



**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	Butler County Community Resource Council 644 Charles Street Poplar Bluff, MO 63901	SDA48000818 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: KAREN CROOK, EXECUTIVE DIRECTOR
Authorized Signature: Karen Crook Date 05-18-2016

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: **Reducing Basic Essential Barriers for Offenders**
Company Name: **Butler County Community Resource Council**
Mailing Address: **644 Charles Street**
City, State, Zip: **Poplar Bluff, MO 63901**
Telephone: 573-776-7830 Fax: 573-776-6130
Federal EIN #: 43-1821718 State Vendor #: 4318217180-0
Email: Karen.Crook@thecrc.org
Authorized Signer's Printed Name and Title: Karen Crook, Executive Director

Authorized Signature: *Karen Crook* Application Date: 6-29-15

NOTICE OF AWARD:

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

Contract No. **SDA48000818** SE-001

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

7/21/15
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

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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: **Reducing Basic Essential Barriers for Offenders**
Company Name: **Butler County Community Resource Council**
Mailing Address: **644 Charles Street**
City, State, Zip: **Poplar Bluff, MO 63901**
Telephone: 573-776-7830 Fax: 573-776-6130
Federal EIN #: 43-1821718 State Vendor #: 4318217180-0
Email: Karen.Crook@thecrc.org
Authorized Signer's Printed Name and Title: Karen Crook, Executive Director

Authorized Signature: Karen Crook Application Date: 6-29-15

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
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>		Amount of DOC Funds Requested:
<input type="checkbox"/> Western Region	City/County _____	\$49780.00
<input type="checkbox"/> Southwest Region	City/County _____	
<input type="checkbox"/> North Central Region	City/County _____	
<input type="checkbox"/> Eastern Region	City/County _____	
<input checked="" type="checkbox"/> Southeast Region	City/County Poplar Bluff/Butler, Ripley, Carter, Wayne	

Program Title: Reducing Basic Essential Barriers for Offenders
Does this program complement another application? Yes_x No___ Name: Reducing Health Barriers for Offenders
Provide a unique name descriptive of service or program for EACH application submitted

Applicant Agency and Address: Butler County Community Resource Council 644 Charles Street Poplar Bluff, MO 63901 <i>Greg Crook</i> 6-29-15 Signature/Title Date <i>Executive Director</i>	Project Director Name, Phone, Fax & Email: Greg Carman 573-776-7830 573-776-6130 gcarman@semo.net
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Anticipated Outputs: (number of offenders supervised by DOC to be served by the proposed project): 157	Estimated Cost per Offender: \$ 317.00	# of Paid Staff: 1 # of Volunteers: 20
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Summary of Proposed Project: In a concise manner, provide a summary paragraph of your project.
 Reducing Basic Essential Barriers for Offenders will assist in basic essential needs reduction including rental assistance, utility deposits and transportation among the offenders in District 25 in the counties of Butler, Ripley, Carter, and Wayne. The project anticipates serving 157 offenders and seeks to increase positive outcomes for offenders' employment and avoiding Probation and Parole violations.

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: Identify any in-kind contributions which include "contributions other than cash." While they usually add real value to a project, they do not require an additional cash outlay i.e. donated labor, materials and services.

Applicants should indicate what in-kind contributions their organizations will make to this project and how those contributions will help sustain the project.

Office space and equipment (telephone, desk, chair) are provided by the Community Supervision Center; office supplies are donated by the Butler County Community Resource Council; accounting for accounts payable invoices and check preparation for payment to vendors will be donated by the Butler County Community Resource Council.

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%)

2 % Local government
38 % State government
57 % Federal government
1 % Direct donations from individuals
1 % Corporate or foundation grants
0 % Fee and charges for services, products, and sales
.5 % Endowment and interest income
.5 % Fundraisers or special events
0 % Membership fees
0 % Other sources (specify: _____)

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.

