



**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	SDA48000814 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: *Dan Hanneken* Date 5-14-16

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

*[Signature]* 6-2-16  
Ellis McSwain, Jr., Board of Probation and Parole Chairman Date

**REQUEST FOR APPLICATION****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](mailto: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:**

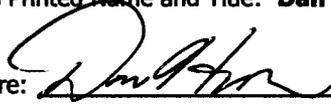
**2:00 p.m., July 2, 2015**

**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: **Gap-Centered Case Management 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. **SDA48000814**

**NC-009**

  
Ellis McSwain, Chairman, Board of Probation and Parole

Date: 7/21/15

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

**REQUEST FOR APPLICATION****ORIGINAL**

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

**Buyer of Record:  
Gary Stoll, CPPB  
Telephone: (573) 526-6402  
[gary.stoll@doc.mo.gov](mailto:gary.stoll@doc.mo.gov)**

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 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.***



## **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.

**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.

**Transportation:** In2Action will provide all transportation needed to both meet with P&P staff, Reality House visits as well as providing needed transportation to offenders accessing services including looking at housing and obtaining basic needs. The cars, the insurance, and the fuel will all be provided. The estimated value of Transportation is \$1,500.

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

**Total In-Kind = \$15,000**

## 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. **X - 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](mailto:gary.stoll@doc.mo.gov).

## Gap-Centered Case Management

### ABSTRACT

Creating a “seamless transition from prison to community” has become the gold standard and ideal for reentry work nationwide. Integrated case management and the provision of basic needs is an integral part of creating this seamless transition. Many case management services presently exist, including the helpful efforts from staff at Probation & Parole. **Gap-Centered Case Management** will target those needs not otherwise addressed by traditional and more common case management efforts. These needs are often referred to as “gaps” in service and these gaps impact recidivism. Identified gaps in the Columbia/Boone County area include housing, especially for sex offenders, treatment for sex offenders, trauma focused treatment, SATOP services, and provision of basic needs. If awarded, In2Action will collaborate closely with its many partners to close these gaps, reduce recidivism, and improve public safety.

*Integrated Case Management incorporates the principles of evidence-based practice, emphasizes a collaborative team approach to case management, and—importantly—involves offenders as responsible partners in efforts to assure their transition to becoming law-abiding and productive members of the community.*

U.S. Department of Justice: <https://s3.amazonaws.com/static.nicic.gov/Library/024393.pdf>

### APPLICATION NARRATIVE

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

In2Action presently provides integrated case management to all residential participants. During the last funding cycle In2Action began serving non-residents demonstrating assessment identified needs. The present proposal will build upon this success to now include trauma focused treatment. This is an existing program which will be enhanced.

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

Gap-Centered Case Management will provide a combination of risk-reducing, evidence-based, and effective services to 45 returning offenders, which includes sex-offender housing and treatment, trauma focused treatment, support for driver’s license reinstatement, and provision of other basic needs. Referral: Upon notice of award,

## Gap-Centered Case Management

in2Action will notify a list of referral sources which includes District-6 field parole officers, Reality House, Phoenix Health Programs, and Professional Counseling Services. The notification will include the services we can provide with this funding and the email and phone contact so specific referrals can be made. In2Action is prepared to immediately begin accepting referrals. Screening: in2Action staff will contact all referrals within five working days. Screening will typically place over the phone and will involve presenting to the potential offender the services available and determining if those services are warranted and if the offender qualifies (currently under state supervision). After offenders are screened, an assessment is scheduled. Participants are assessed with our Needs Assessment which identifies immediate and longer term needs. The purpose of the Needs Assessment is to identify basic and criminogenic need. These are those needs directly connected to survival such as food, shelter, and clothing, as well as needs directly connected to reducing risk of criminal behavior such as medication, transportation, and substance abuse counseling.

- Describe the amount (hours/days) of contact each offender will receive from each type of service.

*\*Sex Offender Deposit/Rent Subsidy:* Rent subsidies for three indigent sex offenders are designed to provide the housing stability necessary to reduce the risk of re-offense. Moving sex offenders out of the Reality House is the number one priority which is consistent with the need of Probation and Parole as identified by District Administrator Vicki Fessler. The offenders P&P Officer must approve all rent subsidies prior to payment. No payments will be made directly to the offender but to the landlords and property owners. Offenders will meet with the Reentry Specialist for at least one hour prior to searching for housing to ensure the search is a viable and legal option. Funding will be used for deposits and rent only.

*\*Sex Offender Furniture:* Three sex offenders who access deposit and rent subsidies may also be eligible for furniture support. During the one hour session with the Reentry Specialist, exact furniture needs will be identified and then \$250 in furniture provided. In2Action will not fund luxury items such as TV's, computers, or video games. The funding is to be used to provide items such as tables, chairs, beds, couches, and chests of drawers.

