



**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	SDA48000813 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.

6-2-16
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: **New Housing 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: **6-28-15**

NOTICE OF AWARD:

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

In its entirety.

Contract No. **SDA48000813**

NC-008


Ellis McSwain, Chairman, Board of Probation and Parole

Date: **7/29/15**

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

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2729 Plaza Drive, P.O. Box 236
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RFA SDA480-008

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Page 1 of 57

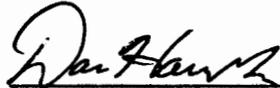
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 Telephone: **573-424-4388** Fax: **None**
 Federal EIN #: **45-2934399** State Vendor #: **45-293439900**
 Email: **Djhkm2@live.com**
 Authorized Signer's Printed Name and Title: **Dan Hanneken, Executive Director**

Authorized Signature: Application Date: 6-28-15**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 RE-ENTRY PROGRAMS
THIS FORM MUST BE COMPLETED IN FULL AND RETURNED 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 _____	\$ 49,750
<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: New Housing Program
Does this program complement another application? Yes - X Name: Comprehensive Housing Program, Transitional Employment Program, and Gap Centered Case Management
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>W. H. / DIRECTOR</i> Signature/Title	Project Director Name, Phone, Fax & Email: Dan Hanneken Director – In2Action 573.424.4388 dan@in2action.org
<i>6-28-15</i> Date	

Anticipated Outputs: (number of offenders supervised by DOC to be served by the proposed project): 24	Estimated Cost per Offender: \$ 2073	# of Paid Staff: 1 # of Volunteers: 15
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Summary of Proposed Project: In a concise manner, provide a summary paragraph of your project.
 The New Housing Program will establish NEW opportunities for secure safe and stable housing for those under the supervision of Missouri Division of Probation and Parole (including sex offenders) while connecting them to community supports and resources to reduce the likelihood they will re-offend. Participants will receive case management support from the Housing Coordinator hired specifically for this purpose. Specifically, the "honor housing" is being created for offenders who do not need intensive oversight and services, but yet remain unable to secure independent housing and in need of some supportive services.

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.

Office Space and Equipment: In2Action will provide office space for each the Director and the Reentry Specialist. 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. The estimated value of Office Space and Equipment costs \$6,000.

Housing Costs: In2Action provide all utilities, insurance, and maintenance on the transition house as well as provide all the furniture in-kind. Beds, dressers, refrigerators, TV's, computers, and all paper and cleaning supplies are provided. The estimated value of Housing Costs is \$16,000

Printing: In2Action will provide all the printing needed for the program which included 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.

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 = \$29,500

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)
 - 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.

SUMMARY

In2Action has submitted a separate Comprehensive Housing Proposal to make existing transitional housing accessible to offenders who are unable pay. **The New Housing Program is separate and distinct** and will provide deposits and rent for offenders (including sex offenders) at a new and separate location. The new location will serve as an “Honor House” for residents who have “outgrown” the more intensive services provided at the transition house as well as other offenders in the community who have a certain level of stability but yet unable to secure independent housing. The length of stay at the Honor House has no limit, residents can stay as long as they like providing they remain compliant with program guidelines. The property will be located within one block of the existing transitional housing, will be approved for sex offenders, and will continue to be overseen by in2Action staff to include the new position of Housing Coordinator. Case management and referral services will be provided as well as a formal “rental history” further preparing residents for a permanent and successful transition. Supported housing will be enhanced by assessing residents for basic needs and providing those needs which are fundamental to a successful transition.

The proposed property has already been identified and is available day of award.

Without a stable residence, it is nearly impossible for newly released individuals to reconnect positively to a community. More often than not, when these individuals are not linked to the services and support that could facilitate their successful reintegration, they end up reincarcerated for either violating the conditions of release or for committing a new crime.

U.S. Department of Justice: <http://www.bjs.gov/content/pub/pdf/rpr94.pdf>

PROGRAM DESIGN AND IMPLEMENTATION

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

In2Action presently operates one house with nine beds. The proposed project will provide eight additional beds at a separate location, for the purpose of providing longer term supported housing. This is a new program.

