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	Families and Communities Together of Marion County, Inc. 4 Melgrove Lane Hannibal, MO 63401	SDA48000812 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: Tom Dugger Executive Director

Authorized Signature: Tom Dugger **Date** 5/10/2016

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

Ellis McSwain, Jr., Board of Probation and Parole Chairman 6-2-16 **Date**

REQUEST FOR APPLICATION

ORIGINAL

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

RFA SDA480-008

Community Reentry Funding Statewide

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

Date of Issue: June 15, 2015

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

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: **F.A.C.T.'s_ReEntry Project**

Company Name: **Families and Communities Together of Marion County, Inc**

Mailing Address: **4 Melgrove Lane**

City, State, Zip: **Hannibal, MO 63401**

Telephone: **573-221-2285** Fax: **573-221-1404**

Federal EIN #: **43-1848766** State Vendor #: **43184876600**

Email: **tom.dugger@mcfact.org**

Authorized Signer's Printed Name and Title: **Tom Dugger, Executive Director**

Authorized Signature: Tom Dugger Application Date: 7/1/2015

NOTICE OF AWARD:

This application is accepted by the Missouri Department of Corrections as follows: **In its entirety.**

Contract No. **SDA48000812** *NC-007*

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

ORIGINAL

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

RFA SDA480-008

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Email: **tom.dugger@mcfact.org**

Authorized Signer's Printed Name and Title: **Tom Dugger, Executive Director**

Authorized Signature: Tom Dugger Application Date: 7/1/2015

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

[redacted]

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

Please select geographic area in accordance with the map attached: See Attachment 1		*Amount of DOC Funds Requested:*
☐ **Western Region**	**City/County** _____	$ 50,000.00
☐ **Southwest Region**	**City/County** _____	
☒ **North Central Region**	**City/County** ___**Hannibal, Marion**_____	
☐ **Eastern Region**	**City/County** _____	
☐ **Southeast Region**	**City/County** _____	

[redacted]

Program Title: ___ **F.A.C.T.'s_ReEntry Project** _____
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:	***Project Director Name, Phone, Fax & Email:***
Families and Communities Together 4 Melgrove Lane Hannibal, MO 63401 Tom Dugger 7/1/2015 Signature/Executive Director Date	Tom Dugger Phone: 573-221-2285 Fax: 573-221-1404 Tom.dugger@mcfact.org

Anticipated Outputs: (number of offenders supervised by DOC to be served by the proposed project):	***Estimated Cost per Offender:***	***# of Paid Staff:*** 2
60	$ 833.33	***# of Volunteers:*** 5

Summary of Proposed Project: In a concise manner, provide a summary paragraph of your project.
F.A.C.T.'s ReEntry Project will provide support for the successful community reintegration of offenders under the jurisdiction of DOC by providing individuals with financial support to acquire and maintain basic essentials, medical/mental health services to provide treatment and medications, services to assist sex offenders in maintaining their community placement, and life skill case management which will address both practical day-to-day issues such as seeking employment and behavioral issues such as anger management and interpersonal skills. In addition monies will be used to assist offenders in seeking reasonable housing if needed.

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.

In-kind Contributions

F.A.C.T. will offer in-kind administration costs such as management from the Executive Director and bookkeeping costs from our secretary.

Each offender that successfully enters F.A.C.T.'s ReEntry program will have priority access to our Resource Program. This program provides individuals with basic home needs at no charge to the individual. Home goods such as bedding, towels, small appliances, dishes, curtains, and cleaning supplies are available through this established program.

In addition to the Resource Program, contributions for this project include space, staff time, and storage/secure location of files.

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? __X__Yes ____ No
   Are sex offenders to receive rent/housing subsidy? _X___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%)

   __0__% Local government
   __53_% State government
   __0__% Federal government
   __11_% Direct donations from individuals
   __35_% Corporate or foundation grants
   __0__% Fee and charges for services, products, and sales
   __0 _% Endowment and interest income
   __0__% Fundraisers or special events
   __0__% Membership fees
   __1__% Other sources (specify:___United Way_____)
   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)
   NA ① ☑ 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. Application Narrative

1) Identify whether a new program, an existing program or service procedure is to be implemented, continued or replicated.