## Gap-Centered Case Management

\**Sex Offender Treatment Groups:* In2Action will pay for an average of 10 sex offender treatment groups for 15 sex offenders who are otherwise unable to afford treatment. Referrals will come from the state approved sex offender therapist Fred Dudenhoeffer (see letter of support). Each treatment group last 1.5 hours and groups meet weekly.

\**Sex Offender Treatment Assessments:* Six offenders who are required to register as sex offenders who are not under supervision for a current sex offense will be assessed for risk. There are presently over ten people on the waiting list for these assessments. Referrals will come from P&P Officers and payment for the two hour assessments will be made directly to the therapist for those offenders who cannot otherwise afford this service. While the cost for this service has significantly increased to \$450 per assessment, discussions with P&P have verified this provider is the best option.

\* *SATOP Services:* SATOP referrals will come from P&P Officers and Phoenix Programs, the local SATOP service provider. Offenders are often confused by what they need and the order in which it must be completed. For this reason each offender must meet with the Reentry Specialist for at least 30 minutes to validate the expenditure. SATOP Assessments will be provided to 6 offenders and take 1.5 hours and are utilized to determine the level of treatment required. SATOP Comparable Fees will be provided to 2 offenders who completed a comparable treatment program while incarcerated but need that credit transferred to SATOP. The Clinical Intervention Program is the level of service most often required and this is a 50 hour, five week course which will be provided to 6 offenders.

\**Trauma Focused Treatment:* An average of 10 sessions of Acceptance and Commitment Therapy (ACT) will be provided to at least 4 people who have been identified as having unresolved trauma issues. Each session lasts 1 hour. provide Acceptance and Commitment Therapy (ACT) which is a contextually focused form of cognitive behavioral psychotherapy that uses mindfulness and behavioral activation to increase clients' psychological flexibility—their ability to engage in values-based, positive behaviors while experiencing difficult thoughts, emotions, or sensations. (<http://www.nrepp.samhsa.gov/ViewIntervention.aspx?id=191>). Acceptance and

## Gap-Centered Case Management

commitment therapy offers a promising, empirically validated approach to the treatment of post-traumatic stress disorder (PTSD) and other trauma related problems. (Walser, Westrup, & Hayes, 2007)

*\*Basic Needs Assessment:* The 2 hour Basic Needs Assessment will be given to 20 offenders by the Reentry Specialist. Assessments will determine criminogenic and basic needs of the offender. Prior to any offender accessing basic needs support they must first be assessed.

*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:* All basic need support will be identified through assessment and provided under the direction of the Reentry Specialist. 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 \$500 of basic need support.

**Summary:** Participants of the program will meet with the Reentry Specialist to assess and identify their needs. The Reentry Specialist will most often utilize existing resources in the community to address the need. In some cases however, issues such as those identified above as “gaps” are not able to be addressed. In these cases the participants will be able to access the needed services through the requested funds. The Reentry Specialist will work closely with P&P, the offender, and the service provider to ensure we are getting quality services at a fair price.

### **Evidence Based Practice**

*A growing body of research on evidence-based practices has provided corrections professionals with the knowledge to develop interventions that are effective in changing offender behavior and reducing the likelihood of reoffense. Case management – which is gaining empirical support as an effective model for use with offenders – is a key strategy in the application of these evidence-based practices.*

<http://www.cepp.com/documents/Effective%20Case%20Management.pdf>

### How In2Action Incorporates Evidence Based Principles

1. *Assess Actuarial Risk/Needs*: Basic Needs Assessment will identify basic and criminogenic needs.
2. *Enhance Intrinsic Motivation*: In2Action utilizes motivational interviewing and research-based incentives.
3. *Target Intervention*: Specific assessment identified criminogenic needs will be addressed.
4. *Skill Train with Directed Practice*: Reentry Specialist will “show” participants how to meet their own needs when appropriate.
5. *Increase Positive Reinforcement*: Strength-based, solution-focused relationship building foundation
6. *Engage Ongoing Support in Natural Communities*: 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.

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

The target audience is 45 adult men all of which are residing in the Columbia/Boone County area and under the active supervision of Missouri Department of Corrections District-6 Division of Probation and Parole including sex offenders. Prior to receiving services, all participants will be verified through the DOC website or their P&P Officer via email or phone contact. Referral process: Offenders will be referred either through phone or email. Referral sources including District-6 P&P, Reality House Programs, and Phoenix Health Programs will be notified upon receipt of award to ensure potential offenders can be notified of available services. Once a referral is received, the Reentry Specialist 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.

## Gap-Centered Case Management

### PREFERENCE POINTS

- Service Supported Housing (5 Points) – in2Action will work closely with P&P to provide 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.
- Trauma-Focused Treatment (5 Points) – in2Action will provide Acceptance and Commitment Therapy, an evidence-based intervention to clients under supervision.

