



**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	Liberty House Ministries P.O. Box 630 Perryville, MO 63775	SDA48000822 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: Nancy Anderson, President / Director
 Authorized Signature: *Nancy Anderson* Date 4-10-2016

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: Residential / Transitional Services
Company Name: Liberty House Ministries
Mailing Address: P.O. Box 630
City, State, Zip: Perryville MO 63775
Telephone: (573) 768-5090 Fax: (573) 547-2793
Federal EIN #: 32-0340784 State Vendor #: 32034078400
Email: n_anderson4@hotmail.com
Authorized Signer's Printed Name and Title: Nancy Anderson, President/Executive Director

Authorized Signature: Nancy Anderson Application Date: 6-25-2015

NOTICE OF AWARD:

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

Contract No. **SDA48000822** SE-006

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.

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**Buyer of Record:
Gary Stoll, CPPB
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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 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 _____	\$ \$50,000
<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 Cape Girardeau/Cape Girardeau	

Program Title: Residential/Transitional Services

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: Liberty House Ministries P.O. Box 630 Perryville MO 63775	Project Director Name, Phone, Fax & Email: Nancy Anderson (573) 846-6447 (573) 547-2793 n_anderson4@hotmail.com
<u>Nancy Anderson</u> Signature/Title <u>Director/</u> <u>President</u>	<u>6-25-2015</u> Date

Anticipated Outputs: (number of offenders supervised by DOC to be served by the proposed project): 12	Estimated Cost per Offender: \$ 347.22	# of Paid Staff: 0 # of Volunteers: 4
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Summary of Proposed Project: In a concise manner, provide a summary paragraph of your project.

The mission of Liberty House Ministries is to provide a safe, loving, transitional, residential environment for women who are willing to make a positive life change. We provide housing, case management, individual and group counseling, educational assistance, employment assistance, financial planning, and transportation. It is a 3-6 month program. A housing director resides full time at the facility. We accept women 18 years and older who have been released from the Department of Correction, or in some way, involved with supervised Probation and Parole.

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.

The following are in-kind contributions:

- GED training
- Journals, papers, pens, notebooks are provided for the offender
- Bibles; inspirational reading books; devotional books; self-help books on such subjects as anger management, eating disorders, etc.; Bible studies, group meeting books covering such topics as budgeting, recovery, self-improvement, etc.
- On-site recreational activities, such as, volleyball, air hockey, foosball, billiards, cards, puzzles, movies, and video gaming
- Off-site activities, such as swimming, bowling, fishing, hiking, etc.
- An on-site limited clothes closet. Offenders who first arrive are in need of clothing can have something immediately
- An off-site clothes closet, St. Vincent DePaul Thrift Store in Perryville, MO (573-547-3975), offers our residents vouchers to obtain clothing
- We are members of the SEMO Food Bank in Sikeston, MO (573-651-0400). We can purchase perishables and non-perishables at a discounted price.
- Volunteers have offered to teach on-site classes, such as, cooking, gardening, guitar, etc. They bring the needed supplies
- The St. Vincent DePaul Thrift Store will also help the residents, who graduate the program and have found affordable housing, obtain furniture and accessories for their place

--Parenting classes on site, with books provided by LHM, taught by the Executive director

--Individual budgeting classes and on-going training taught and monitored by the Executive director; materials are supplied by LHM

--A therapist available to do on-site seminars on toxic relationships, etc.

--New Life Mission Inn, a local ministry, offers free services covering tutoring, general recovery support, employment readiness, educational preparation, budgeting assistance, and parenting classes

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%)

- % Local government
- % State government
- % Federal government
- 75 % Direct donations from individuals
- 25 % Corporate or foundation grants
- % Fee and charges for services, products, and sales
- % Endowment and interest income
- % Fundraisers or special events
- % Membership fees
- % 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.

