EXHIBIT A

Crosslines Ministries

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Serving God's People In Need Through Church & Community Partnerships

October 21, 2015

Dear City of Joplin,

Crosslines is excited to see the progress on the renovation of our new property at 320 S. School in Joplin. Crews and volunteers are hard at work making our vision for the continued service to the community a reality.

The original estimate, for the renovation was $474,560; this is the amount of the original Community Development Block Grant – Disaster Recovery (CDBG-DR) funding. At this time, we're requesting an amendment to the current award from the City of Joplin. **Crosslines Ministries respectfully asks the City to consider granting an additional $321,302 toward the project.**

At the time of the original estimate, the scope of work was roughly known as we didn't have completed plans and full assessment of the building. Some of the major scopes of work that were anticipated required significantly more funding than was first estimated. This includes exterior improvements, a dock, increased cost of casework, sealant for the roof, and additional fencing that would greatly increase Crosslines' capacity to effectively and efficiently continue to serve. Please find attached, an updated "Estimated Budget and Additional Funding Request" sheet. The "Updated Estimate" column reflects the current estimate of each line item. The "Change from Orig. CDBG-DR" column reflects the dollar amount above the CDBG-DR Funds already awarded that are requested in this amendment. The "Explanation" column is a detailed narrative of the items added or changed and the reasoning behind the cost adjustment.

Crosslines has been actively seeking additional funding for the renovation through foundations, grants, donors and a capital campaign. Please find attached, a listing of the "Additional Funding" Crosslines has been seeking in addition to the CDBG-DR grant.

Changes Explained

Several factors have caused the project to cost significantly more than first estimated. On April 6, 2015, a single bid received for the complete project was over $1.1 million, more than $600,000 over the budget. This caused Crosslines to recalculate project estimates and consider breaking the bid packets up to eliminate the need for a general contractor. Even so, the small size of the project and complexity/amount of paper work has resulted in extremely low bidder turn-out. We are now on our fifth bid cycle to encourage trades to bid the project. More interest has been generated from additional advertisements, mandatory pre-bid meetings and networking within the community by additional members of our building committee. Working with our architect and the City, we have discovered that our original estimate was too low.

As the Crosslines renovation project developed, several priority items have been added or adjusted. Many of these come at the advice of experts or consideration by Crosslines staff. Each adjustment comes from concerns about safety, efficiency and building our capacity to grow and expand our services to meet the needs of our neighbors and the long-lasting, residual impact of the tornado on the community.

The Exterior
During the initial estimate phase of the project, exterior components were not taken into consideration. We believe upgrades to the Crosslines building would provide an opportunity to greatly enhance the neighborhood. City of Joplin and CDBG funding have been poured into the surrounding area for a Neighborhood Improvement District designation. Neighboring projects, like the baseball complex at Joe Becker Field, have beautified and revitalized the area. Crosslines is looking forward to a move back into our old neighborhood, and we'd like to bring with us a fresh new exterior to support continued growth.

The Dock
Crosslines handles approximately 400,000 pounds of food each year. All of this food is brought in through the back of the facility – the dock area. The materials and construction of the dock were not included in the original estimate. Ozarks Food Harvest arrives at Crosslines with a semi-trailer of Government Food Commodities (TEFAP) which typically serves 800 to 1,000 families from our facility each month. Local grocery stores, restaurants, businesses, and other non-profits donate large quantities of fresh and frozen food (meat, produce, pastry, bread and canned food items). These items are picked up by our own Box Truck during weekly routes around town. Aside from deliveries to the building, Crosslines also delivers many pounds of food each month to local organizations who depend on our capacity to share the resources we're able to bring to their programs. The dock is a crucial feature of the new facility. It ensures ease of transfer from semi- and large-truck deliveries, reduces wear and tear on equipment, and increases the safety for staff and volunteers who load and unload deliveries.

Casework
The difference between the original casework estimate and the new figure is considerably increased due to adjustments in the scope of work to ensure Crosslines has ample resources to grow programs within the building.

The Roof
At the time of the original estimate, we believed the roof would not require any work to support the transition of Crosslines into the facility. After careful consideration and inspection of the roof by multiple experts, it has been decided that the best course of action would be a sealant for the entire roof. The product comes with a 12 year warranty which is an exceptional value for the cost.

Fencing
Crosslines always seeks to be a good steward of resources and is working to salvage as much of the existing fencing as possible. We recognize there are some areas of the property which will require additional fencing to ensure the security of the facility through repair or replacement of fence and gates. Adequate fencing and gates at the property help ensure efficient vehicle ingress and egress from the property, while creating a reduction in delivery truck / passenger car proximity. The safety and security of clients, volunteers, staff and delivery personnel are a high priority for Crosslines.