### 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.

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

**Relationship with Probation and Parole:** In2Action has a long-standing working relationship with District-6 Probation and Parole and the Boone County Offender Transition Network (BCOTN) local MRP Team. In2Action Director Dan Hanneken has had a working relationship with Mike Webber, Dana Thompson, and Lori Zuroweste, the three previous District 6 Administrators over the past ten years. In 2010 Hanneken worked closely with Thompson (573.999.3927) on a SAMSHA reentry grant for the Columbia area worth \$250K. Hanneken continues to work with the present DA, Vicki Fessler (573.441.6386). For example, when in2Action was awarded funding from the most recent reentry awards, Vicki arranged a meeting on 4-23-15 between Hanneken, herself, several P&P officers and unit supervisors to begin to immediately provide services. Hanneken then met with the Reality House PO the following Monday. Because in2Action serves sex offenders, the agency has a particularly close relationship (since 2012) with Mary Groves (573.441.6389) and Nikki Wideman (573.441.5865) who are the local

## Gap-Centered Case Management

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 throughout the process. For example, on June 21<sup>st</sup>, after staying our all night, a resident Justin Gamica returned to the transition house to retrieve his belongings. Mr. Gamica 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.

## Gap-Centered Case Management

- 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.

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 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 stability. From the beginning we have provided needed case management services however without funding support, the gaps identified in this proposal are simply not able to be regularly addressed. Dan Hanneken serves as a full time onsite Director with his office at the house and is available on call 24 hours a day. In2Action additionally employs a full time Reentry Specialist who provides much of the case management services from current Community Reentry contracts which expire June 30<sup>th</sup>, 2015. Requested funding will not supplant existing funding. In2Action has designated up to three beds specifically for

## Gap-Centered Case Management

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.

**No cancelled contracts, no legal action against in2Action ever.**

**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 completed Sex Offender Supervision Training (see attached certificate). Mr. Hanneken is a published author and experienced presenter on reentry issues including Evidence-Based Practice in Community Corrections. In fact, as an adjunct professor at the University of Missouri-Columbia, Mr. Hanneken teaches evidence based practice for criminal justice to future clinical professionals in the MU School of Social Work Master's Degree Program. Hanneken also serves as a peer reviewer for the U.S. Department of Justice on Second Chance Act Grant applications which provides additional evidence of his expertise on offender issues. Most recently Hanneken was commissioned as a member of the Mayor's Task Force on Community Violence in Columbia, MO. Hanneken was responsible for the creation of the Ban-the Box policy now in effect in Columbia.

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

\*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

## Gap-Centered Case Management

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:** The proposed project includes services which in2Action is not able to provide internally. SATOP Services and Trauma Focused Therapy for example will be provided by Phoenix Health Programs. Sex Offender Treatment will be provided by Professional Counseling Services. Sex Offender Assessment will be provided by Fred Dudenhoeffer, LPC. All sub-contractors are licensed and state approved with years of expertise in the services they will provide. In2Action bears full financial responsibility for the services they provide and will be responsible to appropriately document all grant funded expenditures.

### **Multiple Proposals:**

In2Action has submitted multiple applications. The Gap-Centered Case Management Program application is separate, distinct, and can operate independent from the other applications. Missouri data however indicates the more different services an offender accesses, the more likely they are to succeed. This application does complement In2Action's housing and employment proposals by connecting offenders to the ancillary supports needed for transition. While this application is expected to reduce recidivism on its own, when combined with other In2Action proposals, the benefit will go up exponentially.

### **Preference Points: Service Supported Housing 5-Points;**

**Service Supported Housing for Sex Offenders 5-Points; Trauma Focused Treatment 5-Points**



June 22, 2015

## Phoenix Programs, Inc.

Department of Corrections,

My name is Michael Trapp and I am the interim Executive Director for Phoenix Health Programs. We work heavily with the offender population and understand the needs of this population, as well as the benefit of in2Action to our community to specifically serve this population.

I would like to support the funding request in2Action has submitted for its "Gap-centered Case Management Program. In2Action has identified offender needs in our community which continue to go unmet. Specifically, SATOP funding is included in this proposal. Phoenix Health Programs provides SATOP services so people can have their driving privileges restored easing the path to self sufficiency. The services however are expensive and there are no community assets to help with the costs.

I fully support the efforts of in2Action as they seek external funding to reduce the likelihood our returning offenders will reoffend. Any programs which help our citizens and reduce crime and victimization will benefit our community as a whole. I look forward to our continued work together as we strive to make Columbia a better place to live, work, and visit.

Sincerely,

A handwritten signature in black ink, appearing to read "Ma Trapp".