Application Narrative (35 points):

Reducing Basic Essential Barriers for Offenders project is a new project that will be implemented in District 25 catchment area of Butler, Carter, Ripley and Wayne Counties. The project will be available to District 25 offenders for transportation, housing and utility assistance. The project anticipates serving at least 157 offenders and seeks to increase positive outcomes for offenders such as securing and maintaining employment and avoiding probation/parole violations.

Reducing Basic Essential Barriers for Offenders will utilize the 8 Evidence-Based Principles for Effective Interventions in Community Corrections.

- 1) All initial assessments that will identify the offender's need for housing, utility assistance or transportation will be conducted by the supervising probation officer.
- 2) Removing identified barriers can enhance the motivation of the offender. In turn, the barrier removal can have a long-term effect on the offender's self esteem and ability to maintain continued progress.
- 3) The project director and the probation officer respond to the barriers existing in the offender's current life style, e.g. transportation, housing or utility assistance.
- 4) Probation officers receive comprehensive training in identifying offenders' needs and barriers. As a result of the comprehensive training, barriers are identified and proper referrals are made to the Reducing Basic Essential Barriers for Offenders project.
- 5) The project director of Reducing Basic Essential Barriers for Offenders project recognizes that removal of barriers will improve the offender's opportunity to succeed. The project director's works with the offender to reduce or remove barriers will contribute to successful completion of supervision.

- 6) Offenders are encouraged to attend support groups in the communities in which they reside. Many recovery supports and strengths are gained through affiliations with organizations such as AA, NA, faith-based programs.
- 7) Measures are in place to document the outcomes of participants. From referral to obtaining assistance that reduces the barrier, assistance provided through the Reducing Basic Essential Barriers for Offenders project is tracked & documented.
- 8) The program director will follow up with recipients of assistance six months after receiving Reducing Basic Essential Barriers for Offenders project assistance.

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

It is the desire of the Butler County Community Resource Council (CRC) to once again deliver case management services to offenders in District 25. The CRC has implemented similar projects in all Missouri Department of Corrections' community entry grant years.

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

Working with the Community Supervision Center in Poplar Bluff, the project director takes referrals from Probation Officers. Probation Officers initially screen, assess, and identify offenders with needs that are in the scope of this grant proposal. Funds for transportation, housing and/or utility assistance are utilized based on need and the offender's ability to match or add toward financial assistance. The project director develops standard referral forms for the Probation Officers to use in referring offenders to Reducing Basic Essential Barriers for Offenders project. A confidentiality release form is signed by the offender to open communication between the project director, Probation Officers, and other representatives of agencies addressing needs.

Based on previous experience in delivering similar service, the project director, the MRP District 25 Taskforce members, and the executive director of the CRC agree to the following limits. Transportation assistance is limited to 57 offenders @ \$200 per offender totaling \$11,400. Transportation assistance consists of help with minor car repairs, bicycles, and bus passes. Housing rental assistance will be provided to 55 offenders @ \$250 per offender totaling \$13,750. Housing rental assistance includes rent and security deposits. Utility assistance will be provided to 50 offenders @ \$250 per offender totaling \$12,500. Utility assistance consists of electric bill, electric deposit, gas bill, or gas deposit. A barrier reducing form will be used to track assistance provided to clients per type and incident. All offenders are asked to complete a survey provided by the University of Missouri for tracking and research purposes.

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

Transportation, housing and utility assistance received by the offender will be individualized to meet the offender's needs.

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

All probation and parole clients (male and female including sex offenders) of District 25 will be eligible to access the funding provided in this grant. It is anticipated that at least 157 offenders will be reached through this grant award. Referrals will be received from Probation Officers in writing. Probation Officers will forward referral forms to the project director for review. The project director will set up appointments with offenders at the Probation and Parole Offices in the four counties. The project director will seek out resources available in the community if appropriate. If additional referrals are necessary, the project direction will contact Probation Officers directly about services offered.

Applicant's Experience and Expertise

Applicants should describe past working relationships with Probation and Parole in detail and identify contact(s), if applicable, with Probation and Parole. The contact(s) name and telephone should be included.

