
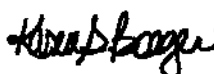




NOTICE OF CONTRACT RENEWAL

State Of Missouri
Office Of Administration
Division Of Purchasing
PO Box 809
Jefferson City, MO 65102-0809
<http://oa.mo.gov/purchasing>

CONTRACT NUMBER C315201001	CONTRACT TITLE Offender Reentry Services in Kansas City
AMENDMENT NUMBER Amendment #002	CONTRACT PERIOD July 1, 2017 through June 30, 2018
REQUISITION NUMBER NR 931 YYY17708281	SAM II VENDOR NUMBER/MissouriBUYS SYSTEM ID 4405401760 0 / MB00092651
CONTRACTOR NAME AND ADDRESS KANSAS CITY METROPOLITAN CRIME COMMISSION 3100 BROADWAY ST STE 226 KANSAS CITY MO 64111-2494	STATE AGENCY'S NAME AND ADDRESS Missouri Department of Corrections 2729 Plaza Drive Jefferson City MO 65109
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: The State of Missouri hereby exercises its option to renew the contract. All other terms, conditions and provisions of the contract, including all prices, shall remain the same throughout the above contract period and apply hereto. SIGNATURE OF CONTRACTOR IS NOT REQUIRED ON THIS DOCUMENT.	
BUYER Julie Kleffner	BUYER CONTACT INFORMATION Email: julie.kleffner@oa.mo.gov Phone: (573) 751-7656 Fax: (573) 526-9816
SIGNATURE OF BUYER 	DATE 7-11-17
DIRECTOR OF PURCHASING  Karen S. Boeger	



NOTICE OF CONTRACT RENEWAL


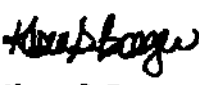
State Of Missouri
Office Of Administration
Division Of Purchasing
PO Box 809
Jefferson City, MO 65102-0809
<http://oa.mo.gov/purchasing>

CONTRACT NUMBER C315201001	CONTRACT TITLE Offender Reentry Services in Kansas City
AMENDMENT NUMBER Amendment #001	CONTRACT PERIOD July 1, 2016 through June 30, 2017
REQUISITION NUMBER NR 931 YYY16708292	VENDOR NUMBER 4405401760 0
CONTRACTOR NAME AND ADDRESS KANSAS CITY METROPOLITAN CRIME COMMISSION 3100 BROADWAY ST STE 226 KANSAS CITY MO 64111-2494	STATE AGENCY'S NAME AND ADDRESS Missouri Department of Corrections 2729 Plaza Drive Jefferson City MO 65109
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: The State of Missouri hereby exercises its option to renew the contract. All other terms, conditions and provisions of the contract, including all prices, shall remain the same throughout the above contract period and apply hereto. SIGNATURE OF CONTRACTOR IS NOT REQUIRED ON THIS DOCUMENT.	
BUYER Julie Kleffner	BUYER CONTACT INFORMATION Email: julie.kleffner@oa.mo.gov Phone: (573) 751-7656 Fax: (573) 526-9816
SIGNATURE OF BUYER 	DATE 2/23/16
DIRECTOR OF PURCHASING Karen S. Boeger	



NOTICE OF AWARD

State Of Missouri
Office Of Administration
Division Of Purchasing And Materials Management
PO Box 809
Jefferson City, MO 65102-0809
<http://oa.mo.gov/purchasing-materials-management>

SOLICITATION NUMBER B3Z15201	CONTRACT TITLE Offender Reentry Services in Kansas City
CONTRACT NUMBER C315201001	CONTRACT PERIOD July 1, 2015 through June 30, 2016
REQUISITION NUMBER NR 931 YYY15708151	VENDOR NUMBER 44054017600
CONTRACTOR NAME AND ADDRESS KANSAS CITY METROPOLITAN CRIME COMMISSION 3100 BROADWAY ST STE 226 KANSAS CITY MO 64111-2494	STATE AGENCY'S NAME AND ADDRESS Missouri Department of Corrections 2729 Plaza Drive Jefferson City MO 65109
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: The proposal submitted by Kansas City Metropolitan Crime Commission in response to B3Z15201 is accepted in its entirety.	
BUYER Julie Kleffner	BUYER CONTACT INFORMATION Email: Julie.Kleffner@oa.mo.gov Phone: (573) 751-7656 Fax: (573) 526-9816
SIGNATURE OF BUYER 	DATE 4 May 15, 2015
DIRECTOR OF PURCHASING AND MATERIALS MANAGEMENT  Karen S. Boeger	

COPY



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)
REQUEST FOR PROPOSAL (RFP)

RFP NO.: B3Z15201
TITLE: Offender Reentry Services in Kansas City
ISSUE DATE: 04/06/15

REQ NO.: NR 931 YYY15708151
BUYER: Julie Kleffner
PHONE NO.: (573) 751-7656
E-MAIL: Julie.Kleffner@oa.mo.gov

RETURN PROPOSAL NO LATER THAN: 05/01/15 AT 2:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print or type RFP Number and Return Due Date on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in DPMM office (301 W High Street, Room 630) by the return date and time.

RETURN PROPOSAL TO: (U.S. Mail) DPMM or (Courier Service) DPMM
PO BOX 809 301 WEST HIGH STREET, RM 630
JEFFERSON CITY MO 65102-0809 JEFFERSON CITY MO 65101-1517

CONTRACT PERIOD: Effective Date of Contract through June 30, 2016

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Missouri Department of Corrections
2729 Plaza Drive
Jefferson City MO 65109

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal (Revised 12/27/12). The offeror further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The offeror further agrees that upon receipt of an authorized purchase order from the Division of Purchasing and Materials Management or when a Notice of Award is signed and issued by an authorized official of the State of Missouri, a binding contract shall exist between the offeror and the State of Missouri.

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME
Kansas City Metropolitan Crime Commission
MAILING ADDRESS
3100 Broadway, Suite 226
CITY, STATE, ZIP CODE
Kansas City, Missouri 64111

LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO.
Kansas City Metropolitan Crime Commission
IRS FORM 1099 MAILING ADDRESS
Kansas City Metropolitan Crime Commission
CITY, STATE, ZIP CODE
Kansas City, Missouri 64111

CONTACT PERSON		EMAIL ADDRESS	
Barry C. Mayer		bmayer@kc-crime.org	
PHONE NUMBER		FAX NUMBER	
816-960-6814		816-960-6808	
TAXPAYER ID NUMBER (TIN)	TAXPAYER ID (TIN) TYPE (CHECK ONE)	VENDOR NUMBER (IF KNOWN)	
44-0540176	<input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN	4405401760-0	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE)			
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input checked="" type="checkbox"/> IRS Tax-Exempt			
AUTHORIZED SIGNATURE		DATE	
		4/29/15	
PRINTED NAME		TITLE	
Richard D. Easley		President	

Evaluation of Cost

4. PRICING PAGE

- 4.1 Reentry Services** - The offeror shall indicated a firm fixed price per day per offender for the original contract period and a maximum price per day per offender for each renewal option for providing the services in accordance with the provisions and requirements of this RFP. All costs associated with providing the required services shall be included in the stated price(s). (*Commodity Code: 92438*)

Administration of Offender Reentry Services		
Contract Period	Price	Unit
Original Contract Period	\$5.91 Firm Fixed Price	Per Day, Per Offender
First Renewal Option	\$5.91 Maximum Price	Per Day, Per Offender
Second Renewal Option	\$5.91 Maximum Price	Per Day, Per Offender

In the event the State of Missouri exercises its option to renew the contract for additional contract periods, all prices for the renewal periods shall remain the same as for the original contract period unless additional funds are available or funds are reduced. (Refer to Renewal Periods described herein.)

Pricing Page

Cost analysis to serve 160 participants annually who are referrals from Missouri Probation & Parole with \$172,660 shows an average of \$1,079.125 per participant. Per the contract, we should serve our clients a maximum of 6 months, so using 182.5 days/6 months per client allows us to arrive at a bid amount of \$5.91 per day per offender.

Evaluation of Offeror's Experience and Reliability and Expertise of Personnel

EXHIBIT A
OFFEROR INFORMATION

a. History of the Kansas City Metropolitan Crime Commission (KCMCC)

The Kansas City Metropolitan Crime Commission, founded in 1949, has had a mission of creating a safer Kansas City for over sixty-five years. The organization was initiated as a result of a Jackson County Grand Jury determining a need for a response to corruption in local government. Business and civic leaders were used to create a solution towards reclaiming legitimacy and increasing the public safety of all Kansas City residents. Since then the Crime Commission leaders have been committed to continuing a legacy mission to promote a safer community by supporting professional law enforcement and justice agencies and their causes.

b. Overview of Kansas City Metropolitan Crime Commission – Nature of Work

Today, the mission of the Kansas City Metropolitan Crime Commission is executed through its four programs. These include Crime Stoppers' TIPS Hotline, SAFE, Metropolitan Community Service Program (MCSP) and Second Chance Program (SCP). By offering an anonymous hotline, rewards, and encouraging the community to report crime, Crime Stoppers has been responsible for the apprehension of nearly 11,000 individuals and has cleared over 24,300 felony cases, including solving over 614 homicides, since its inception in the 1980s. SAFE is an endowment fund to provide immediate assistance to the surviving family members of a law enforcement officer, EMT, or firefighter who loses his or her life in the line of duty. The Metropolitan Community Service Program assists court systems and Probation and Parole officers by brokering over 3,000 community service workers annually to non-profit worksites throughout the metro, monitoring the completion of their court ordered community service. The Second Chance Program, was launched in 2008, to create a metro-wide strategy to decrease prisoner recidivism and enhance the success of formerly incarcerated offenders upon their return to the Metropolitan Kansas City area. The Kansas City Metropolitan Crime Commission programs are described in more detail, including staff and board rosters, on www.kc-crime.org.

c. Overview of Second Chance Services Currently Being Offered to Offenders/Parolees

In 2010, the Second Chance Program used information regarding service gaps and evidence based practices to create the Second Chance Risk Reduction Center. With funding from Missouri Reentry Process Grants, the SCP Center opened in August 2010 at offices on the Metropolitan Community College Pioneer Campus. Since its opening, the SCP Center has provided critically needed direct reentry services to nearly 1,000 referrals on supervision with MO Probation & Parole. Moreover, an additional 3,000 persons have received "Welcome Back" reentry information, other service referrals, and assistance during prison outreach visits, resource fairs, and community awareness speaking engagements. Second Chance has gained considerable experience working with "high risk" assessed clients and sex offenders; especially providing employment and housing assistance. The Programming at the SCP Risk Reduction Center currently includes the following:

- Job Readiness Training
- Job Club
- Job Placement/ Search Assistance

- Case Management- includes goal planning, basic needs immediate relief, and referrals to recovery support, mental health, physical health, etc.
- Case Management “Staffing’s” (meetings) with key partners, including Probation and Parole, Kansas City Police Department, support systems, offender, mentors, and service providers.
- Mentor Recruitment and Matching
- Housing Support Services
- Rent/ Deposit Assistance
- Tenants’ Rights and Responsibility Classes
- Database www.secondchancekc.org to share information, linkages and announcements about all area resources (currently under reconstruction with significant improvements.)
- Quarterly Welcome Back Sessions, are coordinated by Second Chance and representative GKC Reentry/Coalition Members are invited to present their resources to offenders on supervision with MO P/P.
- Hotline for Information and Referral- available to all area Missouri supervised offenders and providers who seek information about resources.
- Serves as a “go to” local information contact for all reentry matters, particularly “returning citizen” inquiries regarding hard to secure resources and transition assistance.

d. Overview of Second Chance Program and Community Service Providers

The Second Chance Program (SCP), has established itself as an area leader in prisoner reentry matters by working cooperatively and on a macro level, with the following accomplishments:

- The founding of the Kansas City Metropolitan Reentry Coalition with over 100 organizations acting as official members to reduce barriers and increase opportunities for offenders throughout our community (established in January 2009).
- The completion of research with University of Missouri-Kansas City, funded by Health Care Foundation of Greater Kansas City, entitled: Examining Offender Reentry in Metropolitan Kansas City: A Gaps Analysis (completed April 2010).
- Ensuring dissemination of information related to the reentry services in the metropolitan area, including opportunities and programs for offenders, fundraising events, and options for collaboration (ongoing, since 2008).
- Establishing the SCP Risk Reduction Center in 2010, working in collaboration with MO Probation & Parole and community partners to assist with the transition of released prisoners back into the Greater Kansas City community and workforce.
- In 2013, SCP took a lead role in reorganizing the metro-wide reentry community into the Greater Kansas City (GKC) Reentry Team. Continuing the work of the former Kansas City Metropolitan Reentry Coalition and its member agencies in both Missouri and Kansas. The current SCP director serves as vice president and community liaison for the GKC Reentry Team.
- The GKC Reentry Team includes federal, state, and local members of the courts, law enforcement, corrections (P&P), nonprofit service providers, faith-based organizations, and community reentry advocates. “Returning Citizens” are also encouraged to participate.

The activities related to the GKC Reentry Team/Coalition have been many and here are a few of the highlights:

- Employment Symposium held in the spring of 2010, to encourage small businesses to hire ex-offenders, attended by over 60 individuals.
- Landlord Forums, to educate landlords on renting responsibly to former offenders, securing 20 new landlords in Kansas and Missouri, who will consider renting to returning offenders.
- Training exchange, ensuring coalition members have access to other organizations' state of the art trainings. Members logged over 1,250 free professional training hours through the coalition from 2009 to present.
- Monthly speakers from new and sought after resources present to the coalition monthly, particularly regarding housing, employment, transportation and resources.
- Positive media- the coalition has ensured three positive press pieces about offenders and employment in the past year.
- Resource Fair (October 2009) offered the opportunity for all Coalition Members to share their resources with area offenders, in partnership with Black Health Care Coalition.
- Public awareness, the work of this committee has ensured a change in the local Liquor License City Ordinance that some people with felonies can now work in KCMO restaurants.
- Public awareness, has ensured the words "Registered Offender" will be removed from Kansas Offenders driver's licenses by October of this year (state statute actually calls for a "numeric code").
- "Entrepreneurial Enterprise Workshop" was co-sponsored in October 2012 with the Kaufman Foundation for former offenders and was attended by over 100 persons.
- Advocated publicly for "Ban the Box" which was successfully adopted by the City of Kansas City, MO in 2013.
- May 14, 2015-Emotional Intelligence workshop for all network members provided by Second Chance through funding support from one of its business leaders on the Second Chance Advisory Board. This EQ session was presented to attendees at the 2014 ARCHS Reentry Conference.

The research performed by the Crime Commission with University of Missouri-Kansas City serves as the foundation for a metro-wide strategic plan to reduce the overall recidivism rate in metropolitan Kansas City. This research identifies gaps related to public policies, systemic practices, services and programs that, if addressed, could reduce area recidivism. Thus far, the "Gaps Analysis" research has been formally presented to the following audiences:

- Board of Police Commissioners
- Board of Directors of the KC Metropolitan Crime Commission
- Second Chance Advisory Board
- City Council of KCMO Public Safety Committee
- Kansas City Metropolitan Reentry Coalition (and general public)
- Johnson County KS Reentry Task Force
- Homeless Task Force of Kansas City (judicial sub-committee)

The GKC Reentry Team/Coalition Members and Relationships Include:

- 100 Men of Blue Hills
- A Second Chance at Learning
- AdHoc Group Against Crime
- Adult Basic Education
- Aim4Peace
- American Indian Council
- Amethyst Place
- Anger Alternatives, Inc.
- Ava's Grace Scholarship Fund
- Benilde Hall
- Beyond The Conviction
- Big Brothers Big Sisters
- Bishop Sullivan Center
- Black Health Care Coalition
- Blue Hills Community Services
- Catholic Charities, Turnaround Program
- Children of Incarcerated Parents (COIP)
- Center for Equitable Education (CEED)
- City Union Mission
- Coalition of Hispanic Organizations, COHO
- COMBAT
- Communities Creating Opportunities
- Community Christian Church
- Community Housing Network
- Community Mediation Center
- Comprehensive Mental Health Services, Inc.
- Connections to Success
- Cultivate KC (formerly KCCUA)
- Department of Veteran's Affairs
- Dismas House
- Don Bosco Centers
- Educational Opportunity Center
- Era Environmental & Safety, Inc.
- Family Conservancy
- Federal Bureau of Prisons
- First Call (formerly NCADD)
- Focus Aftercare Ministries
- Footprints, Inc.

