom setting Ongoing sessions/treatment as needed
Sex Offender Treatment	Ongoing weekly groups and counseling
Housing Placement and Rental Assistance	4-8 hours with additional ongoing assistance as needed
Work-related Clothing Assistance	As needed
Transportation Assistance	As needed

4. Target Audience and Referral Process

The target audience for this funding will be 40 offenders, (including at least 5 sex offenders) being released from within or returning to the St. Louis Metro region and who are under supervision by the Missouri Board of Probation and Parole. Both female and male offenders are eligible for services.

Offenders are referred to Employment Connection via word of mouth, the Community Release Center, Provident, Probation and Parole, United Way 211, and 37 Advisory Council Agencies. Each client is screened by a Client Services Specialist for program eligibility and assessed for risk factors. The collected information is shared with the Career Specialist who addresses barriers and needs when discussing opportunities with the client.

5. Applicant's Experience and Expertise

Employment Connection's mission is to "assist individuals with limited opportunities to self-sufficiency through employment" by fighting crime with jobs that lead to careers. The agency was founded as a result of a study on recidivism in 1975 by the Bar Association of Metropolitan St. Louis Young Lawyers and became a full United Way agency in 1980. Employment Connection is the oldest workforce development program targeting returning offenders in the St. Louis Region.

Employment Connection's expertise has been recognized by many including the Center for Community Corrections, which published "Reentry and Employment in St. Louis: A Model for Business, Community, and Workers" (2007) citing the program as a national best practice model. Over the past two years, Employment Connection has placed over 400 offenders into employment with an average wage of \$8.50 per hour. This translates into millions of dollars in contributable earnings instead of the cost of a single offender being incarcerated at \$21,000 a year. For 37 years, Employment Connection has offered job training and placement services to thousands of offenders from every disparate criminal background. In 2014 Employment Connection served over 1,500 St. Louis residents and

placed 535 clients into employment. Approximately 90% of clients who complete our program and secure employment do not re-offend within the first year of their release.

Employment Connection's Career Specialists and Senior Managers work with local Probation and Parole officers via referrals, offender issues, and access to services. Senior Managers regularly attend collaborative reentry efforts such as the St. Louis Alliance for Reentry as well as Regional Probation and Parole staff meetings. Top members of the Department of Corrections and the U.S. Probation Office-Eastern District of Missouri have served on the Employment Connection Advisory Council and spoken many times to staff about initiatives within the Department of Corrections relative to our services. The agency understands the importance of maintaining an ongoing and mutually beneficial relationship with the local Probation and Parole office to fulfill the mission and reduce recidivism.

Since its founding, Employment Connection has recruited returning offenders to its own staff. Offenders on the Employment Connection staff work with clients, serve in managerial roles, and above all serve as an inspiration to clients seeking services. Since opening its doors, the agency has assisted more than 17,800 ex-offenders with work readiness training, job placements and supportive services. Employment Connection's services include:

- | | |
|-----------------------------------|-------------------------------|
| *outreach/recruitment, assessment | *job placement |
| *employment readiness training | *job retention |
| *on-site education/adult literacy | *managed staffing services |
| *individualized case management | *career development |
| *work adjustment counseling | *cognitive behavioral therapy |

*transportation

*vocational training

*housing assistance

*follow-up services

Employment Connection's program staff understand that simply connecting offenders with a job is not enough. The key is to create the best chance for an offender to become self-sufficient by providing intensive support through a collaborative, holistic approach. Career Specialists discuss employment goals and developmental needs with clients as they create a specific developmental plan. Agency staff utilize best practice based motivational interviewing techniques to encourage clients to make acceptable choices resulting in the client's development and self-sufficiency. After job placement, clients are counseled by their Career Specialist through intensive case management and retention services.

From March 2007 through July 2012, Employment Connection partnered with the Center for Women in Transition, Criminal Justice Ministry of St. Vincent de Paul, Provident and the City of St. Louis to offer Project Re-Connect. The agency provided 162 clients sentenced to MDOC prisons returning to St. Louis City with case management, employment readiness training, mental health services, family and financial services and basic needs assistance. Project Re-Connect was refunded in late 2014, and is currently providing services to former offenders, with plans to serve 90 total individuals.

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:	Employment Connection
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Provident Counseling
Address of Reference Company:	2650 Olive Street
	St. Louis, MO 63103
Reference Contact Person Name:	Julie McDowell
Contact Person Phone #:	(314) 371-6500
Contact Person e-mail address:	JMcDowell@providentstl.org
Dates of Prior Services:	2009-2013, 2015
Dollar Value of Prior Services:	\$198,000
Description of Prior Services Performed:	Collaborative partner in the Bridging Barriers program funded by the Missouri Department of Corrections to assist offenders and sex offenders with mental health problems. Services included housing, counseling, employment, and supportive services such as transportation, education, and clothing. Recidivism rates in this program have been between 1%-5%.