Families and Communities Together Re-entry Project is a new program that does not continue or replicate any existing program or service procedure. Families and Communities Together (F.A.C.T.) has had similar projects in past years; however, with changes in leadership and staffing, we feel it necessary to create an entirely new project focused on the needs of newly released DOC offenders re-entering our community.

Through agency experience we know that offenders returning to our area many challenges. Common are those areas that are related to employment as well as having suitable clothing for employment, accessing health, mental health, and/or substance abuse services, decent and affordable housing, transportation, finances and social or family problems. In actuality, some of these resources are available, but offenders lack the knowledge of where to seek assistance. Another obstacle that offenders face is the attitude of their community. Often offenders are released but feel as if they are still serving their sentence ...even though they are on parole. Additionally, offenders have challenges with their own families providing the support that is needed for a successful re-entry to "normal" life.

Offenders, many times, are surrounded by community agencies and programs. Likewise, these programs are surrounded by a circle of state agencies, federal agencies, foundations, and national resources. While these resources potentially are available to the offender and their family, they may lack the skills and even the ability to access said resources. What is lacking is

someone to, "connect the dots" . F.A.C.T. would like to do this. We propose a program that connects the offender with existing resources, offers trained case management that can evaluate and oversee this connection to the community, then, assists monetarily when it is necessary to the successful re-entry of the individual. Narrowing this gap between the offender and gathering aid though community resources should result in a decrease of recidivism.

F.A.C.T. has had a close positive working relationship with Probation and Parole (P&P) and DOC for many years. We had been an integral part of the MRP Steering Team since its inception in our area as the lead agency. F.A.C.T. had an ex-offender serving as an employee and chair of the Steering Team of various agencies, social service providers, and faith-based ministries that met regularly and worked well together. Our philosophy has been that offenders and family members of offenders are the people who can provide guidance for our work surrounding re-entry. This philosophy is supported by, Implementing Evidence-Based Practice in Community Corrections: The Principles of Effective Intervention. The offenders can provide insights to their actuarial risks/needs and thus work with counselors and trained staff to enhance their intrinsic motivation. F.A.C.T. has employed ex-offenders which had provided us with first-hand experience for the direction of our program. Board of Directors who oversee the Family and Community Trust, which funds F.A.C.T., consists of governor appointed agency directors. At the local level we have a board of directors that consists of respected community members, retired business personnel, social service leaders, and civic leaders. F.A.C.T. adheres to state mandated audit standards and has been trained to properly document and leverage all in-kind donations and programmatic costs. F.A.C.T. has no litigation or failure to comply with contracts or grant awards.

2) Describe how the services will be provided, including screening, assessment or referral procedures.

F.A.C.T.'s Re-entry program simply allows F.A.C.T. to further connect ex-offenders with our community. The project's goal is to assist offenders in discovering a new way of completing tasks and ultimately directing them towards positive change. This re-direction will be accomplished by providing assessment, guidance, information, education, and special assistance to offenders under supervision in the Marion County area. We will assist in the navigation of community resources and assessing the services that could help with personal issues, the effects of incarceration, and working to make the transition back to the community a successful one. Research show that strong connections between the inmate and the family has a positive effect on recidivism. It also has a positive effect on the children. Therefore, we propose to create the Re-entry Project around the DOC offenders and their families who will be referred to the program by the P&P staff and partnering agencies. We plan to incorporate, Implementing Evidence-Based Practice in Community Corrections: The Principles of Effective Intervention in the following ways:

1. Assess Risk/Needs – When probationers and parolees have their first meeting with P&P staff, they will receive a referral to the Re-entry Project. This project begins with a self-assessment of needs. The Re-entry Project coordinator and/or re-entry team will work with the ex-offender to develop an Individualized Opportunity Plan for accessing resources and services for the identified needs. This will include the, "who, what, when, and how long", aspects of successful re-entry into the community. The needs assessment was developed by health professionals on the MRP Steering Team that has been successfully utilized in conjunction with

the Institutional Assessment from P&P. Ongoing informal assessment through observation and routine interaction will also enhance and ensure the success of this process.

2. Enhance Intrinsic Motivation - All staff will be trained in motivational interviewing – based communication and will incorporate the principle in their daily interaction with clients. Clients will be strongly encouraged to include community services opportunities to, not only, increase their skill set, but to increase their self- worth. Staff will be expected to relate to offenders in an interpersonally sensitive and constructive manner while avoiding simple persuasion tactics.