In 2006, District 25 Probation and Parole Office and the CRC engaged the community in the MO Reentry Process with the CRC as the lead agency. Since the formation of the 25-member District 25 MRP Taskforce, it meets monthly at the Probation and Parole office. The Taskforce implemented an ongoing Reentry Opportunity Coalition (ROC) to reduce barriers for offenders returning home from incarceration. 20 local agencies, businesses and support groups meet every 2 months with 20-30 offenders to offer assistance in employment, transportation, education, substance abuse, mental health, and other issues.

Mr. James Berry, District Administrator of District 25, co-chairs the District 25 MRP Taskforce. His telephone number is 573-840-9555. District 25 is located in the Southeast Region and serves approximately 1,200 offenders. The Southeast Region has a total of 10,074 offenders.

The project director of the past grants awarded to the CRC by MO DOC was housed at the Community Supervision Center. The project director utilized office space in the facility furnished by Probation and Parole. This maximized the effectiveness of the project because of the availability of the project director to the offenders and Probation Officers working in the four counties served by District 25. The project director was available to attend monthly Taskforce meetings updating the committee on the successes and challenges of the grant and was able to attend the ROC affording him other opportunity to reach out to offenders who are experiencing difficulties.

Using Exhibit A, describe the organization and its capabilities to implement the project. Include all current contracts with the State of Missouri.

The CRC is a 501c3 corporation in the state of MO with 6 full-time employees and 2 part-time employees. Its average budget for the past 5 years is over \$900,000. The CRC has an executive director and officer manager for fiduciary oversight of grants and contracts. The CRC has a 13-member board of directors made up of community leaders in local government, education, social services, law enforcement, business, and medicine. The CRC has five active contracts and/or grants that it implements. The current contracts with the state of MO include three contracts with the MO Department of Social Services.

Using Exhibit B, describe the competencies of the staff assigned to the project, including the roles of any volunteers, and personnel in partnering organizations and/or sub-awardees who are proposed to provide direct services in the application request. Staff must have appropriate certifications or experience in providing proposed services i.e. one staff member most likely will not be qualified to provide multiple services unless approved by the Department. All staff must provide direct services to offenders.

Karen Crook, executive director of the CRC, has been employed there for 16 years. She has experience in administering grants, supervising staff, and collaborating with agencies and volunteers. Greg Carman, project director, has worked for the CRC in four community entry grants. He is a retired supervisor and trainer for the Division of Youth Services. Mr. Carman is a substance abuse counselor with a Masters Degree in Psychological Counseling. He possesses excellent oral and written communication skills and worked closely with Probation Officers during the previous grant periods. Judy Cox has been office manager for the past seven years. As office manager, she is responsible for accounts payables, payroll and other support services.

Using Exhibit C, the applicant must indicate whether there is currently or within the past twelve (12) months any legal actions, suits or proceedings, pending or threatened against the applicants organization. Explain circumstances. For any partners or sub-contractors proposed the same information should be provided.

The CRC has not had any legal actions, suits or proceeding within the past 12 months. Nor are there any legal actions pending.

The applicant must indicate whether they have had any contracts with other governmental and/or private entities (Exhibit C) that have been canceled prior to expiration or contracts not renewed after the initial contract period within the last five (5) years and provide an explanation for the cancellation or non-renewal.

The CRC has not had any contracts with other governmental and/or private entities canceled prior to expiration or not renewed after the initial contract period.

The applicant should demonstrate experience with the target population as it relates to the organization, employee's providing services and any partners or subcontractors in providing services.