Michael A. Trapp, MA, CCDP  
Interim Executive Director



All of **us** serving you

1408 Forum Boulevard  
Columbia, MO 65203  
573.446.6600  
573.446.1011 fax

June 22, 2015

Dear Review Team,

U.S. Bank is widely recognized for its support of community organizations and, as member of this community for over twenty years, I've personally been active and supported several organizations in Columbia. I support in2Action's mission to provide transitional programs and housing in Columbia and ask you to consider their recent proposal.

In2Action helps people build skills they need to be productive citizens and gives them time to learn the skills, adapt, and successfully integrate back into the community. This provides residents opportunities they may not have had otherwise and reduces the likelihood they will reoffend.

Residents experience various needs many of which cost money the offenders do not have. As such, I support in2Action's request for a proposed program to address those needs which are not met in our community. Services such as sex offender's treatment, SATOP classes, and provision of basic needs are examples of the things which greatly benefit offenders as they work to become productive citizens. In2Action has a system in place in which all offenders are assessed prior to receiving such services. The assessment will identify if the offender demonstrates a need, if there are other options to address the need, and finally, ensure the need is addressed in a meaningful way with accountability.

I believe the program will be a benefit to those participating in the program, their families, the communities they live in and our state and ask for your consideration of in2Action's Gap-centered Case Management Program proposal.



Curt Morgret

Market President

Columbia, MO

# The crossing

A church that moves your heart and mind

June 23, 2015

Review Team,

The Crossing is committed to helping people in our community who are struggling. We have been partnering with in2Action since they formed in 2011 because they share our value on the local community and they are good at what they do. The offender population often experiences unique needs and issues and it is a real blessing to have an agency in town specializing in this population.

We would like to support in2Action's request for funding for their case management program. With funding, in2Action is able to address offender needs which would otherwise go unmet. Many of these needs are as basic as food and clothing; others are directly connected to their risk to commit more crimes like sex offender treatment.

Please know The Crossing strongly supports the efforts of in2Action and would like to express specific support for their case management proposal.

Sincerely,



Shay Roush  
Pastor, The Crossing

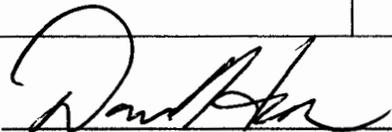
**EXHIBIT A**

**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.

<b>Organization Name:</b>	In2Action
<b>Reference Information (Prior Services Performed For:)</b>	
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 <sup>st</sup> , 2012 – September 30 <sup>th</sup> , 2014
Dollar Value of Prior Services:	\$29,853
Description of Prior Services Performed:	<i>Honey Production Social Awareness Program – Specialty Crop Block Grant Program</i> Services include assembling, installing, and maintaining beehives for the purpose of enhancing bee habitat, producing local honey, and raising awareness of health benefits of consuming locally produced honey.  All outcomes achieved and grant has been successfully completed with no issues.



Authorized Signature of Applicant

6-28-15

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.

<b>Organization Name:</b>	In2Action
<b>Reference Information (Prior Services Performed For:)</b>	
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 <sup>st</sup> , 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.

<b>Organization Name:</b>	In2Action
<b>Reference Information (Prior Services Performed For:)</b>	
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:	<a href="mailto:john.hall@doc.mo.gov">john.hall@doc.mo.gov</a>
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

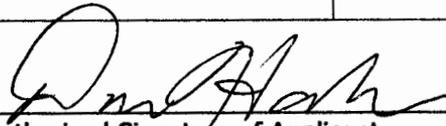
**EXHIBIT A**

**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.

<b>Organization Name:</b>	In2Action
<b>Reference Information (Prior Services Performed For:)</b>	
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:	<a href="mailto:ricole@gocolumbiamo.com">ricole@gocolumbiamo.com</a>
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.

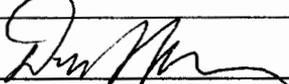
  
Authorized Signature of Applicant

6-28-15  
Date

**EXHIBIT B  
SUBMISSION IS MANDATORY**

**EXPERTISE OF PERSONNEL**

<b>Title of Position: Executive Director</b>	
<b>Name of Person:</b>	Dan Hanneken, LCSW
<b>Educational Degree (s):</b> include college or university, major, and dates	Masters in Social Work
<b>License(s)/Certification(s),</b> 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
<b>Specialized Training Completed.</b> 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](mailto:djhkm2@live.com)

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## 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 28<sup>th</sup>, 2005  
Undergraduate Research Day at the Capitol, April 14<sup>th</sup>, 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 17<sup>th</sup> Annual McNair Scholars Conference, April 22<sup>nd</sup>, 2006

The Undergraduate Research and Creative Arts Forum, May 1<sup>st</sup>, 2006

### Additional Presentations

**CMCA Correctional Ministries Summit, *Engaging Resistant Clients; Interaction Skills***, May 31<sup>st</sup>, 2014; Wheaton College, Wheaton, IL

