



**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	In2Action P.O. Box 86 Columbia, MO 65205	SDA48000815 Amendment #001	COMMUNITY REENTRY FUNDING

THE ABOVE REFERENCED CONTRACT IS HEREBY AMENDED AS FOLLOWS:

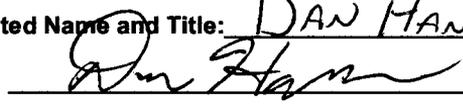
Pursuant to paragraph 2.2.3 on page 7, the Missouri Department of Corrections hereby exercises its option to renew the above-referenced contract for the period of July 1, 2016 through June 30, 2017.

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: DAN HANNEKEN EXECUTIVE DIRECTOR
Authorized Signature:  Date 5-14-16

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

 5-2-16
Ellis McSwain, Jr., Board of Probation and Parole Chairman Date

REQUEST FOR APPLICATION

ORIGINAL

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

**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:**

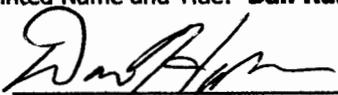
2:00 p.m., July 2, 2015

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: **Transitional Employment Program**
 Company Name: **In2Action**
 Mailing Address: **PO Box 86**
 City, State, Zip: **Columbia, MO 65205**
 Telephone: **573-424-4388** Fax: **None**
 Federal EIN #: **45-2934399** State Vendor #: **45-293439900**
 Email: **Djhkm2@live.com**

Authorized Signer's Printed Name and Title: **Dan Hanneken, Executive Director**

Authorized Signature: 

Application Date: 6-27-15

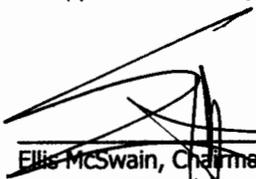
NOTICE OF AWARD:

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

Contract No. **SDA48000815**

NC-010

Date: 7/21/15


Ellis McSwain, Chairman, Board of Probation and Parole

The original cover page, including amendments, should be signed and returned with the application.

REQUEST FOR APPLICATION



ORIGINAL

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

**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
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Page 1 of 57

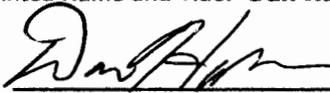
**Applications Must Be Received No Later
Than:**

2:00 p.m., July 2, 2015

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Company Name: **In2Action**
Mailing Address: **PO Box 86**
City, State, Zip: **Columbia, MO 65205**
Telephone: **573-424-4388** Fax: **None**
Federal EIN #: **45-2934399** State Vendor #: **45-293439900**
Email: **Djhkm2@live.com**
Authorized Signer's Printed Name and Title: **Dan Hanneken, Executive Director**

Authorized Signature:  Application Date: 6-22-15

NOTICE OF AWARD:

This application is accepted by the Missouri Department of Corrections as follows:

Contract No.

Ellis McSwain, Chairman, Board of Probation and Parole

Date

The original cover page, including amendments, should be signed and returned with the application.

Application Summary Form

COMMUNITY REENTRY FUND APPLICATION SUMMARY FORM
THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND SUBMITTED TO BE CONSIDERED FOR AWARD.

<i>Please select geographic area in accordance with the map attached: See Attachment 1</i>		Amount of DOC Funds Requested:
<input type="checkbox"/>	Western Region City/County _____	\$ 49,756
<input type="checkbox"/>	Southwest Region City/County _____	
<input checked="" type="checkbox"/>	North Central Region City/County Columbia/Boone County	
<input type="checkbox"/>	Eastern Region City/County _____	
<input type="checkbox"/>	Southeast Region City/County _____	

Program Title: Transitional Employment Program
Does this program complement another application? Yes – X Name: Comprehensive Housing Program, New Housing Program, and Gap-Centered Case Management Program
Provide a unique name descriptive of service or program for EACH application submitted

Applicant Agency and Address: In2Action PO Box 86 Columbia, MO 65205 <i>[Signature]</i> / DIRECTOR Signature/Title	Project Director Name, Phone, Fax & Email: Dan Hanneken Director – In2Action 573.424.4388 dan@in2action.org
Anticipated Outputs: (number of offenders supervised by DOC to be served by the proposed project): 20	Estimated Cost per Offender: \$ 2,488

	# of Paid Staff: 2
	# of Volunteers: 15

Summary of Proposed Project: In a concise manner, provide a summary paragraph of your project.
The Transitional Employment Program is designed to address employment needs of offenders. Specifically the program will combine classroom job readiness and life skills training with transitional jobs at which offenders can learn real skills at a real job earning real money while receiving real feedback in real time. A Job Supervisor will oversee the work crews, and a Job Coach provide the classroom education as well as provide 6 months follow up services to the offenders. Sex offenders will not only be included in the program, but will be given preference. Because housing is often a desperate need for these potential participants, in2Action will provide supportive housing to these individuals.

In-Kind Contributions: Applicant must identify all in-kind contributions which include “contributions other than cash.” While these contributions usually add real value to a project, they do not require an additional cash outlay (e.g. donated labor, materials and services).

 Applicants must provide in-kind and identify in-kind contributions their organizations will make to this project and how those contributions will help sustain the project. The funding resulting from an award of the RFA shall be considered seed funding to start initiatives with a strong sustainability plan indicated.

Attach a page identifying in-kind contributions.

In-Kind Contributions

Administrative and Indirect: In2Action will absorb the cost for all time from the Director, Dan Hanneken. The Director will be responsible for all start-up activities as well as oversight and reporting throughout the cycle. Indirect cost absorbed by in2Action will include the payment of insurance and utilities. The estimated value of Administrative and Indirect is \$5,000.

Reentry Specialist: In2Action will provide supportive housing services to sex offenders in-kind. The case management services are calculated at \$35/hour with each of the three sex offenders expected to need at least 10 hours of services. The estimated value of Reentry Specialist services is \$350.

Offender Work Subsidy Fringe: In2Action will absorb the costs of fringe for the wages of offender/employees. Included in the fringe cost is Workman's Compensation Insurance. The estimated value of Offender Work Subsidy Fringe is \$2520.

Office and Garage Space: In2Action will provide office space for each the Director, Job Supervisor, and Job Coach. Included with the office space is all furniture and equipment needed to successfully implement the program. Desks, chairs, computers, and needed software are included in this contribution. Garage space is required to store equipment for the lawn service as well as any other tools or equipment needed for the program. The estimated value of Office and Garage Space costs is \$15,000.

Equipment: in2Action will provide all tools and equipment needed for the project including all lawn service equipment. The estimated value of in-kind equipment is \$8,000.

Vehicle and Trailer: In2Action will provide the work vehicle and trailer needed for the lawn service and other labor crew assignments including insurance and fuel. The estimated value of this contribution is \$12,000

Printing: In2Action will provide all the printing needed for the program including marketing the services through print at the local P&P office, as well as any printing provided directly to the offenders. The estimated value of Printing is \$1,000.

Transportation: In2Action will provide all transportation to offenders to ensure they can get to and from work and also to acquire the grant funded employment needs. The cars, the insurance, and the fuel will all be provided. The estimated value of Transportation is \$1,500.

Volunteer Hours: In2Action expects to access the help of 15 volunteers for the purpose of this project. Each volunteer may spend up to 10 hours each for a total of 150 volunteer hours. The estimated value of Volunteer Hours is \$1,500.

Total In-Kind = \$46,870

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. **X - Request for Application Cover Page, including Cover Page(s) for any amendments** (see cover sheet)
2. **X - Checklist for Application Submission**
3. **X - Application Narrative** Not to exceed 10 pages. (see Part Three – Submission Requirements)
4. **X - Preference Points** (see 3.1 g)
 - Is service supported housing proposed? **YES**
 - Are sex offenders to receive rent/housing subsidy? **YES**
5. **X - 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%)

- 17% - Local government
- 20% - State government
- 0% - Federal government
- 4% - Direct donations from individuals
- 45% - Corporate or foundation grants
- 7% - Fee and charges for services, products, and sales
- 0% - Endowment and interest income
- 5% - Fundraisers or special events
- 0% - Membership fees
- 2% - Other sources (specify: Sale of used furniture)
- 100% Total**

6. **X - Supporting Documentation & Forms**
 - A. **X - Exhibit A – Prior Experience of Applicant** (mandatory form)
 - B. **X - Exhibit B – Expertise of Personnel** (mandatory form)
 - C. **X - Exhibit C – Legal/Cancellation Actions Against Applicant** (mandatory form)
 - D. **X - Exhibit D – Performance Measures** (mandatory form)
 - E. **X - Exhibit E – Timeline** (mandatory form)
 - F. **X - Exhibit F – Budget Detail Worksheet** (mandatory form)
 - G. **X - Exhibit G – Budget Narrative** (mandatory form)
 - H. **Exhibit H – Missouri Service-Disabled Veteran Business Preference** (optional form)
 - I. **Exhibit I – Participation Commitment** (optional form) **E-VERIFY**
 - J. **Exhibit J – Documentation of Intent to Participate for MBE/WBE** (optional form)
 - K. **X - 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.

ABSTRACT

Missouri data shows full-time employment is the greatest predictor for success among returning offenders.

Transitional Employment Program Goal: To support the successful transition of offenders by combining evidence-based employment strategies with on-the-job experiences, job readiness and life skill training, and job retention and follow up services, and employer engagement to improve offender employability thereby reducing the risk participants will re-offend and increasing public safety. Specifically a Job Supervisor and Job Coach will partner to provide classroom education and community outreach with a real job, with real feedback, in real time, to achieve real results.

Transitional jobs models have emerged as a promising approach for increasing employment and reducing recidivism among the growing population of former prisoners.

http://www.urban.org/UploadedPDF/412571-TJRD_Special_Report_May-2012.pdf

APPLICATION NARRATIVE

- Identify whether an existing program or service procedure is to be continued or replicated.

In2Action presently operates a seasonal transitional employment program (lawn service). The proposed program is an enhancement of an existing program in two significant ways. First, in2Action has historically provided services only to its own residents. The proposed project is open to any offender under supervision, including sex offenders who demonstrate a need this funding can address. Second, the program previously included only the lawn service. The enhanced program will include other partners in the community to provide more opportunities in more fields. This is an existing program which will be significantly enhanced.