The CRC has received seven different grant awards from the MO Department of Corrections' Community Reentry Grants. The focus of the grant awards involved barrier removal and mentoring. Round One grant was totally devoted to transportation issues. Probation Officers were asked to identify offenders with transportation needs. The CRC implemented a voucher plan with the local cab company to transport offenders to the MO Career Center for employment searches, mental health appointments, substance abuse appointments, and local businesses to apply for jobs. Round Two (2009) and Round Three (2010) concentrated on delivering medical, dental, housing, transportation and utility needs. A case manager was contracted to deliver case management services to offenders in the four county catchment area of District 25. More than 650 individuals were helped in those two grants. Round Four (2011) the CRC was awarded two grants. One grant focused on dental and medical services. The grant was able to help 161 offenders seek dental and/or medical services. 79% of the offenders participating in the project did not violate the conditions of their probation/parole. 46% of the offenders participating in the project maintained and/or secured employment. The second Round Four grant concentrated on delivering housing, utility and transportation needs. 190 offenders were helped. 77.5% of the offenders participating in the project did not violate the conditions of their probation/parole. 56% of the offenders participating in the project maintained and/or

secured employment. Round 5 (2012) the CRC received two grants. 197 offenders were served providing housing, utility and transportation needs. 98% of offenders participating remained in compliance with the conditions of their probation/parole. 60% of the participating offenders maintained or secured employment. The second Round 5 grant focused on medical and dental services. 96 offenders were served. 88% of the offenders participating in the project remained in compliance with the conditions of their probation/parole. 53% of the offenders participating in the project maintained and/or secured employment. Round 6 (2013) the CRC was awarded a mentoring of offenders grant. It focused on delivering establishing mentor/mentee relationships with offenders and community members. The project was very successful in building relationship among the offenders and community. The project also provided barrier removals in the area of housing, utility assistance, medical, dental, and transportation. A total of 25 men in Butler County were matched with community mentors. A total of 44 offenders received wrap around services.

In addition to the case management through the grant awards, the executive director of the CRC co-chairs the District 25 MRP Taskforce with James Berry, District Administrator. The Taskforce meets regularly on the third Monday of the month strategizing ideas on how to impact recidivism among offenders returning to District 25.

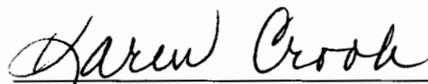
The applicant attests that the prices quoted in the application are fair and are not tainted by collusion, conspiracy, connivance, or other unlawful practice on the part of the applicant or any of its agency, representatives, owners, employees, or parties of interest.

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

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:	Butler County Community Resource Council
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Missouri Department of Corrections
Address of Reference Company:	2729 Plaza Drive
	Jefferson City, MO 65109
Reference Contact Person Name:	Lisa Meyer
Contact Person Phone #:	573-529-6611
Contact Person e-mail address:	Lisa.Meyer@doc.mo.gov
Dates of Prior Services:	June 2009; December 2009-November 2010; August 2010-July 2011; August 2011-July 2012; August 2012-July 2013; August 2013-July 2014
Dollar Value of Prior Services:	\$15000.00; \$99,972.00; \$99,580.00; \$49,174.00; \$49,174.00; \$49,949.00; \$49,526.31
Description of Prior Services Performed:	The Butler County Community Resource Council was awarded five rounds of grants from the MO Department of Corrections to remove gaps in housing, utilities, transportation, medical assistance, and dental assistance among offenders of District 25. Also, the Council received a grant to deliver mentoring among offenders residing in Butler County.



 Authorized Signature of Applicant

6-29-15
 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:	Butler County Community Resource Council
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Missouri Institute of Mental Health
Address of Reference Company:	4633 World Parkway Circle
	St. Louis, MO 63134
Reference Contact Person Name:	Susan Depue, Ph.D.
Contact Person Phone #:	314-516-8412
Contact Person e-mail address:	Susan.Depue@mimh.edu
Dates of Prior Services:	October 2014-Present
Dollar Value of Prior Services:	\$165,000
Description of Prior Services Performed:	The Butler County Community Resource Council has contracted with the Missouri Institute of Mental Health since 2012. Each year the Council has been awarded a contract to collaborate with law enforcement and businesses in Poplar Bluff to impact underage drinking among youth in the region.