PART 3: PROPOSAL NARRATIVE**Part 3.1a APPLICANTS EXPERIENCE AND EXPERTISE**

Liberty house ministries became a 501 (c) (3) organization on February 25, 2011. The mission of Liberty House is to provide a transitional, residential environment for women who fit into one of these categories: have been released from the department of corrections, have been released from jail, or have successfully completed a drug or alcohol treatment program. All of our temporary or full-time residents have been involved with the department of corrections thus far. Residents must be willing to make a positive life change. Our program is a faith based, nondenominational housing facility. The ministry helps each woman achieve wholeness and independence by helping them secure a job, by providing low cost housing, and by providing spiritual, relational, educational, financial and social programs. The program is 3-6 months long, depending on the progress of each resident. Upon graduating from the program, we assist them in finding affordable housing in the area and are available for follow-up encouragement and counseling. There is a full time housing coordinator residing at the facility. The ministry board consists of three people: Nancy Anderson, President; Dawn Winningham, Vice-president; and Linda Miget, Secretary/Treasurer.

I (Nancy Anderson) am a retired school teacher of 28 years in the public school in Perryville, MO. I have been involved in helping women who have been abused in some way for about 20 years by working through a variety of churches in the area. It was through a church, New Hope that existed at the time in Perryville that I took a class in Christian counseling and received a certificate from the American Association of Christian Counselors in March of 2003. The program was called Caring for People God's Way. Ron Hawkins was the Dean at the Center for Bible Counseling. In 2007, I began ministering in the local jail to a particular inmate. I attended all her court hearings and continued to visit, write, and receive phone calls when she was moved to the Cape County jail. The inmate was eventually sentenced to WERDCC in Vandalia, MO. I visited her at that facility as often as I could as it was a three hour drive for me. During this time, I was learning about the court system and the prison system in Missouri. The inmate was concerned

about where she would go when released from prison. This caused me to see the need for a place for prisoners who wanted a new start but did not know how to make it happen. I told her I would help her get a fresh start if she was willing to work hard. This was the beginning of the formation of Liberty House Ministries.

A church I was attending in Jefferson County agreed to help me out with securing a house to do what was in my heart. Liberty House began in Pevely, MO in a rental house in 2010. I began working with probation and parole, civic organizations, food pantries, clothes closets, educational organizations, etc. I specifically worked with Jeff Robson (the ex-offender's parole officer) and Scott Berkbigler the director of probation and parole. They visited the home and gave their approval for the inmate that was now released from prison to stay there. Eventually we took in six ladies. Of the six, four had been involved with the department of corrections in some way. I decided I wanted to move the ministry to Perryville for several reasons: Perryville is where I reside and I wanted to cut my commute time, the church that was helping me wanted to take in homeless people and this population did not fit my mission, and I felt it was time to start Liberty House Ministries as its own 501 (c) (3) organization.

That inmate I spoke about above is Dawn Winningham, the vice-president of this organization. Dawn successfully completed the program that I directed to the point that she wanted to give back and share what she had received through Liberty House Ministries. Dawn was an inmate at the prison in Vandalia and was released on February 9, 2010. We moved the ministry to Perryville in January of 2011 where we rented a small house. From here we began to help women who needed encouragement, prayer, a temporary place to stay, be driven to appointments, prepare them for pending jail time, attend court hearings, etc. We were limited in what we could do as the house was very small and we could only house a woman temporarily (for about two weeks at a time) because of having only one extra bedroom and because of landlord regulations. We helped mostly women who had been in jail or prison or who were headed to either place. I had discussed with Lynn Helmann, (573-547-9285) Dawn's parole officer in Perryville, what Liberty House was about and she approved of Dawn doing this as Dawn had been out of prison for 2 years and had absolutely no

occurrences with the law. During that first year back in Perryville, a judge (Mike Bullerdieck), the sheriff (Gary Schaaf), and police officers (Alan Morris) were amazed at the change in Dawn as she encountered them in meetings about drug issues and recovery. On April 4, 2013, Dawn was released from parole early. She says it is because of Liberty House Ministries that she was granted early release.

Linda Miget, the third member of our board of directors, has a full time job at the Bank of Missouri. Linda has been associated with me in many ways over the years through church work and has a heart to help our clientele.

In May of 2012, we began the process of securing a loan to purchase a permanent place for the ministry to operate fully and began looking for a house that would suit our vision. We have been supported by free-will offerings and special financial gifts from individuals, churches, and a few businesses. None of our staff takes a salary. All moneys go to the operation of the ministry. Our heart is to help women make a fresh start as we have been helped by God and others.

We secured a loan from 1st State Community Bank in Perryville in August of 2012. We continued looking for a house in both Perryville and Perry County. In October, we found the house that we knew would work perfectly. It is in Perry County in a beautiful country setting on 3 acres of land. On February 28, 2013, Liberty House Ministries closed on the house.