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

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

**2012 Missouri Reentry Conference – Community, Corrections, and Collaboration: Faces of Reentry, *Creating an Effective Transitional Housing Program***, November 15<sup>th</sup>, 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 9<sup>th</sup>, 2012; St. Louis, MO

**2009 Missouri Reentry Conference, *Real Success Stories: An Offender Panel***. November 19<sup>th</sup>, 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 23<sup>rd</sup>, 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, 1<sup>st</sup> 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**



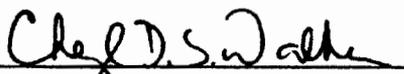
To all whom it may concern  
Greeting:

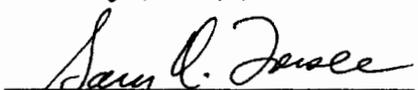
Be it known that the Curators, having been advised by the Faculty that  
**Daniel Joseph Hanneken**  
has completed the Course of Study required of candidates for the degree of  
**Master of Social Work**

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

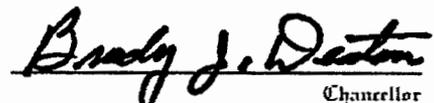
In testimony whereof the signatures of the proper officials and the  
seal of the University are affixed.

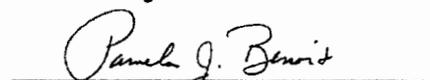
Done at the University in the City of Columbia, State of Missouri,  
this sixteenth day of May in the year two thousand and eight.

  
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

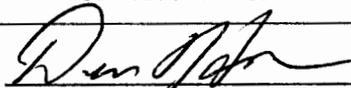
*Fred D. Dudenhoeffer*  
Signature

*6/12/13*  
Date

**EXHIBIT B  
SUBMISSION IS MANDATORY**

**EXPERTISE OF PERSONNEL**

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

  
 \_\_\_\_\_  
 Authorized Signature of Applicant

6-28-15  
 \_\_\_\_\_  
 Date

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

### **Educational Background**

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

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

### **Professional Experience**

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

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

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

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

### **Strengths and Abilities**

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

### **Organizations and Activities**

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

### **Character and Professional References**

Bill Penkethman: Friend and Mentor  
Cell: 573-268-1126  
Email: [navigatorbill@myglobalemail.com](mailto:navigatorbill@myglobalemail.com)

Joe Crider: Supervisor for Consumer Credit; MO Division of Finance  
Office: 573-751-3463  
Email: [joe.crider@dof.mo.gov](mailto:joe.crider@dof.mo.gov)

Terry Kegerreis: Area Manager QC Holdings (Formerly with Kemper Military School)  
Cell: 816-591-6181  
Email: [infabn503@aol.com](mailto:infabn503@aol.com)

David Dingler: Shelter Insurance  
Cell: 573-881-2020  
Email: [ddingler@mchsi.com](mailto:ddingler@mchsi.com)

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

**EXHIBIT C**

**SUBMISSION IS MANDATORY**

**LEGAL/CANCELLATION ACTIONS AGAINST APPLICANT**

The applicant shall copy and complete this form for each legal action or cancellation of contract brought against the organization in the past 5 years. In addition, the applicant is advised that if such information is obtained by DOC that is not included in the application, the application may not be considered.