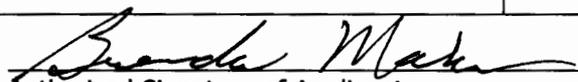

 Authorized Signature of Applicant

6/30/2015
 Date

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

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

Title of Position: Chief Operating Officer	
Name of Person:	David Kessel
Educational Degree (s): include college or university, major, and dates	Indian Hills Community College 1979-1981 Associates Degree Northeast Missouri State University 1981-1983 B.S. in Accounting
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Missouri Workforce Development Professional (MWDP)
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	Bookkeeping, Payroll, Compliance training
Number of years experience in area of service proposed to provide. Experience in working with offenders?	24
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	17 years at Employment Connection
Describe this person's responsibilities over the past 12 months.	Responsible for the programmatic and financial management of overall operations
Previous employer(s), positions, and dates.	Chief Operating Officer, Employment Connection 1995-present Business Manager, Advent Enterprises 1991-1995
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	13 years managing social workers
✓ Reentry	Collaborative roles with myriad reentry partners
✓ Counseling	n/a
✓ Criminal Justice	Works closely with Dept. of Probation and Parole
✓ Correctional Residential Facilities	n/a


 Authorized Signature of Applicant

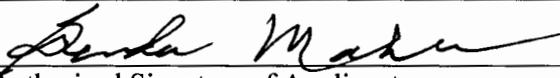
6/30/2015
 Date

EXHIBIT B
SUBMISSION IS MANDATORY

EXPERTISE OF PERSONNEL

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

Title of Position: Manager, Client Services	
Name of Person:	Carla Harris
Educational Degree (s): include college or university, major, and dates	University of Illinois 19##-1994 B.S. in Finance Webster University 19##-1987 M.A. in Management
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:	N/A
Number of years experience in area of service proposed to provide. Experience in working with offenders?	17 years of Management experience, with 1 year of intensive experience working with ex-offenders.
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Employed with Employment Connection for 1 year.
Describe this person's responsibilities over the past 12 months.	Manager of Client Services providing Lutheran Foundation and United Way funded employment readiness, assessment, and placements for ex-offenders, including program management.
Previous employer(s), positions, and dates.	Manager, Client Services 2014-present Community Dev. Director, City of East St. Louis 2011-2013 Acct. Manager/Deputy Director, City of East St. Louis 2005-2011
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	One year of intensive experience providing direct services to ex-offenders.
✓ Reentry	Same as above.
✓ Counseling	Same as above.
✓ Criminal Justice	Same as above.
✓ Correctional Residential Facilities	Same as above.


 Authorized Signature of Applicant

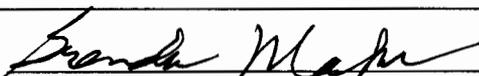
6/30/2015

Date

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

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

Title of Position: Career Specialist	
Name of Person:	Minnie McRoberts
Educational Degree (s): include college or university, major, and dates	St. Louis University- Urban Affair Studies/Criminal Justice
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Missouri Workforce Development Professional (MWDP)
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	Offender Workforce Development Series
Number of years' experience in area of service proposed to provide. Experience in working with offenders?	Over thirty years of experience in providing workforce development training, education and placement services for individuals with barriers, principally ex-offenders.
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Employed with Employment Connection since its founding, for over 35 years.
Describe this person's responsibilities over the past 12 months.	Lutheran Foundation and DOC funded employment readiness and placements for ex-offenders, as well as retention services.
Previous employer(s), positions, and dates.	N/A
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	Over 35 years of experience providing direct services to ex-offenders.
✓ Reentry	Same as above.
✓ Counseling	Same as above.
✓ Criminal Justice	Same as above.
✓ Correctional Residential Facilities	Same as above.

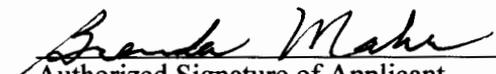

 Authorized Signature of Applicant

Date 6/30/2015

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:	Employment Connection
Legal/Cancellation Actions Information From:	
Name of Company:	N/A
Address of Company:	N/A
	N/A
Contact Person Name:	N/A
Contact Person Phone Number:	N/A
Contact Person e-mail address:	N/A
Date(s) of Legal Action or Cancellation:	N/A
Reason for Cancellation of Contract:	N/A
Description of Legal Action:	N/A
Resolution of Legal Action:	N/A



 Authorized Signature of Applicant

6/30/2015

 Date

Exhibit D
Performance Measures

Instructions for how to complete this form and a sample can be found the next page.