New Housing Program – In2Action

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

The New Housing Program will provide a combination of risk-reducing, evidence-based, and effective services to returning offenders (including sex-offenders); specifically this program will provide longer term, safe and drug free housing options for offenders who have “some” stability but still unable to financially sustain independent housing. All potential residents will first be screened. Screenings will be conducted by the Housing Coordinator and will include a detailed explanation of the program as well as the expectations of the offender. The screening will also ensure the person is under active supervision of P&P. At the end of the screening the Housing Director will ask the potential resident to think about the opportunity overnight, and to call back the next day if they are still interested. When the person calls back they will be scheduled for an assessment. Assessments will be conducted by the Housing Coordinator in person. The purpose of the assessment is to identify the basic needs of the individual, and to assure the person does not have needs In2Action is unable to address. For example, a person with significant mental health issues, and someone who has very expensive prescription medication may have to be referred on. Most people however have basic needs and once assessed, those needs can be met through proposed funding. In2Action does not accept self-referrals. We believe the professionals in our community have enough interaction with people who have enough needs, we prefer to utilize these individuals as referral sources. Referrals for this program will come primarily from Probation and Parole and the Reality House which is our local community corrections facility. Some participants will also be internally referred from our more intensive transition house. If necessary, additional referrals can be obtained from Phoenix Health Care, the local substance abuse treatment provider, and Professional Counseling Services, the local sex offender treatment program.

Once accepted, residents will move into either one of four single rooms, or one of two double rooms. In2Action will be responsible for all cleaning supplies, internet, phone, cable, utilities, all furniture, insurance, and lawn care. Residents will be required to have own clothes, food, medication, and personal hygiene items (although basic needs funding will allow us to help if needed). Program structure includes mandatory weekly house meetings,

New Housing Program – In2Action

biweekly case management sessions with Housing Coordinator, a curfew, random drug screens, and signing an authorization for us to disclose information to their P.O. Residents at the Honor House will also be invited to participate in any of the activities provided at the transition house down the street. On June 26th for example, all the men at the transition house went on a float trip. These activities are designed to help residents learn how to enjoy pro-social activities without alcohol and drugs. Rent is \$300/month and a \$250 deposit is required to offset damage, wear and tear, and missing items. The proposed funding would provide this opportunity to people who would otherwise be unable to afford this service. Because there is "rent", in2Action will be able to provide a rental history for residents as they transition into independent living.

The obstacles to securing housing for reentering individuals are significant. Private market rental housing, for instance, is closed to many individuals transitioning from prison or jail either because they lack sufficient funds for move-in costs or because landlords are unwilling to rent to people with criminal records. Likewise, public housing often keeps out those with a history of criminal activity, based on limited federal exclusions and the generally much broader local restrictions. Even when people who have been in prison or jail are not excluded systematically and receive financial assistance (for example, through housing choice vouchers), affordable units are frequently so scarce relative to need that the options are, effectively, unavailable.

Bureau of Justice Statistics: https://www.bja.gov/Publications/CSG_Reentry_Housing.pdf

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

The New Housing Program will provide 1) Housing Deposit and Rent Subsidies; 2) Basic Needs Assessments; 3) Basic Needs Support; and 4) Supportive Services. ***Housing Deposits and Rent Subsidies:** After referral, screening, assessment, and enrollment each new resident provided funding for the required deposit in the amount of \$250. The deposit will be credited to the participant the same day they move in. This is a one-time fee which applies to the entire length of stay. Rental subsidies are applied the same day the participant moves in and the first day of the month thereafter. Rent is provided monthly. Deposit and rent subsidies will be provided to at least 3

New Housing Program – In2Action

sex offenders, and least six additional offenders which may or may not include sex offenders. The 2 hour ***Basic Needs Assessment** will be given to 20 offenders by the Housing Coordinator. Assessments will determine criminogenic and basic needs of the offender. Prior to any offender accessing basic needs support they must first be assessed. ***Basic Needs:** All basic need support will be identified through assessment and provided under the direction of the Housing Coordinator. Basic needs are necessary to succeed and associated with risk-reduction. Clothing, groceries, utility deposits, furniture, gas cards, bus passes, and phone cards are examples of items which can reduce risk. Cash will never be provided directly to offender. 20 people will receive an average of \$250 of basic need support. The amount of time and days required will be determined on an individual basis.

***Supportive Services:** All residents in the Honor House will meet with the Housing Coordinator at least bi-weekly for one hour sessions for the purpose of providing case management and referral services.