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

  
\_\_\_\_\_  
Authorized Signature of Applicant

6-28-15  
Date

**Exhibit D**  
**Performance Measures**  
 Gap-Centered Case Management

**Total Number of Clients Agency Proposes to Serve:** 45

<b>Category</b>	<b>Service</b>	<b>Proposed Clients</b>	<b>Outcome</b>	<b>Indicator</b> (How do you know you are achieving the outcome?)
Academic			Enhanced education	
<b>Basic Needs and Emergency Services</b>	Provide basic needs assessments:	20	Attainment of basic needs and emergency services	100% of clients (20) will have assessment identified basic needs met.
	Provide basic needs: medication, personal hygiene, food, etc.	20		
Employment			Improved employment	
Family			Increased family support	
<b>Housing</b>	Supported sex offender housing deposits, rent	3	Attainment of housing	100% for clients (3) will have legal housing with needed furniture.
	Provide sex offender furniture	3		
Mental Health	Sex offender treatment	15	Reduced mental health risks	100% of clients (15) will receive risk-reducing treatment.
	Sex offender assessment	6		100% of clients (6) will receive required assessments
	Trauma Focused Tx	4		100% of clients (4) will report treatment helped
Substance Abuse			Reduced substance abuse	
Transportation - SATOP	Assessment	6	Attainment of transportation	100% of clients (6) receiving assessment will have level of treatment required identified to restore drivers license.
	Comparable Form	2		100% of clients (2) receiving comparable will have SATOP hold lifted on their driver's license
	CIP Classes	6		100% of clients (6) will enroll in SATOP classes to have driver's license restored
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>
Notify P&P of award and the services it provides. Request meeting.	Date of award	July 20 <sup>th</sup> , 2015	Dan Hanneken/Director
Notify sex offender treatment provider of award and the services it provides. Request meeting.	Date of award	July 20 <sup>th</sup> , 2015	Dan Hanneken/Director
Phoenix Health Programs of award and the services it provides. Request meeting.	Date of award	July 20 <sup>th</sup> , 2015	Dan Hanneken/Director
Re-train Greg Early on new job duties/continuing education	Date of Award	Ongoing throughout grant	Dan Hanneken/Director
Begin accepting referrals	Day 2 of award	June 30 <sup>th</sup> , 2016	Dan Hanneken/Director then Greg Early after training
Begin providing sex offender housing deposits/rent/treatment	Day 2 of award	June 30 <sup>th</sup> , 2016	Dan Hanneken/Director then Greg Early after training
Begin providing sex offender furniture support	Day 2 of award	June 30 <sup>th</sup> , 2016	Dan Hanneken/Director then Greg Early after training
Begin providing Trauma Focused Treatment	Day 2 of award	June 30 <sup>th</sup> , 2016	Dan Hanneken/Director then Greg Early after training
Begin providing SATOP support	Day 2 of award	June 30 <sup>th</sup> , 2016	Dan Hanneken/Director, Greg Early/Reentry Specialist
Set up grant tracking forms	Day 2 of award	July 31 <sup>st</sup> , 2105	Dan Hanneken/Director
Begin assessing participants for needs	August 1 <sup>st</sup> , 2015	June 1 <sup>st</sup> , 2016	Greg Early/Reentry Specialist
Begin providing basic need support	August 1 <sup>st</sup> , 2015	June 30 <sup>th</sup> , 2106	Greg Early/Reentry Specialist
Grant Report Submission	Quarterly	Quarterly	Dan Hanneken/Director
Mid-grant partner meeting	January 15 <sup>th</sup> , 2016	January 15 <sup>th</sup> , 2016	Dan Hanneken/Director, Greg Early/Reentry Specialist, P&P, Fred Dudenhoeffler (Sex offender therapist), Phoenix Programs
Achieve all outcomes	Date of Award	June 30 <sup>th</sup> , 2016	Dan Hanneken/Director, Greg Early/Reentry Specialist
Compile/submit final reports to DOC	Aug. 1 <sup>st</sup> , 2016	Aug. 10 <sup>th</sup> , 2016	Dan Hanneken/Director

*Timeline calculated with an award date no later than July 15<sup>th</sup>, 2015. A later award date will push back the timeline the number of days past July 15<sup>th</sup> the award is announced.*

**EXHIBIT F**  
**BUDGET DETAIL WORKSHEET**  
*All Expenses are Reasonable and Necessary*

**Gap-Centered Case Management**  
 (Total Offenders Served = 45)

<b>COMPLETED FORM MUST BE RETURNED WITH APPLICATION</b>		
<b>A. Personnel (a breakdown in the number of hours each person is dedicated to the project is to be provided)</b>		
<b>Name/Position – for 12 weeks</b>	<b>Calculation of Cost</b>	<b>Cost</b>
Reentry Specialist (0.50FTE): Salary = \$33,500 (or \$645/week)	$645 \times 52 \times 0.50$	\$16770
	<b>Subtotal</b>	<b>\$16770</b>
<b>B. Fringe Benefits (must be capped at 12%)</b>		
<b>Name/Position</b>	<b>Calculation of Cost</b>	<b>Cost</b>
	<b>Subtotal</b>	<b>In-Kind</b>
<b>Name/Position – for 12 weeks</b>	<b>Calculation of Cost</b>	<b>Cost</b>
<b>C. Staff Travel (mileage at \$0.37 /mile -- Conus rate for any other expenses)</b>		
<b>Purpose of Staff Travel (all staff travel must be for the <u>direct</u> benefit of the offender -- include location and type)</b>	<b>Calculation of Cost</b>	<b>Cost</b>
	<b>Subtotal</b>	<b>In-Kind</b>
<b>D. Direct Services (i.e. housing rental/lease, GED Testing)</b> <b>****ALL DIRECT SERVICES MUST BE PROVIDED TO THE OFFENDERS****</b>		
<b>Sex Offender Direct Services</b>	<b>Calculation of Cost</b>	<b>Cost</b>
Sex Offender Deposit/Rent Subsidy: \$1000 each for 3 Sex Offenders	$1000 \times 3$	\$3000
Sex Offender Furniture: \$250 each for 3 Sex Offenders	$250 \times 3$	\$750
Sex Offender Services:		
***Groups: \$30/group x 15 offenders x 10 groups each	$30 \times 15 \times 10$	\$4500
***Sex Offender Assessment: \$450 x 6 Assessments	$450 \times 6$	\$2700
<b>Substance Abuse Traffic Offenders Program (SATOP) Direct Services</b>		
***Assessment/Screening: \$375 x 6 people	$375 \times 6$	\$2250
***Comparable Fee: \$249 x 2 people	$249 \times 2$	\$498
***Clinical Intervention Program: \$250 x 6 people	$250 \times 6$	\$1500
<b>Trauma Focused Treatment</b>		
Acceptance and Commitment Therapy (ACT) \$75/session x 10 sessions x 4 people	$75 \times 10 \times 4$	\$3000
<b>Basic Needs and Needs Assessments</b>		
Need Assessments: \$250 each for 20 people	$250 \times 20$	\$5000
Basic Needs: \$500 for each of 20 people	$500 \times 20$	\$10000
	<b>Subtotal</b>	<b>\$33,198</b>
<b>E. Equipment/Supplies (Direct Services Only)</b>	<b>Calculation of Cost</b>	<b>Cost</b>
	<b>Subtotal</b>	<b>In-Kind</b>