- Freedom Fire
- Full Employment Council
- Gentlemen of the Roundtable
- Goodwill of Western MO and Eastern KS
- Greater Kansas City Local Initiative Support Corporation
- Greater Pentecostal Temple Church
- Guadalupe Centers, Inc.
- Habitat for Humanity (Kansas City)
- Heartland Center for Behavioral Change (HCBC)
- Hillcrest Transitional Housing
- Homeless Services Coalition
- Human Relations Department, City of KCMO
- Inner Change Freedom Initiative
- Jackson County Community Mental Health Fund
- Jackson County Department of Corrections
- Jackson County Regional Correctional Center
- Jackson County Family Court
- Johnson County Department of Corrections/KS
- Kansas City Community Center
- Kansas City Community Release Center, MO DOC
- Kansas City Free Health Care Clinic
- Kansas City Indian Center
- Kansas City Police Department
- Kansas City Rescue Mission
- Kansas Dept. of Commerce
- Kansas Dept. of Corrections
- Kansas Workforce Partnership
- Keys are at the Cross Prison Ministries, Inc.
- Kim Wilson Housing, Inc.
- Legal Aid of Western Missouri
- Light of the Whirl
- Literacy KC
- Local Investment Commission (LINC)
- Man2Man
- Metropolitan Community College, Business Technology Campus
- Metro Lutheran Ministry
- Metropolitan Missionary Baptist Church
- Metropolitan Organization for Racial and Economic Equity, MORE2
- Mirror, Inc.
- Missouri Association for Social Welfare
- Missouri Dept. of Corrections
- Missouri Division of Probation and Parole
- Missouri Division of Workforce Development

- Missouri Division of Development (Disabled Veterans Outreach Program)
- Missouri Reentry Process, MO DOC
- National Association of Construction Contractor's Co-Operation
- Neighborhood Housing Services of Kansas City, Inc.
- New Reflections
- Northland Dependency Services, LLC
- NorthWest Communities Development Corp.
- No Violence Alliance of KCMO (NoVA)
- One Stop Ministries
- Pacific Accord, Inc.
- P&P Negotiation Services, LLC
- Preferred Family Healthcare
- Project Mom and Dad
- Reaching Out from Within
- Reconciliation Services
- ReDiscover
- ReEngage, Incorporated
- Regional Prevention Center Wyandotte County/KS
- Resource Development Institute
- Revision (formerly Gracious Promise Foundation)
- Salvation Army
- Samuel U. Rogers Health Center
- Sarita'Lynne Ministries
- Seton Center Family & Health Services
- Shepherd's Way Ministries, Inc., The
- Swope Health Services
- Thank You Christ Ministries
- Turning Point Recovery Services, LLC
- Unified Government of WY/KCK
- U.S Probation Office of Eastern MO
- U.S Probation Office- KS
- U.S Penitentiary Leavenworth
- University of Missouri Extension Office
- Unity in the Community
- University of Missouri-Kansas City, Criminology Dept.
- Urban Rangers
- Welcome House
- Women on a Mission
- Wyandotte Serves/Wyandotte Works

e. Kansas City, Missouri Police Department, Relationships, Roles and Commitment:

The Kansas City Metropolitan Crime Commission has a sixty-five year tradition of working with the Kansas City, Missouri, Police Department. The current Crime Commission President, Richard Easley, is a former Chief of Police of the KCPD. Vice President, Barry Mayer, is a former KCPD Major with over 40 years of public safety service experience. Also, the current Second Chance Director, Ron Smith is a retired KCPD commander.

The current Kansas City, MO Chief of Police, Darryl Forte, has recently joined the Second Chance Program Advisory Board. His letter of support for this reentry proposal can be found in the attachment section. Chief Forte has always seen the value of law enforcement having a role in reentry. He even assigned a full-time Sergeant to Second Chance in 2011 to work on possibilities. That Sergeant partnered with Missouri Probation & Parole officers to provide a workshop at the ARCHS State Reentry Project that they developed that included police officers making residence checks on clients to help identify their needs in being successful. His largest contribution had been breaking down communication barriers and streamlining communications between the department and Missouri Probation & Parole. The Crime Commission looks forward to our continued partnership and many good things that will help offenders remove obstacles and barriers to their success.

In addition, all area law enforcement agencies, including the KCPD, have contracts with the Crime Commission to provide for the Crime Stoppers' TIPS Hotline. The Crime Commission currently has a Detective Kevin Boehm, assigned by the KCPD, who provides oversight for the Crime Stoppers' TIPS Hotline as its Coordinator.

The Crime Commission is a Department of Justice Violent Gang and Gun Crime Reduction Program (PSN) former grant recipient. Under that program, the Crime Commission, United States Attorney's Office, Missouri Probation & Parole and other justice system partners initiated Operation Ceasefire. Since the program had a heavy suppression emphasis to prosecute federal firearms violations, including Felons in Possession of firearms cases, the Operation Ceasefire Committee began a reentry strategy to insure warnings not to carry firearms be made to felons under supervision; by Missouri Probation & Parole and US Probation Services. The goal was to support successful reentry and avoid gun crime violations. Progress in reducing violent gun crimes of homicide, aggravated assaults and robberies was realized and this project has contributed to the over 50% reduction in gun crime incidents in the past 5 years.

In 2011, the No Violence Alliance (NoVA) project was initiated by the Mayor's Office and Jackson County Prosecutor's Office in KCMO with coordination involving the Crime Commission, numerous community friends, the Police Department, MO Probation & Parole, and Federal, State and Local Prosecutors. NoVA identifies crime hot spots and any Level III high risk offenders that live in the targeted area for Second Chance referral services with the plan to eliminate these offenders from contributing to the crime problem there and hopefully through their acceptance of social services. Last year (2014) KCMO realized a 50 year low in the homicide rate. The Crime Commission continues to partner with law enforcement as the awardee of a Department of Justice, Byrne Criminal Justice Innovation Project Grant. This grant's target area is immediately to the south of the Second Chance Risk Reduction Center. It creates additional opportunity for Second Chance to partner with the Missouri Probation & Parole Office across the street on parolees and probationers in that target area that they serve over the next two years.

Also, in 2011, Kansas City Police Department became an official member of the Reentry Coalition. Deputy Chief Kevin Masters attended monthly Reentry Coalition meetings and extended his expertise to other members of the group. He agreed to Co-Chair the newly formed Law Enforcement and Corrections Sub-Committee with Barry Mayer, V.P. of the Crime Commission also serving as Co-Chair. Deputy Chief Masters even attended Welcome Back meetings with offenders and service providers and circulated his personal business cards to clients who attended.

f. Organizational Structure, Leadership, and Governance of KCMCC and SCP

The Kansas City Metropolitan Crime Commission Board of Directors provides fiduciary oversight all KCMCC programs, and is governed by incorporated by-laws and federal and state statutes covering 501 (c) 3 nonprofit status. The Board has final decision making for the overall welfare of the organization and its programs. Audits are conducted by an outside firm and are provided to the board for their review at the end of the fiscal year. Likewise, the Board approves the agency's annual budget. The board(s) represent a cross section of the GKC business, civic, and community at large. A full list of members and organizational flow charts are provided in the attachment section.

Each of the Crime Commission's four programs also has an Advisory Board. A member of the Board of Directors may also serve on one program advisory board. Twelve directors have elected to serve on the SCP advisory board. Advisory board members participate in fundraising and assist with resolving programmatic decisions, and report to the governing board of directors. The Second Chance Advisory Board Roster is as follows:

Duane Anstaett, V.P., Kansas City Power & Light
Larry Armel, Armel & Associates (ret.)
Victoria Barnard, V. P., Strategic Planning, Hallmark Cards
Charles Battey, Sr. V.P., Sprint/Nextel Corp. (ret.)
Alvin Brooks, President, Ad Hoc Group Against Crime
William Chastain, Pres., Steamatic of Kansas City
William M. Courtney, Sr.VP, CIO, Financial Counselors, Inc.
William Dana, President, Central Bank of Kansas City
Carl DiCapo, Dir., Liberty Memorial Fund
William Dunn, Sr. Chairman Emeritus, J.E. Dunn Construction
Richard E. Easley, Pres. KCMCC, Ex-officio member
Kenneth Gibson, Past President, Donnelly College (ret.)
Leon M. Harden, Jr., Pres., Intrado, Inc. and Harden Consultants
Wallace Hartsfield, Reverend, Metropolitan Missionary Baptist Church
Robert Lee Hill, Reverend, Community Christian Church
Jon Jackson, Sr. VP, the University of Kansas Hospital
David e. Johnson, Chairman, Maxus Reality
Clint R. Jones, Sr. Engineer, Burns & McDonnell
Chi King, Reentry Affairs, U.S. Probation Office, KS
Anne J. LaBella, Presiding Judge, KCMO Municipal Court
Jean Peters-Baker, Prosecutor, Jackson County Prosecutor's Office

Rosemary Salerno, Gen. Manager, Zona Rosa Community Foundation
Marilyn Scafe, Current SCP Chair, Former Exec. Dir., KS Reentry Policy Council
Willard Snyder, Breidenthal-Snyder Foundation (Col., USA, Ret.)
Bailus Tate, Sr. VP, HR, KCP&L, Former Pres., KCPD Bd. of Police Commissioners (ret.)
Myrna Trickey, President, Kansas City Community Center
Charles Wunsch, SVP, Sprint/Nextel, General & Corporate Secretary

g. Kansas City Metropolitan Crime Commission Financial Solvency:

The Crime Commission's most recent audit has been attached for review to this application to demonstrate the sound state of the organization's finances. The Crime Commission continues to do business and avoid layoffs in this tough economic climate, when many non-profit organizations have been forced to close their doors. With our stellar board leadership, reputable staff, and quality of services, we plan to continue to flourish and grow as an organization.

The Crime Commission is the only area organization that has chosen to assume leadership to ensure an organized community response to prisoner reentry. This organization is uniquely positioned, with a mission of public safety supported by the broader community, including law enforcement and corrections organizations, court systems, social service agencies, and private citizens who support this mission and participate in our work. Having connections with business and civic leaders, law enforcement entities, and area non-profit organizations has helped us create and advance partnerships unique to this area.

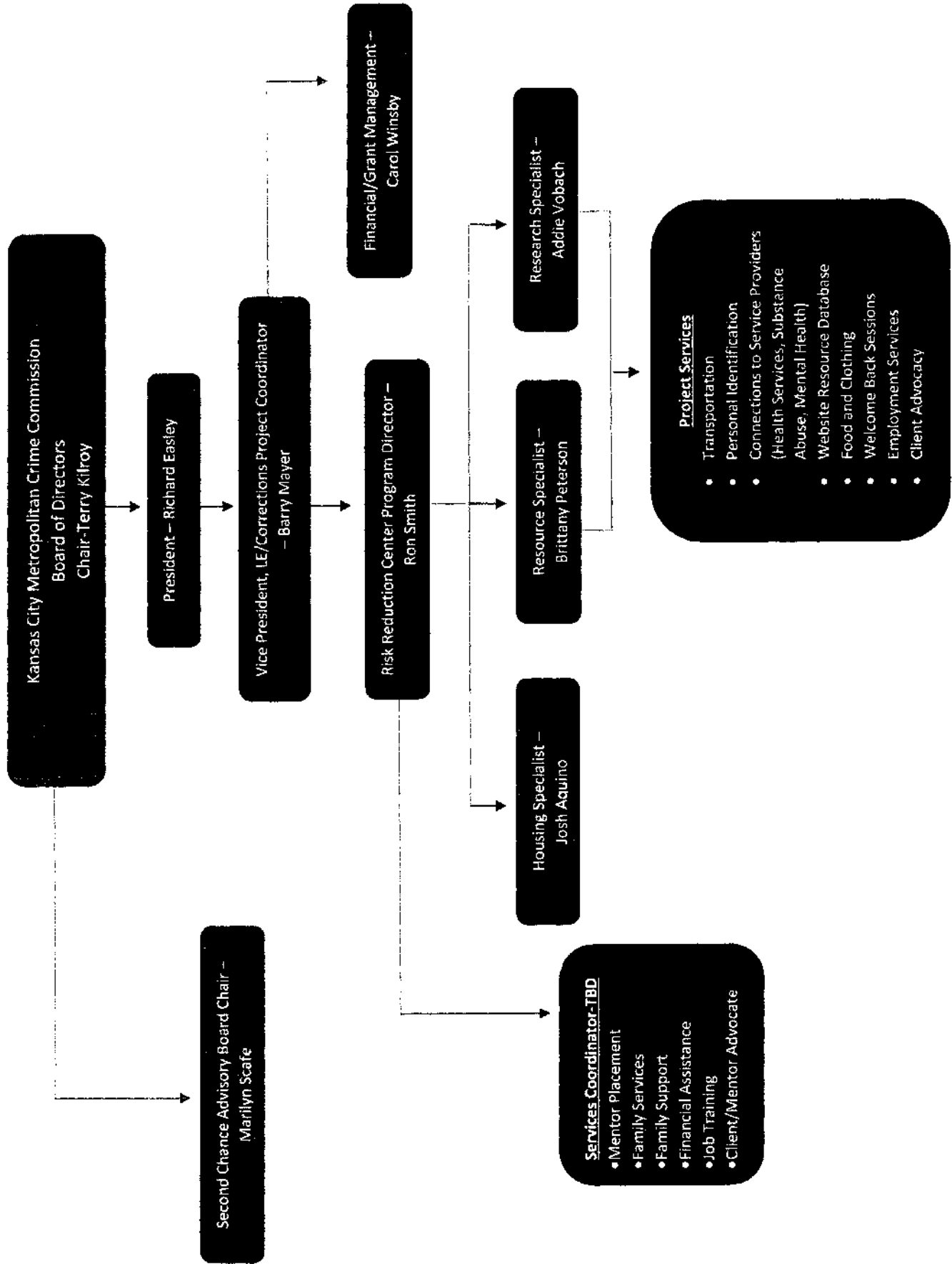
Leadership and Governing of the Kansas City Metropolitan Crime Commission:

The Crime Commission is governed by a stellar Board of Directors of some of Kansas City's most recognizable leaders. The Crime Commission Board of Directors is as follows:

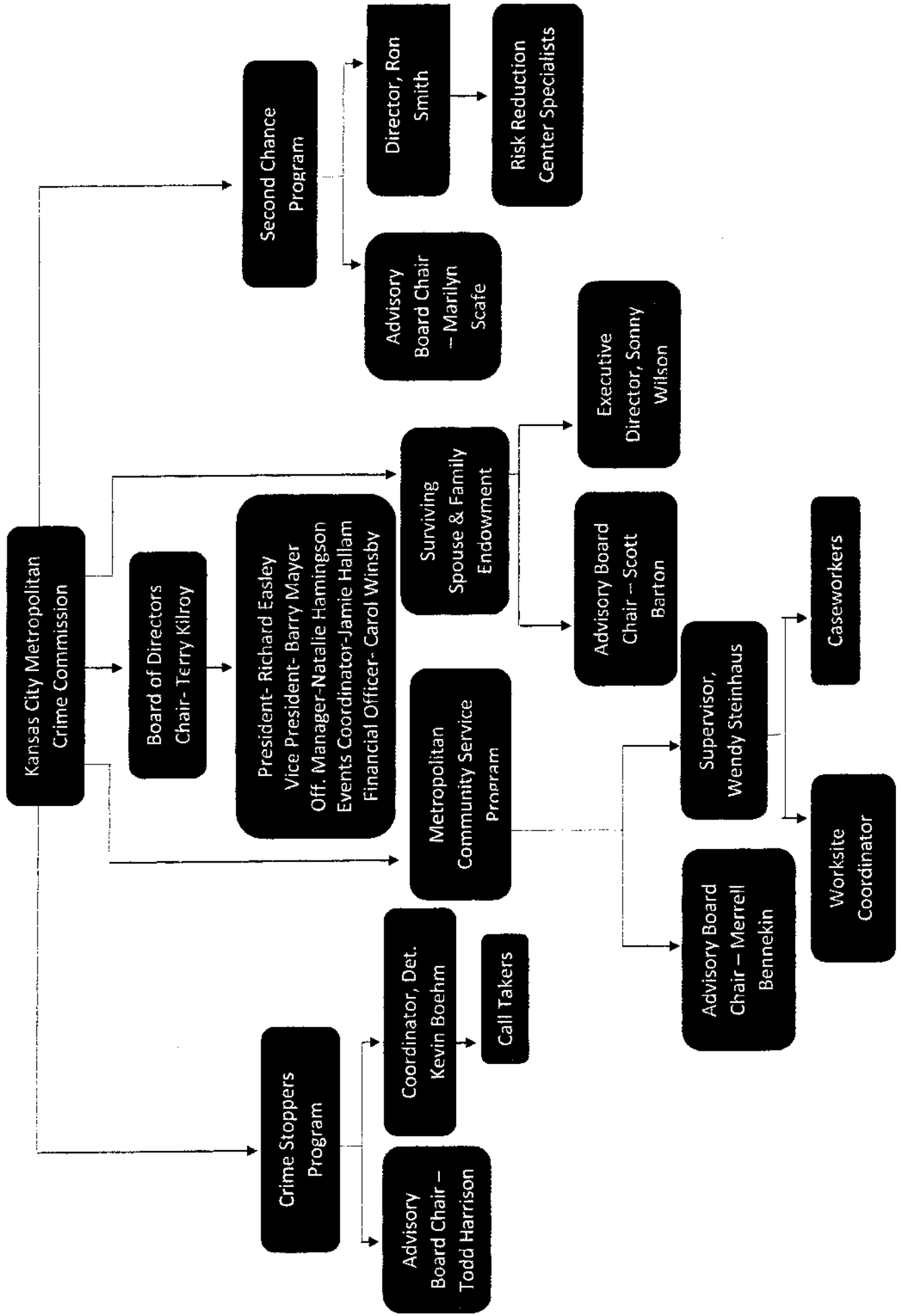
Larry Armel, Larry Armel and Associates
Scott Barton, Cerner Corp.
Charles Battey, Sprint
Mike Beal, Balls Food Stores
Merrell Bennekin, Board of Police Commissioners, KCMO
Web Bixby, Kansas City Life Insurance Company
Alvin Brooks, Ad Hoc Group Against Crime
Mike Crawford, Holliday Motors Co.
James Crawford, U.S. Bank
William Dana, Central Bank of Kansas City
Vince Dasta, DST Systems, Inc.
Carl DiCapo, Liberty Memorial
John Dillingham, Dillingham Enterprises
Mark Dunmire, Growth Industries
William Dunn, Sr., J.E. Dunn Construction
Sherri Enright, Blue Cross Blue Shields
Linda Fischer, The Keirmen Companies
Dan Glass, Kansas City Royals Baseball
Wayne Godsey, KMBC-TV & KCWE-TV
William Grojean, riverside Transport