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

The proposed program will serve 24 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 such as District 6 P&P officers, Reality House, and Phoenix Health Programs will be notified upon receipt of award to ensure potential referrals can be notified of services now available. Once a referral is received, the Housing Coordinator will contact the offender within one week. Because this proposal seeks funding for only those services in high demand, 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.

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 serve who are receiving housing support.
- Service Supported Housing for Sex Offenders (5 Points) – in2Action will provide service supported housing to at least three sex offenders.

How In2Action Incorporates Evidence Based Principles

1. Assess Actuarial Risk/Needs: Housing Assessment will identify housing needs.
2. Enhance Intrinsic Motivation: In2Action utilizes motivational interviewing and non-grant funded incentives.
3. Target Intervention: Targeting safe affordable housing can directly address certain criminogenic needs such as substance use, family dysfunction, and proximity to antisocial friends.
4. Skill Train with Directed Practice: Reentry Specialist will “show” participants how to prepare to, and meet their own needs, especially as it relates to housing.
5. Increase Positive Reinforcement: in2Action provides solution-focused interventions from a strength-based perspective.
6. Engage Ongoing Support in Natural Communities: Staff/Volunteer/Mentors connect offenders to supports and resources in the larger community.
7. Measure Relevant Processes/Practices: Work closely with Emily Johnson at the University to ensure proper tracking and measurement of useful performance measures.
8. Provide Measurement Feedback: In2Action utilizes internal data to guide program improvement.

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 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.

New Housing Program – In2Action

- 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 immediately providing 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 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

New Housing Program – In2Action

throughout the process. For example, on June 21st of this year, after staying out all night, a resident Justin Garnica returned to the transition house to retrieve his belongings. Mr. Garnica appeared to be under the influence of something and created such a disturbance the police had to be called. This happened on a Sunday. When his PO Gary Baker (573.441.5862) arrived at work on Monday morning he had an email from in2Action in his inbox providing details on the incident. Each resident signs an Authorization to Release Information upon admission (hence the information provided here) 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: In2Action Director, 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 by providing various case management services. Through these relationships offenders were identified who needed rental support, ID's, medications, transportation, and numerous other resources and supports. Perhaps one of the most prevalent needs was that of affordable, safe, drug free housing.

Current Efforts: Beginning in 2012 in2Action began providing comprehensive transitional housing services. The Sylvan Transition House has nine beds and is centrally located in a residential neighborhood within walking

New Housing Program – In2Action

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, 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 greater stability. In2Action from the beginning has worked hard to make in2Action accessible to any offender, regardless of ability to pay. Community reentry funding has come to the rescue for more than a couple offenders who were indeed in need of our services, and who as a result, continue to do well in the community. Dan Hanneken serves as a full time onsite Director with his office at the house. He is available on call 24 hours a day. In2Action additionally employs a full time Reentry Specialist who provides much of the case management and housing services from current community reentry contracts which expire June 30th, 2015. Requested funding will not supplant existing funding. In2Action has designated up to three transition 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.

In2Action has never had a cancelled contract or legal action against.

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 where he developed offender specific programs and generated 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

New Housing Program – In2Action

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 to future clinical professionals in the MU School of Social Work Master's Degree 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.

*Housing Coordinator (to be hired): This individual will have experience navigating at-risk populations through government entitlement program applications as well as having the case management experience to effectively connect residents to local more specialized services. The person to be hired will be professional with good interpersonal skills and share the vision of in2Action to effectively improve public safety by supporting the successful transition of people returning from prison to Columbia.

*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 to name a few. 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 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

New Housing Program – In2Action

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 continue to actively engage local property managers and landlords for the purpose of increasing housing opportunities for those who must register.

Multiple Proposals:

In2Action has submitted multiple applications. The New Housing 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 each of the other in2Action proposals; addressing gaps in services through the Gap-Centered Case Management Program, and addressing employment is a real way through the Transitional Employment Program can all play a critical role in the success of participants in this program. The proposal which is most likely however to compliment the New Housing Proposal is the Comprehensive Housing Proposal. Both are designed to make safe and drug free housing available to those who cannot otherwise afford such housing. And while the Comprehensive Housing Program provides this service for a shorter term, with more intensive oversight and services, the New Housing Program is designed to target those in-between cases were some stability has been achieved but not quite enough for independent housing. The Proposed project will allow us to move people through our transition house quicker making additional bed space available there as well. For some, the transition process can take years and through this proposal, in2Action is prepared to provide for as long as it takes.