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

The Transitional Employment Program will provide a combination of risk-reducing, evidence-based, and real life/real job activities for 20 offenders. Specifically in2Action will create labor crews of 2-3 offenders which will be overseen by our Job Supervisor. Crews will be dispatched to various worksites over the grant cycle exposing

In2Action - Transitional Employment Program

them to lawn service work, warehouse work, delivery services, and customer service to name a few. in2Action presently operates a lawn and landscaping social enterprise which helps offenders learn practical hard skills such as mowing, light landscaping, and the operation of equipment. We will also partner with LoveSeat, a local furniture bank to provide warehouse, delivery, and customer service opportunities. Throughout the grant cycle in2Action is also expected to add partners so over time we can provide even more opportunities. In2Action will collaborate with the Reality House community corrections facility, Probation and Parole, and Phoenix Health Programs substance abuse treatment center to access the largest pools of unemployed offenders under supervision in the Columbia/Boone County area. These agencies will be notified immediately upon receipt of award so we can be connected with offenders needing to be screened. Screening: Screening (usually over the phone) entails ensuring the applicant understands the program and is capable of physical labor as well as confirming they are eligible (under state supervision). Assessment: Our Job Coach will do an Employment Assessment on each "offender/employee" to determine employment needs and opportunities. Referral Procedures: Our partners Reality House, Probation and Parole, and Phoenix Health Programs mentioned above will be provided immediate notification of the award which will include the email and phone number of the Job Coach to who the referrals are to be directed. After we receive the names of offenders, in2Action staff will make contact with the offender within 5 working days.

A systematic review of 16 rigorous comparison-group evaluations by the Washington State Institute for Public Policy (pg.9) showed employment and job training in the community reduced recidivism by 4.3% and provided a cost-benefit of \$4,359 per participant.

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

**Offender Transitional Work Subsidies:* At least eighteen offenders will participate in the subsidized work program earning \$8.50 per hour working on a transitional employment work crew. Offenders will be placed on in2Action

In2Action - Transitional Employment Program

payroll and paid through this system. The exact number of hours each offender works will vary depending upon variables such as the current workload and offender availability and ability. The average participant will work 20 hours a week for eight weeks. The purpose of the subsidized opportunity is to provide the offender real experience at a real job making real money and receiving real feedback in real time. Offenders will actually complete a job application and an interview before hiring to give them that experience. The Job Coach will then provide interview feedback before the offender is officially hired. Once working, the Job Supervisor will be responsible to provide direct feedback each day on both the offender's strengths and areas for improvement. A daily "Report Card" will allow in2Action to measure progress related to soft skills such as dependability, reliability, ability to accept criticism, work ethic and others. Our experience having worked with over one thousand offenders is they have a harder time keeping a job than finding one. Our goal is to make offenders employable long-term.

Using data from the Transitional Jobs Reentry Demonstration evaluation, we found that former prisoners who spent 30 workdays or more in a Transitional Job were 14 percent more likely to obtain an unsubsidized job in the subsequent six months (45% vs. 31%).

<http://www.urban.org/research/publication/which-components-transitional-jobs-programs-work-best>

**Classroom Education:* Each offender will receive at least four hours of classroom training over four weeks taught by the experienced Job Coach. Included in the education will be the development of a resume, a mock interview, job search and job retention skills, as well as some basic life skills including getting a bank account, riding the bus, and proper attire...all employment related.

**Employment Follow-Up:* After participants are hired at a permanent employer, the Job Coach will track that participant for six months. Specifically the Job Coach will contact the offender at least every 30 days, 90 days, and six months to offer support and collect data. Offenders needing more support will be provided more support.

**Employment Assessments:* At least eighteen offenders will receive Employment Assessments which take 1.5 hours each. The purpose of the assessments is to identify the individual's needs, strengths, and opportunities.

In2Action - Transitional Employment Program

The information will help to identify areas needing to be addressed while participating in the transitional job. Additionally the assessment will identify basic employment needs (see below). Some are expected to enroll in college, others technical training, others will go directly into the work force better prepared to retain their jobs.

**Employment Needs:* At least eighteen offenders will access \$100 of employment related needs. Examples of employment needs include items such as a birth certificate, work boots, a tool belt, or a dress shirt. These items will be specific to the offender and the specific job they are applying for, or are hired.

**Supported Sex Offender Housing:* Deposit/rent subsidies for three indigent sex offenders, who are also being considered for transitional employment, are designed to prevent homelessness and provide the stability necessary to reduce the risk of re-offense. In2Action will work closely with Derek Davidson, the PO assigned to the Reality House for referrals. The offenders P&P Officer must approve all subsidies prior to payment. No payments will be made directly to the offender but to the landlords and property owners. Offenders will meet with the Reentry Specialist for at least one hour to ensure the proposed housing is a viable and legal option. Additionally the Reentry Specialist will provide supportive services to include but not limited to case management, referrals, and helping offenders find and secure safe and affordable housing.

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

The Target Audience is twenty adult men all of which are residing in the Columbia/Boone County area and under the active supervision of Missouri Department of Corrections District-6 Division of Probation and Parole including sex offenders. Prior to receiving services, all participants will be verified through the DOC website or their P&P Officer via email or phone contact. Referral process: Offenders will be referred either through phone or email. Referral sources including Phoenix Health Programs and The Reality House will be notified upon receipt of award to ensure potential offenders can be notified of available services. Once a referral is received, the Job Coach will

In2Action - Transitional Employment Program

contact the offender within one week. Because this program is something offenders really want to do, it is not expected we will lack referrals. In the case we do need additional referrals, marketing posters will be posted at the P&P Office and the District Administrator notified of our need for more referrals.

The Transitional Employment Program & Evidence Based Principles

1. Assess Actuarial Risk/Needs-Employment Assessment to identify needs
2. Enhance Intrinsic Motivation-Motivational interviewing and wages for work
3. Target Intervention – Targeting employment known to reduce recidivism.
4. Skill Train with Directed Practice – A real job with real feedback in real time
5. Increase Positive Reinforcement – Provide continuous affirmation for positive behaviors.
6. Engage Ongoing Support in Natural Communities-Connect offenders to supports and resources in the larger community.
7. Measure Relevant Processes/Practices- Ensure program fidelity and implement as proposed.
8. Provide Measurement Feedback –Use data to guide decisions with offenders and program.

PREFERENCE POINTS

- Service Supported Housing (5 Points) – in2Action will work closely with P&P to provided needed case management and referral services to those we receiving housing support.
- Service Supported Housing for Sex Offenders (5 Points) – in2Action will provide service supported housing to at least three sex offenders.
- Employment Program (5 Points) – in2Action will provide work readiness, a Job Coach, and follow-up services

EXPERIENCE AND EXPERTISE

The purpose of In2Action is to provide those who have been incarcerated, or at risk of incarceration with the physical, social, emotional, and spiritual support needed to lead productive and purposeful lives. Organizational priorities are centered on reducing recidivism and improving public safety. In2Action is the only agency in central

In2Action - Transitional Employment Program

Missouri with the **single purpose** of helping those who have been incarcerated or those who are at risk of incarceration and to help them permanently transition into law-abiding and productive citizens.

- Applicants should describe past working relationships with Probation and Parole in detail and identify contacts if applicable, with Probation and Parole. The contacts name and telephone should be included.

Relationship with Probation and Parole: In2Action has a long-standing working relationship with District-6 Probation and Parole and the Boone County Offender Transition Network (BCOTN) local MRP Team. In2Action Director Dan Hanneken has had a working relationship with Mike Webber, Dana Thompson, and Lori Zuroweste, the three previous District 6 Administrators over the past ten years. In 2010 Hanneken worked closely with Thompson (573.999.3927) on a SAMSHA reentry grant for the Columbia area worth \$250K. Hanneken continues to work with the present DA, Vicki Fessler (573.441.6386). For example, when in2Action was awarded funding from the most recent reentry awards, Vicki arranged a meeting on 4-23-15 between Hanneken, herself, several P&P officers and unit supervisors to begin to immediately provide services. Hanneken then met with the Reality House PO the following Monday. Because in2Action serves sex offenders, the agency has a particularly close relationship (since 2012) with Mary Groves (573.441.6389) and Nikki Wideman (573.441.5865) who are the local parole officers assigned to sex offenders. Hanneken works closely with Groves and Wideman to maximize resources and provide effective services that really will reduce the likelihood one would reoffend. Derek Davidson (573.441.6383) represents another close relationship with in2Action. Mr. Davidson is assigned the Reality House caseload. Reality House contracts with the state to provide temporary housing to released offenders with no home plan. Because in2Action provides transitional housing, including sex offenders, we often receive referrals from Derek Davidson. Hanneken has also been an active member of the Boone County Offender Transition Network (BCOTN) for the past ten years sharing leadership roles with P&P for several of these years. From January 2104 until present Hanneken has co- chaired the local MRP reentry team (BCOTN) with Kristi Lockwood (573.441.5863), a Unit Supervisor here in Columbia. Mr. Hanneken worked closely with Ms. Lockwood to provide a BCOTN mini-summit on 5-21-15 in which the Sheriff's Department presented on sex offender housing. Aside

In2Action - Transitional Employment Program

from the ongoing relationships mentioned above, in2Action initiates relations with each of our residents individual P&P Officers. An email contact is made upon admission to in2Action, and then officers are updated as needed throughout the process. Each resident signs an Authorization to Release Information upon admission which results in the officer being notified immediately about relapse and discharge from the program. This allows the P&P Officers to quickly and effectively intervene when problems arise and protect public safety.

Capabilities and Capacity: Dan Hanneken has written, implemented, and managed local, state, and federal reentry grant funding totaling over \$3 Million. In2Action specifically has received six community reentry funding contracts all of which surpassed the projected performance measures and outcomes. Please refer to Exhibit –A, and resume on Dan Hanneken for details.

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

Agency Experience with Target Population: In2Action began in 2007 as a prison ministry of The Crossing Church in Columbia, MO. While the ministry did go into prison (and still does) the priority was always post release. The focus was to help returning offenders regardless of their religious convictions. Over 15 volunteers with the ministry developed relationships with stakeholders in the community including LoveINC, Phoenix Health Programs, the Career Center, Jobpoint, the Columbia Housing Authority, and District-6 Probation and Parole to serve over one thousand offenders. Through these relationships offenders were identified who needed rental support, ID's, medications, transportation, and various other resources and supports.