Robert Hack, Missouri Gas Energy
Leon Harden, Positron Public Safety Systems
William Herdegen, KCP&L
Jon Jackson, University of Kansas Hospital
Terry Kilroy, Polsinelli, Shugart, PC
James Kissinger, YRC Worldwide
Mel Laverty, Hallmark Cards
Carol Marinovich, Board Chair, Fleishman Hillard
Karen Phillips, Community Volunteer
Jay Reardon, Commerce Bank
Greg Reintjes, Hi-Tech Industrial Services, Inc.
Robert Reintjes, George P. Reintjes, Co., Inc.
Trey Runnion, Spring Board Financial
Cliff Sargeon, Missouri Mental Health Commission (past)
Williard Snyder, Breidenthal-Snyder Foundation
Brad Sprong, KPMG, LLP
Kent Sunderland, Ash Grove Cement Co.
Bailus Tate, retired, KCP&L
Pat Thetford, AT&T Public Safety Solutions
Mark Thompson, Country Club Bank
Dennis Triplett, UMB Bank

Kansas City Metropolitan Crime Commission Second Chance Program



Kansas City Metropolitan Crime Commission *since 1949*



**THE KANSAS CITY
METROPOLITAN CRIME
COMMISSION**

FINANCIAL STATEMENTS

February 28, 2014

IFFT & CO. PA

Certified Public Accountants

11030 Granada Lane • Suite 100 • Overland Park, Kansas 66211
Tel 913-345-1120 • Fax 913-345-0724 • E-mail info@ifftcpa.com

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
The Kansas City Metropolitan Crime Commission
Kansas City, Missouri

Report on the Financial Statements

We have audited the accompanying financial statements of The Kansas City Metropolitan Crime Commission (a nonprofit organization), which comprise the statement of financial position as of February 28, 2014, the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Kansas City Metropolitan Crime Commission as of February 28, 2014, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited The Kansas City Metropolitan Crime Commission's 2013 financial statements, and our report dated June 20, 2013, expressed an unmodified opinion on those financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended February 28, 2013, is consistent, in all material respects, with the audited financial statements from which it has been derived.

IAA + Co. PA

September 30, 2014

THE KANSAS CITY METROPOLITAN CRIME COMMISSION
STATEMENT OF FINANCIAL POSITION
February 28, 2014
(with summarized financial information as of February 28, 2013)

	<u>2014</u>	<u>2013</u>
ASSETS		
Cash and cash equivalents	\$ 737,885	726,293
Certificates of deposit	347,466	338,311
Investments	425,222	116,534
Government grants and contracts receivable	68,155	101,577
Contributions receivable	16,140	23,961
Prepaid expenses	18,534	13,177
Deposits	4,434	4,434
Property and equipment, less accumulated depreciation	<u>6,082</u>	<u>4,604</u>
TOTAL ASSETS	<u>\$ 1,623,918</u>	<u>1,328,891</u>
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	\$ 3,503	7,786
Accrued expenses and payroll withholdings	52,487	80,479
Deferred revenue	<u>99,923</u>	<u>10,444</u>
TOTAL LIABILITIES	155,913	98,709
NET ASSETS		
Unrestricted	778,917	620,252
Temporarily restricted	<u>689,088</u>	<u>609,930</u>
TOTAL NET ASSETS	<u>1,468,005</u>	<u>1,230,182</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 1,623,918</u>	<u>1,328,891</u>

The accompanying notes are an integral part of these financial statements.

THE KANSAS CITY METROPOLITAN CRIME COMMISSION
STATEMENT OF ACTIVITIES
For the Year Ended February 28, 2014
(with summarized financial information for the year ended February 28, 2013)

	<u>2014</u>	<u>2013</u>
UNRESTRICTED NET ASSETS		
Revenues		
Municipal contracts	\$ 292,700	292,500
Metropolitan Community Service Program client fees	127,484	133,393
Contributions	146,080	181,843
Federal grants and contracts - Project Safe Neighborhood	49,382	85,767
State of Missouri Department of Corrections grants	224,452	232,258
Municipal and state grants	321,026	114,910
Other corporate and nonprofit grants	158,738	72,435
Special events	283,297	256,754
Monthly luncheons	2,825	8,275
Interest and dividends	8,150	9,411
Realized gain on investments	4,051	637
Unrealized gain (loss) on investments	9,334	(2,345)
Designated TIPS contributions	18,337	8,280
Kansas City's Most Wanted publication	18,588	18,598
Other	4,391	263
	<u>1,668,835</u>	<u>1,412,979</u>
Net assets released from restrictions	<u>2,608</u>	<u>16,800</u>
	1,671,443	1,429,779
Expenses		
Program services		
Crime Stoppers	221,006	231,794
Metropolitan Community Service Program	221,240	247,153
Project Safe Neighborhood	46,981	53,627
SAFE	74,866	84,409
Second Chance	353,927	359,534
KCMCC programs	344,971	231,957
	<u>1,262,991</u>	<u>1,208,474</u>
Administrative	109,114	106,407
Fundraising	140,673	134,963
	<u>1,512,778</u>	<u>1,449,844</u>
INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS	158,665	(20,065)
TEMPORARILY RESTRICTED NET ASSETS		
Contributions	81,766	18,394
Net assets released from restrictions	<u>(2,608)</u>	<u>(16,800)</u>
INCREASE IN TEMPORARILY RESTRICTED NET ASSETS	79,158	1,594
CHANGE IN NET ASSETS	237,823	(18,471)
NET ASSETS, BEGINNING OF YEAR	<u>1,230,182</u>	<u>1,248,653</u>
NET ASSETS, END OF YEAR	<u>\$ 1,468,005</u>	<u>1,230,182</u>

The accompanying notes are an integral part of these financial statements.

THE KANSAS CITY METROPOLITAN CRIME COMMISSION
STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended February 28, 2014
(with summarized financial information for the year ended February 28, 2013)

	Program Services						Total	Administrative	Fundraising	2014 Total	2013 Total
	Crime Stoppers	MCSP	PSN	SAFE	Second Chance	KCMCC					
Salaries	\$ 126,526	129,243	-	29,440	207,345	113,011	605,565	71,243	35,621	712,429	686,268
Payroll taxes and benefits	10,543	13,298	-	2,563	40,682	19,459	86,545	10,182	5,091	101,818	100,014
Special events	-	-	-	-	-	-	-	-	91,476	91,476	87,527
Automobile expense	1,662	4,029	-	1,093	4,494	2,002	13,280	1,476	-	14,756	13,200
Beneficiary disbursements	-	-	-	16,200	-	-	16,200	-	-	16,200	25,900
Cleanup program	-	949	-	-	-	-	949	-	-	949	1,019
Computer equipment and software	3,639	3,761	-	1,634	1,083	1,740	11,857	1,395	698	13,950	12,548
Depreciation	-	-	-	-	-	4,605	4,605	512	-	5,117	9,368
Dues and memberships	382	112	-	362	112	620	1,588	177	-	1,765	845
Insurance	5,524	5,524	-	695	5,524	5,524	22,791	2,532	-	25,323	21,289
Investment expense	-	-	-	1,018	-	-	1,018	-	-	1,018	965
Meetings and luncheons	3,286	135	-	175	430	34,664	38,690	4,552	2,276	45,518	40,910
Most Wanted newspaper expense	-	-	-	-	-	19,585	19,585	-	-	19,585	27,870
Office supplies and equipment	2,087	3,254	-	1,640	4,648	4,048	15,677	1,844	922	18,443	16,976
Outreach programs	-	27,835	46,981	-	58,821	121,292	254,929	-	-	254,929	196,496
Parking	-	1,377	-	-	-	-	1,377	153	-	1,530	1,544
Postage	664	1,995	-	230	662	1,204	4,755	529	-	5,284	5,944
Printing	1,328	784	-	169	127	973	3,381	398	199	3,978	4,789
Professional fees	9,613	7,325	-	2,940	7,497	6,744	34,119	3,791	-	37,910	43,321
Recognitions	1,438	68	-	2,295	220	1,813	5,834	648	-	6,482	7,822
Rent	10,902	19,186	-	7,482	16,518	5,665	59,753	7,030	3,515	70,298	68,481
Telephone and utilities	1,764	1,500	-	487	5,070	1,396	10,217	1,202	601	12,020	11,706
TIPS rewards	37,500	-	-	-	-	-	37,500	-	-	37,500	46,000
Travel	2,736	865	-	-	694	368	4,663	549	274	5,486	7,044
Other	1,412	-	-	6,443	-	258	8,113	901	-	9,014	11,998
Total	\$ 221,006	221,240	46,981	74,866	353,927	344,971	1,262,991	109,114	140,673	1,512,778	1,449,844

The accompanying notes are an integral part of these financial statements.

THE KANSAS CITY METROPOLITAN CRIME COMMISSION
STATEMENT OF CASH FLOWS
For the Year Ended February 28, 2014
(with summarized financial information for the year ended February 28, 2013)

	<u>2014</u>	<u>2013</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 237,823	(18,471)
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities		
Depreciation	5,117	9,368
Realized gain on investments	(4,051)	(637)
Unrealized (gain) loss on investments	(9,334)	2,345
Changes in operating assets and liabilities		
Government grants and contracts receivable	33,422	11,407
Contributions receivable	7,821	(12,901)
Prepaid expenses	(5,357)	(6,034)
Accounts payable	(4,283)	(10,635)
Accrued expenses and payroll withholdings	(27,992)	6,586
Deferred revenue	89,479	10,444
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	<u>322,645</u>	<u>(8,528)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property and equipment	(6,595)	-
Reinvestment of interest on certificates of deposit	(9,155)	(810)
Purchase of certificates of deposit	-	(10,953)
Sale of investments	-	157,505
Purchases of investments	(289,329)	-
Reinvestment of investment income	(5,974)	(6,482)
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES	<u>(311,053)</u>	<u>139,260</u>
NET INCREASE IN CASH	11,592	130,732
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>726,293</u>	<u>595,561</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 737,885</u>	<u>726,293</u>

The accompanying notes are an integral part of these financial statements.

THE KANSAS CITY METROPOLITAN CRIME COMMISSION
NOTES TO FINANCIAL STATEMENTS
February 28, 2014

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

The Kansas City Metropolitan Crime Commission, a Missouri nonprofit organization, was incorporated in September 1949. Its purpose is to make Kansas City a safer and more secure place to live, do business, and visit. The Commission sponsors four major programs: Crime Stoppers, the Metropolitan Community Service Program (MCSP), Project Safe Neighborhood (PSN), and Second Chance. Crime Stoppers helps police solve crimes by paying rewards to anonymous callers who use the 474-TIPS Hotline. MCSP receives minor offenders sentenced by the courts and places them at not-for-profit work sites and at neighborhood cleanups instead of serving jail sentences at taxpayer expense. PSN creates a focus by local law enforcement to federally prosecute felons in possession of firearms. The United States' Attorney's Office of the Western District of Missouri leads a Steering Committee that also features an Anti-Gang Initiative. Second Chance establishes a metro-wide crime prevention strategy through research, advocacy, and fundraising to increase opportunities for ex-offenders to lead productive lives rather than return to prison. A metropolitan Re-entry Coalition is established with membership from community organizations, agencies, and individuals to address obstacles and barriers that face ex-offenders.

The Commission also sponsors the Surviving Spouse and Family Endowment Fund (SAFE). SAFE provides immediate, and possibly long-term, financial assistance to the spouses, children, and/or dependent parents of sworn police officers, firefighters, and emergency services personnel killed in the line of duty in the Missouri counties of Cass, Clay, Jackson, and Platte and the Kansas counties of Douglas, Johnson, Miami, Shawnee, and Wyandotte.

Property and Equipment

The Commission capitalizes significant acquisitions of property and equipment, which are recorded at cost. Donated assets are recorded at fair value at the date received. Depreciation is provided over the estimated useful lives of the related assets using the straight-line method.

Receivables

Grants receivable are recognized when the expenses related to the grant have been incurred. Accounts receivable are recognized when the customer has been invoiced. Unconditional promises to give are recognized as revenue in the year the promise is made. Unconditional promises to give that are expected to be collected within one year are recorded at net realizable value. Accounts outstanding longer than the contractual payment terms are considered past due. The Commission determines its allowance for uncollectible receivables by considering a number of factors, including the length of time receivables are past due, the Commission's previous loss history, the customer's current ability to pay its obligation to the Commission, and the condition of the general economy and the industry as a whole. The Commission writes off receivables when they become uncollectible. There was no allowance for uncollectible receivables as of February 28, 2014 or 2013.

THE KANSAS CITY METROPOLITAN CRIME COMMISSION
NOTES TO FINANCIAL STATEMENTS
February 28, 2014

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Recognition of Donor Restrictions

Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

Expense Allocation

Directly identifiable expenses are charged to programs and supporting services. Expenses related to more than one function are charged to programs and supporting services based on management's estimates. Administrative expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of the Commission.

Income Taxes

The Commission is generally exempt from income taxes under Internal Revenue Code Section 501(c)(3) and is not considered a private foundation.

The Commission recognizes the financial statement benefit of a tax position only after determining that the relevant tax authority would more likely than not sustain the position following an audit. For tax positions meeting the more-likely-than-not threshold, the amount recognized in the financial statements is the largest benefit that has a greater than 50% likelihood of being realized upon ultimate settlement with the relevant tax authority.

The Commission is subject to income tax regulations in the U.S. federal jurisdiction and certain state jurisdictions. Tax regulations within each jurisdiction are subject to the interpretation of the related tax laws and regulations and require significant judgment to apply. With few exceptions, the Commission is no longer subject to income tax examinations by the applicable tax authorities for the years before 2011. If any were to be incurred, the Commission's policy is to record penalties and interest assessed by income tax authorities as operating expenses.

Cash Equivalents

The Commission considers highly liquid investments purchased with maturities of less than three months to be cash equivalents.

THE KANSAS CITY METROPOLITAN CRIME COMMISSION
NOTES TO FINANCIAL STATEMENTS
February 28, 2014

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

Summarized Information

The financial statements include certain 2013 summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Commission's financial statements as of and for the year ended February 28, 2013, from which the summarized information was derived.

Reclassifications

Certain items in the 2013 summarized comparative information have been reclassified to conform to the 2014 presentation. These reclassifications had no effect on the previously reported change in net assets.

Subsequent Events

Subsequent events have been evaluated through September 30, 2014, which is the date the financial statements were available to be issued.

NOTE 2 - FAIR VALUE MEASUREMENTS

FASB Accounting Standards Codification (ASC) 820, Fair Value Measurements and Disclosures, establishes a single authoritative definition of fair value, sets a framework for measuring fair value, and requires additional disclosures about fair value measurements. In accordance with ASC 820, the Commission classifies its investments into Level 1 (securities valued using quoted market prices from active markets for identical assets), Level 2 (securities not traded on an active market for which observable inputs are readily available), and Level 3 (securities valued based on significant unobservable inputs). Investments are classified in their entirety based on the lowest level of input that is significant to the fair value measurement.

THE KANSAS CITY METROPOLITAN CRIME COMMISSION
NOTES TO FINANCIAL STATEMENTS
February 28, 2014

NOTE 2 - FAIR VALUE MEASUREMENTS - Continued

The following are descriptions of the valuation methodologies and inputs for investments measured at fair value, as well as the general classification pursuant to the valuation hierarchy.

