

# A. Organization Profile

Completed by [brendao@jobpoint.org](mailto:brendao@jobpoint.org) on 5/5/2023 1:43 PM

**Case Id:** 12398

**Name:** Job Point - Vocational Training - FY2024 CDBG -

**Address:** 400 Wilkes Boulevard

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## A. Organization Profile

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Please provide the following information.

### ORGANIZATION

**A.1. Organization Name**

Job Point

**A.2. Doing Business As (DBA)**

Job Point

**A.3. Federal EIN**

43-0887032

**A.4. SAM.gov Identifier**

TMW7WMDV4ZV5

**A.5. Organization Type**

Tax-Exempt/not for profit

**A.6. Address**

400 Wilkes Boulevard Columbia, MO 65201

### CONTACT INFORMATION

**A.7. Head of Organization**

Steven A. Smith

**A.8. Head of Organization Title**

President & CEO

**A.9. Phone**

(573) 777-1505

**A.10. Email**

steves@jobpoint.org

**A.11. Website**

www.jobpoint.org

## B. Mission/Goals

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Case Id: 12398

Name: Job Point - Vocational Training - FY2024 CDBG -

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## B. Mission/Goals

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Please provide the following information.

### B.1. Organizational Mission Statement

Job Point promotes the abilities of individuals seeking employment through innovative training, education and business partnership, enriching the communities where we work and live.

### B.2. Description of Organizational Goals

Job Point is Missouri's premier employment center and community development corporation. Since 1965, we have been linking people and jobs by providing education, training and employment assistance. Programs include Training, Employment Services, YouthBuild and Housing Development. As a result of our Trades programs, students construct new, or renovate, high-quality affordable homes (energy efficient with universal design features) in our most impoverished neighborhoods, which are sold to income-qualifying families or individuals with down payment in partnership with the City of Columbia.

### B.3. Describe the geographic service area.

Job Point is headquartered in Columbia, MO. Services extend to Boonville, Moberly and the surrounding communities. The proposed project will operate from our location at 400 Wilkes Boulevard and will service residents of the City of Columbia.

### B.4. Describe the populations served by your organization.

We offer specialized services for:

- Adults with disabilities
- Individuals who are unemployed or underemployed (many due in part due to Covid-19)
- People with social, economic, legal and/or educational disadvantages
- Persons with physical or mental health conditions, including injuries
- High risk youth ages 16+

### B.5. What percent of participants served in your previous fiscal year are identified as local Minority populations, persons with disabilities or non-English speaking persons as identified in 24 CFR 91.105(a)2(i)?

76.20 %

### B.6. How does your organization operationalize the values of diversity, inclusion and social equity?

Job Point embodies the values of diversity, inclusion and social equity in numerous ways. By living out our vision and mission we strive daily to promote opportunities for ALL people. We have formally adopted the Heart of Missouri United Way Principles of Community: "We affirm the inherent dignity and value of every person and strive to maintain a climate for work and learning based on mutual respect and understanding. We affirm the right of each person to express thoughts and opinions freely. We encourage open expression within a climate of civility, sensitivity, and mutual respect. We affirm the value of human diversity because it enriches our lives and our organizations. We acknowledge and respect our differences while affirming our common humanity. We reject all forms of prejudice and discrimination including

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those based on age, color, diverse ability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, and veteran status. We take individual and collective responsibility for helping to eliminate bias, and discrimination and for increasing our own understanding of these issues through education, training, and interaction with others. We pledge our collective commitment to incorporate these principles into our mission and strategic plan.” Job Point also maintains policies for non-discrimination for employees, applicants and individuals seeking or receiving services. “No person will be discriminated against because of race, religion, color, gender, age, national origin, disability, sexual orientation, veteran status, marital status, ancestry, familial status (housing), pregnancy, genetic information or gender identity.” In addition, Job Point has a “written affirmative action program to achieve prompt and full utilization at all levels and in all segments of the work force of minorities, people with disabilities, Vietnam-era or disabled veterans, and women.” These policies are documented in our Compliance Plan, By-Laws, Personnel Policies and Student Handbook and Guide to Services. We aim to ensure our staff reflect the diversity of the people we serve. To that end, 44% of our staff represent the minority community and 19% are former clients. The culture of Job Point is based on a family atmosphere, which helps the people we serve, and our young students especially, feel safe, comfortable and able to see potential in themselves they may have never before realized was possible.