Total Number of Clients Agency Proposes to Serve:

Category	Service	Proposed Clients	Outcome	Indicator (How do you know you are achieving the outcome?)
Academic			Enhanced education	
Basic Needs and Emergency Services			Attainment of basic needs and emergency services	
Employment	Work Readiness Training	40	Improved employment	60% (24) offenders will be placed into employment.
	Application/Resume Assistance	40		
	Job Coaching	40		
Family			Increased family support	
Housing	Housing Placement and Rental Assistance	5	Attainment of housing	13% (5) of offenders will attain permanent housing. 100% (5) of those housed will be sex offenders.
Mental Health			Reduced mental health risks	
Substance Abuse			Reduced substance abuse	
Transportation	Bus Tickets	40	Attainment of transportation	100% (40) total offenders served will receive bus tickets for transportation to work, employment training, and other services.
Vocational			Improved employment	

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
Minnie McRoberts, Career Specialist – provides Job Coaching duties of this grant 50 % of total salary July 1, 2015 – June 30, 2016, \$41,208 x 50 % = \$20,604. Staff member has more than 35 years of experience working with this population.	\$1,717 X 12 months	\$20,604
Carla Harris, Manager – provides Job Readiness Training, provides oversight, works with Contract Liaison and prepares performance reports. 10 % of total July 1, 2015 – June 30, 2016 Salary, \$36,840 x 10 % = \$3,684.	\$307 x 12 months	\$3,684
	Subtotal	\$24,288
B. Fringe Benefits (must be capped at 12%)		
Name/Position	Calculation of Cost	Cost
Minnie McRoberts, Career Specialist	12% of salary	\$2,472
Carla Harris, Manager	12% of salary	\$440
	Subtotal	\$2,912
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
Provided In-Kind		\$0
	Subtotal	\$0
D. Direct Services (i.e. housing rental/lease, GED Testing) ****ALL DIRECT SERVICES MUST BE PROVIDED TO THE OFFENDERS****		
	Calculation of Cost	Cost
Client Transportation: Metro passes (40 clients X 40 passes on average) X \$3.00 per metro pass	40 x 40 X \$3	\$4,800
Deposit and Rental Assistance – 5 participants x \$2,400 average (\$600 deposit plus 5 months rent x \$600)	5 x \$600 x 6	\$18,000
	Subtotal	\$22,800
E. Equipment/Supplies (Direct Services Only)	Calculation of	Cost

	Cost	
Any equipment will be provided in-kind		\$0
	Subtotal	\$0
Summary		
A. Personnel		\$24,276
B. Fringe Benefits		\$2,912
C. Staff Travel		\$0
D. Direct Services		\$22,800
E. Equipment/Supplies (Direct Services Only)		\$0
TOTAL PROJECT COSTS		\$50,000

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

Applicant Company Name Employment Connection

Authorized Signature of Applicant *Brenda Mahr* Date 6/30/2015

Printed Name Brenda Mahr, Chief Executive Officer

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

Highly qualified and experienced Career Specialists will be necessary to specifically address the needs of the 40 offenders, including sex offenders, to reduce recidivism by connecting them to appropriate services within the agency. Also included is a small portion of the program Manager to provide oversight, reporting and work readiness training.

B. Fringe Benefits

Fringe is budgeted at 12% as allowable by this funding source. Agency benefits currently exceed 40% as Employment Connection provides FICA, Worker's Compensation, Unemployment, Health, Dental Insurance, Life, Disability and Retirement. Employment Connection will provide in-kind the portion of fringe in excess of 12%.

C. Staff Travel

Employment Connection's current agency reimbursement rate is 44.5 cents per mile. We will provide this as in-kind.

D. Direct Services to the Offenders

Client transportation is also necessary to attend work readiness training, counseling, interviews, and employment. It is estimated that 40 clients will actively participate in this program. These 40 will need more intensive transportation assistance for job interviews, initial employment, counseling visits, etc. An average of 40 bus tickets per participant is budgeted.

Housing Assistance will be provided for a portion of these participants after they become employed. The participants who receive housing assistance will be sex offenders and will receive deposit assistance and two months of housing assistance.

E. Equipment/Supplies (Direct Services Only)

N/A – Employment Connection will provide in-kind.

In-Kind

Employment Connection will provide approximately \$10,000 of in-kind assistance to this grant. This includes the in-kind items included in our budget, excess fringe, staff travel, equipment and supplies totaling approximately \$2,500. Also includes staff costs for a portion of receptionist, supervisory and admin time associated with this project totaling \$7,500.

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.)

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

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

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



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248245444
Feb. 01, 2011 LTR 4168C E0
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BODC: TE

EMPLOYMENT CONNECTION
2838 MARKET ST
ST LOUIS MO 63103-2524



008128

Employer Identification Number: 43-1106386
Person to Contact: Ms K Griffith
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Jan. 21, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in July 1977.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