- Mutual funds - Mutual funds valued at the net asset value of the shares held by the Commission at the reporting date are classified within Level 1 of the fair value hierarchy.
- Exchange traded funds and corporate stocks - Exchange traded funds and corporate stocks valued at the quoted market prices in an active market are classified within Level 1 of the fair value hierarchy.
- U.S. Government agency bonds and corporate bonds - U.S. Government agency bonds and corporate bonds valued using the valuation of similar assets are classified within Level 2 of the fair value hierarchy.

The following tables summarize the valuation of investments measured at fair value on a recurring basis, including the additional requirement to classify securities by major category, which is defined as the major security type classifications within ASC 820.

Assets at Fair Value as of February 28, 2014

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Fixed income mutual funds	\$ 161,142	-	-	161,142
Corporate stocks	147,467	-	-	147,467
Equity mutual funds	35,115	-	-	35,115
Corporate bonds	-	35,624	-	35,624
Government agency bonds	-	25,021	-	25,021
Exchange traded equity funds	<u>20,853</u>	<u>-</u>	<u>-</u>	<u>20,853</u>
	<u>\$ 364,577</u>	<u>60,645</u>	<u>-</u>	<u>425,222</u>

THE KANSAS CITY METROPOLITAN CRIME COMMISSION
NOTES TO FINANCIAL STATEMENTS
February 28, 2014

NOTE 2 - FAIR VALUE MEASUREMENTS - Continued

Assets at Fair Value as of February 28, 2013

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Equity mutual funds				
Domestic	\$ 26,867	-	-	26,867
Fixed income mutual funds				
Global	25,024	-	-	25,024
Exchange traded funds				
Domestic	6,175	-	-	6,175
International	8,099	-	-	8,099
U.S. Government and agency bonds	<u>50,369</u>	<u>-</u>	<u>-</u>	<u>50,369</u>
	<u>\$ 116,534</u>	<u>-</u>	<u>-</u>	<u>116,534</u>

NOTE 3 - PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at February 28:

	<u>2014</u>	<u>2013</u>
Office equipment	\$ 29,354	29,354
Computer equipment	180,046	173,451
Furniture	<u>7,688</u>	<u>7,688</u>
	217,088	210,493
Accumulated depreciation	<u>(211,006)</u>	<u>(205,889)</u>
	<u>\$ 6,082</u>	<u>4,604</u>

NOTE 4 - TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets consisted of the following at February 28:

	<u>2014</u>	<u>2013</u>
Crime Stoppers program	\$ 3,000	2,000
KCMCC programs	29,693	29,794
SAFE program	655,585	575,818
Second Chance program	<u>810</u>	<u>2,318</u>
	<u>\$ 689,088</u>	<u>609,930</u>

**THE KANSAS CITY METROPOLITAN CRIME COMMISSION
NOTES TO FINANCIAL STATEMENTS
February 28, 2014**

NOTE 5 - LEASE COMMITMENTS

The Commission has an office lease that commenced in June 2008 and ends in May 2015. The Commission has an additional month-to-month lease for satellite office space for the Second Chance program. Total lease expense for the years ended February 28, 2014 and 2013 was \$70,298 and \$68,481, respectively.

Future minimum lease payments at February 28, 2014 are as follows:

<u>Fiscal years ending</u>	<u>Amount</u>
February 28, 2015	\$ 64,758
February 29, 2016	<u>16,315</u>
	<u>\$ 81,073</u>

NOTE 6 - RISKS AND UNCERTAINTIES

The Commission invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect the amounts reported in the accompanying statement of financial position.

NOTE 7 - RETIREMENT PLAN

The Commission has a 403(b) retirement plan available for its employees. No employer contributions were made to this plan during the years ended February 28, 2014 or 2013.

NOTE 8 - SIGNIFICANT CONCENTRATIONS

A significant concentration is defined as revenue from any one source that accounts for 10% or more of total revenue. For the years ended February 28, 2014 and 2013, grants from one agency accounted for 13% and 16% of total revenue, respectively. At February 28, 2014 and 2013, receivables from this agency accounted for 26% and 22% of total receivables, respectively.

The Commission maintains its cash accounts in various financial institutions. The balances were insured by the Federal Deposit Insurance Corporation up to \$250,000 at February 28, 2014 and 2013. At February 28, 2014, the Commission's total uninsured cash balances were \$224,354. At February 28, 2013, the Commission had no uninsured cash balances.

EXHIBIT B**CURRENT/PRIOR EXPERIENCE**

The offeror should copy and complete this form documenting the offeror and subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror Name or Subcontractor Name: <u>KCMCC-Second Chance Program</u> (if reference is for a Subcontractor):	
Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company/Client:	Missouri Probation & Parole
Address of Reference Company/Client:	615 E. 13 th Street, Suite 110, Kansas City, MO 64106
Reference Contact Person Name, Phone #, and E-mail Address:	Brent Morris, 816-889-2624, brent.morris@doc.mo.gov
Title/Name of Service/Contract	Missouri Probation & Parole Regional Administrator
Dates of Service/Contract:	7/1/12-6/30/15
If service/contract has terminated, specify reason:	n/a
Size of Service such as: ✓ Number of Individuals Being Served ✓ Total Annual Value/Volume	160 clients per year x 3 years = 480 P&P clients assessed to be medium to high risk, \$172,660 per year from contract
Size of Service/Contract (in terms of offeror's total amount of business)	\$172,660 of approximate \$400,000 per year budget for Second Chance Program (SC)
Description of Services Performed, such as: ✓ Population Served ✓ Type of Services Performed ✓ Geographic Area Served ✓ Offeror's specific duties and strategic objective	High Risk Offenders from Jackson and Clay Counties referred directly from Mo Probation & Parole to receive community resource service connections, mentoring, employment and housing assistance. Specific strategic objective to reduce rates of recidivism with participants who accepted services. Thus far with 538 clients served only 16% have returned to incarceration per Mo P&P.
Personnel Assigned to Service/Contract (include position title):	Ron Smith, Director; Brittany Peterson/Resource Specialist; Addie Vobach/Resource Specialist; Barry Mayer/Administrative/KCMCC Vice President and LE Committee Co-Chair; Past mentoring coordinators, however, position is currently vacant and selection process underway.
Attach sample of results/work, if applicable	See Exhibit A-Offeror information about SC Program

EXHIBIT C

EXPERTISE OF KEY PERSONNEL

(Copy and complete this table for each key person proposed)

Title of Position: <u>Second Chance Program Director</u>	
Name of Person:	Ronnie "Ron" L. Smith
Educational Degree (s): include college or university, major, and dates	Texas Southern University, Houston, Texas 1966-67, Coursework in Management
License(s)/Certification(s), #(s), expiration date(s), if applicable:	Not Applicable
Specialized Training Completed. Include dates and documentation of completion:	<ul style="list-style-type: none"> • CBT Instructor for "Truthought", USP/LVN, Nov. 2007 • Motivational Interviewing, USP/LVN, Jan. 2009/2013 • "Changes: Bridges to Community", USP/LVN 2010 • Bridges Out of Poverty 2014/ Emotional Intelligence 2014
# of years experience in area of service proposed to provide:	<p><i>KCPD</i>; 25 yrs in public safety training & management 10 yrs as Prison Volunteer Mentor in faith-based BOP program 5 yrs Program facilitator/instructor as BOP Reentry Contractor</p>
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	FTE position as Second Chance Program (SCP) Director for 3 years; 2012-present.
Describe this person's responsibilities over the past 12 months.	Responsible for daily operations and administration of a SCP reentry/recidivism reduction program serving 200+ clients annually. Coordinates GKC Reentry Coalition and public advocacy for reentry matters with civic, business, and faith communities. Strategy planning for SCP fundraising and enhancing program services. Staff training and supervision.
Previous employer(s), positions, and dates	<ul style="list-style-type: none"> • <i>KCPD</i> - Holding all sworn ranks except Chief of Police; 1972-1998 (ret.) • <i>USP/LVN. Life Connections Reentry Program (LCP)</i>, 2007-2012. BOP contractor reentry instructor 2008-present.
Identify specific information about experience in:	
✓ Working with offenders/parolees	<i>USP/LVN</i> - Instruction of daily classes to in-custody inmates at medium security BOP facility; CBT; faith-based life skills; job readiness; family reconciliation; SMART reentry goal setting, citizenship, etc. Last 3 yrs as director of SCP reentry services. 10 yrs. volunteer mentor experience at KDOC Lansing and USP/LVN. Motivational speaker for inmates and reentry issues.
✓ In employment placement (assessment, job readiness training, individual counseling, intake, job development, job retention and placement)	During 25 yrs in L.E. career specializing in public safety training; ethics; leadership; management; employee disciplinary and career counseling. Participated in hiring and dismissal of sworn officers and non-sworn support staff.
✓ With case management services	Assisted USP/LVN Chaplain and case management team for LCP student/inmates with transitional goals and post release resources in various U.S. locations. SCP 2012-present

Title of Position: <u>Second Chance Program Director</u>	
✓ With Delivery of Wrap Around Services	Prison volunteer/mentor leader for 20,000 member United Methodist Church of Resurrection, Leawood, KS. Assists released inmates' w/community resources. 2007-present SCP reentry director 2012-present.
✓ With multiple community based services	Same as above.

Staffing Methodology

Describe the person's planned duties/role proposed herein:	Smith will be responsible for all leadership of Second Chance-tracking and reporting outcomes, supervising staff, hiring, additional fundraising; program design, etc.
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EXHIBIT C

EXPERTISE OF KEY PERSONNEL

(Copy and complete this table for each key person proposed)

Title of Position: <u>Resource Specialist</u>	
Name of Person:	Brittany Peterson
Educational Degree (s): include college or university, major, and dates	Graceland University, 2009 Bachelor of Arts Degree(s) – Sociology and International Studies Minor(s): Political Science and Peace Studies
License(s)/Certification(s), #(s), expiration date(s), if applicable:	<ul style="list-style-type: none"> • Offender Workforce Development Specialist Certification – In progress (expected completion: July 2015)
Specialized Training Completed. Include dates and documentation of completion:	<ul style="list-style-type: none"> • Motivational Interviewing, 2013 • EPICS II (Effective Practices in Correctional Settings), 2013 • Bridges Out of Poverty, 2014 • Domestic Violence Prevention & Safety Planning, 2015 • Trauma Informed Care, 2012 • Restorative Justice & Conflict Resolution, 2015
# of years' experience in area of service proposed to provide:	5 years of professional social service experience
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Employee, 2+ yrs
Describe this person's responsibilities over the past 12 months.	Responsibilities to date include assessing participants, enrollment/intake for services, design and deliver curriculum for job readiness class, collaborate with Probation & Parole in providing direct case management services.
Previous employer(s), positions, and dates	<ul style="list-style-type: none"> • <i>Ozanam Pathways Transitional Services</i>, Youth Outreach Specialist, 2012-2013 • <i>Rural Family Therapy Services, LLC</i>, Behavioral Intervention Specialist, 2011-2013 • <i>Life-Line Resources, LLC</i>, Family Coach, 2010-2011 • <i>Ozanam Pathways Transitional Services</i>, Case Manager, 2009-2010
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Working with offenders/parolees	<i>KCMCC</i> , 2013-Present, High-Risk Adult Offenders/Parolees
✓ In employment placement (assessment, job readiness training, individual counseling, intake, job development, job retention and placement)	<i>KCMCC</i> , 2013-Present, All duties are very similar to present responsibilities with a broader population, including work with ex-offenders.
✓ With case management services	<i>KCMCC, Ozanam Pathways</i> , 2009 - Present, Direct, multi-faceted case management, averaging 35-40 cases.
✓ With Delivery of Wrap Around Services	<i>KCMCC, Ozanam Pathways</i> , 2009 - Present, Provided referrals as necessary to community partners and service agencies.
✓ With multiple community based services	Greater Kansas City Re-entry Coalition Member and volunteer at various non-profit agencies.

Staffing Methodology

<p>Describe the person's planned duties/role proposed herein:</p>	<p>Upon award of this RFP, Peterson's duties will be primarily focused on case management with an emphasis on offender job readiness training, housing, and coordination with the case management team. Peterson will provide initial assessment & intake on new clients, continuing case management services and provide additional resources/referrals as deemed necessary.</p>
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EXHIBIT C

EXPERTISE OF KEY PERSONNEL

(Copy and complete this table for each key person proposed)

Title of Position: <u>Resource Specialist</u>	
Name of Person:	Adkin "Addie" Vobach
Educational Degree (s): include college or university, major, and dates	University of Missouri – Kansas City, 2012 Bachelor of Arts Degree(s) – Sociology
License(s)/Certification(s), #(s), expiration date(s), if applicable:	<ul style="list-style-type: none"> • Offender Workforce Development Specialist Certification – In progress (expected completion: July 2015)
Specialized Training Completed. Include dates and documentation of completion:	<ul style="list-style-type: none"> • EPICS II (Effective Practices in Correctional Settings), 2015 • Bridges Out of Poverty, 2014 • Domestic Violence Prevention & Safety Planning, 2015 • Trauma Informed Care, 2014 • Restorative Justice & Conflict Resolution, 2015
# of years' experience in area of service proposed to provide:	3 years of professional social service experience
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Employee, 1+ yr
Describe this person's responsibilities over the past 12 months.	Responsibilities to date include assessing participants, enrollment/intake for services, design and deliver curriculum for job readiness class, collaborate with Probation & Parole in providing direct case management services.
Previous employer(s), positions, and dates	<ul style="list-style-type: none"> • <i>Missouri Department of Social Services</i>, Eligibility Specialist, 2012 -2014
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Working with offenders/parolees	<i>KCMCC</i> , 2014-Present, High-Risk Adult Offenders/Parolees
✓ In employment placement (assessment, job readiness training, individual counseling, intake, job development, job retention and placement)	<i>KCMCC</i> , 2014-Present, All duties are very similar to present responsibilities with a broader population, including work with ex-offenders.
✓ With case management services	<i>KCMCC</i> , <i>Missouri DSS</i> , 2012 - Present, Direct, multi-faceted case management, averaging 35-40 cases.
✓ With Delivery of Wrap Around Services	<i>KCMCC</i> , <i>Missouri DSS</i> , 2012 - Present, Provided referrals as necessary to community partners and service agencies.
✓ With multiple community based services	Greater Kansas City Re-entry Coalition Member and volunteer at various non-profit agencies.

Staffing Methodology

Describe the person's planned duties/role proposed herein:	Upon award of this RFP, Vobach's duties will be primarily focused on case management with an emphasis on offender job readiness training, housing, and coordination with the case management team. Peterson will provide initial assessment & intake on new clients, continuing case management services and provide additional resources/referrals as deemed necessary.
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EXHIBIT C

EXPERTISE OF KEY PERSONNEL

(Copy and complete this table for each key person proposed)

Title of Position: <u>Housing Specialist</u>	
Name of Person:	Joshua "Josh" Aquino
Educational Degree (s): include college or university, major, and dates	Southwest Missouri State University - Springfield, 2003 Bachelor of Science Degree(s) – Marketing and Sales
License(s)/Certification(s), #(s), expiration date(s), if applicable:	MO Real Estate Broker License, #2003016805, Exp: 6/30/16 KS Real Estate Broker License, #BR00228825, Exp: 10/31/16
Specialized Training Completed. Include dates and documentation of completion:	<ul style="list-style-type: none"> • Pathways to Change Train the Trainer, 2011 • Evidenced Based Practices in Re-Entry, 2011 • Motivational Interviewing, 2011 • EPICS II (Effective Practices in Correctional Settings), 2015
# of years experience in area of service proposed to provide:	10 years of professional housing experience
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Employee, 4+ yrs
Describe this person's responsibilities over the past 12 months.	Responsibilities to date include the implementation of the housing program; assess referrals, enroll in services, provide direct case management, maintain a working relationship with area landlords, shelters, transitional living facilities and halfway houses, identify new and establish a relationship with new landlords, secure permanent housing, conduct housing inspections, monitor rent/utility funds, develop and conduct Tenant's Rights and Responsibilities training.
Previous employer(s), positions, and dates	<ul style="list-style-type: none"> • <i>Story House Realty</i>, Owner, 2006 – Present • <i>Plexus Realty</i>, Agent, 2004 – 2006 • <i>Max 3 LLC</i>, Sales, 2003 – 2005 • <i>Sutherlands</i>, Retail Clerk, 1997 - 2003
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Working with offenders/parolees	KCMCC, 2010 - Present, High-Risk Adult Offenders/Parolees
✓ In employment placement (assessment, job readiness training, individual counseling, intake, job development, job retention and placement)	Not Applicable to Position
✓ With case management services	KCMCC, 2010 – Present, Direct case management related to securing and retaining housing for ex-offenders.
✓ With Delivery of Wrap Around Services	Not Applicable to Position
✓ With multiple community based services	Greater Kansas City Re-entry Coalition Member and volunteer at various non-profit agencies.