**B.7. Does the organization promote and provide board representation from local minority populations, persons with disabilities or non-English speaking persons as identified in 24 CFR 91.105(a)2(i)?**

Yes

**B.8. Does the organization’s top 5 paid employees employed include local minority populations, persons with disabilities or non-English speaking persons as identified in 24 CFR 91.105(a)2(i)?**

Yes

**B.9. Is your organization a Section 3 employer, or does the proposed project include the Utilization of Section 3 employers in accordance with the Housing and Urban development Act of 1968?**

Yes

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## Documentation

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**Articles of Incorporation**

Articles of Incorporation.pdf

**By-laws**

Bylaws 32nd Revision - Approved June 28, 2022.pdf

**Strategic Plan**

2020-2022 Job Point Strategic Plan.pdf

 **Organizational chart**

CombinedOrgCharts-March 2023.pdf

 **IRS Tax Exempt Status Determination Letter**

IRS Tax Exempt Determination Letter 12.11.15.pdf

 **Financial Statement**

Job Point 09.30.22 Audit with Communications Letter.pdf

 **IRS 990 or 990EZ**

Job Point 09.30.21 Form 990.pdf

 **Financial policies and procedures**

Section Eleven - Revised Jan 2023.pdf

 **MO Secretary of State Registration**

Mo Secretary of State - Certificate of Good Standing 2022.pdf

## C. Governance Board

Completed by brendao@jobpoint.org on 5/8/2023 5:04 PM

Case Id: 12398

Name: Job Point - Vocational Training - FY2024 CDBG -

Address: 400 Wilkes Boulevard

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### C. Governance Board

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Please provide the following information.

#### C.1. Board Members

Name	Board Position	Address	Term Begin Date	Term End Date
Rockne Corbin	President	Shelter Insurance	10/1/2017	9/30/2023
Lauren Karr	Vice-President	Veterans United	10/1/2018	9/30/2025
Bruce Sones	Treasurer	US Dept of Veteran's Affairs	10/1/2017	9/30/2023
Tom Dugan	Secretary	KOMU	10/1/2020	9/30/2023
Nick Allen	Member	Manor Roofing	10/1/2014	9/30/2023
Gary Lee	Member	Retired	10/1/2015	9/30/2023
Liz Lea	Member	Veterans United	10/1/2020	9/30/2023
Brian Burks	Member	Emery Sapp & Sons	10/1/2017	9/30/2023
Ben Falby	Member	MACC	10/1/2015	9/30/2023
Tim Howald	Member	Columbia Insurance Group	04/1/2022	9/30/2026
Keesha Jones	Member	University of MO	10/1/2022	9/30/2025
Jeanne McGuire	Member	Simmons Bank	10/1/2022	9/30/2025
Jonathon McQuilkin	Member	Eng & Woods	10/1/2022	9/30/2025
Viviane Melo	Member	Missouri Employers Mutual	10/1/2022	9/30/2025
Christopher Nichols	Member	Turn the Page Child Development Center	10/1/2022	9/30/2025
Lakeela Mings	Member	Columbia Chamber of Commerce	10/1/2016	9/30/2023
David Nichols	Member	Emery Sapp & Sons	10/1/2022	9/30/2025

## D. Proposal Summary

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**Address:** 400 Wilkes Boulevard

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### D. Proposal Summary

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Please provide the following information.

#### D.1. Provide a summary describing the proposed project.

Job Point is Mid-Missouri's premier employment center. We specialize in preparing individuals who are low-income to enter the workforce, while meeting a critical need of the business community. The proposed project will provide vocational preparation, training and employment assistance in high-demand areas of construction trades (carpentry, highway/heavy construction and warehousing), healthcare (certified nursing assistant) and office technologies. We train individuals to meet the diverse employment needs of local business and industry. The curricula utilized for trades leads to a nationally and industry-recognized portable credential. Once trades students complete the safety portion of classroom training, they and office students may participate in a paid internship, at minimum wage. Through our students' on-the-job training, new affordable homes are made available for sale to income-eligible buyers, and the City's roads and bridges are repaired. The Certified Nursing Assistant program follows MO Dept of Health & Senior Services curriculum. The course includes 100 state-required, unpaid, supervised clinical hours, and prepares students for State certification tests. To meet employment expectations, some of our programs require a high school diploma/equivalent or 8th grade reading/math levels. Therefore, tutoring and preparation for the High School Equivalency Test (HiSET) are included in this proposal. The project meets identified Priority Needs of: increased homeownership opportunities, new owner-occupied housing construction, improvement of sidewalks, and vocational training. Priority Needs were identified in four categories: affordable housing, economic and workforce development, neighborhood revitalization and community facilities (p. 6, City of Columbia FY 2020-2024 CDBG and HOME Consolidated Plan).