Current Efforts: Beginning in 2012 in2Action began providing transitional housing. The Sylvan Transition House has nine beds and is centrally located in a residential neighborhood within walking distance of the bus stop, Jobpoint, the Central Missouri Food Bank, and District-6 Probation and Parole. Once admitted into the program, residents are asked about immediate needs. Issues such as food, clothing, medications, substance abuse and mental health referrals, and entitlement applications are all addressed during the first week. After immediate needs are met, residents are provided support for longer term goals such as employment, family re-unification,

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education, and permanent housing. The house has two floors which represent a two-phase system. Phase one residents are upstairs and have more structure than the residents downstairs who are in phase two and have demonstrated stability. From the beginning we have provided transitional employment opportunities through a lawn service and we have learned many lessons along the way. Dan Hanneken serves as a full time onsite Director with his office at the house and is available on call 24 hours a day. In2Action additionally employs a full time Reentry Specialist who provides much of the case management services. In2Action has designated up to three beds specifically for sex-offenders. Residents meet with staff at least bi-weekly and are all randomly drug tested. Hanneken and in2Action have served over 1000 offenders since its beginning at The Crossing Church in 2007.

The Boone County Issues Report (2013) states of those released from prison about 4% are employed full time within three months. At In2Action (29%) were employed full-time within one month and (72%) within five months.

In2Action has never had a contract cancelled or not renewed.

Staff Experience: *Dan Hanneken (LCSW) is Director of In2Action and after graduating with his Masters in Social Work, was employed at Phoenix Programs as a substance abuse counselor before his promotion to Court Services Supervisor developing offender specific programs and generating offender specific funding. Hanneken then worked for the Department of Corrections as a Reentry Coordinator in Central Office. While at DOC Mr. Hanneken was tasked with the oversight of reentry efforts across the state and the creation and development of two federally funded Second Chance Act grant projects. Mr. Hanneken has extensive experience with the development, implementation, oversight, and administration of grant funded work. In 2013 Hanneken completed Sex Offender Supervision Training (see attached certificate). Mr. Hanneken is a published author and experienced presenter on reentry issues including Evidence-Based Practice in Community Corrections. In fact, as an adjunct professor at the University of Missouri-Columbia, Mr. Hanneken teaches evidence based practice for criminal justice to future clinical professionals in the MU School of Social Work Master's Degree Program.

In2Action - Transitional Employment Program

Hanneken also serves as a peer reviewer for the U.S. Department of Justice on Second Chance Act Grant applications which provides additional evidence of his expertise on offender issues. Most recently Hanneken was commissioned as a member of the Mayor's Task Force on Community Violence in Columbia, MO. Hanneken was responsible for the creation of the Ban-the Box policy now in effect in Columbia.

*Greg Early serves as the Reentry Specialist. Greg has a Master's Degree in Education and served as the Principal for Kemper Military Academy for almost 15 years which will translate well into his new role. Mr. Early has been a volunteer for in2Action for about ten years and has demonstrated a genuine ability to engage offenders in a manner that builds the trust required to be able to effectively confront negative behaviors.

*Daxe Sykes will serve as Job Supervisor if awarded. Daxe has worked with our lawn service for three years and is very experienced working with, and overseeing our offender/employees. Daxe is presently completing his Business Degree at Columbia College and will graduate in one year. Daxe has demonstrated an exceptional ability to work alongside our offenders in a productive way.

*Job Coach (to be hired): This will be an individual who has extensive experience in the human resource field in the capacity of making hiring decisions. We will hire a person who knows what employers are looking for so he can best prepare our offenders for work. Because of the experience this person will have, they will also be responsible to develop relationships with employers that we expect will open doors not presently open to offenders.

*Volunteers and mentors will continue to be utilized in various roles. All In2Action residents are expected to have mentors which report to In2Action staff. Mentors help participants by providing transportation to needed appointments, teaching participants how to use email, and facilitating recreational activities for offenders.

Volunteer/mentors are matched to individual offenders based on the skill sets and interests of the volunteer and the needs of the specific offender. Because the proposed funding will serve offenders who are not in the residential in2Action program, volunteers and mentors will be re-trained to accommodate this provision.

Volunteers having direct contact with offenders on this project will not have criminal records or they will receive

In2Action - Transitional Employment Program

prior approval from the District-6 P&P District Administrator. Hanneken is responsible for training all staff and volunteers which includes providing information on Motivational Interviewing and other evidence-based strategies.

Partners or subcontractors in providing services: No subcontractors will be used however in2Action will partner with various agencies. The Boone County Sheriff's Department will play a critical role regarding housing sex offenders. In2Action has a working relationship with Deputy Jessica Phillips (573.875.1111 ext. 6112) who quickly approves or disapproves proposed addresses for sex offenders. In2Action will also partner with Probation and Parole to identify offenders with the greatest need. Finally, in2Action will use this funding as an opportunity to be more proactive with local employers regarding the issue of hiring those with felony convictions.

Multiple Proposals:

In2Action has submitted multiple applications. The Transitional Employment Program application is separate, distinct, and can operate independent from the other applications. Missouri data however indicates the more different services an offender accesses, the more likely they are to succeed. This application does complement In2Action's housing and case management proposals by connecting offenders to the ancillary supports needed for transition. There is no magic wand; the best solution is a comprehensive approach. While this application is expected to reduce recidivism on its own, when combined with other In2Action proposals, the benefit will go up exponentially.

Preference Points:

Supportive Housing – 5 points

Supportive Sex Offender Housing – 5 points

Employment Program – 5 points



CITY OF COLUMBIA, MISSOURI

OFFICE OF CITY MANAGER

Dear Selection Committee:

I, Laura Nauser, offer this letter of support for Mr. Dan Hanneken and in2Action. As the current representative of the 5th Ward for the City of Columbia City Council and past co-chair of the Mayor's Task Force on Community Violence, I am acutely aware and concerned about the crime and safety in our community.

As co-chair of the Mayor's Task Force on Community Violence I was introduced to Mr. Hanneken and the in2Action program. During that time I was educated on their efforts to work with our returning offenders and provide them with support and resources that are desperately needed to permanently transition into productive and law abiding citizens and neighbors. One important aspect of that transition is finding and retaining gainful employment. In2Action provides a transitional employment program which aims to teach participants technical and interpersonal skills, both of which are essential in the workplace and in our neighborhoods. In2Action operates a lawn and landscaping business in which participants are hired employees who learn the value of dependability, reliability, accepting criticism, a good work ethic, and "giving back" by providing free lawn services to local non-profits and needy families. This lawn care service acts a bridge, allowing participants to learn the tools needed for a successful reentry into the workforce.

The greatest predictor for success among released offenders in the Columbia/Boone County area is full-time employment. The work done by Mr. Hanneken and in2Action helps to alleviate crime and victimization within our community, especially when released offenders have the maximum support and resources needed to thrive. We are only as strong as our weakest members, as such; the Columbia/Boone County community needs the continuation of the programs provided by in2Action. I strongly support in2Action's application for funding, as it will help to solidify the sustainability of programs such as the one I've described above; programs that value the potential of each member of our community.

Thank you for your time and consideration,

Laura Nauser
Fifth Ward
Council Member

June 19, 2015

Jerry Taylor
801 E. Happy Hollow Rd
Columbia, Mo. 65203

Department of Corrections

To Whom It May Concern;

In 2013-2104 I served on the City of Columbia Mayor's Task Force on Community Violence where I learned that full time employment is the greatest predictor for success among released offenders. I served with Dan Hanneken of in2Action and it was there I learned of their efforts.

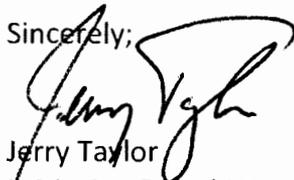
Since meeting Mr. Hanneken and visiting his program I have come to fully appreciate the work they are doing. In2Action provides comprehensive transition services including but not limited to housing, transitional employment and job support, provision of basic needs, and case management. In my opinion this is a solid program which achieves desirable outcomes. Specifically, they help those who have been to prison transition into law abiding and productive citizens and neighbors.

I would like to express my support of their Transitional Employment Program. As the former President and CEO of MFA Oil Company, a \$1.4 billion company with 1800 employees, I have extensive experience as an employer. The program in2Action provides job coaching, soft skills training, and "real" job experience in combination with supported housing which makes those they serve much more attractive to prospective employers.

If the goal of Community Reentry Funding is to reduce recidivism, I would like to suggest that funding the in2Action Transitional Employment Program would likely accomplish that goal.

I thank you in advance for taking into consideration my support of this proposal.

Sincerely;



Jerry Taylor
in2Action Board Member



CITY OF COLUMBIA, MISSOURI

OFFICE OF MAYOR AND COUNCIL

June 24, 2015

To Whom It May Concern,

My name is Michael Trapp and I am a representative of the City Council for the City of Columbia. I would like to express my support for the in2Action Community Reentry Funding proposal for their Transitional Employment Program. My participation in City government has only heightened my awareness of the needs for our citizens who are returning from prison as well as all those under the supervision of the Department of Corrections.

In2Action stands alone as the agency which has the specific mission of supporting those recently released from prison and those at risk of criminal activity. For over three years now in2Action has worked closely with probation and parole, law enforcement, city government and other agencies to better equip our city to support the successful transition of justice involved citizens.

In2Action provides safe and drug-free housing (including sex offenders), transitional employment, and case management to name a few. Because employment is the greatest predictor for success among released offenders in our community, I strongly support the proposal to help fund their transitional employment program. With just a little support, this program can become independently sustainable and benefit our community for years to come.

Their commitment and adherence to evidence-based principles provide those they serve the greatest opportunity to succeed. In2Action has certainly become an asset to our community with regard to this pressing issue and it is with great enthusiasm and confidence that I support their proposals for Community Reentry Funding.

Sincerely,

Michael Trapp

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:	In2Action
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	The Crossing Church
Address of Reference Company:	3615 Southland Drive
	Columbia, MO 65201
Reference Contact Person Name:	Shay Roush
Contact Person Phone #:	573-268-5086
Contact Person e-mail address:	Shay@thecrossingchurch.com
Dates of Prior Services:	January 1 st , 2011 - Present
Dollar Value of Prior Services:	\$171,000
Description of Prior Services Performed:	<i>In2Action Transitional Housing and Reentry Program Support</i> Services include providing transitional housing and other supports to returning offenders to increase the likelihood they can successfully and permanently transition back into our community. In2Action remains in good standing with The Crossing and continues to receive ongoing financial support.