Staffing Methodology

<p>Describe the person's planned duties/role proposed herein:</p>	<p>Responsibilities to date will continue and include the implementation of the housing program; assess referrals, enroll in services, provide direct case management, maintain a working relationship with area landlords, shelters, transitional living facilities and halfway houses, identify new and establish a relationship with new landlords, secure permanent housing, conduct housing inspections, monitor rent/utility funds, develop and conduct Tenant's Rights and Responsibilities training.</p>
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EXHIBIT D

PERSONNEL EXPERTISE SUMMARY

(Complete this Exhibit for any additional personnel not included on previous Exhibit. Resumes may also be provided)

Personnel	Background and Expertise of Personnel and Planned Duties
1. Barry Mayer Vice President Administration	Mayer is a retired Commander of the Kansas City Police Dept. with over 30 years of experience as an officer and leader; Weed and Seed Site Coordinator; Safe City Initiative Executive Director; Ad Hoc Group Against Crime; Mayer has participated in every aspect of leadership and the development of the Second Chance Program in his role as Vice President of the Crime Commission; He will be responsible for the supervision of the Program Director and the administration of grants, staffing, and long term sustainability of the Second Chance Center.
2. To Be Hired Service Coordinator Direct Service/ Training	TBD

Position Description- Second Chance Program (SCP) Service Coordinator

Position Information: The Service Coordinator (SC) is an administrative support position for the Second Chance Reentry Program. The SC will interact with SCP staff, volunteers, managers and prison officials to assure seamless coordination of program services for offenders who may have been in prison or jail, released on criminal justice supervision, and reintegrating into the community and workforce. The SC will significant responsibilities for the SCP Mentoring Project. The position may require travel to and from correctional facilities on a frequent basis and interaction with persons having a criminal history.

Supervisory Controls: This position comes under the supervisory control of the Second Chance Program Director and/or designee.

Work Responsibilities:

- 1. Provide administrative support to facilitate the Reentry Process for pre and post-release SCP clients**
 - a. Track SCP programming activities and outcome in multiple databases
 - b. Oversee instruction, orientation and facilitation of mentor/mentee training
 - c. Facilitate periodic events for participants to attend with their mentors/families/significant others
 - d. Facilitate release readiness/life skills workshops inside the correctional system on a weekly basis
- 2. Facilitate/Coordinate the SCP Mentoring Project**
 - a. Assist in the development and administration of the SCP Mentoring Project
 - b. Recruit, train, and provide orientation of roles and responsibility of all participants
 - c. Individualize mentor matches where participants are paired with a mentor based on goals, personality, experiences and proximity
 - d. Specialize online learning and exchange of information among mentors through mentor support circles so that mentors use their unique expertise for the benefit of the participants and other mentors.
- 3. Assist as a functional member of the Case Management Team in providing reentry support to SCP clients.**
 - a. Collaborate with SCP staff to help clients achieve reentry performance benchmarks
 - b. Maintain electronic and paper files for periodic review
 - c. Maintain external communication with potential and current partners
 - d. Assist in the preparation of reports as needed
- 4. Participate in Case Management Team meetings with staff and volunteers to identify reentry needs of clients, and assist in reducing criminogenic risk factors.**
- 5. Develop and maintain updated administrative guidelines, forms, regulations, policies, and procedures related to SCP service programming.**
- 6. Perform other duties as required.**

SKILLS/REQUIREMENTS:

1. Pass correctional facility screening(s)
2. Bachelor's Degree or equivalent, relevant experience working with pre and post release offender population

3. Program Development Experience
4. Excellent verbal and written communication skills
5. Willingness to work a flexible, irregular schedule, including evenings and some weekends.
6. Computer Literate: Microsoft Word, Outlook and Excel, Power Point
7. Fingerprint Clearance
8. Public Speaking Experience and Skills
9. Excellent Organizational Skills
10. Interpersonal skills, including an ability to get along with people of diverse backgrounds and expertise to help mentors and mentees solve relationship and other problems as they arise.

The Kansas City Metropolitan Crime Commission is an Equal Opportunity Employer.

Evaluation of Method of Performance

EXHIBIT E

METHOD OF PERFORMANCE

The offeror should present a written plan for performing the requirements specified in this Request for Proposal. In presenting such information, the offeror should specifically address each of the following issues:

1. The offeror's approach to conducting Re-Entry Activities.

The Kansas City Metropolitan Crime Commission Second Chance Program (SCP) plans to offer the highest quality of reentry services available to offenders on supervision with Missouri Department of Corrections in Kansas City, Missouri. The Second Chance team is trained in Evidence Based Practices (Latessa and Holsinger) and Pathways Cognitive Behavioral Training utilized by the State of Missouri. The team has also completed Evidence-Based Practices for Corrections (EPIC-II) offered by the Johnson County KS Department of Corrections. Additionally, the team has received training in Motivational Interviewing (MI) provided by the U.S. Bureau of Prisons, Reentry Programs, at U.S. Penitentiary Leavenworth, KS. The SCP Resource Specialists (case managers) are currently in training to receive certification as Offender Workforce Development Specialist (OWDS) through KDOC/ Department of Commerce, KS. The critical part of these practices is ensuring those offenders most likely to re-offend are targeted for services with an on-going cognitive/ behavioral approach to encourage progress toward goals. Dosage is critical with those most likely to re-offend; they need increased contact with their case manager and officer to ensure the best results.

SCP has an established relationship with MO Probation and Parole and an existing client referral system since 2010, via the Missouri Reentry Process (MRP). The Probation and Parole area staff will receive ongoing updates and presentations about services. SCP will continue using electronic copies of approved referral forms with information about the need to include a Case Management Plan (CMP), which will be a part of goal planning. Officers will be encouraged to refer those who are considered high or moderate risk of re-offending, by the use of the Field Risk Reduction Instrument and/ or by officer assessment. All referrals are sent directly to the Program Director who reviews and assigns them to the Specialists. Special projects in high crime areas that identify Level III offenders will also influence clients chosen by Probation and Parole for referral to Second Chance for services. These projects are now being developed and coordinated through the LE/Corrections Liaison Officer, Police Department and Probation and Parole administration; as an aspect of the No Violence Alliance (NoVA) initiative in Kansas City.

The Second Chance Program utilizes evidence based practices to identify criminogenic risk factors, with information from Probation and Parole, which could impede successful reintegration. The assigned team member, Resource Specialist, contacts the offender and schedules a meeting within 48 hours of referral. The Specialist meets with the offender in person, within one week of referral, and completes an intake/

assessment form, including thorough work history, substance abuse background, health needs, barriers to success, debt/ finances, housing/ homeless information, and criminal history, including information offered by the referral source. The intake process includes a discussion about the program, confidentiality (Release of Information Form signed and dated), and the participant's personal goals. All subsequent meetings are spent working toward the CMP and any additional goals set with the case manager, with a particular emphasis on those goals that, if achieved, would reduce risks and increase the potential for success for the offender.

All offenders will be assessed for basic needs and referred to public and private resources to help them meet those needs. Second Chance has an extensive network of agencies for basic needs, treatment/ counseling, transitional housing, and government related services (ranging from Child Support Enforcement to Vocational Rehabilitation). To further navigate through and address health, mental health, and substance abuse needs of this population, Second Chance has ready access to many community health providers for low income and indigent persons. Second Chance Resource Specialists make a number of Mental Health and/or Substance Abuse referrals, depending on the circumstances of the individual client. Probation/Parole requirements often stipulate that these services will be engaged while on supervision, which is respected. If the need is assessed, Resource Specialists will assist clients with setting up the necessary appointments with one of the community providers available in the KC Metro area – Truman Behavioral Health, Truman Hospital, Swope Health Central or Samuel Rodgers. The Resource Specialist also communicates progress made in the areas of Mental Health/Substance Abuse appointments with the designated Probation/Parole officer.

The Black Health Care Coalition (BHCC) has long been a partner with SCP, and is also available to help guide the SCP participants through locally available treatment, prevention, mental health and other forms of health related services. BHCC has extensive partnerships with all area health related entities, particularly those who serve in a population without insurance coverage. Participants in the program will have access to quarterly free screenings, pre-natal care, community events, prevention classes, and a point of contact to help navigate through the myriad of health related needs common to all people and particular to the returning offender population.

This project includes regularly scheduled (bi-monthly) case management team meetings (“staffings”) designed to include the following individuals:

- Offender
- Mentor, family member and/or individual support system
- Probation/ Parole Officer or assigned liaison
- KCPD Designated Liaison (when applicable and available)
- Second Chance Resource Specialist (Case Manager)
- Second Chance Program Director (coordinates and facilitates meetings)
- Law Enforcement/ Corrections Coordinator
- Second Chance Mentor/ Reentry Services Coordinator
- Other case managers or service providers as needed

The above team will review the CMP and any progress or setbacks related to this plan. If desired, Probation and Parole can request the assistance of KCPD on field visits to monitor participant progress. The purpose of these team meetings is a collaborative effort to share information and achieve CMP goals; Confidentiality Statements are signed by all attendees at staffing meetings.

Special Projects will also be coordinated by the Mentor/ Services Coordinator to help participants complete assigned community service hours. Every effort will be made to have community service worksites and projects available in the community where the participant resides. The supervision of these projects will allow participants to have hands on feedback about their work habits with particular focus on responding to supervision/ accepting feedback; punctuality and attendance; personal appearance; working as a member of a team, etc. These projects will be supervised by the Second Chance team and MCSP (Metropolitan Community Service Program); both programs are under the auspices of the KC Metropolitan Crime Commission.

Mentors will be recruited and trained by Second Chance Mentor/ Reentry Services Coordinator (TBD). This person is in a unique position to go to non-profits, including faith communities, and offer community service projects while also conducting recruitment outreach for mentors. This person will coordinate service projects for approximately 20 hours per week, recruit mentors one day per week, and facilitate mentor/ mentee twice-monthly meetings. These bi-monthly meetings will be informal in nature, include ice breakers and refreshments and ultimately will encourage matches between those who are trained mentors and the program participants. Once participants are matched with mentors, they will be encouraged to have contact on a regular basis and continue to return to the twice-monthly meetings.

Second Chance Program offers training classes including ongoing Job Readiness Training, Tenant's Rights and Responsibilities Training (2 hours), and Job Club (1 hour weekly until employment is secured.) Training is emphasized and encouraged for all participants according to their specific needs and their CMP. Participants who are renting for the first time will be encouraged to attend Tenant's Rights classes, and all who lack a solid work history will be encouraged to attend the Job Readiness Training classes. Other classes that will be offered include Money SMART (financial literacy) and Adult Basic Education for GED/HISET. These classes are taught by Literacy KC or Manual Career Technical Center (MCTC) of the KC Public Schools (KCPS). The Classes are free to SC clients and are held at the Metropolitan Community College Pioneer Campus; where the SCP office is located. Participants will be encouraged to bring family members who are also in need of the skills taught in these classes.

The Resource Specialist is the gatekeeper for every aspect of the case management, ensuring a quality working relationship with the participant, communication with team members, coordination of services within Second Chance, referrals to outside organizations, and file documentation that tracks all progress and setbacks toward goals. They present their cases, both progress and challenges, at the bi-monthly CMT

staff meetings, in which the officer shares additional information about supervision and special conditions. Moreover, the Resource Specialist may informally confer frequently with officers, other service specialists and participants, offering feedback and determining any additional direction needed. The Resource Specialist maintains weekly contact with the participant (client) until goals are achieved and the team determines that he or she is ready for "follow up" status, with less frequent contact, at least monthly, until services can be discontinued. SCP seeks to stabilize clients within six months.

2. The offeror's method for Job Placement

Second Chance Program has a heavy emphasis on employment with a particular focus on retention, with the understanding that there is a strong correlation between employment and recidivism. Keeping a job is important as getting a job to the overall outcomes for this program. During the intake/ assessment phase, Second Chance Resource Specialists determine a participant's employment and educational history, solicits information about desired employment, and gains an understanding of a participant's career goals. Staff encourages an A, B, C approach to employment: Getting "A job" that you can enjoy, finding a "Better job," and then seeking a "Career." Some participants have already had a career path and will work toward continuation of this path. However, many participants who are considered high risk of re-offending have never had a job or have not been able to keep a job for more than six months; therefore, much attention will be given to making a good employment match and working with the participant and employer towards retention.

Every client assigned to the Second Chance Program will be encouraged to attend Job Readiness Training. The training has an emphasis on creating a resume', completing an application, responding to questions about convictions, developing a "30 second commercial" to sell one's skills, conducting a job search, mock interviews, personal appearance, punctuality and attendance, communication skills, and other retention issues. Special attention is given to developing "soft skills" leading to enhanced social maturity. The course has an ongoing curriculum and is available for all unemployed clients. The training may be waived for a few, at the decision of the staffing team, if the participant has a solid work history and has secured employment on their own. SCP may invite guest presenters to address the class; i.e. human resource professionals, potential employers, persons from the education field, civic and community leaders, etc. The class is weekly and ongoing, and may be attended by any former SCP clients desiring a refresher for a new job or advancement in a current position.

Once participants have attended the training, they are encouraged to attend Job Club. This weekly Job Club is an opportunity for participants to network potential job leads with staff and one another. Often, a participant will have learned about a potential job that they do not want, can't get to, or offers hours that don't work with their schedule. They are encouraged to bring potential leads to share with one another each week. The Resource Specialist or Program Director facilitates these weekly sessions and they also bring potential leads to the group. These groups include discussions about which

industries hire during various times of the year and the group helps brainstorm "what happens" during this season.

In these Job Clubs, participants also learn that 85% of the Missouri workforce is employed by a business with less than 50 employees, which is considered a "small business." The program participants are often more successful gaining employment in these businesses for a variety of reasons, including they often get to meet the owner who makes the hiring decisions, there are not policies that preclude hiring people with felonies, the business owner truly benefits from a tax credit, and there are not volumes of job seekers to contend with as one would find in a corporate business. For the same reason, these participants are encouraged to seek employment in person rather than completing applications on line, where the "felony question" will often eliminate them for consideration as soon as the application is filed. Participants who do choose to go to "big business" are taught a specific approach to make themselves memorable to a hiring manager and to stick out as an applicant.

Program participants will complete, individually with their Resource Specialist, a "Barriers to Employment" worksheet that includes categories such as child care, transportation, family issues, clothing, etc. This helps the team look at the big picture in advance and work to eliminate issues that could interfere with retention. Second Chance Program Participants are able to complete a skills and interest inventory with their Resource Specialist. These tend to be most effective with participants who have a fairly solid work history and need help determining career.

Second Chance staff is well versed in recruiting employers who will give an opportunity to people who have a criminal history, with lists of over 200 area employers who have hired people with felonies. Second Chance has presented to large groups, including Society of Human Resources Managers (SHRM), Kansas City area Chamber of Commerce Board of Directors, local civic organizations and small businesses. However, the team has the best luck when conducting outreach directly to a potential employer, sharing Work Opportunity Tax Credit and Federal Bonding incentives, identifying their hiring needs, and then making a potential match between participants and employer. Staff will often send more than one potential candidate to the employer with the understanding that any participants not selected will get quality feedback on their application and interview, which will ultimately help them gain employment. Other times, staff seeks employers through common area websites, such as Craig's List, KC Phil Net or the Full Employment Council.

Once a job match is made, the Specialist connects with the employer and offers assistance with retention and performance issues. Progress is monitored and participants are offered regular feedback through their employer and Specialist. Employment and wage verifications are gathered during this phase; once the participant is stable in employment, they will be moved into a follow up phase with less contact from their Resource Specialist.

3. Method of recruitment for offeror's employees.

The Kansas City Metropolitan Crime Commission is committed to having a diverse staff. The Second Chance Program boasts that the staff is as diverse as the population we serve. The SCP team includes a mature African American male as the program director (with over 40 years of criminal justice experience); a Hispanic male as the Housing Specialist; and two white females as Resource Specialists. Second Chance is currently seeking to fill a position for a Mentor/Reentry Services Coordinator, and someone with a "criminal justice experience" would be viewed favorably. In the past, SCP has had success with hiring persons with a criminal history. The hiring policy for people with criminal backgrounds requires the individual to be approved by the State agency or funding source, contact with past supervising officer (if possible), and verification that the individual has been off of supervision (probation or parole) for more than three years. It should be further noted that the Second Chance Program is compliant with the Prison Rape Elimination Act (PREA) standards set forth by the State in Request For Proposal and those standards/guidelines are included in our Second Chance Policies and Procedures Manual.

Typically, hiring announcements are sent to GKC Reentry Community distribution email and positions are often posted online. Applicants send information in via email and significant consideration is given to their ability to follow instructions, complete a quality cover letter and resume' and that they meet the basic qualifications for the job. Applicants who present well during the pre-interview phase will be able help offender/ participants present themselves to potential employers.

4. The offeror's plans for coordination with the state agency on all employment placement program issues, from staffing and personnel issues to quality of care issues.