3. Target Interventions – Staff will work to assist clients to access resources that meet certain needs that they may have, such as looking for proper outpatient therapy, counseling services, job interviewing/coaching, and education. Staff will work towards filling the recommended 40% – 70% of free time with delineated routine for the first three to nine months in the program.

4. Skill Training with Directed Practice – Re-entry staff will strive to seek skill training for clients. They will strive to use cognitive-behavioral therapy which builds a set of skills that enables an individual to be aware of thoughts and emotions; identify how situations, thoughts, and behaviors influence emotions; and improve feelings by changing dysfunctional thoughts and behaviors.

5. Increase Positive Reinforcement – Each ex-offender will be given clear guidelines (or rules) and simultaneously consequences of ignoring said rules when they enter F.A.C.T.'s Re-entry program. They will be expected to follow such guidelines throughout their involvement

within the program. Subsequently, we will deliver our program with optimism and encouragement.

6. Engage On-going Support in Natural Communities – F.A.C.T.'s Mission Statement is as follows:

F.A.C.T. collaborates with local people to develop and build stronger, more successful families and children to achieve the following purposes:

- Build, nurture and strengthen families
- Strive to ensure every child has the opportunity to become a healthy, responsible, productive and contributing member of the community.
- Develop or build upon existing resources to plan and implement a pro-family strategy.
- Implement Missouri F.A.C.T Core Result strategies for children and families.

These communities will be engaged to support the ex-offender.

7. Measure Relevant Processes/Practices – Accurate and detailed documentation of all case information along with a formal measurement of outcomes will be used to assess changes in offenders skill development and chances of recidivism (The Principles of Effective Intervention). Clients utilizing the Re-entry Program will be asked to complete a survey about their satisfaction with the process. We will use the feedback to guide our ongoing efforts. Our local FACT organization seeks to strengthen and empower families and communities by collaboration. We will develop or build upon existing private and public resources to develop, plan and implement a comprehensive Community Plan to deliver services to children and families at a local level. F.A.C.T. measures its success by a set of 6 core values:

1. Parents Working

2. Children Safe in Their Families and Families Safe in Their Communities

3. Children and Families Healthy

4. Children Ready to Enter School

5. Children and Youth Succeeding in School

6. Youth Ready to Enter the Work Force and Become Productive Citizens

FACT works to achieve our six core results by:

- Actively involving communities in decisions which affect their well-being
- Bringing services closer to where families live and children attend school
- Using dollars more flexibly and effectively to meet the needs of families
- Being more accountable for results

These practices would apply fully to the Re-entry Program.

8. Provide Measurement Feedback – As ex-offenders work through the Re-entry program, they will receive periodic assessment of how they are progressing along their Opportunity Plan. This will be a rating scale measuring progress toward each goal. In addition, Re-entry staff will receive an assessment of programmatic implementation. All data will be recorded and reported quarterly within the guidelines and requirement of the DOC contracts.

3) Describe the amount (e.g. hours, days) of contact that each offender will receive from each type of anticipated service.

Each offender will receive direct service from F.A.C.T.'s Re-entry staff. When they enter the Re-entry program each need and service will be defined then re-evaluated as needed. The appropriate contact time will be specified on each opportunity plan. The amount of time will

vary by the individual and his or her needs/goals. The contact hours will decrease as time progresses unless a client needs significant intervention.

The amount of funding requested to create the Re-Entry Project is $50,000. As part of this proposal we are requesting funds to assist the offenders with special needs that cannot be provided elsewhere, such as purchasing special supplies for employment (steel toe boots, special tools, etc.) GED testing fees, child care assistance, medications, and other fees associated with the re-entry process such as obtaining birth certificates and drivers licenses. Marion County data indicates a large problem with substance abuse; however, few resources to pay for treatment. As part of this request, we would like to use funds to pay for appropriate treatment and, if necessary, for family counseling. In order to coordinate this project, we expect to hire two part time staff to establish case work, report data, and network with area and partnering agencies. These staff will be assigned to teach work readiness training that includes soft skills, life skills and/or basic skills training. They will do job coaching and would be responsible for assisting with job applications, resumes, job search activities, and the development of partnerships with local employers. The staff will provide follow up services, for after job placement, with a focus on work related issues, support services (transportation, clothing, hygiene) and job retention (the above defined in RFA SDA480-008 section 3.1.2 section d). These staff will need office space and the furnishing of equipment such as a laptop and internet capabilities.