D.2. Select the production goal(s) within the 2020-2024 Consolidated Plan that this project will fulfill:

- Rehab and Repair of Homes
- Technical Assistance to Businesses
- Direct Homebuyer Assistance
- Sidewalk Construction
- Direct Housing Counseling and Education
- Storm Water Improvements
- New Home Construction
- Acquisition and Demolition of Dilapidated Structures
- Production of Rental Units
- Code Enforcement

- Tenant Based Rental Assistance
- Public Facilities and Improvements
- Vocational Training
- Homeless Facility Improvements

**D.3. Project service area: Will this project service individuals and households within the City of Columbia?**

Yes.

**D.4. Number Served: How many individuals or households will this project benefit? What is the target population? Please provide data to support.**

A diverse group of 32 Columbia residents at or below 80% of AMI of all races/ethnicities and with/without disabilities are expected to be served. Utilizing demographics from Job Point’s fiscal year 2022 Performance Report, we estimate the target populations served will be similar: Economically Disadvantaged – 100%; Unemployed/Underemployed – 100%; 58% White, 34% Black, 8% Other Races; 57% Male, 42% Female, 1% Non-Binary; 17-21 y/o (46%); 22-25 y/o (11%), 26-35 y/o (15%) 36-54 y/o (22%), 55+ y/o

**D.5. Outcomes: Identify the specific, measurable and desired outcomes for this project.**

By offering HiSET prep and tutoring, we anticipate being able to serve more people. We expect tutoring/HiSET prep finishers to move into one of our vocational training programs.

32 Total Served

20 HiSET Prep/Tutoring

12 Graduate Certified Nursing Assistant, Trades or Office Technology (depending on which program they select).

If the number of people enrolling in HiSET/tutoring is lower than expected, we propose to utilize those funds for vocational training scholarships.

**D.6. Outcome Data: What data will be collected to evaluate the outcomes for this project?**

Data collected will include: the number who enroll, the number who complete, the number who obtain a credential and the number who enter the workforce. Demographic information collected will include age, race, gender, barriers to employment, economic status, residency and education status.

**D.7. How does the proposed project address and promote systemic changes towards social and racial equality?**

We hope to address these specific issues:

1. Poverty Rate – 27% of the overall black population is living in poverty vs. 16% of the white population in Boone County.
2. Family Median Income - \$74,674 overall, yet only \$32,170 for black families.
3. Contact with the Juvenile Justice System - Minority youth are almost five times more likely to be referred to juvenile court than white youth.

Job Point programs provide the educational foundation for vocational success for individuals who are economically disadvantaged or face other barriers. Opportunities include increasing employment options, building bridges out of poverty, expanding purchasing power, improving chances for homeownership, increasing social capital and reducing contact with the juvenile justice system. Data from BooneIndicators.org. (2016-2020). Basic Needs & Safety Net; Education, Income Support & Employment; Disparities.

**D.8. Does the organization have control of the site(s) for the project?**

Yes

**D.9. Is the proposed project compliant with existing zoning and land use ordinances?**

Yes

**D.10. Describe actions to rezone the property to allow for desired use**

Not applicable.

**D.11. Neighborhood Consultation: Describe how the neighborhood has been consulted regarding this project.**

Not applicable.

**D.12. Who is the proposed program administrator to ensure compliance with HUD and City regulations and source of funding for this position.**

Mr. Steven A. Smith, President/CEO of Job Point, will be responsible for the overall administration of the project. He brings over 45 years of leadership experience in the private and not for-profit sector. The funding for this position comes from earned revenue and fees from service.

**D.13. What is the prior experience of the organization's personnel with this type of project? Include the following: 1) Credentials, including resumes and licenses necessary to accomplish the job. 2) Number of years of experience with this type of project; 3) List of representative projects completed in the past.**

Credentials for Lead Instructors are as follows: Office Tech Instructor, Bachelor's degree and 40 years experience. CNA Instructor, Registered Nurse, with 28 years experience. Carpentry Instructor, Bachelor's degree, and 23 years experience. Highway/Heavy Instructor has 9 years experience. Warehousing has 6 years related experience. Similar projects have been completed for MO Depts of Economic Development, Transportation, and Vocational Rehabilitation, and Heart of MO United Way.

**D.14. Does the proposed project include the utilization of qualified MBE/WBE contractors or subcontractors, which may include construction, services or operational supplies?**

Yes

**D.15. For construction projects, who is the designated person or firm designing and inspecting construction projects.**

Our partner in affordable housing, the City of Columbia Community Development department, is responsible for designing and inspecting Job Point's construction projects.

**D.16. Provide a brief summary on previous City funding received, any funding remaining, and the measurable results from previous City funding.**

CDBG

1993, \$20,990: increase accessibility of our men's residential facility; loan was repaid after selling the property.