The bi-monthly CMP staff meetings ("staffings") will serve as the primary communication tool for the entire team. The Second Chance Program Director and Resource Specialists ensure regular and on-going documented communication with Probation and Parole, often in the form of email. For example, if a participant misses a meeting, shows up very early or very late, officers are notified. Similarly, if a participant is not following up on job leads or other tasks related to goals, if a participant appears to or admits to having sobriety/ relapse issues, or otherwise showing setbacks toward goals, the officer is immediately notified. Second Chance Staff is encouraged to attend supervisory meetings between officer and offender if there are difficulties. The Resource Specialist is the primary contact for the employer and it is imperative that any relevant information is documented and shared with the supervising officer. Relationships between staff and officers have been paramount to the success of the offenders in the Second Chance Program.

5. How the offeror will serve those offenders with special needs and deficits in the following areas: reading (including literacy), written, spoken or receptive language, learning disabilities, hearing, vision, and/or physical disabilities of any type.

Referral forms from officers and the information gathered during the intake assessment process identifies special needs for participants. In the past, Second Chance has worked with Literacy KC to assist those with basic literacy needs. Also, the KC Public School's Manual Career Technical Center provides assistance with Adult Basic Education for participants who are closer to earning their GED. The Greater KC area community colleges are available for those seeking a more advanced academic experience. SCP frequently assists clients with referrals and support for continuing education. The offices of Second Chance are fully ADA accessible to people with disabilities. Special accommodations are made to ensure people with special needs are able to access the offices to meet with staff. Second Chance has a close working relationship with Vocational Rehabilitation and area contract providers who specialize in employment for people with special needs. Second Chance has also worked with resource providers such as The Whole Person and Coalition for Independence who specialize in case management and services to assist with integration in mainstream society.

6. The offeror should attach and submit letters of cooperation or participation agreements from identified providers. Letters from the state agency's Probation and Parole office are not needed.

Second Chance boasts reciprocal relationships with over area organizations and members of the GKC Reentry Team (formerly the Kansas City Metropolitan Reentry Coalition.) Members are encouraged to ensure www.secondchancekc.org database entries are thorough and up to date. Staff contacts with community partners are numerous and ongoing, especially when making referrals for SCP clients' needs. Specific MOU's will be developed and maintained on file with all key partners, as specified in this application. A letter of support has been received from the KCPD Chief of Police and several civic and businesses are represented on the Crime Commission and Second Chance governing boards; see attached

- 6.a. The offeror should describe the proposed role of the Kansas City Police Department (KCPD) in the offeror's proposed program.

The Crime Commission's current President, Vice President, and SCP Director, are all retired senior executives or staff level commanders with KCPD. Individually, all have over 40 years of professional criminal justice experience. As a result, the professional and personal relationships with KCPD and, most importantly, the KC community run very deep. Each actively serves a liaison function between KCPD, local corrections agencies (principally MO Probation & Parole), local city departments, elected officials and neighborhood/business/faith-based leaders. In the past and currently, the Crime Commission is actively helping to identify the LE role in assisting with successful reentry for high risk offenders. In 2011, KCPD designated a full-time police sergeant to work as a liaison with Second Chance and Probation & Parole. The Sgt. became an integral part of CMP staffing meetings and a valuable resource for negotiating criminal justice issues. Although, the L.E. position was expanded to the Prosecutor's office in 2013, the relationships with SCP and P&P remain intact and thriving. As an example, the three agencies confer with each other regarding projects in high

crime areas and identifying high risk offenders for monitoring. With the aim of confirming that services are being provided to eliminate them from suspicion of contributing to the crime problem in selected neighborhoods. In addition, KCPD has graciously made available Police Commanders to attend "Welcome Back" sessions and deliver a message of support as well as a challenge to offenders to succeed. The Chief of Police has committed to identifying other's roles and developing methods and ways to assist each other with our shared and similar public safety missions. To that end, Police Chief Darryl Forte has agreed to serve on the Second Chance Program Advisory Board, and carry the "reentry message" to the wider law enforcement community in the Kansas City area. His letter of endorsement is attached to this proposal.

7. The offeror should include the number of offenders they hope to provide services to annually.

Second Chance Program plans to serve a minimum of 160 participants, high to moderate risk probation and parolees living in Kansas City, Missouri, within the contract year. Additional offenders will be served based on capacity of staff and the availability of funding.

8. Personnel Resources and Organizational Plan:

- Organizational Chart - The offeror should provide an organizational chart showing the staffing and lines of authority for the key personnel to be used. The organizational chart should include (1) The relationship of service personnel to management and support personnel, (2) The names of the personnel and the working titles of each, and (3) Any proposed subcontractors including management, supervisory, and other key personnel. It is recommended that two organizational charts be included. One organizational chart should outline the total organization and where the team proposed for this project fits into the total organization. The second chart should be an organizational chart outline the team proposed for this project.
- Along with a detailed organizational chart, the offeror should describe the following:
 - ✓ How services of the contract will be managed, controlled, and supervised in order to ensure satisfactory contract performance.

The Second Chance Program Director, Ron Smith, and KCMCC Vice President Barry Mayer work closely together on all grant funded projects, from conception/ program design to completion. Smith and Mayer share in the writing and submission of all applications. Smith is responsible for the day to day operations of the program, staff supervision, case assignments, coordination of services, and staff training. Smith screens potential employees and both interview; Smith makes recommendations and Mayer makes final hiring or termination decisions. Smith completes six month performance evaluations on all staff members and Mayer signs off on them. Smith performs random audits of charts to ensure quality of services and completeness of records. Smith supervises the vast majority of capturing data and reporting

outcomes; the KCMCC financial officer works closely with Mayer and Smith to ensure all expenditures are in keeping with the budget and budget balances are relayed to Smith on a monthly basis. Smith enlists the help of staff to ensure proper tracking of outcomes. Mayer offers oversight for all aspects of grants and submits monthly billings and invoicing to the Mo DOC Reentry Manager.

- ✓ Total Personnel Resources - The offeror should provide information that documents the depth of resources to ensure completion of all requirements on time and on target. If the offeror has other ongoing contracts that also require personnel resources, the offeror should document how sufficient resources will be provided to the State of Missouri.

Primarily, SCP personnel assigned to this project are devoted to this grant alone. However, Mayer will coordinate with KCPD Law Enforcement and MO Division of Corrections management and will devote a percentage of his time, as noted in the budget, exclusively to this project. Smith leads the GKC Reentry Team/ Coalition and dedicates less than ten percent of her time to these duties, as most coalition projects are executed by committee chairs and their members. The balance of Smith's time is devoted to Second Chance Program direct services. Smith will continue to supervise the Housing Specialist working on a separate housing grant (short-term 90 day Mo DOC grant for housing services to the KC Community Release Center) and will have sufficient time to dedicate to this project.

9. Economic Impact to Missouri - the offeror should describe the economic advantages that will be realized as a result of the offeror performing the required services. The offeror should respond to the following:
 - Provide a description of the company's economic presence within the State of Missouri (e.g., type of facilities: sales offices; sales outlets; divisions; manufacturing; warehouse; other), including Missouri employee statistics.

The Kansas City Metropolitan Crime Commission was established as a non-profit organization in 1949. Currently, main offices occupy office space in the Penn Tower building at 3100 Broadway, Suite 226, Kansas City, MO, 64111. The Second Chance Program leases space at the Metropolitan Community Colleges Pioneer Campus located at 2700 E. 18th Street, Kansas City, Missouri 64127. The business features four principal programs: Greater KC Crime Stoppers 474-TIPS Hotline, SAFE, Metropolitan Community Service Program and the Second Chance Program. The Crime Commission generates revenue from municipal & state contracts for program services, client fees from MCSP, state/federal and foundation grant support, contributions and fundraiser events such as golf tournaments and award banquets/luncheons. The mission is to support local law enforcement and other justice agencies through the programs and does so with staffing annually around 20 employees. There are currently 8 male and 12 female employees with 23% minority employment.

- Provide a description of the proposed services that will be performed and/or the proposed products that will be provided by Missourians and/or Missouri products.

The program includes a budget for services that includes rent assistance, bus passes, and incidental work related costs. These items will be purchased in Missouri with preferences for Missouri based companies. Second Chance is located in Missouri and deliberately does business with local companies who hire or otherwise assist former offenders. Whenever possible and in most cases, vendors for Second Chance are Missouri based companies and organizations; i.e., I.T. services, office supplies, printing, special facility/events, equipment rentals, etc. As an example Culinary Cornerstones is an area program that teaches cooking skills to former offenders and homeless persons. They are a commonly used to cater for GKC Reentry Team events. Second Chance makes every effort to use businesses willing to hire former offenders and not utilize businesses with practices or policies which intentionally exclude hiring any person(s) with criminal histories.

- Provide a description of the economic impact returned to the State of Missouri through tax revenue obligations:

Return on Investment (ROI) for the Second Chance Program

The analysis of the costs and benefits of recidivism reduction (crime prevention) can be helpful in assessing and shaping public safety policies. It also can be useful in selecting prevention programs that offer the most prudent expenditure of scarce public and private resources. While the measurements vary and are often imperfect, they do provide a reasonableness of judgment which permit some options related to costs. A worse option would be to exclude such cost considerations altogether.

The following is offered for consideration, with ROI implications for Offender Reentry Services in Kansas City by the Second Chance Program:

- In May 2011, the New York State Office of Public Safety conducted a comprehensive costs benefit analysis (CBA) model. They cited that targeting “high risk” offenders for reentry with evidenced based interventions was cost effective. The projected per participant gross monetary benefit was 241% higher when cognitive behavioral therapy/training (CBT) was provided to high risk state prison inmates and parolees versus low-risk (\$2,174 vs. \$637). **Second Chance uses CBT and motivational interviewing (MI) with evidence based programming for case management while providing other offender reentry services.**
- An excerpt from the VERA Institute of Justice 2013 guide to calculating criminal justice costs uses Massachusetts as an example. The average annual per-inmate costs of prison was \$46,000, whereas the marginal cost for successful post-release supervision and programming was only \$9,000. The annual costs estimates to MO would be about \$21,000 for incarceration versus \$1,900 for successful community release supervision; based on

MDOC/P&P annual reports of daily costs. **Second Chance has a proven record of a successful reentry programming model and a prudent direct service fee of \$5.91 per day.**

- In April 2011, the Pew Center published its Recidivism Survey of the States stating: “The largest reductions in recidivism are realized when evidence-based programs and practices are implement in prisons and govern the supervision of parolees in community post-release programming” (page 26). The following exhibit was offered:

■ Exhibit 4

Protecting Public Safety and Cutting Costs

If just the 10 states with the greatest potential cost savings reduced their recidivism rates by 10 percent, they could save more than \$470 million in a single year.

(Potential Annual Cost Savings in Millions)

CA	NY	IL	TX	AK	OH	NC	CT	NJ	MO
\$233.1	\$42.0	\$39.8	\$33.6	\$24.6	\$24.3	\$23.0	\$20.8	\$16.8	\$14.4
\$472.5 million									

NOTE: Potential cost savings were calculated by multiplying each state's annual operating cost per inmate in 2005 by one-tenth of the number of offenders who returned to prison in 2004-2007. Annual operating costs per inmate in 2005 are from Pew Center on the States, *Public Safety, Public Spending: Forecasting America's Prison Population, 2007-2011* (Washington, DC: The Pew Charitable Trusts, June 2007). To achieve the full estimated savings, states would have to close correctional facilities.

SOURCE: Pew/ASCA Recidivism Survey.

- The May 2001 Washington State Institute for Public Policy Report made the several observations for the state. The costs of post-release community programming can be fairly cheap. As an example:
 - Employment - Job counseling and search assistance cost an estimated \$772 per participant, with a taxpayer gain of approximately \$625 in criminal justice cost.
 - Adding the crime victim perspective raised the net present value to \$3,300 per participant.
 - Adult Basic Education -- The avg. cost per program participant was \$1,972. The estimated bottom line to taxpayers was \$1,852 and \$9,176 in savings including the perspective of crime victims; equivalent to a benefit-to-cost ratio of \$5.65 of benefits per dollar of cost.

The outcomes for SCP have been consistent with national reentry favorable trends.

Second Chance Program Sample Analysis:

This analysis is made on assumptions regarding re-incarceration versus employment for 100 participants in the Second Chance Program (SCP). SCP seeks to serve 160 level II and III “high risk” clients annually. Approximately 100 of those clients will complete the program within 6 to

12 months, having addressed 2 major basic risk factors; i.e. gaining FTE/PTE positions, securing stable housing, while satisfying a case management plan and avoiding arrest/re-incarceration.

Conservatively, SCP estimates that an average full time wage of \$10 per hour translates to about \$21,000 per year. MO state taxes of \$1,023 would be realized, in addition to a KCMO earnings tax of 1%.

100 SCP “high risk” clients who become law abiding employed citizens and avoid arrest could potentially generate \$2,100,000 annually to the Kansas City economy and as much as \$102,300 in MO state income taxes. **This would constructively displace the taxpayer cost for imprisonment.**

The cost savings from public safety/crime prevention may be incalculable, but undoubtedly enormous. In 2011, the Rand Corporation and Police Executive Research Forum (Wash. D.C.) estimated that the total collateral costs for a single crime and imprisonment can be enormous over a lifetime. For instance, a single armed robbery cost about \$50,000, an aggravated assault (nonfatal drive-by shooting) about \$50,000, and homicide could cost the local community and state as much as \$5 million.

Research indicates that strong implementation of evidence-based practices (EBP) and community program can reduce recidivism rates significantly, enhance public safety and are costs effective. The Second Chance Program is encouraged that clients who successfully complete the program have a return to custody rate of less than 20% during the first year of release, whereas the national rate is 67% (Bureau of Justice Statistics, April 2014.)

Police

KC/MO

Darryl Forté
Chief of Police

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April 20, 2015

Director George A. Lombardi
Missouri Department of Corrections
2729 Plaza Drive
P.O. Box 236
Jefferson City, Missouri 65102

Dear Director Lombardi:

RE: Offender Reentry Services in Kansas City - RFP No: B3Z15201

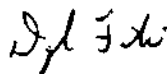
It is my pleasure to write this letter on behalf of the Kansas City Missouri Police Department (KCPD) to express our support for the Missouri Department of Corrections Reentry Services Proposal being submitted by the Kansas City Metropolitan Crime Commission (KCMCC) and its Second Chance Program (SCP).

The KCPD and the KCMCC have a long and cooperative relationship of over sixty years, working collaboratively to address the public safety needs of Greater Kansas City. This includes our partnership at the launching of the Second Chance Reentry Program in 2010. I was pleased to assign a full-time police supervisor to work as liaison between SCP, Missouri Probation & Parole, and our coalition of reentry and human services providers. This relationship has been immensely productive for all.

The Second Chance Program offers a common-sense and evidence based approach to reducing recidivism and improving outcomes for "returning citizens" who are transitioning from corrections back into the local workforce and community. I am aware that SCP has worked with hundreds of "high risk" clients on probation and parole supervision and provided reentry assistance to literally thousands of others. We have witnessed a declining recidivism rate below the national average of 50 percent, and we are grateful for the important contributions of our partners like Second Chance and the professionals of Missouri Probation and Parole. Also, we are encouraged by the significant reduction in violent crime and the lowest homicide rate last year in nearly half a century. I believe that recidivism reduction is essential to effective public safety.

Though significant progress has been made, support for effective reentry programs like Second Chance remains crucial for law enforcement. The Crime Commission and Second Chance have been a leader in bringing diverse groups of people together from throughout the metro who are committed to a vision of a safer Greater Kansas City. I strongly urge your continued support and funding of Second Chance reentry services in Kansas City.

Sincerely,



Darryl Forté
Chief of Police



Second Chance Program

"A public safety program of the KC Metropolitan Crime Commission"

Kansas City Risk Reduction Center

Policy and Procedures

Last Revised: April 2015



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III. Introduction

History of the Kansas City Metropolitan Crime Commission (KCMCC)

The Kansas City Metropolitan Crime Commission, founded in 1949, has had a mission of creating a safer Kansas City for over sixty-five years. The organization was initiated as a result of a Jackson County Grand Jury determining a need for a response to corruption in local government. Business and civic leaders were used to create a solution towards reclaiming legitimacy and increasing the public safety of all Kansas City residents. Since then the Crime Commission leaders have been committed to continuing a legacy mission to promote a safer community by supporting professional law enforcement and justice agencies and their causes.