4) Describe the target audience that will receive the services, how the target audience will be verified and identify the process for referrals.

Our target audience is 60 offenders (men and women), including sex offenders who are released back to Marion County each year. We understand that there is a need for housing and counseling for sex offenders. We intend to seek resources and provide housing when part of the offenders' Opportunity Plan. F.A.C.T. has an ongoing partnership with Harvest Outreach that provides sober living housing. We intend to encourage this program when appropriate.

Our referral process will be through the Probation and Parole and Drug Court system in Marion County. While the MRP Steering team is no longer in Marion County, F.A.C.T. has taken the lead for the Council Of Related Agencies (C.O.R.A.) group. Our intentions are to create a committee within this group of agencies and interested persons that will advise on the matter of Re-entry. Currently member agencies are Mark Twain Behavioral Health, Comprehensive Health, Hannibal Council on Alcohol and Drug Abuse, Clarity Health Care (a FQHC Facility), Gamm Incorporated (Hannibal Career Center) and others that will bring community resources we could use for assisting ex-offenders. We have received oral commitments of dental care and employment services to the re-entry population. F.A.C.T. staff will chair said committee.

Output Objectives and Outcome Objectives and Timeframe are included in the chart.

Activities Input	Output	Anticipated	Data Method	Timeframe
Assessment Process	60 – Complete by June 30, 2016	Offender indicates increased awareness of own needs	Survey after completion	Prior to developing OP
Opportunity Plan (OP)	60 referred offenders will have developed a plan of action	Increased understanding of resources available and how to access them	Plan agreement has been signed by all parties and filed by coordinator	Within first 2 weeks of the referral and completed by 6/30/16
Opportunity Plan (OP)	60 referred offenders will have developed a plan of action	75% utilize the plan and access the services they need and 50% will complete the OP	Interviews/evaluations during face to face contact	Ongoing after plan development
Encouragement from F.A.C.T. and partners on the C.O.R.A. Re-entry committee	All Re-entry clients will receive regular encouragement from staff and their providers	50% of clients using Re-entry services will not violate conditions of release or reoffend during the program	Log of encouragement contacts and data shared by parole officers	Ongoing from first contact
Outpatient Treatment/ Aftercare referrals	$300 max per family in aftercare	60% of those attending treatment will show improvement	Reports from treatment and service organizations	Ongoing after referral

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:	Families and Communities of Marion County, Inc. (F.A.C.T.)
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Hannibal Council for Alcohol and Drug Abuse
Address of Reference Company:	146 Communications Drive
	Hannibal, MO 63401
Reference Contact Person Name:	Jennifer Wilson
Contact Person Phone #:	1-800-498-5396 or 573-248-1196
Contact Person e-mail address:	jwilson@hcada.org
Dates of Prior Services:	2011- present
Dollar Value of Prior Services:	$100,000
Description of Prior Services Performed:	Worked with Hannibal Council to receive a Basic Support Grant to expand and continue their services in the field of substance abuse counseling and treatment which includes housing. This two year grant provided new services and training for the Hannibal, Mexico, Canton area and will expand to the Pike County community. We continue to provide household items at no cost to their clients transitioning into their own living arrangement from F.A.C.T.'s Home Resource Program.

Authorized Signature of Applicant

Date 7/1/2015

EXHIBIT A

SUBMISSION IS MANDATORY

PRIOR EXPERIENCE OF APPLICANT

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Organization Name:	Families and Communities of Marion County, Inc. (F.A.C.T.)
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Harvest Outreach Ministries
Address of Reference Company:	1732 Hope Street
	Hannibal, MO 63401
Reference Contact Person Name:	James Bridges
Contact Person Phone #:	573-629-1088
Contact Person e-mail address:	pastorjames@livingwayfellowship.net
Dates of Prior Services:	2010- present
Dollar Value of Prior Services:	$10,000
Description of Prior Services Performed:	Provided support services since their inception. Provided and continue to provide household items at no cost to them and their clients when clients transition from their sober housing program. Director James Bridges is an ex-offender that now sits on Drug Court in Hannibal.