Authorized Signature of Applicant

6-22-15

Date

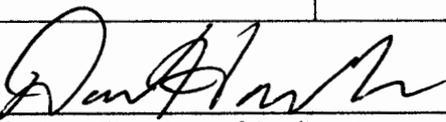
EXHIBIT A

SUBMISSION IS MANDATORY

PRIOR EXPERIENCE OF APPLICANT

The applicant shall copy and complete this form for each reference being submitted as demonstration of the applicant's prior experience. In addition, the applicant is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

Organization Name:	In2Action
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Missouri Department of Corrections
Address of Reference Company:	2729 Plaza Drive
	Jefferson City, MO 65109
Reference Contact Person Name:	John Hall
Contact Person Phone #:	573.526.6611
Contact Person e-mail address:	john.hall@doc.mo.gov
Dates of Prior Services:	August 2012 - Present
Dollar Value of Prior Services:	\$246,804
Description of Prior Services Performed:	Six separate Community Reentry Funding awards over three different funding cycles. Services performed included housing support (including sex offenders), case management, employment support, and provision of basic and emergency needs.


Authorized Signature of Applicant

6-27-15
Date

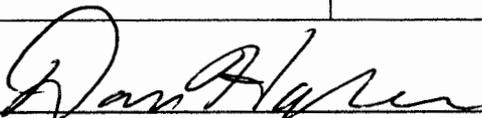
EXHIBIT A

SUBMISSION IS MANDATORY

PRIOR EXPERIENCE OF APPLICANT

The applicant shall copy and complete this form for each reference being submitted as demonstration of the applicant's prior experience. In addition, the applicant is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

Organization Name:	In2Action
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	City of Columbia
Address of Reference Company:	701 East Broadway PO Box 6015
	Columbia, MO 65205
Reference Contact Person Name:	Randy Cole
Contact Person Phone #:	(573) 874-6321
Contact Person e-mail address:	ricole@gocolumbiamo.com
Dates of Prior Services:	October 2014 - December 2014
Dollar Value of Prior Services:	\$50,000
Description of Prior Services Performed:	Funding for the purchase of a transition house to serve people recently released from prison.


Authorized Signature of Applicant

6-27-15
Date

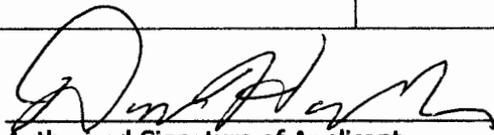
EXHIBIT A

SUBMISSION IS MANDATORY

PRIOR EXPERIENCE OF APPLICANT

The applicant shall copy and complete this form for each reference being submitted as demonstration of the applicant's prior experience. In addition, the applicant is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

Organization Name:	In2Action
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Missouri Department of Agriculture - Business Development Division
Address of Reference Company:	1616 Missouri Blvd.
	Jefferson City, MO 65109
Reference Contact Person Name:	Susan Bennett
Contact Person Phone #:	573-526-9548
Contact Person e-mail address:	Susan.Bennett@mda.mo.gov
Dates of Prior Services:	October 1 st , 2012 - September 30 th , 2014
Dollar Value of Prior Services:	\$29,853
Description of Prior Services Performed:	<i>Honey Production Social Awareness Program - Specialty Crop Block Grant Program</i> Services include assembling, installing, and maintaining beehives for the purpose of enhancing bee habitat, producing local honey, and raising awareness of health benefits of consuming locally produced honey. All outcomes achieved and grant has been successfully completed with no issues.



Authorized Signature of Applicant

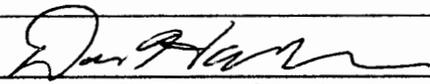
6-27-15

Date

**EXHIBIT B
SUBMISSION IS MANDATORY**

EXPERTISE OF PERSONNEL

Title of Position: Executive Director	
Name of Person:	Dan Hanneken, LCSW
Educational Degree (s): include college or university, major, and dates	Masters in Social Work
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Licensed Clinical Social Worker (LCSW) - #2012002276 Expires Sept. 2105 Department of Corrections Basic Training; completed 3-11-11
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	Sex Offender Supervision Training – 12 week course ending in April of 2013.
Number of years experience in area of service proposed to provide. Experience in working with offenders?	Hanneken has over ten years experience working with offenders with an emphasis on program development and specifically transitional housing/employment issues
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Hanneken is the founder and Executive Director of In2Action
Describe this person's responsibilities over the past 12 months.	Hanneken has been responsible for oversight of all grant funded projects, programs, and fiscal issues. Hanneken is also actively involved in direct practice with participants
Previous employer(s), positions, and dates.	University of Missouri – Professor, 2011 - Present Missouri Department of Corrections – Reentry Coordinator, January 2009 – January 2011. Phoenix Programs – Court Services Supervisor August 2007 – January 2009
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	Masters Degree and over ten years' experience - LCSW
✓ Reentry	Research, publications, presentations, and full time work
✓ Counseling	LCSW, specializing in substance use, and evidence-based practice.
✓ Criminal Justice	Commissioned member Mayors Task Force on Community Violence, Professor at Mizzou – Criminal Justice courses
✓ Correctional Residential Facilities	Transitional housing experience with In2Action


Authorized Signature of Applicant

6-27-15
Date

Daniel J. Hanneken

3104 Fox Trot Drive
Columbia, Mo 65202
(573) 424-4388 (cell)
Email – djhkm2@live.com

Education

MSW, 2008 School of Social Work, University of Missouri, Columbia, MO.
BSW, 2006 School of Social Work, University of Missouri, Columbia, MO

Professional Licensure

LCSW State of Missouri – #2012002276, Exp. 9-30-2015

Work Experience

- 2012 - **Executive Director, in2Action**
- Create, implement, and oversee not-for-profit offender reentry agency
 - Responsible for all administrative duties
 - Responsible for all clinical duties
- 2011 - **Adjunct Professor, University of Missouri, Columbia, MO**
- Develop curriculum, instruct, and evaluate undergrad and grad students
 - SW4370/7370 – *Delinquency, Corrections, and Social Treatment*
 - SW4330/7330 – *Addiction: Treatment and Prevention*
 - SW4750 – *Interaction Skills*
 - SW2000 – *Exploration in Social and Economic Justice*
- 2011 - 2014 **Peer Reviewer, U.S. Department of Justice**
- *OJP&OJJDP FY 2014 Enhancements to Juvenile Drug Courts*
 - *OJP&BJA FY 2012 Family-Based Adult Offender Substance Abuse Treatment Program*
 - *OJP&BJA FY 2012 Technology Careers Training Demonstration Projects*
 - *OJP&BJA FY 2011 Prison Industry Enhancement Certification*
 - *OJP&OJJDP FY 2011 Second Chance Act Juvenile Mentoring Initiative*
- 2010 - 2012 **Reentry Coordinator, Missouri Department of Corrections, Jefferson City, MO**
- Grant writing and project management
 - Implementation of evidence-based principles throughout Department and community efforts
 - Write and interpret policy
- 2009 – 2010 **Court Services Supervisor (CCJP), Phoenix Programs Inc., Columbia, Missouri**
- Write and review grants
 - Develop and implement offender specific programming
 - Provide direct reentry services

- 2008 - 2009 **Counselor (CCJP), Phoenix Programs Inc.**, Columbia, Missouri
- Assess and develop individual treatment plans
 - Develop offender-specific substance abuse curriculum
 - Conduct individual and group counseling sessions
- 2008 – 2009 **Consultant, University Extensions**, Columbia Missouri
- Identify challenges with engaging resistant clients
 - Create training guide for *Building Strong Families* facilitators
 - Present live trainings for *Building Strong Families* facilitators
- 2007 **Grant Evaluator, Missouri Department of Corrections**, Jefferson City, Missouri
Prisoner Reentry Initiative (PRI) Grant sponsored by U.S. Department of Justice funds Missouri's efforts to implement an effective transition model for returning offenders (\$1.25 Million)
- Designed logic model for evaluation
 - Develop, distribute, and analyze all research instruments and data
 - Present final evaluation report to Corrections Leadership Team
- 2006 **Grant Manager, University of Missouri**, Columbia, Missouri
Disproportionate Minority Contact (DMC) Grant sponsored by the Missouri Department of Public Safety explored the issue of minority contact with law enforcement (\$134,000)
- Audit and reconcile existing records to meet reporting requirements
 - Coordinate and schedule conferences and travel plans
 - Identify and recruit study participants
- 2006 **Student Intern, Missouri Department of Corrections**, Jefferson City, Missouri
- Conduct literature review for grant proposal (offender support groups)
 - Develop strategies to better serve offenders with substance abuse issues
 - Create *Educational Guide for Offenders* brochure

Research Experience, Presentations

Ronald McNair Research Scholars Program, 2005-2006. *Practical Solutions*: Conduct survey research with over 100 incarcerated and released offenders assessing challenges and opportunities from the offender's perspective.

Affiliated Presentations

Summer Undergraduate Research and Creative Arts Forum, July 28th, 2005
Undergraduate Research Day at the Capitol, April 14th, 2006

MU Undergraduate Research Scholars Program, 2005, *Metro and Non-Metro Youth: Evaluating Differential Pathways Leading to Delinquency*: Analyze pre existing data set of 1706 Missouri delinquents in combination with 28 qualitative interviews to identify differences between metro and non-metro indicators.

Affiliated Presentations

The 17th Annual McNair Scholars Conference, April 22nd, 2006
The Undergraduate Research and Creative Arts Forum, May 1st, 2006

Additional Presentations

CMCA Correctional Ministries Summit, *Engaging Resistant Clients: Interaction Skills*, May 31st, 2014; Wheaton College, Wheaton, IL

CMCA Correctional Ministries Summit, *It Takes Money*, June 1st, 2014; Wheaton College, Wheaton, IL

CMCA Correctional Ministries Summit, *What Works in Reentry/Evidence-Based Practice*, May 31st, 2013; Wheaton College, Wheaton, IL

2012 Missouri Reentry Conference – Community, Corrections, and Collaboration: *Faces of Reentry, Creating an Effective Transitional Housing Program*, November 15th, 2012, Lake of the Ozarks, MO

Mental Health in Corrections; Gateway to Change, Corrections, Reentry, Recidivism, *The Missouri Reentry Process: Improving Public Safety and Reducing Recidivism*. March 9th, 2012; St. Louis, MO

2009 Missouri Reentry Conference, *Real Success Stories: An Offender Panel*. November 19th, 2009; Lake of the Ozarks, MO

Open Gates, Open Hearts, *Reentry Experiences: Building a Local Reentry Coalition*. September 12, 2009; Columbia, MO

Breaking Down the Walls (Local MRP Steering Committee Conference), *Phoenix Programs Community/ Corrections Collaboration in practice*. October 23rd, 2008; Columbia, Missouri.