<b>Summary</b>		
A. Personnel		<b>\$16,770</b>
B. Fringe Benefits		<b>In-Kind</b>
C. Staff Travel		<b>In-Kind</b>
D. Direct Services		<b>\$33,198</b>
E. Equipment/Supplies (Direct Services Only)		<b>In-Kind</b>
	<b>TOTAL PROJECT COSTS</b>	<b>\$49,968</b>

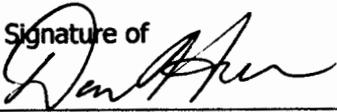
By signing below, the applicant hereby declares understanding, agreement and certification of compliance to provide the services or project in accordance with all the requirements and specifications contained herein and in the Terms and Conditions. The applicant further agrees that the language of this 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

**EXHIBIT G - BUDGET NARRATIVE**  
**Gap-Centered Case Management**  
(Total Offenders Served = 40)

**\*\*\*Note: Because In2Action provides individualized services (best-practice), some expenditures are calculated as "averages" so the specific need of the offender can be specifically addressed to best reduce recidivism.**

**A. Personnel (\$16,770)** Funds to be expended throughout contract cycle.

Reentry Specialist (0.50FTE) (\$16,770) – This expenditure is required to ensure residents are appropriately assessed and connected to the resources and supports in community needed to succeed. The Reentry Specialist will also ensure all funding is expended on time, utilized effectively, and that the offenders have needed transportation. The person to be hired will be a degreed professional who will spend time engaging and teaching clients how to navigate through the obstacles on reentry. Similar qualifications in the Columbia, MO are worth up to \$38K per year. The cost is calculated at 50% of \$33,500/year for one year or **\$645/week x 52 weeks x 0.50FTE = \$16,770**

*\*\*\* Effective case management is not a passive activity in which case managers assist offenders in designing plans and then sit back and watches to see what unfolds. Instead, it is a dynamic process that requires active and ongoing engagement of both offenders and case managers. (Center for Effective Public Policy; Effective Offender Case Management, 2010)*

**B. Fringe Benefits (In-Kind)**

**C. Staff Travel (In-Kind)**

**D. Direct Services to the Offenders (\$30,948)** Funds will be expended throughout funding cycle

**Sex Offender Housing** – Sex offenders will have access to deposits and rental support to both establish new housing or maintain existing housing. REALITY HOUSE RESIDENTS ARE A PRIORITY. Furniture was added as part of our comprehensive approach to housing to ensure participants are most likely to succeed.

Sex Offender Deposit/Rent Subsidies (\$3,000) – This expenditure is required to provide safe and affordable housing to sex offenders. In2Action will serve *at least* three different indigent sex offenders. Specifically funding will be utilized to either prevent sex offenders from becoming homeless, or to establish housing for already homeless sex offenders, including those at the Reality House. This is a desperate need and the Reentry Specialist will be responsible to work closely with offenders and DOC staff to address this need. The nature of the individual need for each specific offender makes it impossible to calculate exact costs. Based on years of experience however, it is reasonable to calculate the costs at **\$1,000 (average) x 3 sex offenders = \$3,000.**

Sex Offender Furniture (\$750): This expenditure is required for sex offenders who have no furniture to ensure the housing secured through the deposit/rent subsidies provides a functioning and safe place to live. Furniture expenditures will not include luxury items such as computers, TV's, or video games but will rather address needs such as bedroom, living room, and kitchen furniture. The three sex offenders accessing these funds will have \$250 to furnish their place to live. The cost is calculated at **\$250 x 3 sex offenders = \$750.**

**Sex Offender Services** – All Sex Offender services will be provided at the direction of P&P and Professional Counseling Services, the state approved treatment Boone County provider with the goal of reducing the likelihood participants will reoffend.