Preference Points

Service Supported Housing – 5 Points

Service Supported Housing for Sex Offenders – 5 Points



CITY OF COLUMBIA, MISSOURI

OFFICE OF MAYOR AND COUNCIL

June 24, 2015

Dear Selection Team,

I am writing to support in2Action's "New Housing" proposal. Your efforts to reduce recidivism through reentry funding contracts will be greatly advanced through an effort such as what in2Action is proposing.

As a City Council Representative, I am aware of the lack of affordable housing, and specifically the lack of housing for offenders, especially those who must register as sex offenders. In2Action has been actively addressing reentry issues in our city for years and has earned the support of our concerned citizens, city government, and law enforcement to name a few.

In2Action proposes to address one of the greatest local reentry needs in our community, transitional bed space for returning offenders, including those who must register. The proposed funding will provide start-up cost to add at least eight beds in our community that can serve offenders in a sustainable way for years to come.

I am pleased to write this letter of support and look forward to my continued collaboration with in2Action.

Sincerely,

A handwritten signature in black ink that reads "Michael Trapp".

Michael Trapp

The crossing

July 23, 2015

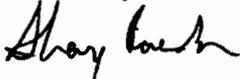
Dear Review Committee,

The Crossing recognizes the desperate need our community has for safe and affordable housing for recently released offenders. It makes sense when these people do not have a place to live they are more likely to commit more crimes and victimize more people. The Crossing is pleased to partner with in2Action as they strive to provide more and more housing options for people released from prison.

We also recognize simply putting a roof over the head of an offender is not likely to change their lifestyle. In2Action does not only provide transitional housing but provides comprehensive and research-driven support which can be expected to lead to lasting change.

The Crossing would like to support the in2Action housing proposals because we believe the work they are doing is effective, and it is good for both those they serve, and the community at large.

Sincerely,



Shay Roush
Pastor, The Crossing



REALITY HOUSE PROGRAMS, INC.

Selection Team,

My name is Robert Harrison and I am the Executive Director of Reality House Programs, a community correctional center in Columbia, Mo that provides comprehensive transition services to justice involved individuals. We serve many offenders returning from prison, including sex offenders who have no other place to go.

I would like to express my support for In2Action and their New Housing as well as Comprehensive Housing Programs. In2Action has partnered with Reality House for years, providing that "next step" for many of our residents. Specifically In2Action has made sex offenders at the Reality House a priority for services. Because placing sex offenders is such a challenge, it is a real asset to have In2Action in our community to work with us to place these individuals.

The combined pending proposals will add up to four new sex offender beds while providing sustainability for the two existing sex offender beds. We are excited to support this effort as this resource will help to move sex offenders through Reality House quicker.

Because In2Action provides not just affordable housing, but supportive housing, we know people who receive help from In2Action will be provided the greatest opportunity to succeed. Thank you in advance for considering the In2Action proposals as we strive together to improve public safety and reduce victimization through the successful reintegration of returning offenders.

Sincerely,

Robert Harrison Sr.
Executive Director of
Reality House Programs Inc.



All of **us** serving you

1408 Forum Boulevard
Columbia, MO 65203
573.446.6600
573.446.1011 fax

June 22, 2015

Department of Corrections,

I was introduced to in2Action several years ago through a relationship with one of their residents. From the beginning I've been impressed with the mission of the agency and the work they do in our community and I now serve as a board member.

I would like to express my support for the New Housing Program proposal. The organization seeks to acquire a new property that supports the mission of In2Aciton, benefits the community, and is financially responsible and sustainable. The need for additional transitional bed space is desperate in Columbia and the in2Action proposal will add eight more beds for our community. Project analysis by the organization supports the expansion and the funding will provide needed funds for the startup. The expansion will provide long-term results and will be enduring within the community.

I believe the New Housing Program will help achieve the goals of reduced recidivism, provide a healthy environment for participants in the transition program and be an asset to our community. I thank you in advance for your consideration of this worthwhile and needed program.


Curt Morgret

Market President

Columbia, MO

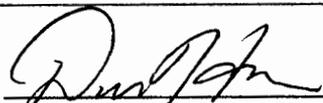
EXHIBIT A

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:	<u>john.hall@doc.mo.gov</u>
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

6-28-15
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:	rcole@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

6-28-15
Date

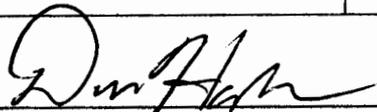
EXHIBIT A

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:	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

6-28-15

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. Much of the work performed by unemployed released offenders All outcomes achieved and grant has been successfully completed with no issues.