For 4 months we cleaned, painted, and had general maintenance done to the house. The community of Perryville has supported us in ways we never dreamed. A lady (Peggy Sutterer) organized groups of men and women to help with the cleaning and painting. Men volunteered their electrical, plumbing, and carpentry skills. Businesses donated paint, materials for repairs, etc. Individuals and stores either gave us furniture and accessories or gave us great discounts.

Word spread about what Liberty House Ministries was doing and the Perryville newspaper came to the house to interview the three board members and to take pictures of the house. After the article appeared in the paper, we began getting phone calls from people who knew someone they thought would benefit from our program. We began to take applications and do interviews even though we were not officially open. All

4 of those interested have either been in prison or were currently in prison looking for a place to home plan.

We accepted our first resident into the program on May 28, 2013. She was home planned from the Department of Corrections in Vandalia.

On June 8, 2013, Liberty House Ministries officially opened by hosting an open house.

Because of the newspaper article and word of mouth, we have been invited to speak to civic organizations and religious organizations where we make connections with individuals who help us in some way such as giving us key phone numbers for benevolent organizations, ask how they may help, or contribute to the ministry. We have spoken at the Chamber of Commerce Business Women's luncheon where I was able to ask them to consider hiring the ladies we accept into the program. We have spoken at the ROSC (Routine Oriented System of Care) organization in Perryville which hosts leaders in the areas of education, law enforcement, benevolent organizations, alcohol and drug recovery support, etc. Their purpose is to let others know what is available to help people in the community and to draw upon their assistance. We were invited to speak in Cape Girardeau, MO at the Catholic Conference of Women on June 11.

During the time of preparing the house for the residents, the ministry has also been making connections with law enforcement, probation and parole, and the prison in Vandalia. We invited the sheriff, Gary Schaaf, to tour the house, gave him a copy of the application for residency, the rules and guidelines, and our financial plan. He was impressed with the house and later gave us some alarms and other detecting devices. Two ladies from probation and parole, Lynn Helmann and Jennifer Fulmer, came to visit and take a tour as part of their job in accepting a parolee from the Department of Corrections. Their comment was that they wouldn't know why someone wouldn't want to come here. I contacted Russ Little, the supervisor of the probation and parole office in Perryville about Liberty House. He invited us to come to their office and speak to all the officers about Liberty House. Present at the meeting was Sharon Derrington (573-290-5820 ext. 237), the probation and parole district administrator of 3 counties. It was a very profitable meeting as we shared ideas how to help each other.

Ms. Derrington shared information with us about a grant offered by the D.O.C. which we did apply for and

was awarded for 2013-2014. Because of this award, we were able to do so much more for the 8 residents we housed, all of whom were from D.O.C. We had a good recommendation from the two D.O.C. authorized site visitors in March of 2014. They said we had a solid infrastructure. They recommended we be more detailed in our budget categories, which we have done in this application.

Some of the main successes of that grant year were: A lady received her GED and a driver's license for the first time. All but 1 resident got a job. One purchased a truck. One was allowed by her dad to move back in with him because he saw how she changed. She also got custody of her daughter.

3.1b PROGRAM DESIGN AND IMPLEMENTATION

Applications for acceptance are available at the women's correctional facility in Vandalia, Chillicothe, the local jail, area counselors, and the probation and parole offices in the area. An application can be requested by phone or mail. Applicants must fill it out completely. After receiving the application, the 3 board members review it separately, then we discuss. If we believe the candidate fits our program, we contact them for a personal or phone interview. After the interview, we make a final decision and then contact the applicant of the decision. We then send the applicant a list of items to bring and what not to bring. Upon arrival we do a drug test to make sure they are clean. We give random drug tests, so if at any time they test positive, they must leave the program.

The following are the programs and activities that Liberty House Ministries offers:

Housing: A home-like atmosphere is provided, with shared bedrooms. There are areas for group meetings, recreational times, a library and an office for small group or one-on-one counseling. The offender will receive this service 24 hours a day until they graduate or decide to leave the program.