Publications

Hanneken, D., & Dannerbeck, A. (2007). Practical solutions: Addressing offenders' educational opportunities and challenges. *Corrections Compendium*. 32(2).

Hanneken, D. & Kaltenbach, C. (2010). Missouri Communities: Enhancing Reentry Interventions in Tough Economic Times. *Corrections Today*. December 2010.

Competitive Funding Awards

State of Missouri, Department of Corrections (\$49,878). Recipient: in2Action. One year grant to fund *Gap-Centered Case Management* to provide innovative faith-based case management, providing services not otherwise funded to recently released offenders. 2013

State of Missouri, Department of Corrections (\$49,969). Recipient: in2Action. One year grant to fund *Sex Offender and Housing Program* to provide innovative faith-based housing and sex offender treatment to recently released offenders. 2013

State of Missouri, Department of Agriculture (\$29,853). Recipient: in2Action. Two year grant to fund *Honey Production Social Awareness Program* to build and install beehives, produce honey, and educate the community on the benefits of locally produced honey. 2012

State of Missouri, Department of Corrections (\$49,890). Recipient: in2Action. One year grant to fund *In2Action Housing and Sex Offender Treatment* to provide innovative faith-based housing and case management, and sex offender treatment to recently released offenders. 2012

State of Missouri, Department of Corrections (\$49,678). Recipient: in2Action. One year grant to fund *In2Action Transitional Employment & Permanent Sex Offender Housing* to start and make sustainable a transitional employment program to prepare recently released offenders for the workforce and assist participants with permanent housing. 2012

U.S. Department of Justice, BJA (\$457,936). Recipient: Missouri Department of Corrections. One year demonstration grant to fund *Second Chance in Action (SCIA)* to provide innovative reentry services to high risk women offenders returning to rural communities. 2010

- **Competitive renewal awarded 2011 (\$412,355)**

U.S. Department of Justice, BJA (\$346,022). Recipient: Missouri Office of State Courts Administrator. One year grant to fund *OnTrack*, an innovative modifications to existing reentry court to provide services to returning offenders. 2010

- **Competitive renewal awarded 2011 (\$338,819)**

U.S. Department of Health and Human Services, SAMHSA (\$1.2 Million). Recipient: Phoenix Programs, Inc. Three year grant to fund *Offender Reentry Program (ORP)* providing intense pre and post release reentry services. 2010

Missouri Department of Corrections (\$100,000). Recipient: Phoenix Programs, Inc. One year grant renewal to fund *E-REP* to provide intense case management services to recently released offenders. 2009

Missouri Department of Corrections (\$100,000). Recipient: Phoenix Programs, Inc. One year grant to fund *In2Action* project to improve employment opportunities for recently released offenders. 2009

Missouri Department of Corrections (\$25,000). Recipient: Phoenix Programs, Inc. One year grant to fund *REENTRY Project* to provide intense case management services to recently released offenders. 2008

Service

Vice Chair, Boone County Offender Transition Network, January 2014 – December 2015

Commissioned Member, Mayor's Task Force on Community Violence, August 2013 – December 2014

Conference Planner, Opening Gates Opening Hearts: A Christian Response to Reentry Conference, January 2010 - Present

Founder, Columbia's Christian Reentry Coalition, January 2009 – Present

Leader, The Crossing – Prison Ministry, June 2008 - Present

Voting Member, MU Campus Institutional Review Board, July, 2007 – 2010

Offender Housing Committee, Boone County Offender Transition Network, Sept. 2009 – 2010

Event Planner, Dream Factory Poker Tournament, February, 2008 – Present

Founder, Victory Circle-Columbia, March 2007

Goals & Objectives Committee, Boone County Offender Transition Network, September, 2007 – Feb. 2008

Conference Planning Committee, Boone County Offender Transition Network, May, 2007 – Sept. 2007

Honors

Award, Trulaske College of Business, 1st Place; New Venture Idea Contest, 2007

Member, National Society of Collegiate Scholars, Lifetime since 2004

Member, Golden Key International Honour Society, Lifetime since 2005

Member, The National Scholars Honor Society, Lifetime since 2005

Award, Summa cum Laude, Graduation December, 2007



To all whom it may concern
Greeting:

Be it known that the Curators, having been advised by the Faculty that
Daniel Joseph Hanneken
has completed the Course of Study required of candidates for the degree of
Master of Social Work

and is qualified to receive the same, do confer said degree
with all the honors and privileges appertaining thereto.
In testimony whereof the signatures of the proper officials and the
seal of the University are affixed.

Done at the University in the City of Columbia, State of Missouri,
this sixteenth day of May in the year two thousand and eight.

Chas. D. Walker
Chair of the Board of Curators

Sam. C. Justice
President of the University



Brady J. Dexter
Chancellor

Paul J. Benoit
Vice Probst for Advanced Studies and
Dean of the Graduate School



CERTIFICATE OF COMPLETION

SUPERVISING THE SEXUAL OFFENDER

This certificate is awarded to

Daniel Hanneken

For successfully completing
18 clock hours of training in Sex Offender Supervision

Fred D. Dudenhoeffer
Signature

6/12/13
Date

**EXHIBIT B
SUBMISSION IS MANDATORY**

EXPERTISE OF PERSONNEL

Title of Position: Job Supervisor	
Name of Person:	Daxe Sykes
Educational Degree (s): include college or university, major, and dates	Graduates with Bachelor's Degree in May, 2016
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	
Number of years experience in area of service proposed to provide. Experience in working with offenders?	Daxe Sykes has extensive experience and has worked with offenders at in2Action for the past three years
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Daxe Sykes currently serves as an unpaid "House Manager" and has been actively involved with in2Action for three years.
Describe this person's responsibilities over the past 12 months.	Last season Daxe Sykes supervised the lawn crew. House manager responsibilities include overseeing the house and resolving conflict.
Previous employer(s), positions, and dates.	Room at the Inn – past winter National Guard
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Social Work	
✓ Reentry	Working with offenders though the transition process
✓ Counseling	Informal one-on-one meetings
✓ Criminal Justice	
✓ Correctional Residential Facilities	Volunteering at the in2Action transition house



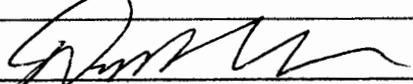
 Authorized Signature of Applicant

 Date

**EXHIBIT B
SUBMISSION IS MANDATORY**

EXPERTISE OF PERSONNEL

Title of Position: Job Coach	
Name of Person:	To be Hired
Educational Degree (s): include college or university, major, and dates	College degree of commensurate experience
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	Not known
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	Not known
Number of years experience in area of service proposed to provide. Experience in working with offenders?	Coach will have extensive experience with the hiring process and also experience working with hard to employ individuals. Some experience working with offenders required.
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	In2Action presently has two prospects, both of which have supported in2Action in the past.
Describe this person's responsibilities over the past 12 months.	Not known
Previous employer(s), positions, and dates.	Not known
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
<input checked="" type="checkbox"/> Social Work <input checked="" type="checkbox"/> Reentry <input checked="" type="checkbox"/> Counseling <input checked="" type="checkbox"/> Criminal Justice <input checked="" type="checkbox"/> Correctional Residential Facilities	Applicant must have the experience necessary to work with offenders in a productive way that will result in improved employment outcomes for those we serve. The individual must also have the interpersonal skills to engage employers.



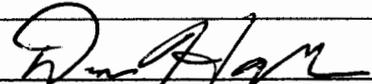
 Authorized Signature of Applicant

6-27-15
 Date

**EXHIBIT B
SUBMISSION IS MANDATORY**

EXPERTISE OF PERSONNEL

Title of Position: Reentry Specialist	
Name of Person:	Greg Early
Educational Degree (s): include college or university, major, and dates	Masters, Secondary Educational Administration
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	
Number of years experience in area of service proposed to provide. Experience in working with offenders?	Mr. Early has over ten years' experience helping offenders learn basic life skills and getting them connected to resources in the community.
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships.	Early has volunteered with in2Action for over ten years
Describe this person's responsibilities over the past 12 months.	Mr. Early has served as a volunteer for in2action as noted above.
Previous employer(s), positions, and dates.	Kelly Services; substitute teaching in public schools – Jan 2015 to present. Veterans United, loan officer – March 2013 – April 2104
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
<input checked="" type="checkbox"/> Social Work	
<input checked="" type="checkbox"/> Reentry	Working with offenders on life skills
<input checked="" type="checkbox"/> Counseling	Informal one-on-one meetings
<input checked="" type="checkbox"/> Criminal Justice	All volunteer experience is for justice involved individuals
<input checked="" type="checkbox"/> Correctional Residential Facilities	Volunteering at the in2Action transition house



 Authorized Signature of Applicant

6-27-15

 Date

Greg W. Early
9081 W. Terrapin Hills Rd.
Columbia, MO 65203
Home: 573-446-0272
Cell: 573-239-8893
Email: greg.early65@gmail.com

Educational Background

December 1987: University of Missouri, Columbia
BS Ed, Secondary Science Education
MO Life Teaching Certificate

August 1997: University of Missouri, Columbia
M Ed, Secondary Educational Administration
MO Secondary Principal Certificate

Professional Experience

Jan 2015 to Present Kelly Employment Services
Substitute Teaching in 3 Public School Districts
Also available at Columbia Independent and Christian Fellowship

Mar 2013 – April 2014 Veterans United Home Loans
Solo / Commissioned Loan Officer
Originated, Processed VA Home Loans; Licensed in 18 States

Dec 2002 – Jan 2013 QC Holdings, INC; Regional Manager
Managed and Lead 18-28 small loan offices in Central MO
and St. Louis. Three (3) direct reports and over 100 employees
under my supervision. Daily attention to Customer Service,
Compliance, Training and Development, Human Resources, Operational
Excellence, Budget Analysis, Profit and Loss Analysis