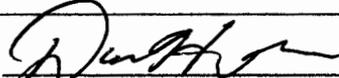
Authorized Signature of Applicant

6-28-15
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

6-28-15
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



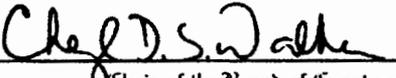
To all whom it may concern
Greeting:

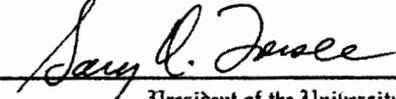
Be it known that the Curators, having been advised by the Faculty that
Daniel Joseph Hanneken
has completed the Course of Study required of candidates for the degree of
Master of Social Work

and is qualified to receive the same, do confer said degree
with all the honors and privileges appertaining thereto.

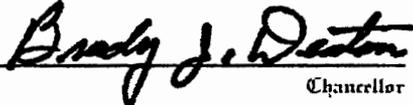
In testimony whereof the signatures of the proper officials and the
seal of the University are affixed.

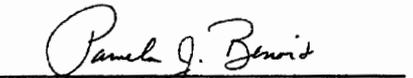
Done at the University in the City of Columbia, State of Missouri,
this sixteenth day of May in the year two thousand and eight.


Chair of the Board of Curators


President of the University




Chancellor


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

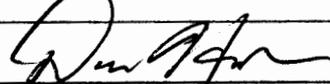
Fred D. Dudenhoeffer
Signature

6/12/13
Date

**EXHIBIT B
SUBMISSION IS MANDATORY**

EXPERTISE OF PERSONNEL

Title of Position: Housing Coordinator	
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?	Housing Coordinator will be experienced at navigating through government entitlement programs with at-risk populations as well as the ability to provide case management services and skills to prepare people for independent living.
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
✓ Social Work	Applicant must have the experience necessary to work with offenders in a productive way that will result in improved housing outcomes for those we serve.
✓ Reentry	
✓ Counseling	
✓ Criminal Justice	
✓ Correctional Residential Facilities	



 Authorized Signature of Applicant

6-28-15

 Date

EXHIBIT C

SUBMISSION IS MANDATORY

LEGAL/CANCELLATION ACTIONS AGAINST APPLICANT

The applicant shall copy and complete this form for each legal action or cancellation of contract brought against the organization in the past 5 years. In addition, the applicant is advised that if such information is obtained by 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

6-28-15
Date

Exhibit D
Performance Measures
New Housing Program

Total Number of Clients Agency Proposes to Serve: 24

Category	Service	Proposed Clients	Outcome	Indicator (How do you know you are achieving the outcome?)
Academic			Enhanced education	
Basic Needs and Emergency Services	Provide assessments and provision of basic needs	20	Attainment of basic needs and emergency services	100% of clients will be assessed and have basic needs met. *** Not all people having basic needs will receive housing
Employment			Improved employment	
Family			Increased family support	
Housing	Provide supported housing deposits and rent	9	Attainment of housing	100% of clients will obtain/maintain required, legal, and suitable housing.
Mental Health			Reduced mental health risks	
Substance Abuse			Reduced substance abuse	
Transportation			Attainment of transportation	
Vocational			Improved employment	