Case Management: Twenty-four hour supervision is provided. Residents are evaluated, goals are discussed with the director that include 4 areas--educational, financial, personal, and spiritual. Offender strengths and weaknesses are discussed and noted. Parole and probation conditions are a top priority. An individual program is set up for achieving these goals. Re-evaluation is on-going throughout the stay of each resident. Case Management also includes reinstatement or application of state and/or federal benefits, social skills

development, life skills, and parenting skills. The offender will receive this service upon arrival and at least every two weeks at the beginning and monthly as she progresses in the program.

Individual and Group Counseling: A trained counselor, Nancy Anderson, is on staff. Community organizations are available to provide additional counseling and life and social skills training. On-going Bible studies and prayer groups are held on a regular basis. An offender will receive these services daily as needed.

Educational Assistance: Staff (by "staff" is meant the 3 board members who do not receive a salary from donated moneys), volunteers, and organizations, such as New Life Mission, assist with enrollment in available area educational programs. They offer GED preparation and parenting classes at no cost. Career training through the local high school offers computer classes, etc. Higher education classes are available at the local higher education center if a resident's budget allows or if they receive a grant or scholarship offered by Southeast Missouri State University and Mineral Area College. The offender will receive these services as often as is necessary to achieve their goal, whether daily or weekly.

Employment Assistance: Staff, volunteers, and area organizations are available to assist in filling out job applications, resumes, preparing for an interview, and securing a job. The offender will receive this service until they graduate or leave the program.

Financial Planning: The director will assist with planning and incorporating a budget according to Liberty House guidelines. The director will work with the resident to get outstanding bills paid off by calling the store or company and discuss with them a workable payment plan for the resident. The director will use the book, Making Ends Meet, Budgeting Made Easy, by Larry Burkett as a teaching tool to help residents learn to budget. His budgeting worksheet will be used to train the residents to eventually do their own budgeting. Budget planning will be every two weeks and eventually monthly.

Transportation: Staff and volunteers will assist those who need transportation to and from jobs, classes, and appointments. The ministry owns an official tax-exempt van for this purpose. Offenders will receive this service as often as needed.

Recreation: A rec room is located in the basement level for playing games, cards, etc. Available for their use is a pool table and air hockey table. An exercise bike is located here also. Movies are available. We have three acres for walking, playing volleyball, or relaxing on the front or back porch. We take the ladies to off-site activities, such as fishing, swimming, canoeing, the zoo, etc. about every other month. These activities provide many opportunities for mentoring moments and social skill development. All the above activities will be ongoing and continued throughout a resident's stay.

3.1 b 2 PERFORMANCE MEASURES

LHM's goal for this year is to provide housing, utilities, food, transportation, etc. for 12 women. Our target group is women who have been or are now involved with the department of corrections as an offender. Academically we require any resident who does not have a high school diploma to enroll in GED classes. We know they have achieved the outcome by obtaining their GED. Residents may choose to take vocational or higher education classes if possible. They will have achieved the outcome by receiving a passing grade.

Basic needs will be met by housing all residents in the program, offering 3 meals a day, supplying personal hygiene items, basic clothing, etc. as almost all residents accepted come with only what they are wearing and carrying only a shoebox containing their paperwork. As for emergencies, we have on file from their application, emergency contact numbers and physicians' phone numbers. We will provide a cell phone for residents to use during work hours to be used only to contact a staff member for emergencies or for pick-up. Offenders will have the ministry cell phone and house phone number available to them. The ministry is a member of the Biehle Rural Fire Department.

All offenders will be assisted in seeking employment. We will let them know about vocational classes available through the high school and encourage them to enroll. We know they have achieved the outcome when they receive their paychecks or get a job related to the vocational class they enrolled in.

Residents will have a nightly phone time using the house phone to call family. We have unlimited long distance so they may call wherever they live. After 4 weeks of successful living at Liberty House, residents may apply for day or weekend passes to stay with family. Family issues will also be discussed in

goal setting sessions and individual counseling times. The indicator for success will be their feedback in counseling sessions following contact time with family and observing improved family relationships.

After graduating from the program, staff and volunteers will guide residents in finding affordable housing and looking into any assistance available in the community, such as vouchers that help pay electrical bills. We will know if we are achieving the outcome of acquiring housing when they secure an affordable place to live.