2005, \$40,000: initial YouthBuild project; expended by 2006.

2012-2013, \$85,500: training for 20 students. Goal met.

2013-2014, \$125,000: occupational training to result in 60 credentials. Goal exceeded.

2014-2015, \$105,000: skills training for 12 students; amended to \$76,636 to serve 10 HVAC students. Goal met.

2015-2016, \$102,000: training for 12 students. Goal met.

2016-2017, \$110,000: project with CHA to train 14 residents in construction trades. Goal exceeded.

2017-2018, \$95,000: similar project with CHA. Goal met.

2018-2019, \$250,000: assist in the purchase of the building at 400 Wilkes Boulevard. Goal met April 1, 2019.

2019-2020, \$98,000: training for 12 students. Goal exceeded.

2020-2021, \$95,000: to serve 12 students through December 2021. Goal met, fully expended.

FY 2021, \$115,000: to serve 12 students. Goal met, fully expended.

CDBG CV-3 \$84,088 to serve 18 students. 8 students served, fully expended.

Reserve funding \$65,912 to serve 15 students. 9 students served to date. \$2429 remains.

FY2022 \$97,111 remains unspent.

2023 Workforce Development Partnership - \$8100 for software assistance expended, \$71,900 for CDL simulator expended. \$121,000 for Columbia Builds Youth program remains.

#### OTHER FUNDS

Since 2007, Job Point has benefitted from CHDO funds for new construction and rehab projects. Fifteen homes have been constructed and two completely renovated in Columbia, MO. Our Job Works program has received funding through a Social Services contract since the late 1990's. In 2016 we received funds for jail diversion (vocational training), and in 2018 General Fund Surplus Savings dollars providing trades training.

#### **D.17. Please provide what year of funding you wish to use for this proposed project and the date that the funds will likely be fully expended.**

Job Point is requesting PY 2024 CDBG funds for this project.

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### Documentation

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**Project timeline**

Timeline - Scholarships.pdf

**Site map/diagram**

*\*\*No files uploaded*

**Site pictures**

*\*\*No files uploaded*

**Letters of commitment**

*\*\*No files uploaded*

**Project personnel resumes**

Scholarship Resumes.pdf

## E. Budget

Completed by brendao@jobpoint.org on 5/8/2023 5:05 PM

Case Id: 12398

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### E. Budget

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Please provide the following information.

\* - denotes ineligible CDBG funding activity

\*\* - denotes ineligible HOME funding activity

#### E.1.

Activities	CDBG	HOME	Cash Applicant Providing	In Kind Services	Other
Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Architectural	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Relocation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Inspection	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
New Housing Construction*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Demolition and Site Improvements**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Public Improvements Construction**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Housing Rehabilitation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Minor Home Repair**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Professional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Housing Infrastructure**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Homeownership Assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tenant Based Rental Assistance*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office and Utilities (Costs only CDBG eligible for public services activities)**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies (Equipment is ineligible)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Developer Fee for Housing Development (limited to 10% of total development cost)*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Project Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Administration**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TBRA Administration*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$75,000.00	\$0.00	\$22,500.00	\$0.00	\$0.00

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Tenant Based Rental Assistance*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies (Equipment is ineligible)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$75,000.00	\$0.00	\$22,500.00	\$0.00	\$0.00

## F. Required Documents

Completed by brendao@jobpoint.org on 5/5/2023 2:35 PM

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### Required Documents

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Please upload the following files:

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### Documentation

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Articles of Incorporation.pdf

**By-laws \*Required**

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Section Eleven - Revised Jan 2023.pdf

**MO Secretary of State Registration \*Required**

Mo Secretary of State - Certificate of Good Standing 2022.pdf

**Project timeline \*Required**

Timeline - Scholarships.pdf

**Site map/diagram**

*\*\*No files uploaded*

**Site pictures**

*\*\*No files uploaded*

**Letters of commitment**

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**Project personnel resumes \*Required**

Scholarship Resumes.pdf

## Certification

Completed by [brendao@jobpoint.org](mailto:brendao@jobpoint.org) on 5/8/2023 5:06 PM

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### Certification

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Please provide the following information.

#### LEAD AGENCY

I certify that I have been authorized by the applicant's governing body to submit this application and that the information contained herein is true and correct to the best of my knowledge.

#### Authorized Name and Title

Brenda Overkamp

#### Telephone

(573) 777-1506

#### Authorized Signature

Brenda Overkamp

*Electronically signed by [brendao@jobpoint.org](mailto:brendao@jobpoint.org) on 5/8/2023 5:06 PM*