EXHIBIT E
SUBMISSION IS MANDATORY
TIMELINE

<u>Task or Event</u>	<u>Start Date</u>	<u>Date to be Completed</u>	<u>Assigned Personnel</u>
Acquire Property	Date of award	July 15 th , 2015	Dan Hanneken/Director
Equip Property	July 15 th , 2015	July 30 th , 2015	Dan Hanneken/Director
Notify P&P of award and the services it provides.	Date of award	July 20 th , 2015	Dan Hanneken/Director
Notify Reality House of award and the services it provides.	Date of award	July 20 th , 2015	Dan Hanneken/Director
Hire/Train Housing Coordinator	Date of award	July 20 th , 2015	Dan Hanneken/Director
Update Basic Needs Assessment	Date of award	July 20 th , 2015	Dan Hanneken/Director, Housing Coordinator
Set up grant tracking forms	Date of award	July 20 th , 2015	Dan Hanneken/Director
Begin accepting referrals	Date of award	June 30 th , 2016	Dan Hanneken/Director then Housing Coordinator after training
Begin providing transitional housing deposits/rent	August 1 st , 2015, 2015	June 30 th , 2016	Housing Coordinator
Begin assessing participants	July 20 th , 2015	June 1 st , 2016	Housing Coordinator
Begin providing basic need support	July 20 th , 2015	June 30 th , 2016	Housing Coordinator
Submit Grant Reports	Quarterly	Quarterly	Dan Hanneken/Director
Mid-grant progress review	January 5 th , 2016	January 15 th , 2015	Dan Hanneken/Director
Mid-grant staff meeting	January 15 th , 2016	January 15 th , 2016	Dan Hanneken/Director, Housing Coordinator, P&P, Fred Dudenhoeffer (Sex offender therapist), Reality House
Achieve all outcomes	Date of Award	June 30 th , 2016	Dan Hanneken/Director, Housing Coordinator
Compile/submit final reports to DOC	July 1 st , 2016	July 10 th , 2016	Dan Hanneken/Director

Timeline calculated with an award date of July 15th, 2015. A later award date will push back the timeline the number of days past July 15th the award is announced.

EXHIBIT F
BUDGET DETAIL WORKSHEET
All Expenses Are Reasonable and Necessary

New Housing Program
(Total Offenders Served = 24)

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
Housing Coordinator (0.25fte) - \$15 an hour for 10 hours a week for 52 weeks	\$15 x 10 x 52	\$7800
	Subtotal	\$7800
B. Fringe Benefits (must be capped at 12%)		
Name/Position	Calculation of Cost	Cost
	Subtotal	In-Kind
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
Sex Offender Deposits – One time \$250 charge for 3 people	\$250 x 3	\$750
Offender Deposits – One time \$250 charge for 6 people	\$250 x 6	\$1500
Sex Offender Rent - \$300 monthly for 11 months for 3 people	\$300 x 11 x 3	\$9900
Offender Rent - \$300 monthly for 11 months for 6 people	\$300 x 11x 6	\$19800
Basic Needs Assessment - \$250 per assessment for 20 people	\$250 x 20	\$5000
Basic Needs Support - \$250 average support for 20 people	\$250 x 20	\$5000
	Subtotal	\$41,950
E. Equipment/Supplies (Direct Services Only)		
	Calculation of Cost	Cost
	Subtotal	In-Kind
Summary		
A. Personnel		\$7800
B. Fringe Benefits		\$0.00
C. Staff Travel		\$0.00
D. Direct Services		\$41,950
E. Equipment/Supplies (Direct Services Only)		\$0.00
		\$0.00
TOTAL PROJECT COSTS		\$49,750

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

IN2ACTION

Authorized Signature of

Applicant 

Date 6-28-15

Printed Name DAN HANNEKEN

The new property in the proposal to be utilized as an Honor House has already been identified. All city approvals have already been obtained and IF AWARDED, in2Action will take immediate possession of the property for the purposes outlined in this proposal.

EXHIBIT G
BUDGET NARRATIVE

New Housing Program

Applicant must provide justification and detailed description of all budget items listed in Exhibit E. NOTE: All expenses must be reasonable and necessary.

A. Personnel (\$7,800) Funds to be expended throughout contract cycle.

Housing Coordinator – To be Hired (0.25fte) (\$7,800) – This expenditure is required to ensure all residents are provided the supportive services necessary to reduce the likelihood they will reoffend. The Housing Coordinator will work 10 hours a week (0.25fte) to oversee the eight residents and the attached direct service functions of the house such as meeting with residents bi-weekly, ensuring basic needs of residents are met through assessments, and the house remains clean and the residents have the supplies they need to maintain the house. Case management will also be provided as many residents in the Honor House will be in the process of accessing government health benefits, public housing, and other entitlements which often require long waits and lots of paper work with stringent deadlines. The Housing Coordinator will have experience with accessing government benefits, experience working with at-risk populations, and have educational credentials appropriate for the job. Similar qualifications in the Columbia, MO are worth up to \$17.50/hour. The cost is calculated at **\$15/hour x 10 hours/week x 52 weeks = \$7,800.**