 Authorized Signature of Applicant

6-29-15
 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:	Butler County Community Resource Council
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Missouri Department of Social Services
Address of Reference Company:	Community Enterprise Unit , 3418 Knipp Drive
	Jefferson City, MO 65109
Reference Contact Person Name:	William Dent
Contact Person Phone #:	573-526-7833
Contact Person e-mail address:	William.Dent@dss.mo.gov
Dates of Prior Services:	July 2014-June 2015
Dollar Value of Prior Services:	\$153,129.31
Description of Prior Services Performed:	The Butler County Community Resource Council has contracted with the MO Department of Social Services since 1996. Each year the Council has been awarded a contract to collaborate around issues of children and families in Butler and Ripley Counties. Issues include graduation rates, adults working, health, safety, children succeeding in school, children becoming productive adults, and children ready for school.


 Authorized Signature of Applicant

6-29-15
 Date

EXHIBIT B
SUBMISSION IS MANDATORY
EXPERTISE OF PERSONNEL

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

Title of Position: <u>Program Director</u>	
Name of Person:	Judith Moss
Educational Degree (s): include college or university, major, and dates	Masters Degree in Psychological Counseling from Southeast Missouri State University, 1990
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Licensed Professional Counselor
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?	Ms. Moss has provided psychological counseling, assessments and referrals to adults in crisis since 1990. She has been a case manager for both inpatient and outpatient substance abuse clients.
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Ms. Moss is a part-time program director for the CASA of the 36 th Judicial Circuit under the umbrella of the Butler County Community Resource Council.
Describe this person's responsibilities over the past 12 months.	Ms. Moss has recruited volunteers for the CASA program, attended court dates, reported findings, and assigned volunteers per order of judge within the past 4 months.
Previous employer(s), positions, and dates.	Family Counseling Center, Counselor, 3/2013 to 2/2015. SEMO Behavioral Health, Counselor, 2/2011 to 2/2013. Self-employed, Counselor, 1999 to 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	Conducted assessments, networked with agencies, 1999 to present.
✓ Reentry	SEMO Behavioral Health: deliver psychological counseling to substance abuse clients including offenders, 2011-2013, primary assigned task
✓ Counseling	Family Counseling Center: deliver psychological counseling to clients, supervision of case managers, 2013-2015, primary assigned task.
✓ Criminal Justice	
✓ Correctional Residential Facilities	

Saren Croole
 Authorized Signature of Applicant

6-29-15
 Date

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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:	Butler County Community Resource Council
Legal/Cancellation Actions Information From:	
Name of Company:	NOT 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:	

Saren Crook
 Authorized Signature of Applicant

6-29-15
 Date

Exhibit D
Performance Measures

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

Total Number of Clients Agency Proposes to Serve: 150

Category	Service	Proposed Clients	Outcome	Indicator (How do you know you are achieving the outcome?)
Academic			Enhanced education	
Basic Needs and Emergency Services	Utility Deposits	50	Attainment of basic needs and emergency services	100% of clients who express need for utility deposits will have the need addressed.
Employment			Improved employment	
Family			Increased family support	
Housing	Rental Assistance	55	Attainment of housing	100% of clients who express need for rental assistance will have the need addressed.
Mental Health			Reduced mental health risks	
Substance Abuse			Reduced substance abuse	
Transportation	Bicycles	57	Attainment of transportation	100% of clients who express need for transportation assistance will have the need addressed.
	Minor car repair			
	Bus passes			
Vocational			Improved employment	

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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
Greg Carman, Project Director	10 hrs. per week @ \$20 per hr x 52 weeks	\$10,400
	Subtotal	\$10,400
B. Fringe Benefits (must be capped at 12%)		
Name/Position	Calculation of Cost	Cost
Greg Carman, Project Director, FICA/Social Security	FICA/SS: \$10400 x .0765 =\$796	\$796
Workers Compensation	WC:\$10400 x .01465=\$152	\$152
Unemployment Insurance	UI: \$10400 x .01040=\$108	\$108
	Subtotal	\$1056
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
Ripley County travel to meet with offenders	70 miles round trip x 4 trips x \$.37	\$104
Carter County travel to meet with offenders	90 miles round trip x 4 trips x \$.37	\$133
Wayne County travel to meet with offenders	100 miles round trip x 4 trips x \$.37	\$148
Butler County travel to meet with offenders	65 miles in Butler Co x 12 months x \$.37	\$289
	Subtotal	\$674