Authorized Signature of Applicant

Date 7/1/2015

EXHIBIT A

SUBMISSION IS MANDATORY

PRIOR EXPERIENCE OF APPLICANT

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Organization Name:	Families and Communities Together of Marion County, Inc. (F.A.C.T.)
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	MO Department of Social Services, Family and Community Trust
Address of Reference Company:	3418 Knipp Drive Ste. A-2
	Jefferson City, MO 65109
Reference Contact Person Name:	Bill Dent
Contact Person Phone #:	573-751-3201
Contact Person e-mail address:	Bill.Dent@dss.mo.gov
Dates of Prior Services:	1995 - Present
Dollar Value of Prior Services:	Core funding – over 3 million dollars since our beginning in FY1995
Description of Prior Services Performed:	Community organization and development; community assessment and addressing identified community needs in support of children and families. Core results are in the areas of health, education, employment and safety. We also address unique community needs such as transportation, influx of immigrants, offender re-entry, seniors and teen pregnancy prevention.

Tom Deggler
Authorized Signature of Applicant

9/1/2015
Date

EXHIBIT B
SUBMISSION IS MANDATORY
EXPERTISE OF PERSONNEL
(Copy and complete this table for each key person proposed)

Title of Position: _____Re-entry Coordinator_____	
Name of Person:	TBA
Educational Degree (s): include college or university, major, and dates	Proposed minimum requirement for applicant should be working towards (90+ college hours) a degree in criminal justice or social service or significant working experience in similar fields of employment
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	
Number of years experience in area of service proposed to provide. Experience in working with offenders?	Preferred working experience of at least three years.
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	
Describe this person's responsibilities over the past 12 months.	
Previous employer(s), positions, and dates.	
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Social Work	
✓ Reentry	
✓ Counseling	
✓ Criminal Justice	
✓ Correctional Residential Facilities	

Tom Hugger
Authorized Signature of Applicant

7/1/2015
Date

EXHIBIT B
SUBMISSION IS MANDATORY
EXPERTISE OF PERSONNEL

Title of Position: Executive Director (F.A.C.T.)	
Name of Person:	Tom Dugger
Educational Degree (s): include college or university, major, and dates	A.A. Hannibal-LaGrange College 1976 B.S. Southwest Baptist College 1978 M.A. Webster University 1991
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	American Red Cross First Aid/CPR/AED Mental Health First Aid USA 4/2017
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?	F.A.C.T. Executive Director 1.5 years Fiscal Administration 8.5 years Higher Education Administration 26 American Red Cross Executive Director 6 years
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Employee – Executive Director since November 4, 2013
Describe this person's responsibilities over the past 12 months.	Complete Fiscal, Programmatic and Managerial oversight of Families And Communities Together, INC; a Caring Communities Partnership in Marion County, MO. (Includes grant writing, reporting, public representations and human resources.)
Previous employer(s), positions, and dates.	American Red Cross 6/2007 to 9/2013 North Missouri Rheumatology Clinic 12/2005 to 1/2007 Hannibal-LaGrange College (now University) 8/1979 to 1/2005
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Social Work	Worked Directly with providing needs of students for 26 years – Worked with disaster clients for 6 years – Currently work directly with clients and administer programs reaching clients
✓ Reentry	Partner with Harvest Outreach Ministries in their Sober Housing Program 11/2013 to present
✓ Counseling	Partner with several counseling agencies. Provided lay counseling for college students and disaster clients
✓ Criminal Justice	Collaborations with law enforcement and DOC entities
✓ Correctional Residential Facilities	Personal friend who was incarcerated in MO DOC facility – visited him in the facility 2012; Child who is currently incarcerated in a Federal Prison – have visited on numerous occasions 2013 to present

Tom Dugger
Authorized Signature of Applicant

7/1/2015
Date

EXHIBIT B
SUBMISSION IS MANDATORY
EXPERTISE OF PERSONNEL
(Copy and complete this table for each key person proposed)

Title of Position: _____Re-entry Case Manager (1)_____	
Name of Person:	TBA
Educational Degree (s): include college or university, major, and dates	Proposed minimum requirement for applicant should be working towards (60+ college hours) a degree in criminal justice or social service or significant working experience in similar fields of employment
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	
Number of years experience in area of service proposed to provide. Experience in working with offenders?	Preferred working experience of at least two years.
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	
Describe this person's responsibilities over the past 12 months.	
Previous employer(s), positions, and dates.	
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Social Work	
✓ Reentry	
✓ Counseling	
✓ Criminal Justice	
✓ Correctional Residential Facilities	