June 1988 – May 2002 Kemper Military School and College
Grade 7-12 Science Teacher
Principal of the grades 7-12
Educational and Instructional Leadership
Admissions, Recruitment and Retention
Student Governance, Leadership and Discipline

Strengths and Abilities

Excellent written and verbal communication skills
Computer literate with extensive experience in the "office" programs
Works very well independently and as part of a team.
Adept at both large and small group discussion and presentation
Excellent public and extemporaneous speaker
Trustworthy, honest and loyal
Excellent leadership skills
Problem solving ability
Team builder
Resourceful, energetic, good-humored
Compassionate, ethical, principled

Organizations and Activities

Enjoy my wife and children as well as exercise, reading and playing guitar
Active Leader of Prison Ministry Team: Serving offenders at Algoa, Jefferson City, MO
Active Leader for The Men of IMPACT Ministry, The Crossing Church
Board Member: In2Action (released offender community re-entry service)

Character and Professional References

Bill Penkethman: Friend and Mentor
Cell: 573-268-1126
Email: navigatorbill@myglobalemail.com

Joe Crider: Supervisor for Consumer Credit; MO Division of Finance
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Email: joe.crider@dof.mo.gov

Terry Kegerreis: Area Manager QC Holdings (Formerly with Kemper Military School)
Cell: 816-591-6181
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David Dingler: Shelter Insurance
Cell: 573-881-2020
Email: ddingler@mchsi.com

Dale Wilcox: University of Missouri—Office of Registrar
Cell: 573-881-7993
Email: wilcoxd@missouri.edu

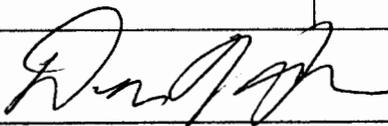
EXHIBIT C

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 DOC that is not included in the application, the application may not be considered.

Organization Name:	In2Action
Legal/Cancellation Actions Information From:	
Name of Company:	NO LEGAL ACTIONS AGAINST IN2ACTION
Address of Company:	
Contact Person Name:	NO LEGAL ACTIONS AGAINST IN2ACTION
Contact Person Phone Number:	
Contact Person e-mail address:	
Date(s) of Legal Action or Cancellation:	NO LEGAL ACTIONS AGAINST IN2ACTION
Reason for Cancellation of Contract:	
Description of Legal Action:	
Resolution of Legal Action:	NO LEGAL ACTIONS AGAINST IN2ACTION



Authorized Signature of Applicant

6-27-15

Date

Exhibit D
Performance Measures
 Transitional Employment Program

Total Number of Clients Agency Proposes to Serve: 20

Category	Service	Proposed Clients	Outcome	Indicator (How do you know you are achieving the outcome?)
Academic			Enhanced education	
Basic Needs and Emergency Services	Employment assessments	18	Attainment of employment basic needs	100% of clients (18) will have assessment identified employment needs met
	Provide basic employment needs	18		
Employment	Provide transitional jobs, coaching, readiness training, resume building, mock interviews	18	Improved employment	90% of clients (16) will report they are better prepared for gainful employment.
Family			Increased family support	
Housing	Provide <u>supported</u> sex offender housing	3	Attainment of housing	100% of clients (3) will have deposit/rent support needs met 100% of clients (3) will be in compliance with P&P and state housing laws
Mental Health			Reduced mental health risks	
Substance Abuse			Reduced substance abuse	
Transportation	Provide transportation to work program	18	Attainment of transportation	100% of clients with identified transportation need will be provided transportation
Vocational	Provide direct on-the-job hard skills training (lawn service, warehouse)	18	Improved employment	100% (18) of offenders will report they are more employable 80% (14) of offenders will find permanent employment within three months

EXHIBIT E
Transitional Employment Program
TIMELINE

<u>Task or Event</u>	<u>Start Date</u>	<u>Date to be Completed</u>	<u>Assigned Personnel</u>
Notify P&P of award and the services it provides.	Date of award	July 20, 2015	Dan Hanneken/Director
Notify Phoenix Programs and Reality House of award and the services it provides.	Date of award	July 20, 2015	Dan Hanneken/Director
Hire Job Supervisor	Date of Award	July 20, 2015	Dan Hanneken/Director
Hire Job Coach	Date of Award	July 20, 2015	Dan Hanneken/Director
Begin accepting referrals	Date of award	June 30 th , 2016	Dan Hanneken/Director then Job Coach after training
Begin providing sex offender housing deposits/rent	Date of award	June 30 th , 2016	Dan Hanneken/Director then Job Coach after training
Train Job Coach and Job Supervisor	July 15, 2015	Initial training complete July 31 st , ongoing after	Dan Hanneken/Director
Create Employment Assessment	Date of award	July 31 st , 2015	Dan Hanneken/Director, Job Coach
Create Daily Report Card	Date of award	July 31 st , 2015	Dan Hanneken/Director, Job Supervisor
Begin providing Employment Assessments	July 31 st , 2015	June 30 th , 2016	Dan Hanneken/Director, Job Coach
Begin work crews	August 1 st , 2015	June 30 th , 2016	Daxe Sykes/Job Supervisor
Set up grant tracking forms	July 15 th , 2015	July 20 th , 2015	Dan Hanneken/Director
Begin adding offenders to payroll	August 1 st , 2015	June 30 th , 2016	Dan Hanneken/Director
Provide work to offenders with daily report cards	August 1 st , 2015	June 30 th , 2016	Daxe Sykes/Job Supervisor
Begin providing employment needs	August 1 st , 2015	June 30 th , 2016	Job Coach
Set up educational curriculum	August 1 st , 2015	August 15 th , 2015	Job Coach
Begin educational classes	September 1 st , 2105	June 30 th , 2016	Job Coach
Create Follow-Up system	September 1 st , 2015	September 15 th , 2015	Job Coach
Begin engaging and following up with employers	September 15, 2015	June 30 th , 2016	Job Coach
Grant report submission	Quarterly	Quarterly	Dan Hanneken
Mid-grant staff meeting	January 15 th , 2016	January 15 th , 2016	Hanneken/Sykes/Sex Offender Therapist/Reality House/Phoenix Programs
Achieve all outcomes	April 1 st , 2015	June 30 th , 2015	Dan Hanneken/Director, Daxe Sykes/Job Coach
Compile/submit final reports to DOC	August 1 st , 2016	August 10 th , 2016	Dan Hanneken/Director

Timeline calculated with an award date no later than July 15th. A later award date will push back the timeline the number of days past April 1st the award is announced.

EXHIBIT F
BUDGET DETAIL WORKSHEET
All Expenses Must Be Reasonable and Necessary

Transitional Employment Program
(Total Offenders Served = 20)

COMPLETED FORM MUST BE RETURNED WITH APPLICATION

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
Daxe Sykes/Job Supervisor(.375FTE): \$12.50 an hour for 15 hours a week for 52 weeks	\$12.50 x 15 x 52	\$9750
Job Coach (.25FTE) \$15 an hour for 10 hours a week for 52 weeks	\$15 x 10 x 52	\$7800
	Subtotal	\$17,550
B. Fringe Benefits (must be capped at 12%)		
Name/Position	Calculation of Cost	Cost
Daxe Sykes/Job Supervisor: Cost of \$9750 x 12%	\$9750 x 0.12	\$1170
Job Coach (to be hired) Cost of \$7800 x 12%	\$7800 x 0.12	\$936
	Subtotal	\$2,106
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	In-Kind
D. Direct Services (i.e. housing rental/lease, GED Testing) ****ALL DIRECT SERVICES MUST BE PROVIDED TO THE OFFENDERS****		
	Calculation of Cost	Cost
Offender Transitional Work Subsidies \$8.50/hour x 50 hours x 50 weeks	\$8.50 x 50 x 50	21250
Employment Assessments: \$150 each x 18 people	\$150 x 18	2700
Transitional Work Shirts: \$18 each x 50 T-shirts	\$18 x 50	900
Transitional Work Shirts (collared) \$30 x 15 collared shirts	\$30 x 15	450
Employment Needs: \$100 x 18 offenders	\$100 x 10	1800
Service Supported Housing (Sex Offenders Only) \$750 average for four people	\$750 x 4	3000
***Supported housing includes integrated case management services which are provided in-kind		
	Subtotal	\$30,100
E. Equipment/Supplies (Direct Services Only)		
	Calculation of Cost	Cost
	Subtotal	In-Kind

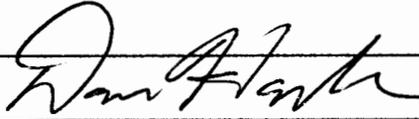
Summary		
A. Personnel		\$17,550
B. Fringe Benefits		\$2,106
C. Staff Travel		\$0.00
D. Direct Services		\$30,100
E. Equipment/Supplies (Direct Services Only)		
	TOTAL PROJECT COSTS	\$49,756

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

IN2 ACTION

Authorized Signature of Applicant



Date

6-27-15

Printed Name

DAN HANWEKEN

EXHIBIT G

BUDGET NARRATIVE

*****Note: Because in2Action provides individualized services (best-practice), some expenditures are calculated as "averages" so the specific need of the offender can be specifically addressed to best reduce recidivism.**

A. Personnel (\$17,550) Funds to be expended throughout contract cycle.

Daxe Sykes – Job Supervisor (\$9,750) – This expenditure is required to pay a Job Supervisor to oversee the transitional employment program. The Job Supervisor will accompany offenders on all jobs. Specific responsibilities will include training the "offender/employees", overseeing their work, and providing therapeutic feedback to prepare them for gainful employment. The Job Supervisor will provide quality control and help to establish the service in the community as a self-sustaining program. Daxe Sykes has three years experience supervising a lawn crew. The cost is calculated at **\$12.50/hour x 15 hours a week x 52 weeks = \$9,750**

Job Coach – To be hired (\$7,800) – This expenditure is required to hire a Job Coach who will be responsible for job readiness training including life skills, job search, mock interviews, and resume's as well as participant follow-up for 6 months to include job retention training and a liaison for the employers. The individual to be hired will be experienced in Human Resources and the hiring process to best prepare our participants for the real world. The cost is calculated at **\$15/hour x 10 hours a week x 52 weeks = 7800**

B. Fringe Benefits (\$2,106) Funds will be expended throughout funding cycle.

Daxe Sykes – Job Supervisor (\$1,170) - This expenditure is required to help offset costs of fringe including state and federal taxes along with Workman's Compensation Insurance. The cost is calculated at **\$9,750 x 12% = \$1,170**

Job Coach – To be hired (\$936) - This expenditure is required to help offset costs of fringe including state and federal taxes along with Workman's Compensation Insurance. The cost is calculated at **\$7,800 x 12% = \$936**

C. Staff Travel (In-Kind)

D. Direct Services to the Offenders (\$30,100) Funds will be expended throughout funding cycle.

Transitional Employment Direct Services – For many years the Department of Corrections data has indicated full time employment is the greatest predictor for success among released offenders. The following expenditures are specifically designed to help these offenders find better jobs quicker which is expected to reduce recidivism.