If residents are required, as part of their probation or parole conditions, to see a mental health professional, we will see that they have transportation to and from the facility. We will know we are achieving the outcome by driving them to the appointment or following up with a phone call to the health professional office if needed. We also will observe positive mental health progress. Residents will attend any required substance abuse programs required as conditions to their probation or parole. They may also attend AA or NA if they desire. Our goal is to implement weekly Celebrate Recovery classes on-site as well as Life's Healing Choices, Freedom from Your Hurts, Hang-Ups, and Habits by John Baker. These classes will be led by Dawn Winningham, who has been through these two programs. Substance abuse issues will also be discussed in individual and group counseling sessions. We will know we are achieving the outcome of reduced substance abuse by their attitude and by random drug testing while a resident and when the offender chooses not to use drugs.

Transportation is provided to residents who have a need. Those whose goal is to get their license back or are wanting to purchase a car, the savings plan that we have in place should be incentive for them to attain that goal. We will know they have achieved this goal by their attendance at their job and by the money saved to purchase a car.

3.1 c TIMELINE

All the items listed in 3.1 b 2 are ready to be implemented as offenders enter the program and will continue until they graduate or choose to leave the program.

3.1 d BUDGET DETAIL

All funds will pay for direct services to offenders. (See Exhibit E)

3.1 e BUDGETNARRATIVE

The funding for this program during this quarter will be used to serve up to 12 offenders, who are being released from the department of corrections or who are on parole. The cost for housing per offender is \$347.22 per month, totaling \$40,380.08 for one year for 12 residents. This fee includes rent, utilities, food, insurance, basic hygiene, household items (toilet paper, detergent, etc.), minor medical (Crosstrails Medical and Dental, which operates on a sliding scale usually charges \$20 to see a doctor.), and mentoring activities. Transportation to work, appointments, and activities will cost each offender \$629.17 per month, totaling \$ 7,550.04 for one year for 12 residents. Printer ink will be used to make copies of handouts for the classes offered. The handouts will be given to the offenders so that they may write on them and keep them for further study. The cost is \$720 for one year. The Housing Director is also the Program Director. She will be spending 20 hours a week to implement programs, such as, Walking the 12 Steps with Jesus, Celebrate Recovery, etc. The cost for this implementation is \$4,166.66 per month. The total cost for serving 12 offenders for one year is \$50,000.

3.1 f SUSTAINABILITY PLAN

After the initial round of funding, the program will sustain itself by the continued donations of individuals and businesses who have been faithful and by continuing to speak at civic and religious meetings to let them know of the program and, as a result, receive donations.

3.1g PREFERENCE POINTS

Offender employment is a major priority is this program. We provide extremely low income housing so that offenders can save money for a deposit and first month's rent on a place of their own, as well as, save for a down payment on a vehicle. Therefore, housing and transportation subsidies are greatly needed for the success of our program. Offender mentoring is continual. We have offenders who have experienced success with this program in addition to having positive role models available to encourage and support the offenders.

3.2 FUNDING SOURCES

One hundred percent of funding has come from direct donations from individuals and gifts from local banks.

3.3 Liberty House Ministries 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 Liberty House Ministries 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:	Liberty House Ministries
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Liberty House Ministries
Address of Reference Company:	40 Cora Ln Perryville MO 63775
Reference Contact Person Name:	Nancy Anderson
Contact Person Phone #:	Tele:(573) 768-5090 Cell:(573) 846-6447 Personal Tele:(573) 547-2003
Contact Person e-mail address:	n_anderson4@hotmail.com
Dates of Prior Services:	Began working with offenders in June, 2007 until the present time
Dollar Value of Prior Services:	\$0.00
Description of Prior Services Performed:	Visited offenders in Perry and Cape Girardeau County jails and the prison in Vandalia; met with public defenders and lawyers about pending cases; attended offenders' court hearings and stood for them before the pending judge; housed offenders from April 2010 to July, 2010 at Liberty House in Pevely MO; rented a house to help offenders temporarily in Perryville from February 1, 2011 to January 31, 2012; purchased a permanent house for Liberty House Ministries on February 28, 2012 to house offenders; mentored offenders personally, by phone and letters since 2007 to the present time.