**\*\*\*Groups (\$4,500)** – This expenditure is required so 15 indigent sex offenders can receive treatment and remain compliant with P&P stipulations and reduce the likelihood they reoffend. Groups are supported by research and the preferred method of treatment in the field. Weekly groups last 1.5-hours and are required for most sex offenders. This program is expected to provide 15 indigent sex offenders an average of 10 groups each. The cost is calculated at **\$30/group x 15 people x 10 groups = \$4,500.**

**\*\*\*Sex Offender Assessment (\$2,700)** – This expenditure is required so 6 indigent sex offenders can be effectively assessed for risk and need as it relates to reoffending and remain compliant to P&P stipulations. The assessment is a requirement for all offenders who are required to register as a sex offender but are not under supervision for a current sex offense. This single application provides essential tools needed to aid professionals in the treatment planning and management of offenders in justice, forensic, and correctional agencies. The cost is calculated at **\$450/assessment x 6 people = \$2,700.**

**Trauma Focused Treatment** – Acceptance and Commitment Therapy (ACT) is on SAMHSA's National Registry of Evidence Based Programs and Practices (NREPP). Acceptance and Commitment Therapy (ACT) is a contextually focused form of cognitive behavioral psychotherapy that uses mindfulness and behavioral activation to increase clients' psychological flexibility--their ability to engage in values-based, positive behaviors while experiencing difficult thoughts, emotions, or sensations.  
(<http://www.nrepp.samhsa.gov/ViewIntervention.aspx?id=191>)

**\*\*\*ACT Treatment (\$3000)** – This expenditure is required to effectively address trauma issues which closely linked to criminal activity. The treatment will be provided by a licensed therapist trained in the treatment model through Phoenix Health Care in Columbia, MO. The costs is calculated at **\$75/session x 10 sessions x 4 people = \$3000**

**Substance Abuse Traffic Offenders Program (SATOP)** – Many of the states "supervisee's" are unable to drive because they must complete the very expensive SATOP to have driving privileges restored. Rather than continuing to provide band-aid fixes (bus passes, taxi fares) this program supports offenders efforts to become fully independent through restored driving privileges.

**\*\*\*SATOP Assessment/Screening (\$2,250)** – This expenditure is required for offenders who are required to complete SATOP. The 1.5-hour Assessment/Screening is the first step in accessing other SATOP services and having driving privileges restored. This program will provide assessment fees for six offenders who require SATOP to have drivers license reinstated. The cost is calculated at **\$375/assessment x 6 people = \$2,250.**

**\*\*\*SATOP Comparable Fee (\$498)** – This expenditure is required for those offenders who complete SATOP comparable services while incarcerated and need to transfer the credit to the Missouri Department of Mental Health. This program will help participants complete the required paperwork, and pay the fee to get credit for their SATOP comparable treatment. Two offenders will be provided SATOP comparable application/fees. The cost is calculated at **\$249/Assessment x 2 people = \$498.**

**\*\*\*Clinical Intervention Program (\$1500)** – This expenditure is required as a condition of completing SATOP requirements for those assigned to the Clinical Intervention Program (CIP). Once assessed – offenders are assigned to a certain level of treatment and CIP is the most common requirement. CIP is an outpatient treatment program designed specifically for persistent DWI offenders, or those identified during the assessment screening process as being "high risk" for chemical dependency. This program is designed to be completed within five weeks. The program provides 50 total hours of individual counseling, group counseling, and group education, with 10 hours focusing specifically on drinking and driving issues. Six offenders will access the Clinical Intervention Program through this program. The cost is calculated at **\$250/CIP Program x 6 people = \$1500.**

**Basic Needs and Needs Assessments** – Program participants will present with various basic needs. It is not realistic to expect any program can meet all the needs of offenders. In2Action will employ a needs assessment to identify "criminogenic" need so our funds can be expected to reduce the likelihood one will reoffend.

*Needs Assessments (\$5000)* – 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 Program Director or the Reentry Specialist 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.**

*Basic Needs (\$10,000)* – 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 \$500 of basic need support for twenty offenders. The offenders will work closely with the Reentry Specialist to identify needs and no cash will be provided directly to the offender. The Reentry Specialist will make all purchases. The cost is calculated at **\$500/Basic Need Support x 20 people = \$10,000.**

#### **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 Community Reentry Funding requested through this application is 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

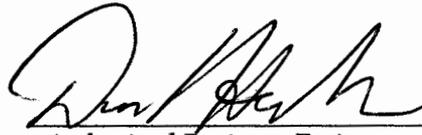
(\*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University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

Company ID Number: 613428

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.

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

### Information Required for the E-Verify Program

#### Information relating to your Company:

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

Company ID Number: 613428

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

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

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

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

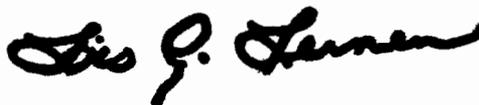
Dear Applicant:

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)