Crosslines greatly appreciates the grant funding we have already received from the City of Joplin's Community Development Block Grant- Disaster Recovery Fund, and we look forward to discussing additional support which would help Crosslines impact the community as we continue to provide vital services and expand programming in the post-disaster recovery era.

Sincerely,





Pam Pratt
President, Board of Directors

Kathy Lewis
Executive Director

Crosslines Ministries

Estimated Budget and Additional Funding Request

10/20/2015

	Updated Estimate	Change from orig. CDBG-DR	Explanation:
Division 1 - General Requirements			Increase of $1,000 for Permit/Lisc. Fees. Increase of $3,500 for Equipment Rental due to length of time and increased quantity of equipment being used at the site by multiple contractors.
General Conditions	6,000.00		
Mobilization , On & Off	1,000.00		
Permits, Lisc. Fees	2,500.00		
Temp Utilities	1,500.00		
Equipment Rental	5,000.00		
Sub Total	16,000.00	4,500.00	
Divisions 2 - Site Work			Increase of $9,000 to bury electrical service to the building for safety and aesthetics. Monument sign not previously included in the budget will cost $1,500 to complete. Site work for fencing will run $40,000. Necessary for installation of dock at facility; this includes salvaging as much fencing as possible for security of the property.
Site Demolition	7,000.00		
General Building Demolition	3,000.00		
Excavation, Fill and Grading	5,000.00		
Site Utilities	9,000.00		
Signage	1,500.00		
Asphalt Paving	25,000.00		
General Site Work, Dock and Paving	38,000.00		
Misc. Site Improvements	3,000.00		
Irrigation, Sprinkler Head Systems	2,500.00		
Landscaping	2,500.00		
Fencing	40,000.00		
Sub Total	136,500.00	80,500.00	
Division 3 - Concrete			Acid Stain 1000 square feet In lobby ($3,500), acid etch logo ($1,000), and seal 8405 square feet prepped by volunteers ($6,300)
Slab Finishes	10,800.00		
Sub Total	10,800.00	-9,200	
Division 4 - Masonry			The exterior upgrades to the building rely heavily on the brick masonry at a cost of $13,000.
Brick Masonry	15,000.00		
Exterior Paint - materials			
Exterior Stonework - materials only			
Exterior Stonework - labor only			
Sub Total	15,000.00	13,000.00	
Division 5 - Metals			
Decking and Siding	12,500.00		
Sub Total	12,500.00	0	

Division 6 - Carpentry			Interior demolition was not included in the original estimate of the carpentry; the work cost $11,000. An additional $15,000 is required to complete the final exterior woodwork which has great impact on the aesthetics of the facility.
Demolition (TH awarded)	11,000.00		
Rough Carpentry	27,000.00		
Misc. Framing and Materials	7,500.00		
Sheathing	3,750.00		
Finish Carpentry	7,000.00		
Rough Hardware	2,000.00		
Exterior Woodwork	15,000.00		
Sub Total	73,250.00	35,500.00	
Division 7 - Thermal and Moisture Protection			For efficiency in utilities, an additional $2,500 is necessary for Batt Insulation above the ceiling grid and tile system. When Crosslines purchased the building, we believed the roof would not need to be replaced. At this time, a sealant with a 12-year warranty is the best option to protect the investment and property. The cost is $40,000.
Thermal & Sound Insulation	8,000.00		
Caulking and Sealants	2,000.00		
Roofing	34,000.00		
Sub Total	44,000.00	36,500.00	
Division 8 - Doors Windows and Glass			Glass and glazing increased significantly due to General Contractors bidding the project-- no sub-contractor would bid on the project due to the amount of required paperwork and small size of project.
Hollow Metal Doors and Frames	5,000.00		
Finishing and Hardware	5,000.00		
Glass and Glazing	35,000.00		
Sub Total	45,000.00	30,600.00	
Division 9 - Finishes			Approximately 600 square feet of carpet at $2 ea = $1200. This is a decrease in the estimate for this section.
Gypsum Wall Board, Studding and Furring	14,000.00		
Carpet in Conference Room	1,200.00		
Painting and Wall Covering	11,000.00		
Ceiling Grid and Tile Only	24,000.00		
Sub Total	50,200.00	7,700.00	
Division 10 - Specialties			The budget item for Miscellaneous Building Specialties will be an increase of $12,500; this includes many incidental items like interior signage and door signs, fire extinguishers, some cabinets, etc.
Partitions Toilet Accessories	6,000.00		
Misc. Building Specialties	10,000.00		
Sub Total	16,000.00	12,500.00	
Division 12 - Furnishings			The investment in Cabinets and Countertops will be significantly more than previously expected. Crosslines will need an additional $28,900 to complete this interior work.
Blinds and Shades	2,000.00		
Cabinets & Laminated Plastic Tops	45,000.00		
Sub Total	47,000.00	33,900.00	
Division 15 - Mechanical			The total increase in the Mechanical includes work on plumbing and the HVAC systems.
Fixtures	6,000.00		
Misc. Plumbing Specialties	27,000.00		
HVAC	65,612.00		
Equipment, Cooling	33,000.00		
Fire Protection Systems	11,500.00		
Sub Total	143,112.00	37,512.00	