Overview of Kansas City Metropolitan Crime Commission – Nature of Work

Today, the mission of the Kansas City Metropolitan Crime Commission is executed through its four programs. These include Crime Stoppers' TIPS Hotline, SAFE, Metropolitan Community Service Program (MCSP) and Second Chance Program (SCP). By offering an anonymous hotline, rewards, and encouraging the community to report crime, Crime Stoppers has been responsible for the apprehension of nearly 11,000 individuals and has cleared over 24,300 felony cases, including solving over 614 homicides, since its inception in the 1980s. SAFE is an endowment fund to provide immediate assistance to the surviving family members of a law enforcement officer, EMT, or firefighter who loses his or her life in the line of duty. The Metropolitan Community Service Program assists court systems and Probation and Parole officers by brokering over 3,000 community service workers annually to non-profit worksites throughout the metro, monitoring the completion of their court ordered community service. The Second Chance Program, was launched in 2008, to create a metro-wide strategy to decrease prisoner recidivism and enhance the success of formerly incarcerated offenders upon their return to the Metropolitan Kansas City area. The Kansas City Metropolitan Crime Commission programs are described in more detail, including staff and board rosters, on www.kc-crime.org.

IV. Risk Reduction Center

Overview of Second Chance Services Currently Being Offered to Offenders/Parolees

In 2010, the Second Chance Program used information regarding service gaps and evidence based practices to create the Second Chance Risk Reduction Center. With funding from Missouri Reentry Process Grants, the SCP Center opened in August 2010 at offices on the Metropolitan Community College Pioneer Campus. Since its opening, the SCP Center has provided critically needed direct reentry services to nearly 1,000 referrals on supervision with MO Probation & Parole. Moreover, an additional 3,000 persons have received "Welcome Back" reentry information, other service referrals, and assistance during prison outreach visits, resource fairs, and community awareness speaking engagements. Second Chance has gained considerable experience working with "high risk" assessed clients and sex offenders; especially providing employment and housing assistance. The Programming at the SCP Risk Reduction Center currently includes the following:

- Job Readiness Training
- Job Club

- Job Placement/ Search Assistance
- Case Management- includes goal planning, basic needs immediate relief, and referrals to recovery support, mental health, physical health, etc.
- Case Management “Staffing’s” (meetings) with key partners, including Probation and Parole, Kansas City Police Department, support systems, offender, mentors, and service providers.
- Mentor Recruitment and Matching
- Housing Support Services
- Rent/ Deposit Assistance
- Tenants’ Rights and Responsibility Classes
- Database www.secondchancekc.org to share information, linkages and announcements about all area resources (currently under reconstruction with significant improvements.)
- Quarterly Welcome Back Sessions, are coordinated by Second Chance and representative GKC Reentry/Coalition Members are invited to present their resources to offenders on supervision with MO P/P.
- Hotline for Information and Referral- available to all area Missouri supervised offenders and providers who seek information about resources.
- Serves as a “go to” local information contact for all reentry matters, particularly “returning citizen” inquiries regarding hard to secure resources and transition assistance.

Overview of Second Chance Program and Community Service Providers

The Second Chance Program (SCP), has established itself as an area leader in prisoner reentry matters by working cooperatively and on a macro level, with the following accomplishments:

- The founding of the Kansas City Metropolitan Reentry Coalition with over 100 organizations acting as official members to reduce barriers and increase opportunities for offenders throughout our community (established in January 2009).
- The completion of research with University of Missouri-Kansas City, funded by Health Care Foundation of Greater Kansas City, entitled: Examining Offender Reentry in Metropolitan Kansas City: A Gaps Analysis (completed April 2010).
- Ensuring dissemination of information related to the reentry services in the metropolitan area, including opportunities and programs for offenders, fundraising events, and options for collaboration (ongoing, since 2008).
- Establishing the SCP Risk Reduction Center in 2010, working in collaboration with MO Probation & Parole and community partners to assist with the transition of released prisoners back into the Greater Kansas City community and workforce.
- In 2013, SCP took a lead role in reorganizing the metro-wide reentry community into the Greater Kansas City (GKC) Reentry Team. Continuing the work of the former Kansas City Metropolitan Reentry Coalition and its member agencies in both Missouri and Kansas. The current SCP director serves as vice president and community liaison for the GKC Reentry Team.

- The GKC Reentry Team includes federal, state, and local members of the courts, law enforcement, corrections (P&P), nonprofit service providers, faith-based organizations, and community reentry advocates. "Returning Citizens" are also encouraged to participate.

The activities related to the GKC Reentry Team/Coalition have been many and here are a few of the highlights:

- Employment Symposium held in the spring of 2010, to encourage small businesses to hire ex-offenders, attended by over 60 individuals.
- Landlord Forums, to educate landlords on renting responsibly to former offenders, securing 20 new landlords in Kansas and Missouri, who will consider renting to returning offenders.
- Training exchange, ensuring coalition members have access to other organizations' state of the art trainings. Members logged over 1,250 free professional training hours through the coalition from 2009 to present.
- Monthly speakers from new and sought after resources present to the coalition monthly, particularly regarding housing, employment, transportation and resources.
- Positive media- the coalition has ensured three positive press pieces about offenders and employment in the past year.
- Resource Fair (October 2009) offered the opportunity for all Coalition Members to share their resources with area offenders, in partnership with Black Health Care Coalition.
- Public awareness, the work of this committee has ensured a change in the local Liquor License City Ordinance that some people with felonies can now work in KCMO restaurants.
- Public awareness, has ensured the words "Registered Offender" will be removed from Kansas Offenders driver's licenses by October of this year (state statute actually calls for a "numeric code").
- "Entrepreneurial Enterprise Workshop" was co-sponsored in October 2012 with the Kaufman Foundation for former offenders and was attended by over 100 persons.
- Advocated publicly for "Ban the Box" which was successfully adopted by the City of Kansas City, MO in 2013.
- May 14, 2015-Emotional Intelligence workshop for all network members provided by Second Chance through funding support from one of its business leaders on the Second Chance Advisory Board. This EQ session was presented to attendees at the 2014 ARCHS Reentry Conference.

The research performed by the Crime Commission with University of Missouri-Kansas City serves as the foundation for a metro-wide strategic plan to reduce the overall recidivism rate in metropolitan Kansas City. This research identifies gaps related to public policies, systemic practices, services and programs that, if addressed, could reduce area recidivism. Thus far, the "Gaps Analysis" research has been formally presented to the following audiences:

- Board of Police Commissioners
- Board of Directors of the KC Metropolitan Crime Commission

- Second Chance Advisory Board
- City Council of KCMO Public Safety Committee
- Kansas City Metropolitan Reentry Coalition (and general public)
- Johnson County KS Reentry Task Force
- Homeless Task Force of Kansas City (judicial sub-committee)

V. Overview of Policies and Procedures

A. Introduction

The Kansas City Metropolitan Crime Commission (KCMCC) is in partnership with the Missouri Department of Corrections and Missouri Probation and Parole to provide the Second Chance Risk Reduction Center. KCMCC will apply for funding from the State to provide for the Center and services. Funds have been secured from the State to provide some services. Funding for other services will be pursued annually through opportunities at the federal, local and foundation levels. Within the KCMCC Second Chance Program's mission is to advocate for reentry. The KCMCC has a priority to ensure our federal, state and local legislative bodies are well-informed on reentry needs and concerns in the interest of public safety. Within this section, are current KCMCC personnel employment policies and procedures, but also policies that will govern the Center's operation as understood as requirements for the State to provide contract funding for reentry services to KCMCC. It is the full intent of Second Chance to adhere to the requirements set forth within our contract with the State of Missouri to provide KC Reentry Services.

B. Background Information

One of the most pressing and complex challenges facing state government in Missouri and across the nation today is the reintegration of adult offenders from a correctional institution back into society. Ninety-seven percent (97%) of all the men and women committed to a correctional institution will someday be released from incarceration.

During FY2014, 18,856 individuals were released from Missouri correctional institutions, returning to live in communities across the state. It is in everyone's best interest that released offenders reenter society safely and live as law-abiding, self-sufficient citizens.

During FY2014, 19,204 individuals were committed to Missouri's correctional institution system. Forty six percent (46%) of those correctional institution commitments were returning violators who failed to transition successfully and were returned to confinement.

During FY2014, 1,623 individuals released from Missouri correctional institutions returned to Jackson and Clay counties and 1,472 were committed to the system from these counties, forty four percent (44%) of which were returning violators who failed to transition successfully and were returned to confinement.

Missouri has set the following as goals regarding the reentry of offenders into the communities:

- Smarter transition practices;
- Increase public safety;
- Strengthen families;
- Stabilize neighborhoods;
- Reduce new victimization;
- Release offenders to become contributing citizens; and
- Maximize resources.

The Department of Corrections believes the methods of assisting the offender in reintegration into the community, developing partnerships with organizations that aid the offender in an array of assessed problem areas, and actively participating in working with the Department of Corrections are important aspects of successful management of offenders. The Department of Corrections also believes that the successful management of offenders is best achieved when community based resources are matched to meet offenders' needs. While the Department of Corrections recognizes that resources may be limited, it is the desire of the Department of Corrections that community partnerships be developed for utilization in existing community services.

While in the correctional institution, offenders are intensely prepared for release in areas such as employment opportunities, life skills, substance abuse treatment, and by establishing links to housing opportunities and community support networks. A Case Management Plan (CMP) is developed for each offender to set goals, objectives and action plans to prepare the offender for release. The CMP

is created by the case management team consisting of any community partner, family, state agency staff that has involvement in the offenders' success, and the offender and is regularly reviewed during the offender's incarceration. At the time of release from the institution, the Probation and Parole officer has access through the Department Offender Management System to continue to build upon the offender's CMP. As a result of the review of the CMP and the identification of any other risk or need factors by the Probation and Parole officer, an offender may be determined to have needs for services such as those that will be provided under the contract awarded to the Kansas City Metropolitan Crime Commission's Second Chance Program.

C. General Requirements that Second Chance Program meets to qualify for State funding

The Second Chance Risk Reduction Center (hereinafter referred to as the "Center") provides and administers services in accordance with the provisions and requirements stated herein for the offender re-entry program for the Missouri Department of Corrections (hereinafter referred to as the "state agency") to assist targeted offenders (hereinafter referred to as "offenders") with successful reintegration into the community upon release to community supervision.

The Center shall provide and administer services in the portion of Kansas City that is located in Jackson County, MO (hereinafter referred to as Kansas City), on an as needed, if needed basis, at the direction of and to the sole satisfaction of the state agency. The state agency shall be the final judge of the quality of Second Chance's performance pursuant to the contract.

The KMCC Second Chance Program responded to a Request for Proposal from the State of Missouri to provide Kansas City Reentry Services. Second Chance established a Risk Reduction Center at the Pioneer Campus of the Metropolitan Community College to deliver the contracted services. The RFP provides an excellent guideline for the Second Chance Program to adhere to, including the new Prison Rape Elimination Act (PREA) guidelines that Second Chance is now following. The requirements from the RFP are stated in full in the following as a policy of Second Chance and to be a resource for any questions that may arise during the delivery of these services for the state:

FROM STATE OF MISSOURI 2015 RFP:

The contractor shall complete the following implementation requirements and begin receiving referrals and providing and administering services for referred offenders pursuant to the contract by no later than thirty (30) calendar days after state agency authorization to proceed with services:

In collaboration with the state agency, the contractor shall develop and continually update, as needed, a written policy and procedure manual for the administration of the reentry services. The policies and procedures shall be consistent with the state agency's policies and procedures and the provisions and requirements stated herein and must be approved by the state agency prior to issuance.

The contractor's policies and procedures must include instructions for the offenders, the supervising Probation and Parole officer, contractor's personnel, subcontractors and community resource providers relating to the provision of services.

The contractor's policies and procedures must address the fact that any disputes arising from conflicts with state agency policy or other service provision shall be resolved through collaboration by the contractor and the state agency.

The contractor's policies and procedures must include a goal and plan to meet the objective of a diversified staff.

The contractor's policy and procedures must clearly state that any services/activities that did not receive prior authorization from the state agency shall not be paid nor reimbursed.

The contractor shall develop and implement a network of service providers to provide needed services to assist offenders and family members/significant others in successful reentry. The contractor shall utilize the existing community partners as part of the network and must utilize those service providers/community partners/programs available without

cost to the extent possible. Because there may be services/activities required that would not be adequately addressed through the existing community partners, the contractor must also include additional service providers in the contractor's network.

The state agency estimates, but in no way guarantees, that services/activities needed for successful reentry may include but are not necessarily limited to the following services/activities:

Housing/Utilities	Personal Identification <input type="checkbox"/> State ID <input type="checkbox"/> Driver's License <input type="checkbox"/> Social Security Card <input type="checkbox"/> Birth Certificate
Employment Services/Activities	
Transportation	
Food Assistance	
Clothing	Financial Assistance <input type="checkbox"/> Savings Account <input type="checkbox"/> Checking Account <input type="checkbox"/> Financial Management <input type="checkbox"/> Child Support <input type="checkbox"/> Supplemental Security Income/SSDI
Substance Abuse Treatment <input type="checkbox"/> Inpatient <input type="checkbox"/> Outpatient <input type="checkbox"/> Aftercare	
Mental Health Treatment <input type="checkbox"/> Outpatient <input type="checkbox"/> Residential <input type="checkbox"/> Medication Services	
Family Services <input type="checkbox"/> Child Care <input type="checkbox"/> Parenting Support <input type="checkbox"/> Family Counseling <input type="checkbox"/> Domestic Violence Counseling <input type="checkbox"/> Anger Management	Education Services <input type="checkbox"/> GED/ABE <input type="checkbox"/> Vocational Training <input type="checkbox"/> College <input type="checkbox"/> Vocational Rehabilitation
Other Approved Services	Health Services <input type="checkbox"/> Dental <input type="checkbox"/> Medical <input type="checkbox"/> Eye
	Mentor Services

The contractor shall establish a written agreement with each service provider who has agreed to be included in the contractor's network. The written agreement must outline the services to be provided, the payment (if any) for such services, and any performance incentives.

The contractor shall continue to develop subcontract and community resources for services throughout the effective period of the contract.

The contractor must keep all written agreements on file and make copies of such agreements available to the state agency upon request.

The contractor shall establish a partnership with the Kansas City Police Department (KCPD) and identify the role of the KCPD in the reentry program. The KCPD partnership must enhance the relationship between the contractor, the state agency, and local law enforcement for a better understanding in meeting the needs of the offender in the community.

The contractor shall cooperate with the state agency regarding training efforts of the contractor's personnel as mutually agreed upon by the contractor and the state agency. The contractor understands and agrees that expenses incurred on behalf of the contractor's employed or contracted personnel, including but not necessarily limited to meals, mileage, lodging and displacement, shall be the contractor's responsibility for payment. The contractor shall not be obligated nor be allowed to pay any expenses incurred by the state agency in such instances.

Reentry Requirements:

Identification of Offenders - The contractor shall agree and understand that the state agency will identify offenders targeted for reentry services and refer those offenders to the contractor. The contractor shall accept all referrals of targeted offenders made by the state agency.

Offenders targeted for reentry services shall be those offenders that have been identified by the offender's probation and parole officer as having moderate to high-risk, at the time of referral, for revocation of parole/probation or having significant barriers to successful reintegration:

Identification of moderate to high risk for revocation will be determined by the probation and parole officer taking in to consideration the approved assessment tool, interviews with the offender and the offender's significant others, social history, employment history, medical/mental health history, etc.

In order to participate, male and female offenders must meet the following minimum criteria:

- Have a poor work history;

- Have an established residence or family residing in the Kansas City area; and
- Have a lack of vocational and educational skills.

Targeted offenders may include offenders who have been determined by the state agency to have medical or physical barriers.

The state agency shall provide the contractor with a referral notice that will identify the offender's assets and liabilities with specific areas to be addressed by the contractor.

The contractor shall understand and agree that the state agency retains the sole right to refer and/or terminate any offender it deems necessary.

Within five (5) working days of receipt of a referral from the state agency, the contractor must make all arrangements for, hold, and participate in a case management team meeting with the offender and the case management team members at a mutually agreed to location. (The case management team is described in the background information of this document.) The following activities will be completed during the case management team meeting:

Identification of barriers to a successful transition that are applicable to the offender;
The update, completion, and approval of the Case Management Plan (CMP) and finalization of such plan by the state agency in the state agency's offender management system; and

The signature and date of the contractor, the offender, and the state agency on the approved CMP.

Prior to provision of any services for the offender, the contractor must ensure that a state agency approved Release of Information form is signed by the offender. This form will provide for release of confidential information concerning the offender to the state agency, the contractor, and any service provider. If this form has not been signed, the contractor must notify the state agency so the state agency will obtain the required signature on the Release of Information form.

The contractor shall begin administering services/activities as authorized by the state agency in the CMP by directly providing those services required of the contractor and by arranging for and administering the provision of the services/activities from service providers that are otherwise required and authorized in the CMP.

The contractor shall work with and communicate with the offender on an ongoing basis to make every effort to ensure the offender's success with reentry into the community. At a minimum, the contractor must have contact with the offender every other week.

Through ongoing interaction, the contractor shall:

Assist offenders in reducing identified criminogenic needs,

Assist offenders in eliminating barriers to compliance,

Engage and arrange for the offender to in participate services/activities, and

Determine whether the offender is complying with the required services/activities.