Offender Transitional Work Subsidies (\$21,250) – This expenditure is required to provide offenders real offenders, real jobs, earning real money, and receiving real feedback in real time. The Job Supervisor will take "crews" of 2-3 people to various work environments including but not limited to lawn care, warehouse work, and customer service. Each member of the crew is expected to work about 20 hours a week for an average of eight weeks by which time they are expected to have obtained a permanent job. The cost is calculated at **\$8.50/hour x 50 average labor hours per week x 50 weeks = \$21,250**

***Offender fringe, including Workman's Comp will be provided In-Kind.

Employment Assessments (\$2,700)– This expenditure is required to properly assess an offender's interests, opportunities, and abilities to best prepare the individual for a realistic and beneficial transition into the workforce. It will additionally identify if offender has needed clothing, tolls, and ID. The Employment Assessment is specifically designed for "hard-to-employ" individuals and is a necessary for step for any employment initiative for released offenders. In2Action clinical staff will be responsible for conducting the assessments. The cost is calculated at **\$150/assessment x 18 offenders = \$2,700**

Transitional Work Shirts (\$900) – This expenditure is required to purchase shirts for lawn service employees. All lawn service workers are required to wear company work shirts. The work shirts serve to both “professionalize” the employee with a uniform shirt, as well as providing safety benefits from the bright “easy-to-see” color. The cost is calculated at **\$18/shirt x 50 shirts = \$900**

Transitional Work Shirts – Collared (\$450) – This expenditure is required to purchase shirts for offenders who will be engaged in customer service activities. All offenders must wear uniform shirts, however the T-Shirts above will be worn while doing lawn service and warehouse work, will get stained, and are not appropriate for customer service activities. Having both T-Shirts and collared shirts is the most cost effective way to address the need. The cost is calculated at **\$30/shirt x 15 shirts = \$450**

Employment Needs (\$1,800) – This expenditure is required to purchase needed items for offenders to apply for, and/or acquire specific jobs. Without appropriate ID, clothing, tools, etc., it is unreasonable to expect these individuals to obtain gainful employment. The employment needs to be provided will include items mentioned above and purchases will be driven by the employment assessments and the individual circumstances of each person. The cost is calculated at **\$100 (average) x 18 people = \$1,800**

Supported Sex Offender Housing – In2Action has made sex offenders a priority population and will provide preference to these individuals when enrolling people into the transitional employment program. We realize however many of these individuals, particularly those in the Reality House, have significant housing needs. In2Action will provide supported housing to these individuals In-Kind to include but not limited to case management, referrals, and other services needed to find and maintain permanent housing.

Sex Offender Deposit/Rent Subsidies (\$3,000) – This expenditure is required to provide safe and affordable housing to sex offenders. In2Action will serve *at least* three different indigent sex offenders. Specifically funding will be utilized to either prevent sex offenders from becoming homeless, or to establish housing for already homeless sex offenders, including those at the Reality House. This is a desperate need and in2Action clinical staff will be responsible to work closely with offenders and DOC staff to address this need. The nature of the individual need for each specific offender makes it impossible to calculate exact costs. The cost is calculated at **\$750 (average) x 3 sex offenders = \$3,000.**

Budget Justification (Local Columbia/Boone County Conditions)

The latest unemployment data from December 2014 has 28.8% of all offenders under supervision in District 6 unemployed. Fifty six offenders are under the supervision of the Department of Corrections and required to register as sex offenders in District 6 of Probation and Parole not including offenders yet to be assessed and possibly needing treatment. Sixteen of these offenders presently stay at the Reality House meaning they need a place to live. Data provided by District 6 Probation and Parole. (DOC, June 2015)

While in2Action has submitted more than one proposal – WE ARE POSITIONED TO IMMEDIATELY BEGIN PROVIDING SERVICES – THE DAY OF AWARD – AND CAN EASILY MEET OUR OUTCOMES ON EACH PROPOSAL BEFORE THE CYCLE EXPIRES.

Community Reentry Funding requested through this application does NOT supplant any existing funding.

EXHIBIT J, continued

(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)

BOX C - AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS

I certify that in2Action **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the applicant's name and the MOU signature page completed and signed by the applicant and the Department of Homeland Security – Verification Division
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of **Missouri State Agency or Public University*** to Which Previous E-Verify Documentation Submitted: Department of Agriculture

(*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

Date of Previous E-Verify Documentation Submission: Oct 2012

Previous Bid/Contract Number for Which Previous E-Verify Documentation Submitted: 12-25-B-1471)

Dan Hanneken – Executive Director
Authorized Business Entity Representative's Name (Please Print)


Authorized Business Entity Representative's Signature

In2Action
Business Entity Name

6-27-15
Date

Djhkm2@live.com
E-Mail Address

613428 / 452934399
E-Verify MOU Company ID Number

FOR DEPARTMENT USE ONLY

Documentation Verification Completed By:

Procurement Officer

Date

Company ID Number: 613428

THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION MEMORANDUM OF UNDERSTANDING

ARTICLE I

PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and In2Action (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts or to verify the entire workforce if the contractor so chooses.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor with the FAR E-Verify clause") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

ARTICLE II

FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF SSA

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by SSA as governed

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by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

4. SSA agrees to provide a means of automated verification that is designed (in conjunction with DHS's automated system if necessary) to provide confirmation or tentative nonconfirmation of U.S. citizens' employment eligibility within 3 Federal Government work days of the initial inquiry.

5. SSA agrees to provide a means of secondary verification (including updating SSA records as may be necessary) for employees who contest SSA tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and non-citizens within 10 Federal Government work days of the date of referral to SSA, unless SSA determines that more than 10 days may be necessary. In such cases, SSA will provide additional verification instructions.

B. RESPONSIBILITIES OF DHS

1. After SSA verifies the accuracy of SSA records for employees through E-Verify, DHS agrees to provide the Employer access to selected data from DHS's database to enable the Employer to conduct, to the extent authorized by this MOU:

- Automated verification checks on employees by electronic means, and
- Photo verification checks (when available) on employees.

2. DHS agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.

3. DHS agrees to make available to the Employer at the E-Verify Web site and on the E-Verify Web browser, instructional materials on E-Verify policies, procedures and requirements for both SSA and DHS, including restrictions on the use of E-Verify. DHS agrees to provide training materials on E-Verify.

4. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in the E-Verify program. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.

5. DHS agrees to issue the Employer a user identification number and password that permits the Employer to verify information provided by employees with DHS's database.

6. DHS agrees to safeguard the information provided to DHS by the Employer, and to limit access to such information to individuals responsible for the verification of employees' employment eligibility and for evaluation of the E-Verify program, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security Numbers and employment eligibility, to enforce the Immigration and

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Nationality Act (INA) and Federal criminal laws, and to administer Federal contracting requirements.

7. DHS agrees to provide a means of automated verification that is designed (in conjunction with SSA verification procedures) to provide confirmation or tentative nonconfirmation of employees' employment eligibility within 3 Federal Government work days of the initial inquiry.

8. DHS agrees to provide a means of secondary verification (including updating DHS records as may be necessary) for employees who contest DHS tentative nonconfirmations and photo non-match tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

C. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system.

2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted regarding E-Verify.

3. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

4. The Employer agrees that any Employer Representative who will perform employment verification queries will complete the E-Verify Tutorial before that individual initiates any queries.

A. The Employer agrees that all Employer representatives will take the refresher tutorials initiated by the E-Verify program as a condition of continued use of E-Verify.

B. Failure to complete a refresher tutorial will prevent the Employer from continued use of the program.

5. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

• If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.

• If an employee presents a DHS Form I-551 (Permanent Resident Card) or Form I-766 (Employment Authorization Document) to complete the Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The photocopy must be of sufficient quality to allow for verification of the photo

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and written information. The employer will use the photocopy to verify the photo and to assist DHS with its review of photo non-matches that are contested by employees. Note that employees retain the right to present any List A, or List B and List C, documentation to complete the Form I-9. DHS may in the future designate other documents that activate the photo screening tool.

6. The Employer understands that participation in E-Verify does not exempt the Employer from the responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures, except for the following modified requirements applicable by reason of the Employer's participation in E-Verify: (1) identity documents must have photos, as described in paragraph 5 above; (2) a rebuttable presumption is established that the Employer has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of any individual if it obtains confirmation of the identity and employment eligibility of the individual in good faith compliance with the terms and conditions of E-Verify; (3) the Employer must notify DHS if it continues to employ any employee after receiving a final nonconfirmation, and is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A) if the Employer continues to employ an employee after receiving a final nonconfirmation; and (5) no person or entity participating in E-Verify is civilly or criminally liable under any law for any action taken in good faith based on information provided through the confirmation system. DHS reserves the right to conduct Form I-9 and E-Verify system compliance inspections during the course of E-Verify, as well as to conduct any other enforcement activity authorized by law.

7. The Employer agrees to initiate E-Verify verification procedures for new employees within 3 Employer business days after each employee has been hired (but after the Form I-9 has been completed), and to complete as many (but only as many) steps of the E-Verify process as are necessary according to the E-Verify User Manual, or in the case of Federal contractors with the FAR E-Verify clause, the E-Verify User Manual for Federal Contractors. The Employer is prohibited from initiating verification procedures before the employee has been hired and the Form I-9 completed. If the automated system to be queried is temporarily unavailable, the 3-day time period is extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability. Employers may initiate verification by notating the Form I-9 in circumstances where the employee has applied for a Social Security Number (SSN) from the SSA and is waiting to receive the SSN, provided that the Employer performs an E-Verify employment verification query using the employee's SSN as soon as the SSN becomes available.