Division 16 - Electrical		
Total Electrical Work, Buildings	60,000.00	
Lighting Fixtures, in-place	9,000.00	
Electrical and Signal Devices	2,000.00	
Communication, Intercom, Public Address	8,000.00	
	79,000.00	42,500.00
Estimate Sub-Total	**$688,362**	**$325,512**

The Electrical systems will need additional funding to complete projects for materials and labor for the building's electrical systems and the security system.

General Conditions (includes soft costs)	n/a	
Construction Management Fess	20,000.00	
Design Fees	36,500.00	
Inspection	1,000.00	
Contingency	50,000.00	
Sub Total	107,500.00	-4,210.00

Fewer inspections than anticipated will be required to complete the project; this resulted in an anticipated partial return of funding for this line item. Project increase of almost $300,000, contingency increase reflects the change and duration of the project construction; however, the contingency is actually lower than the 10% recommendation.

COST ESTIMATE TOTAL	**$795,862.00**	**$321,302.00**

ADDITIONAL FUNDING

Crosslines has been seeking funds to off-set the purchase price of the new property and the cost of renovation beyond the CDBD-DR grant. Several of these awards are ear-marked for items not covered by CDBD-DR regulations, moving expenses, food, and other restricted purposes.

New Building Purchase *With four sources of funding, Crosslines has paid for the new property outright.*	
Purchase Price of New Property	**$275,000**
City's Offer on Crosslines Property at 131 S. High	$226,000
Reimbursement grant from Community Foundation of Southwest Missouri- Tornado Grant	$40,000
Jasper County Social Services Grant	$3,000
Funding Gap (Covered by United WA – Tornado Relief Funds) **	$6,000

Renovation, Move-In and Set-up Funding Plan		
Total Building Renovation Costs		**$795,862**
CDBG-DR Grant from City of Joplin	$474,560	Received
Lemons Trust (requested $25,500 – funded operating costs only)	$6,000	Received
Bethany Presbyterian Grant - Move Related Costs Only	$3,000	Received
United Way of Southwest Missouri – Tornado Relief Funds (Technology, office furniture, funding gap ($6,000 mentioned above) and other items not allowed by CDBG-DR federal funding (no bricks and mortar projects). **	$27,000	Received
Jarden Consumer Solutions (requested $5,000 for food and additional $5,000 for building. Partial award $5,000 for food. Additional funding not granted.)	$10,000	Partial-Award
Walmart Foundation - State Giving Program	$39,765	Denied
Mabee Foundation	$100,000	Denied
CW Titus Foundation	$100,000	Denied
Community Foundation of Southwest Missouri – Tornado Relief Funds 2015	$30,000	Pending
Beth Spiva Timmons Trust	$6,000	Pending
Furniture and Fixtures requests to Mercy Hospital, Cardinal Scale and MSSU	Materials	Pending
Jasper County Association for Social Services - 2016 (non-CDBG allowable items)	$5,000	Pending
Floor Scale, Hot Water Heater, etc.	Materials	Donated
Additional CDBG-DR Request to City of Joplin	$321,302	Requested
Capital Campaign • What CAN I Do? Church family based project • Direct Mail Piece to 1,100+ households/businesses • Online Giving Opportunity • Crosslines staff and board visits to churches and organizations • Major individual donors, trusts, and naming opportunities • Letter to churches requesting financial support • Benefit Comedy Event with three other agencies • Progressive Dinner Cap-stone event this winter • Multiple smaller events hosted at churches (Peace Lutheran Car Show, Emmanuel Baptist Webb City 5k Race, etc.)	*Funding Gap & Capital Capacity*	*In progress*