Tom Muggel
Authorized Signature of Applicant

7/1/2015
Date

EXHIBIT C

SUBMISSION IS MANDATORY

LEGAL/CANCELLATION ACTIONS AGAINST APPLICANT

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

Organization Name:	Families and Communities Together of Marion County Inc. (F.A.C.T.)
Legal/Cancellation Actions Information From:	
Name of Company:	None Applicable
Address of Company:	
Contact Person Name:	
Contact Person Phone Number:	
Contact Person e-mail address:	
Date(s) of Legal Action or Cancellation:	
Reason for Cancellation of Contract:	
Description of Legal Action:	
Resolution of Legal Action:	

Tom Deegan
Authorized Signature of Applicant

Date 7/1/2015

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: 60

Category	Service	Proposed Clients	Outcome	Indicator (How do you know you are achieving the outcome?)
Academic	GED assistance	2	Enhanced education	50% of clients will obtain GED or continue to be enrolled in GED Classes
Basic Needs and Emergency Services	Clothing	10	Attainment of basic needs and emergency services	100% of clients will have a basic need addressed
	Household Goods	60		
	Birth Certificates/IDs	10		
	Dental Services	20		
	Medical Services	20		
Employment	Employment Coaching	50	Improved employment	75% of clients will find employment
	Work Clothes/tools	25		
Family	Fatherhood Initiative	20	Increased family support	75% of clients will show an improved relationship with family
	Family Counseling	10		
	Parenting Classes	15		
Housing	Rental Assistance	25	Attainment of housing	50% of clients will attain permanent housing
Mental Health	Counseling	25	Reduced mental health risks	65% of clients will show improved health status as measured by case notes
	Sex offender Treatment	5		
	Sex offender assesment	5		
Substance Abuse	Counseling	25	Reduced substance abuse	65% of clients will remain clean and sober for the duration of the program
	Treatment	25		

Transportation	Taxi Vouchers	25	Attainment of transportation	100% of clients will receive transportation services
Vocational	Training Classes	3	Improved employment	60% of clients will find full time employment

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
Hire Staff	8/1/2015	8/31/2015	F.A.C.T.'s Executive Director
Set up Re-entry Project	8/1/2015	8/31/2015	F.A.C.T.'s Executive Director New Case Managers
Purchase Supplies	8/1/2015	7/31/2016	New Case Managers
Meet w/P&P staff	8/1/2015	8/31/2015	F.A.C.T.'s Executive Director New Case Managers
Host open forum for partner organizations	8/15/2015	9/15/2015	New Case Managers
Develop new material/policies	8/15/2015	9/01/2015	New Case Managers
Create Opportunity Plans	8/15/2015	7/31/2016	New Case Managers
Make Referrals for Services	8/15/2015	7/31/2016	New Case Managers
Follow up and encouragement	8/15/2015	7/31/2016	New Case Managers
Collect and enter data	8/15/2015	7/31/2016	New Case Managers
Evaluate progress	8/15/2015	7/31/2016	F.A.C.T.'s Executive Director New Case Managers
Accept referrals for services	9/1/2015	7/31/2016	New Case Managers
Do assessments	9/1/2015	7/31/2016	New Case Managers
Offer quarterly family events	10/01/2015	7/31/2016	New Case Managers
Prepare and file quarterly reports	11/1/15 2/1/2016 5/1/2016 8/1/2016	11/15/2015 2/15/2015 5/15/2016 8/15/2016	F.A.C.T.'s Executive Director New Case Managers
Contract for services and or purchase goods	8/1/2015	7/31/2016	F.A.C.T.'s Executive Director New Case Managers