D. Direct Services (i.e. housing rental/lease, GED Testing)		
****ALL DIRECT SERVICES MUST BE PROVIDED TO THE OFFENDERS****		
	Calculation of Cost	Cost
Housing Rental Assistance	55 offenders @ \$250 each	\$13750
Utilities Assistance	50 offenders @ \$250 each	\$12500
Transportation Assistance	57 offenders @ \$200 each	\$11400
	Subtotal	\$37650
E. Equipment/Supplies (Direct Services Only)		
	Calculation of Cost	Cost
NONE		
	Subtotal	
Summary		
A. Personnel		\$10400
B. Fringe Benefits		\$ 1056
C. Staff Travel		\$ 674
D. Direct Services		\$37650
E. Equipment/Supplies (Direct Services Only)		
	TOTAL PROJECT COSTS	\$49780

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: Butler County Community Resource Council

Authorized Signature of Applicant *Karen Crook* Date 6-29-15

Printed Name: Karen Crook

EXHIBIT G

SUBMISSION IS MANDATORY

BUDGET NARRATIVE

Applicant must provide justification and detailed description of all budget items listed in Exhibit E.

NOTE: All expenses must be reasonable and necessary.

A. Personnel=\$10,400

520 Hours of case management @ \$20.00 per hour

B. Fringe Benefits=\$1056

FICA/Social Security Taxes: $\$10,400 \times .0765 = \796

Workers Compensation: $\$10,400 \times .01465 = \152

Unemployment Insurance: $\$10,400 \times .01040 = \108

C. Staff Travel=\$674

Program Director will travel to Probation and Parole Offices in the 4 counties of District 25 from the Probation and Parole Office in Poplar Bluff.

Ripley County travel: 70 miles round trip, 4 trips per year @ \$.37 per mile=\$104

Carter County travel: 90 miles round trip, 4 trips per year @ \$.37 per mile=\$133

Wayne County travel: 100 miles round trip, 4 trips per year @ \$.37 per mile=\$148

Butler County travel: 65 miles per month x 12 months x \$.37=\$289

D. Direct Services to the Offenders=\$37,650.

Housing Assistance: 55 offenders @ \$250 per offender=\$13,750

Utility Assistance: 50 offenders @ \$250 per offender=\$12,500

Transportation: 57 offenders @ \$200 per offender=\$11400

E. Equipment/Supplies (Direct Services Only)

NONE

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 Butler County Community Resource Council (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: Missouri Department of Social Services

(*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: May 5, 2015

Previous **Bid/Contract Number** for Which Previous E-Verify Documentation Submitted: PG691400011
(if known)

Karen Crook
Authorized Business Entity Representative’s
Name (Please Print)

Karen Crook
Authorized Business Entity
Representative’s Signature

Butler County Community Resource Council
Business Entity Name

6-29-15
Date

Karen.Crook@thecrc.org
E-Mail Address

228770
E-Verify MOU Company ID Number

FOR DEPARTMENT USE ONLY

Documentation Verification Completed By:

Procurement Officer

Date

Internal Revenue Service

Department of the Treasury

**P. O. Box 2508
Cincinnati, OH 45201**

Date: June 7, 2001

Person to Contact:

Cheryl Skaggs 31-04010
Customer Service Representative

Toll Free Telephone Number:

8:00 a.m. to 9:30 p.m. EST
877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

43-1821718

Butler County Community Resource Council
% Robert Sutton
644 Charles St.
Poplar Bluff, MO 63901-5202

Dear Sir or Madam:

This is in response to the amendment to your organization's Articles of Incorporation filed with the state on January 5, 2001. We have updated our records to reflect the name change as indicated above. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued on August 22, 1999, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its 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.

Butler County Community Resource Council
43-1821718

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

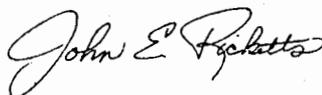
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your organization's exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE
Customer Account Services