Nancy Anderson
Authorized Signature of Applicant

6-25-2015
Date

EXHIBIT B
SUBMISSION IS MANDATORY

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

Title of Position: <u>President and Executive Director of Liberty House Ministries</u>	
Name of Person:	Nancy Anderson
Educational Degree (s): include college or university, major, and dates	Bachelor of Science degree in elementary from Southeast MO State University in May 1975 Master of Arts in Teaching, Multidisciplinary studies from Webster University, May 1997
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Certificate of Completion: Caring for People God's Way from the American Association of Christian Counselor's, December 12, 2003; Tim Clinton, President; Certificate of Ordination from Christian Harvest, January 28, 2014.
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?	9 years Worked with offenders since 2007 to the present time in various ways (see Exhibit A, Description of Prior Services)
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	I am the applicant
Describe this person's responsibilities over the past 12 months.	Executive Director of Liberty House Ministries in Perryville, MO. Responsibilities: ministry finances; oversee the process of accepting residents into the program; communicating with parole officers, IPO's etc.; orientation for new residents (which includes setting goals, discussing rules, procedures, and responsibilities, taking care of basic needs, working out a schedule); transporting residents to job searches, appointments, etc.; teaching budgeting, parenting, and basic Bible classes, holding individual weekly counseling time to discuss goals, issues, etc.
Previous employer(s), positions, and dates.	Sixth grade teacher at Perry County School District 32 from 1976 to 2004
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	Mission trip to Mozambique, Africa in June of 2007 for two and a half weeks to work at Iris Ministries; helped at the orphanage, built houses, visited the school, planned activities, did outreaches

Title of Position: <u>President and Executive Director of Liberty House Ministries</u>	
	in the bush-bush. Ministered to the homeless in downtown St. Louis in 2010.
✓ Reentry	Helped an offender transition from WERDCC prison into society from February 9, 2010 to January 31, 2011 and another offender beginning May 23, 2013 to July 1, 2013. Helped 8 offenders by providing housing, transportation, finding a job, mentoring, etc. from May 30 2013 to August 2014. Helped a former resident (ex-offender) by providing housing for 10 days and money for transportation back to her family in Nevada.
✓ Counseling	Counseled through churches in the area for the past 20 years, New Hope in Perryville, Faith Tabernacle in Fredericktown, and Grace in Chester, Il.
✓ Criminal Justice	
✓ Correctional Residential Facilities	Ministered in Perry County jails on a weekly basis in 2013-2014, and Cape Girardeau County jail at various time in 2011. Spoke to the prerelease class at WERDCC by invitation from Ashley Eckhoff on November 5, 2013. Also met with individual inmates interested in home planning to our facility

Nancy Anderson
 Authorized Signature of Applicant

6-25-2015
 Date

**EXHIBIT B
SUBMISSION IS MANDATORY**

EXPERTISE OF PERSONNEL

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

Title of Position: Vice-President/Program Director/Housing Director	
Name of Person:	Dawn Winningham
Educational Degree (s): include college or university, major, and dates	Graduated from Calloway County High School, May 1984
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Certificate of Completion Celebrate Recovery on August 3, 2009, Rhonda Remley, instructor; Life Leadership Certificate of Achievement on March 18, 2009 through Soaring Spirits Ministries; Ordination Certificate from Christian Harvest Church, January 26, 2014
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	Anger Management Certificate of Achievement through MHH Mental Health, WERDCC, March 18, 2009; Pathway to Change Training Certificate of Completion through WERDCC, September 24, 2009.
Number of years' experience in area of service proposed to provide. Experience in working with offenders?	4 years
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	The applicant was and is my mentor and was my counselor since 2007 to January 31, 2011; ministry partner from February 1, 2011 to the present.
Describe this person's responsibilities over the past 12 months.	Housing Director/Program Director of Liberty House Ministries, Perryville, MO. Responsibilities are: Housing Director—Resides at the residential/transitional home full time to provide 24 hour supervision. Program Director—Planning, developing, implementing, and leading programs such as Celebrate Recovery, Walking the 12 Steps with Jesus Christ, anger management, etc.; lead daily devotional time; plans schedules for household responsibilities such as cleaning cooking, and laundry; lead weekly house meeting with residents to discuss issues; transports residents to jobs, appointments, etc.; communicates with parole officers, IPO's, and MRP meetings, etc.
Previous employer(s), positions, and dates.	Assistant Manager at Skinny's Diner, April 2005- November 2006; Production Manager at People Plus Abilities, April 2004-April 2005; Certified Nurse Aide at various location in Kentucky, 1989-1992.
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience