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**
.5 FTE Re-entry Coordinator	$14,000.00	14,000
.5 FTE Re-entry Support $10/hr x 15 hrs/wk	$ 7,488.00	7,488
	Subtotal	**21,488**
B. Fringe Benefits (must be capped at 12%)		
Name/Position	**Calculation of Cost**	**Cost**
Re-entry Coordinator FICA, Medicare, SUTA, work comp, etc @ 12%	14,000 x .12	1,680
Re-entry Support Specialist FICA, Medicare, SUTA, work comp. etc @ 12%	7,488 x .12	899
	Subtotal	**2,579**
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 direct benefit of the offender -- include location and type)	**Calculation of Cost**	**Cost**
Re-Entry staff mileage to meet with partners regarding clients or services and providing case management: 600 Miles @ x .37		249
	Subtotal	**249**
D. Direct Services (i.e. housing rental/lease, GED Testing) ******ALL DIRECT SERVICES MUST BE PROVIDED TO THE OFFENDERS******		
Group and individual counseling @$40 /session; medical needs, dental needs, pharmacy, housing assistance, utility assistance, minimal legal fees, substance abuse aftercare, special work items (shoes, tools, uniforms etc,) or special needs (birth certificates, etc,) victim offender mediation services, anger management, transportation (taxi, bus, etc)	**Calculation of Cost**	**Cost**
60 clients @ 296.66 +4 family/partner support meetings @$70 ea	**17,800 + 280**	
	Subtotal	18,080

E. Equipment/Supplies (Direct Services Only)	Calculation of Cost	Cost
Donated furniture, phone for office, printers, and workroom		**0**
Laptop for Re-Entry Coordinator (Basic Laptop)		358
60 pens @ $2.35, 72 pencils @ $2.39, 3-prong folders w/fasteners, 10 pkgs @ $5.29, 5,000 copies @ .10 ea, 1 roll postage stamps		602
Re-entry rent and utilities for 2 offices and shared conference room Internet services and 2 email accounts $25 mo each + 22/yr security email filter	$500 x 12 months $50 x 12 + 22 x 2	6,000 644
	Subtotal	7,604
Summary		
A. Personnel		21,488
B. Fringe Benefits		2,579
C. Staff Travel		249
D. Direct Services		18,080
E. Equipment/Supplies (Direct Services Only)		7,604
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 _____Families and Communities Together of Marion County Inc. (F.A.C.T)

Authorized Signature of Applicant Tom Dugger Date 7/1/2015

Printed Name Tom Dugger

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 Total request = $21,488

.5 FTE Coordinator annual salary= $14,000
.5 FTE Support $10hr x 15 hrs. x 50 weeks = $7,88

B. Fringe Benefits Total request = $2,579

Coordinator – FICA, Medicare, SUTA, Worker's Comp., etc. @ 12% = $1,680
Support – FICA, Medicare, SUTA, Worker's Comp., etc. @ 12% = $899

C. Staff Travel Total request = $249

Coordinator & Support Staff mileage to meet with partners regarding clients or services & providing case management: 673 miles @ $.37 per mile = $249

D. Direct Services to the Offenders Total request = $18,080

We will attempt to find free services to assist clients. If no free services are available, then we will use up to $300 per client to assist with group & individual counseling, medical needs, dental needs, pharmacy, housing assistance, utility assistance, special work items (shoes, tools, uniforms, etc.); or special needs (birth certificates, etc.), substance abuse aftercare, victim offender medication services, transportation assistance, education or training skills fees, and other similar fees that the Executive Director and Probation & Parole representative agree would be appropriate.
60 clients @ $300 services = $17,800 + 4 support/celebration – family meetings @ $70 each ($280)

E. Equipment/Supplies (Direct Services Only) Total request = $7,246

1 laptop computer for coordinator = $358
60 pens $7.45, 72 pencils $2.39, 3-prong folders w/fasteners 10 pkg @ $5.29 = $58;
5,000 copies @ $.10 each for info, resumes, documentation, etc. = $500; postage = $44;
Utilities for offices, shared conference room = $6,000; Internet services and 2 e=mail accounts $25/month each + $22/year each security email filtering for staff = $644

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 __Families and Communities Together of Marion County, Inc **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: ____June 2015_____

(*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: _____June 2014_____

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

Tom Dugger Authorized Business Entity Representative's Name (Please Print)	Tom Dugger *Authorized Business Entity Representative's Signature*
Families and Communities Together Business Entity Name	7/1/2015 Date
Tom.dugger@mcfact.org E-Mail Address	677076 E-Verify MOU Company ID Number

FOR DEPARTMENT USE ONLY

Documentation Verification Completed By:

_____ Procurement Officer	_____ Date