B. Fringe Benefits (In-Kind)

C. Staff Travel (In-Kind)

D. Direct Services to the Offenders (\$41,950) Funds to be expended throughout contract cycle and before deadline.

Sex Offender Housing Deposits (\$750) – This expenditure is required to cover incidental costs such as wear and tear on house equipment and furnishings, damage done to the premises, and items which come up missing for at least 3 sex offenders. The costs is calculated at **3 sex offenders x \$250/deposit = \$750.**

Offender Housing Deposits (\$1,500) – This expenditure is required to cover incidental costs such as wear and tear on house equipment and furnishings, damage done to the premises, and items which come up missing for at least six offenders. The costs is calculated at **6 offenders x \$250/deposit = \$1500.**

Sex Offender Rent Subsidies (\$9,900) - This expenditure is required to provide safe and affordable supported honor housing for at least 3 sex offenders. Rent includes bedding, all house cleaning supplies, TV, phone with free long distance, and internet. Residents also enjoy one refrigerator for every two people and plenty of storage space. The honor house is spacious and located less than a block from the existing transition house which provides the office space and staff to provide integrated case management services. The house is approved for sex offenders and pre-approved by the City of Columbia for its intended purpose. The safe, sober, and structured living environment is expected to reduce the risk residents will reoffend. The house will have 8 beds, up to four of which will be designated for sex offenders. The cost is calculated at **\$300/month x 11 months x 3 sex offenders = \$9,900**

Offender Rent Subsidies (\$19,800) - This expenditure is required to provide safe and affordable supported honor housing for at least 6 offenders. Rent includes bedding, all house cleaning supplies, TV, phone with free long distance, and internet. Residents also enjoy one refrigerator for every two people and plenty of storage space. The honor house is spacious and located less than a block from the existing transition house which provides the office space and staff to provide integrated case management services. The house is pre-approved by the City of Columbia for its intended purpose. The safe, sober, and structured living environment is expected to reduce the risk residents will reoffend. The house will have up 8 beds. The cost is calculated at **\$300/month x 11 months x 6 offenders = \$19,800**

**** funding for total nine offenders is requested for eight beds. While people are expected to stay longer at the Honor House, we do anticipate some turn over and could possibly serve several more than nine total.*

Basic Needs Assessments (\$5,000) – This expenditure is required because as we screen people for housing, and create the waiting list, offenders will present with various basic needs. Any evidence-based intervention in corrections must begin with assessment. This expenditure is required to identify both the needs of the offender, and which of those needs will reduce recidivism. The assessments will be conducted by either the Housing Coordinator and are expected to take two hours each. Every participant who receives basic need support will FIRST be assessed. The cost is calculated at **\$250/assessment x 20 people = \$5000.**

****Assessing offenders in a reliable and valid manner is a prerequisite for the effective management (i.e., supervision and treatment) of offenders. (U.S Department of Justice: <http://static.nicic.gov/Library/024107.pdf>)*

Basic Needs (\$5,000) – This expenditure is required to provide offenders with the basic and risk reducing needs for a successful transition. Items such as clothing, gas cards, work supplies, etc. and can make the difference between succeeding, and not. This program will provide an average of \$250 of basic need support for twenty offenders. The offenders will work closely with the Housing Coordinator to identify needs and no cash will be provided directly to the offender. The Housing Coordinator will make all purchases. The cost is calculated at **\$250/Basic Need Support x 20 people = \$5,000.**

****Offenders receiving basic need support are not required to be enrolled in an in2Action housing program. We often meet with offenders who are not appropriate for our residential services but have significant needs just the same.*

E. Equipment/Supplies (In-Kind)

Budget Justification (Local Columbia/Boone County Conditions)

About 56 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 those still needing assessments who may require 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).

The City of Columbia 2015-2019 Consolidated Plan identified offender housing as a TOP priority.
http://www.gocolumbiamo.com/community_development/neighborhoods/ConsolidatedPlan/index.php

The new property in the proposal to be utilized as an Honor House has already been identified. All city approvals have already been obtained and IF AWARDED, in2Action will take immediate possession of the property for the purposes outlined in this proposal.

The community reentry funding requested through this application is all necessary and reasonable and will 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

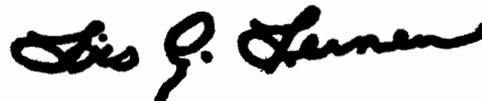
Dear Applicant:

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)