8. The Employer agrees not to use E-Verify procedures for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use not authorized by this MOU. Employers must use E-Verify for all new employees, unless an Employer is a Federal contractor that qualifies for the exceptions described in Article II.D.1.c. Except as provided in Article II.D, the Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. The Employer understands that if the Employer uses the E-Verify system for any purpose other than as authorized by this MOU, the Employer

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may be subject to appropriate legal action and termination of its access to SSA and DHS information pursuant to this MOU.

9. The Employer agrees to follow appropriate procedures (see Article III. below) regarding tentative nonconfirmations, including notifying employees in private of the finding and providing them written notice of the findings, providing written referral instructions to employees, allowing employees to contest the finding, and not taking adverse action against employees if they choose to contest the finding. Further, when employees contest a tentative nonconfirmation based upon a photo non-match, the Employer is required to take affirmative steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

10. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo non-match, does not establish, and should not be interpreted as evidence, that the employee is not work authorized. In any of the cases listed above, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status (including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, refusing to assign the employee to a Federal contract or other assignment, or otherwise subjecting an employee to any assumption that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo non-match or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 or OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

11. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA, as applicable, by not discriminating unlawfully against any individual in hiring, firing, or recruitment or referral practices because of his or her national origin or, in the case of a protected individual as defined in section 274B(a)(3) of the INA, because of his or her citizenship status. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the unfair immigration-related employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

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12. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

13. The Employer agrees that it will use the information it receives from SSA or DHS pursuant to E-Verify and this MOU only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords) to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

14. The Employer acknowledges that the information which it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)), and that any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

15. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, including by permitting DHS and SSA, upon reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a timely and accurate manner to DHS requests for information relating to their participation in E-Verify.

D. RESPONSIBILITIES OF FEDERAL CONTRACTORS WITH THE FAR E-VERIFY CLAUSE

1. The Employer understands that if it is a subject to the employment verification terms in Subpart 22.18 of the FAR, it must verify the employment eligibility of any existing employee assigned to the contract and all new hires, as discussed in the Supplemental Guide for Federal Contractors. Once an employee has been verified through E-Verify by the Employer, the Employer may not reverify the employee through E-Verify.

a. Federal contractors with the FAR E-Verify clause agree to become familiar with and comply with the most recent versions of the E-Verify User Manual for Federal Contractors and the E-Verify Supplemental Guide for Federal Contractors.

b. Federal contractors with the FAR E-Verify clause agree to complete a tutorial for Federal contractors with the FAR E-Verify clause.

c. Federal contractors with the FAR E-Verify clause not enrolled at the time of contract award: An Employer that is not enrolled in E-Verify at the time of a contract award must enroll as a Federal contractor with the FAR E-Verify clause in E-Verify within 30 calendar days of contract award and, within 90 days of enrollment, begin to use E-Verify to initiate verification of employment eligibility of new hires of the Employer who are working in the United States, whether or not assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within 3 business days after the date of hire. Once enrolled in E-Verify as a Federal contractor with the FAR E-Verify clause, the Employer must initiate verification of employees assigned to the contract within 90 calendar days from the time

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of enrollment in the system and after the date and selecting which employees will be verified in E-Verify or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Employers that are already enrolled in E-Verify at the time of a contract award but are not enrolled in the system as a Federal contractor with the FAR E-Verify clause: Employers enrolled in E-Verify for 90 days or more at the time of a contract award must use E-Verify to initiate verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire. Employers enrolled in E-Verify as other than a Federal contractor with the FAR E-Verify clause, must update E-Verify to indicate that they are a Federal contractor with the FAR E-Verify clause within 30 days after assignment to the contract. If the Employer is enrolled in E-Verify for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within 3 business days after the date of hire. An Employer enrolled as a Federal contractor with the FAR E-Verify clause in E-Verify must initiate verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

e. Institutions of higher education, State, local and tribal governments and sureties: Federal contractors with the FAR E-Verify clause that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), State or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors with the FAR E-Verify clause may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. The provisions of Article II.D, paragraphs 1.a and 1.b of this MOU providing timeframes for initiating employment verification of employees assigned to a contract apply to such institutions of higher education, State, local and tribal governments, and sureties.

f. Verification of all employees: Upon enrollment, Employers who are Federal contractors with the FAR E-Verify clause may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only new employees and those existing employees assigned to a covered Federal contract. After enrollment, Employers must elect to do so only in the manner designated by DHS and initiate E-Verify verification of all existing employees within 180 days after the election.

g. Form I-9 procedures for existing employees of Federal contractors with the FAR E-Verify clause: Federal contractors with the FAR E-Verify clause may choose to complete new Forms I-9 for all existing employees other than those that are completely exempt from this process. Federal contractors with the FAR E-Verify clause may also update previously completed Forms I-9 to initiate E-Verify verification of existing employees who are not completely exempt as long as that Form I-9 is complete (including the SSN), complies with Article II.C.5, the employee's work authorization has not expired, and the Employer has reviewed the information reflected in the Form I-9 either in person or in communications with the employee to ensure that the employee's stated basis in section 1 of the Form I-9 for work authorization has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen). If the Employer is unable to determine that the Form

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I-9 complies with Article II.C.5, if the employee's basis for work authorization as attested in section 1 has expired or changed, or if the Form I-9 contains no SSN or is otherwise incomplete, the Employer shall complete a new I-9 consistent with Article II.C.5, or update the previous I-9 to provide the necessary information. If section 1 of the Form I-9 is otherwise valid and up-to-date and the form otherwise complies with Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired subsequent to completion of the Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.C.5, subject to any additional or superseding instructions that may be provided on this subject in the Supplemental Guide for Federal Contractors. Nothing in this section shall be construed to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU, or to authorize verification of any existing employee by any Employer that is not a Federal contractor with the FAR E-Verify clause.

2. The Employer understands that if it is a Federal contractor with the FAR E-Verify clause, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by the E-Verify system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation. The Employer must review the tentative nonconfirmation with the employee in private.

2. The Employer will refer employees to SSA field offices only as directed by the automated system based on a tentative nonconfirmation, and only after the Employer records the case verification number, reviews the input to detect any transaction errors, and determines that the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security Number to SSA for verification again if this review indicates a need to do so. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.

3. If the employee contests an SSA tentative nonconfirmation, the Employer will provide the employee with a system-generated referral letter and instruct the employee to visit an SSA office within 8 Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.

4. The Employer agrees not to ask the employee to obtain a printout from the Social Security Number database (the Numident) or other written verification of the Social Security Number from the SSA.

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B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must print the tentative nonconfirmation notice as directed by the E-Verify system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation. The Employer must review the tentative nonconfirmation with the employee in private.
2. If the Employer finds a photo non-match for an employee who provides a document for which the automated system has transmitted a photo, the employer must print the photo non-match tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the finding. The Employer must review the tentative nonconfirmation with the employee in private.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation received from DHS automated verification process or when the Employer issues a tentative nonconfirmation based upon a photo non-match. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.
4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will provide the employee with a referral letter and instruct the employee to contact DHS through its toll-free hotline (as found on the referral letter) within 8 Federal Government work days.
5. If the employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will provide the employee with a referral letter to DHS. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.
6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will send a copy of the employee's Form I-551 or Form I-766 to DHS for review by:
 - Scanning and uploading the document, or
 - Sending a photocopy of the document by an express mail account (paid for at employer expense).
7. If the Employer determines that there is a photo non-match when comparing the photocopied List B document described in Article II.C.5 with the image generated in E-Verify, the Employer must forward the employee's documentation to DHS using one of the means described in the preceding paragraph, and allow DHS to resolve the case.

ARTICLE IV

SERVICE PROVISIONS

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SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V

PARTIES

A. This MOU is effective upon the signature of all parties, and shall continue in effect for as long as the SSA and DHS conduct the E-Verify program unless modified in writing by the mutual consent of all parties, or terminated by any party upon 30 days prior written notice to the others. Any and all system enhancements to the E-Verify program by DHS or SSA, including but not limited to the E-Verify checking against additional data sources and instituting new verification procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes. DHS agrees to train employers on all changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual, the E-Verify User Manual for Federal Contractors or the E-Verify Supplemental Guide for Federal Contractors. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials. An Employer that is a Federal contractor with the FAR E-Verify clause may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such a circumstance, the Federal contractor with the FAR E-Verify clause must provide written notice to DHS. If an Employer that is a Federal contractor with the FAR E-Verify clause fails to provide such notice, that Employer will remain a participant in the E-Verify program, will remain bound by the terms of this MOU that apply to participants that are not Federal contractors with the FAR E-Verify clause, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.

B. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established procedures or legal requirements. The Employer understands that if it is a Federal contractor with the FAR E-Verify clause, termination of this MOU by any party for any reason may negatively affect its performance of its contractual responsibilities.

C. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as they may determine necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.

D. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

E. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity

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regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

F. The Employer understands that the fact of its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

H. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.

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To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer In2Action	
Daniel Hanneken	
Name (Please Type or Print)	Title
Electronically Signed	10/31/2012
Signature	Date
Department of Homeland Security – Verification Division	
USCIS Verification Division	
Name (Please Type or Print)	Title
Electronically Signed	10/31/2012
Signature	Date

Information Required for the E-Verify Program

Information relating to your Company:

Company Name:	In2Action
Company Facility Address:	2501 Nelwood Ave
	Columbia, MO 65202
Company Alternate Address:	P.O. Box 86
	Columbia, MO 65205
County or Parish:	BOONE
Employer Identification Number:	452934399

Company ID Number: 613428

North American Industry Classification Systems Code:	813
Administrator:	
Number of Employees:	1 to 4
Number of Sites Verified for:	1
Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:	
<ul style="list-style-type: none">MISSOURI 1 site(s)	

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name:	Daniel J Hanneken	Fax Number:
Telephone Number:	(573) 424 - 4388	
E-mail Address:	djhkm2@live.com	

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

DEPARTMENT OF THE TREASURY

Date: **OCT 27 2011**

IN2ACTION
C/O DAN HANNEKEN
3104 FOX TROT DR
COLUMBIA, MO 65202-1482

Employer Identification Number:
45-2934399
DLN:
17053271326021
Contact Person:
ROGER W VANCE ID# 31173
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:
August 9, 2011
Contribution Deductibility:
Yes
Addendum Applies:
No

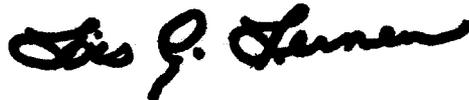
Dear Applicant:

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)