Title of Position: Vice-President/Program Director/Housing Director	
✓ Social Work	Ministered to the homeless in downtown St. Louis.
✓ Reentry	Provided positive mentoring to offenders, February 2011 to the present and provided transportation for the offenders, June 2011 to the present. Helped 8 offenders by providing housing, transportation, finding a job, mentoring, etc. from May 2012 to August 2014. Helped a former resident (ex-offender) in the program at LHM by providing housing for 10 days, and money for transportation back to her family in Nevada.
✓ Counseling	Provide an opportunity for the offenders to be able to speak with someone who understands what it is like to transition back into society without being judged. Mentor with them to see there is ways out of their crimes.
✓ Criminal Justice	Spoke with Public Defender and Judges on behalf of potential candidates for entry into the program.
✓ Correctional Residential Facilities	Ministered in Perry County jail on a weekly basis in 2013-2014; Spoke with the pre-release class at WERDCC by invitation from Ashley Eckhoff on November 5, 2013. Also met with individual inmates interested in home planning to our facility.

Nancy Anderson
 Authorized Signature of Applicant

6-25-2015
 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:	Liberty House Ministries—No Adverse Actions in Past 12 Months
Legal/Cancellation Actions Information From:	
Name of Company:	
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:	

Nancy Anderson
 Authorized Signature of Applicant

6-25-2015
 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: 12

Category	Service	Proposed Clients	Outcome	Indicator (How do you know you are achieving the outcome?)
Academic	GED tutoring/testing fees	12	Enhanced education	25% of clients enrolled in GED classes will obtain a GED during the program period.
Basic Needs and Emergency Services	Clothing, Hygiene	12	Attainment of basic needs and emergency services	100% of clients who express a basic need will have that need addressed
	Food, Prescription	12		
	I.D's, Birth Certificate	12		
Employment	Work Clothes	12	Improved employment	75% of clients enrolled will find part/full time employment.
	Tools	12		
	Application/resume assistance	12		
Family	Parenting classes	12	Increased family support	75% of clients receiving family counseling will demonstrate an improved relationship with their family. 75% of clients participating in parenting classes will demonstrate improved parenting skills Through observations and reports from family and Housing Director.
	Family Counseling	12		
Housing	Rental Assistance	12	Attainment of housing	50% of the clients who express the need for financial assistance in attending permanent housing upon completion of the program will have assistance in partial or all of the deposit on local housing and utilities. Must remain in

				this county or immediate surrounding counties.
Mental Health	Anger management	12	Reduced mental health risks	75% of program participants will complete a 21 day anger management class
Substance Abuse	Drug testing	12	Reduced substance abuse	75% of the clients will remain clean and sober for the duration of the program.
Transportation	Rides	12	Attainment of transportation	100% of the clients who express a transportation need will have that need addressed.
	SMTS	12		
Vocational			Improved 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
Grant Award	August 1, 2015		
Notify officers of Funding for Program	August 1, 2015	August 10, 2015	Nancy Anderson
Inform Secretary	August 1, 2015	August 10, 2015	Nancy Anderson
Begin accepting referrals to program	August 1, 2015	July 31, 2016	Dawn Winningham
Provide Service	August 1, 2015	July 31, 2016	Nancy Anderson Dawn Winningham
Send Initial Invoice to Corrections	August 1, 2015	August 10, 2015	Dawn Winningham
Complete Documentation	August 1, 2015	July 31, 2016	All Board Members
Submit 1 st Quarterly Report	August 1, 2015	November 15, 2015	Dawn Winningham
Submit 2 nd Invoice	Feb. 15, 2016	Feb. 15, 2016	Dawn Winningham
Submit 2 nd Quarterly report	Nov. 1, 2015	February 15, 2016	Dawn Winningham
Submit 3 rd Quarterly Report	Feb. 1, 2016	May 15, 2016	Dawn Winningham
Submit Final Report	May 1, 2016	August 15, 2016	Dawn Winningham
Submit Final Invoice	Feb. 15, 2016	August 15, 2016	Dawn Winningham

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
Dawn Winningham, Program Director @ 23 hours a week	\$741.66	\$8,899.92
	Subtotal	\$8,899.92
B. Fringe Benefits (must be capped at 12%)		
Name/Position	Calculation of Cost	Cost
	Subtotal	\$0.00
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
	Subtotal	\$0.00
D. Direct Services (i.e. housing rental/lease, GED Testing) ****ALL DIRECT SERVICES MUST BE PROVIDED TO THE OFFENDERS****		
Housing, Utilities, Basic Needs, Etc.:	Calculation of Cost	Cost
–Rent & Utilities (Electric, trash, phone/internet, satellite, mortgage, maintenance): \$1500		
–Food: \$800		
–Insurance: \$208.34		
–Household (toilet paper, laundry supplies, etc.): \$50		
Basic Needs:		
–Basic Hygiene (soap, shampoo, toothpaste): \$50	\$2,686.78	\$32,241.36

--Minor Medical (OTC meds{Tylenol, cough syrup}, Band-Aids, antibacterial cream, limited prescriptions, etc.): \$28.44		
--Mentoring Activities: \$50		
Transportation (15,000 miles a year~40 miles a day, 280 miles a week, 1120 miles a month, 440 miles for activities): \$0.37	\$462.50x12	\$5,550.00
--Insurance: 166.67	\$166.67x12	\$2,000.04
One Time as needed:		
--Basic clothing (pants, shirts, undergarments): \$200		
--Employment related (shirts, pants, shoes, etc.): \$313.68		
--Important Documents (State I.D, license, birth certificate): \$75		\$588.68
	Subtotal	\$40,380.08
E. Equipment/Supplies (Direct Services Only)	Calculation of Cost	Cost
Printer Ink and paper	\$60 x 12	\$720
	Subtotal	\$720
Summary		
A. Personnel		\$8,899.92
B. Fringe Benefits		\$0.00
C. Staff Travel		\$0.00
D. Direct Services		\$40,380.08
E. Equipment/Supplies (Direct Services Only)		\$720
	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 Liberty House Ministries

Authorized Signature of Applicant Nancy Anderson Date 6-25-2015

Printed Name Nancy Anderson

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

Dawn Winningham is the Housing and Program Director who will be implementing programs for the offenders such as Celebrate Recovery, Life's Healing Choices, Walking the 12 Steps with Jesus Christ, Be Angry But Don't Blow It, Experiencing the Heart of Jesus, etc. Her duties will be to plan the lessons, run off copies of materials, distribute materials, lead the classes and check up on work completed. This will involve 20 hours per week.

B. Fringe Benefits

No fringe benefits will be paid.

C. Staff Travel

No staff travel will be paid.

D. Direct Services to the Offenders

It will cost \$4,166.67 a month to run the program which should help approximately 12 offenders trying to get a new start on reentering society. This price will include: rent, utilities (electric, trash, phone/internet, satellite), insurances, transportation, food, basic hygiene (soap, shampoo, toothpaste, etc.), basic household items (laundry supplies, toilet paper, etc.), minor medical (OTC's, band aids, antibacterial cream, \$20 fee at Cross Trails Medical Center for non-emergency visit, and possibly prescription), mentoring activities, and a one-time allotment for basic clothing, employment related clothing, and important documents such as state I.D., driver's license, and birth certificate.

Transportation includes: Going to and from work, official appointments such as Probation and Parole, Gibson Recovery Center, mental health, and to the doctor. It is 20 miles one way from the ministry residential housing facility to town, therefore a round trip is 40 miles. Mentoring activities are also included.

E. Equipment/Supplies (Direct Services Only)

We need printer ink and paper to provide handouts for the classes that the offenders can write on and keep for future reference. Books for the classes are in-kind donations.

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 Liberty House Ministries (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)

X - 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 Liberty House Ministries(Company/Individual Name) is awarded a contract for the services requested herein under RFA SDA480-008 (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, Liberty House Ministries (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.

<u>Nancy Anderson</u> Authorized Representative's Name (Please Print)	<u>Nancy Anderson</u> Authorized Representative's Signature
<u>Liberty House Ministries</u> Company Name (if applicable)	<u>6-25-2015</u> Date

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

DEPARTMENT OF THE TREASURY

Date: AUG 03 2011

LIBERTY HOUSE MINISTRIES
C/O NANCY ANDERSON
19 SOX LN
PERRYVILLE, MO 63775

Employer Identification Number:
32-0340784
DLN:
17053172349011
Contact Person:
GLENN W COLLINS ID# 31392
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
February 25, 2011
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

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

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

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

Sincerely,



Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)