By no later than 48 hours after the contractor identifies problems with the offender's compliance with the services/activities included in the CMP, the contractor shall notify the offender's case management team and shall schedule and hold a case management team meeting with the offender as soon as possible. At the meeting, the offender and the case management team shall determine the reason(s) for the offender's problems or failure to comply with the agreed upon plan and determine action(s) necessary to reengage the offender in the required services/activities.

Modifications to the CMP – Through the contractor's ongoing interaction with the offender and the state agency, the contractor shall continuously analyze the progress of the offender and the services/activities being performed and shall determine if additional services/activities that were not identified in the CMP are necessary, or if changes to the CMP need to be made to ensure the offender's success with reentry. If the contractor and the state agency determine that modifications are necessary, the following shall occur:

The contractor must revise the CMP as agreed between the contractor and the state agency. The contractor shall include the same information as required in the original plan and shall obtain approval of the state agency of the plan.

As soon as possible after approval of all revisions to the CMP, the contractor shall schedule a case management team meeting with the offender and shall obtain the signature and date of the contractor, the offender, and the state agency on the revised CMP.

The contractor shall coordinate services/activities with the state agency.

The contractor must be available to communicate with the state agency as determined necessary by the state agency.

As required by the state agency, the contractor shall provide the state agency with information concerning the offender's attendance at required services/activities.

The contractor shall understand that the offenders may be required to participate in various treatment programs in addition to services/activities administered by the contractor to comply with the terms and conditions of their community supervision. Therefore, the contractor must make the contractor's services available to the offender, at varying times, to accommodate the needs of the offender.

The contractor should transition offenders out of the CMP within 180 calendar days. The contractor shall understand and agree that the contractor must receive advance written approval from the state agency to provide services beyond 180 calendar days after the offender's initial job placement or determination of unemployability.

Specific Service/Activity Requirements – If any of the following services/activities are included in the offender's CMP, the contractor shall provide/comply with the following for each such service/activity:

Employment Activities - The contractor shall either provide or arrange for employment activities for the offender as outlined in the CMP. The contractor shall ensure that every possible strategy is utilized to prepare an offender for employment and to assist the offender in maintaining employment. Unless otherwise approved by the state agency on a case by case basis for specific offenders, the contractor should make sure that through the employment activities provided for offenders, all available steps are taken to ensure that one hundred percent (100%) of all referred offenders are gainfully employed.

Job Readiness/Job Search Activities: The contractor shall prepare the offender for employment and shall maximize the employability of the offender by ensuring that the offender is familiar with workplace expectations and behaviors, and holds the attitudes necessary for success in the workplace. The contractor shall assist the offender in making knowledgeable career decisions relative to their interests, desires, and abilities outlined at the time of assessment.

Job readiness activities shall include education/instruction on work ethics, how to complete job applications, creating resumes, interviewing skills, workplace etiquette, job retention skills, financial management, and/or basic life skills.

Job search activities shall include job counseling on a regularly scheduled basis, effective job acquisition techniques, and monitoring of offender success in attaining and retaining employment.

Job Development and Placement: The contractor shall work with employers in the community in order to match the skills of offenders to the needs of the employer.

The contractor must provide job development and placement services that will provide offenders with full-time permanent employment. For purposes of this document, unless otherwise approved by the state agency "full-time permanent employment" shall be defined as employment of at least thirty-five (35) hours per week, in a job that is expected to continue on an ongoing basis without interruption.

The state agency must approve all employers prior to placement of any offender in their employ.

The contractor shall closely monitor the assignment of an offender to a job by a temporary employment agency in order to ensure compliance with the offender's employment goals as identified in the CMP and the provisions of the contract.

Job Retention: The contractor shall include intensive employment services including working with both the offender and the employer to promote job retention.

The contractor shall provide job retention services that include strong emphasis for continuous full-time employment of the offender for at least a six month period of time (180 calendar days) following initial job placement.

At a minimum, the contractor shall conduct weekly visits, telephone calls, written surveys, or other form of correspondence with the offender's employer and the offender during the first thirty (30) calendar days of employment in order to assist in resolving any issues that could result in termination. After the first thirty (30) calendar days, the contractor shall

communicate with the employer and the offender at least monthly to discuss job retention issues that may arise. The contractor shall maintain a record of each follow-up contact and all correspondence for each offender.

The contractor shall verify employment such as obtaining copies of paycheck stubs, quarterly tax reports, employee earnings statements, etc. from the employer.

Housing Assistance Requirements - The contractor shall provide the offender with housing assistance services as outlined in the CMP and in accordance with the following. The contractor shall ensure that every possible strategy is utilized on behalf of the offender to locate suitable housing.

All housing must comply with local standards, health and housing codes and be approved by the state agency for use prior to placement of any offenders.

The housing assistance services must make every attempt to match offenders to appropriate housing through interaction with landlords and realtors in the community.

Mentoring Requirements - The contractor shall make available mentoring services on an as needed if needed basis as outlined in the CMP.

The mentor must not perform a supervisory role, but rather shall be a partner to the offender in the process of reentry.

The relationship between the mentor and offender shall be professional in nature, encourage growth, help with career development and assist with productive lifestyle.

The mentor shall offer support and guidance, share wisdom and serve as a coach and role model for the offender.

The mentor shall work with the offender to develop and achieve goals.

The mentor shall assist the offender with locating appropriate resources that will help to fulfill the designated needs of the offender.

The mentor shall maintain contact with and remain on call to assist the offender as needed. Such contact with the offender may include, but not necessarily be limited to phone calls, visits, and/or help with programming.

Accessibility Services - The contractor shall provide services that are accessible to all offenders and those with special needs, including but not limited to: sight impairment, hearing and speech impairment, language barriers, physical barriers and other limitations. The state agency shall determine whether an offender requires Interpretive/Translation services due to an offender's physical impairment or language barrier. The state agency will obtain such services and assume the associated financial responsibility, if any.

The contractor shall provide services that are accessible to persons of all faiths and to persons who are atheist, agnostic, or undecided.

Contractor Reporting and Record Keeping Requirements:

Offender Records – At the time an offender is referred to the contractor by the state agency, the contractor shall establish and maintain both a hard copy paper file and an electronic file record as described below for each offender.

The contractor's hard copy paper file shall, at a minimum contain: (1) the state agency's referral notice for the offender, (2) the signed CMP; (3) the release of information form; (4) documentation of each contact between the contractor and the offender; and (5) any paper document received in regard to the offender, including the written verification of full-time employment from the employer.

All of the documentation included in the paragraphs below regarding reporting to the state agency shall be maintained in the electronic file record to enable reporting to the state agency via electronic means, such as email. The contractor shall use Microsoft office products for the electronic file record and must ensure that the records are compatible with and can be emailed to the state agency, upon request.

Contractor Contact Documentation - After each contact with the offender, the contractor shall update both the hard copy file and the electronic file records with information documenting the offender's participation in required services/activities, and the number of hours participating in each.

Monthly Project Report - The contractor shall submit a project report to the state agency by the 10th of each month detailing the previous month's data. The contractor's monthly project report must identify each offender in alphabetical order and provide, at a minimum, the following information about each offender and the offender's progress with reentry. The contractor must use an electronic format that is compatible with the state agency's computer system (Microsoft Products). The state agency shall have the right to require changes, additions, deletions to the contractor's information, in order to ensure documentation of all information required by the state agency is included.

- Name of offender and registration number assigned to the offender by the state agency (the contractor will be provided this number at the time the offender is referred to the contractor for services);
- Date of the offender was referred to the contractor;
- Date the offender signed the CMP;
- Date the offender was released to the community;
- Date of termination or discharge from the contractor's reentry service program (if applicable);
- Indication as to whether the offender is engaged in full-time employment;
- Date the offender obtained in full-time permanent or part-time employment;
- Number of days of unemployment calculated from the date the offender was referred to the contractor to the date the offender obtained full-time permanent employment;

- Length of time the offender has been in full-time permanent employment;
- Monthly earnings report, indicating the amount of money that the offender earns;
- Date the offender obtained suitable housing;
- Date the offender is engaged in mentoring services;
- Required and actual number of hours the offender was engaged in contracted services/activities for the invoice month; and
- Summary for reentry services/activities identified in the offender's CMP.

Monthly Detailed Billing Report – By the 10th day of the month following service, the contractor shall submit a detailed billing report to the state agency along with the monthly invoice that identifies all offenders, in alphabetical order and includes a minimum of the following information about each offender:

- Name of offender and registration number assigned to the offender by the state agency;
- Date services/activities began;
- Date of termination or discharge from the contractor's reentry service program (if applicable); and
- Actual copies of receipts/invoices for approved services/activities for which payment by the contractor was made on behalf of the offender.

The contractor shall notify the state agency probation and parole officer within forty-eight hours (48) in the event of any of the following:

- Broken appointments;
- Change in the CMP;
- Need for additional services/activities;
- Change in the offender's family and/or living situation;
- Incidents involving the offender where threats, assaults, purported crimes, or violations of parole have occurred; and
- Confirmed or suspected drug/alcohol use/abuse.

Verification of Employment:

By no later than five (5) working days after an offender becomes employed, the contractor shall obtain the following information from the employer and shall submit the information to the state agency:

- The name, address, and phone number of the employer;
- Offender's start date with the employer;
- Current status of employment (Full-time, 35 or more hours per week; Part-time, less than 35 hours per week);
- Current rate of pay;
- Current number of hours employed per week;
- Any benefits provided to the offender by the employer; and
- Required withholdings for state and federal taxes and FICA.

As soon as possible after providing the above information, but no later than thirty (30) calendar days, the contractor must obtain verification of full-time employment from the employer and must submit the verification to the state agency. The written verification from the employer should consist of a paycheck stub with unique identification information (e.g. employee name, social security number, employer identification number, etc.)

Contractor and Service Provider Personnel Requirements:

The contractor must provide adequate personnel to receive and process offender referrals on a daily basis and to be available for administering services/activities for newly referred and existing offenders at any time deemed necessary, any day of the week.

The contractor and each of the contractor's personnel assigned to the contract must be approved by the state agency in order to provide services.

At a minimum, the contractor's personnel assigned to provide services under the contract must:

Be at least 21 years of age. The contractor must maintain a copy of the personnel's birth certificate or driver's license in the personnel file.

CPR and First Aid within the first thirty (30) calendar days of employment and must maintain the certification while providing services unless otherwise approved by the state agency.

The contractor shall agree and understand that any personnel who will be assigned to interact with an offender must submit to and pass a background investigation conducted by the state agency in order to be eligible to provide or administer services pursuant to the contract. Such investigation shall be equivalent to investigations required of all personnel employed by the state agency.

Within five (5) calendar days after notification of award and any time there after when requesting to hire new staff, the contractor shall provide the state agency with the following:

- A completed Authorization for Release of Information Form individually signed by the contractor and each current or anticipated person who shall be assigned to the contract.
- A Confidentiality Oath Form individually signed by the contractor and each current or anticipated person who shall be assigned to the contract.

During the birth month of each of the contractor's personnel providing services, the contractor shall request the state agency conduct an annual criminal record and background check.

The contractor shall understand and agree that neither the contractor, nor any personnel who will be assigned to interact with an offender, shall have prior or be under active federal or state felony or misdemeanor supervision or unless prior written approval is obtained from the state agency.

The contractor must provide all necessary training and education for the contractor's personnel in order for the personnel to effectively perform the requirements of the contract.

The contractor shall comply with applicable state licensure regulations and requirements regarding performance of services pursuant to all applicable Revised Missouri Statutes that address the provisions of professional services in the State of Missouri. Any and all licensure held by the contractor's personnel must be current.

The contractor shall establish a goal for the employment of a diversified staff, which reflects the ethnicity, and cultural diversity of the offenders.

The contractor agrees and understands that the State of Missouri's agreement to the contract is predicated in part on the utilization of the specific key individual(s) and/or personnel qualifications identified in the proposal. Therefore, the contractor agrees that no substitution of such specific key individual(s) and/or personnel qualifications shall be made without the prior written approval of the state agency. The contractor further agrees that any substitution made pursuant to this paragraph must be equal or better than originally proposed and that the state agency's approval of a substitution shall not be construed as an acceptance of the substitution's performance potential. The State of Missouri agrees that an approval of a substitution will not be unreasonably withheld.

In the event the state agency is dissatisfied with any of the contractor's personnel, the contractor must resolve the problem to the state agency's sole satisfaction. If circumstances exist which prevent resolution to the satisfaction of the state agency, the contractor shall replace the person with appropriate part-time or overtime personnel until a full-time replacement meeting the state agency's approval is obtained.

The contractor shall not bind any of the contractor's personnel to an agreement which would inhibit, impede, prohibit, restrain, or in any manner restrict the contractor's personnel in or from accepting employment with other providers similarly situated.

The contractor shall understand and agree that no state agency employee shall be compensated by the contractor for services provided related to performance of the contract while concurrently employed by the state agency.

The contractor shall supervise the contractor's personnel. The unique nature of working with offenders, including safety and security issues, requires the state agency to carefully monitor the contractor's personnel. Any concerns a state agency staff person has regarding the contractor's personnel, job performance, or the conditions of employment shall be

reported through the chain of command to the chief administrative officer/designee of the state agency in order that proper communications can occur with the contractor.

The contractor shall be responsible for the conditions of employment, work environment, and employee rights of the contractor's personnel. The contractor must ensure that the contractor's personnel work the correct hours, receive correct pay, have the tools they need to do their work, receive additional job training as needed, and have adequate supervision. Adequate supervision includes access to supervisory personnel for personnel problems including but not limited to complaints about working conditions, harassment, discrimination or any other matters. The contractor shall provide written communications to the state agency regarding any action requested of the state agency based on complaint from the contractor's personnel.

Authorized Personnel:

The contractor shall only employ personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.

If the contractor is found to be in violation of this requirement or the applicable state, federal and local laws and regulations, and if the State of Missouri has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the state shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the state. The state may also withhold up to twenty-five percent of the total amount due to the contractor.

The contractor shall agree to fully cooperate with any audit or investigation from federal, state, or local law enforcement agencies.

If the contractor meets the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, the contractor shall maintain enrollment and participation 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 contracted services included herein. If the contractor's business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, then the contractor shall, prior to the performance of any services as a business entity under the contract:

Enroll and participate 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 required herein; AND

Provide to the Division of Purchasing and Materials Management the documentation required in the exhibit titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program; AND

Submit to the Division of Purchasing and Materials Management a completed, notarized Affidavit of Work Authorization provided in the exhibit titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization.

In accordance with subsection 2 of section 285.530, RSMo, the contractor should renew their Affidavit of Work Authorization annually. A valid Affidavit of Work Authorization is necessary to award any new contracts.

Prison Rape Elimination Act (PREA) Requirements:

The contractor's personnel and agents providing service under the contract and within the security perimeter of the state agency's correctional institution must be at least 21 years of age.

Prior to the provision of service, the state agency may conduct a Missouri Uniform Law Enforcement System (MULES) or other background investigation on the contractor's personnel and agents. Such investigation shall be equivalent to investigations required of all personnel employed by the state agency.

The state agency shall have the right to deny access into the institution for any of the contractor's personnel and agents, for any reason. Such denial shall not relieve the contractor of any requirements of the contract.

The contractor must obtain written approval from the state agency's Director of the Division of Adult Institutions for any contractor personnel and agents under active federal or state felony or misdemeanor supervision, and contractor personnel and agents with prior felony convictions but not under active supervision, prior to such personnel and agents performing contractual services.

The contractor and the contractor's personnel and agents shall at all times observe and comply with all applicable state statutes, state agency rules, regulations, guidelines, internal management policy and procedures, and general orders of the state agency that are applicable, regarding operations and activities in and about all state agency property. Furthermore, the contractor and the contractor's personnel and agents shall not obstruct the state agency nor any of its designated officials from performing their duties in response to court orders or in the maintenance of a secure and safe correctional environment. The contractor shall comply with the state agency's policy and procedures relating to personnel conduct. In addition, the contractor shall comply with the state agency employee conduct policy, D2-11.10 Staff Conduct, included herein as Attachment 1.

The state agency has a zero tolerance policy for any form of sexual misconduct to include staff/contractor/volunteer-on-offender or offender-on-offender sexual harassment, sexual assault, sexual abusive contact, and consensual sex. The contractor and the contractor's personnel and agents who witness sexual misconduct must immediately report such to the institution's warden. If the contractor, or the contractor's personnel and agents, engage in, fail to report, or knowingly condone sexual misconduct with or between offenders, the

contract shall be subject to cancelation and the contractor or the contractor's personnel and agents may be subject to criminal prosecution.

If the contractor, or the contractor's personnel and agents, engage in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility or other institution, the contractor or the contractor's personnel and agents shall be denied access into the institution.

The contractor and the contractor's personnel and agents shall not interact with the offenders except as is necessary to perform the requirements of the contract. The contractor and the contractor's personnel and agents shall not give anything to nor accept anything from the offenders except in the normal performance of the contract.

Meeting and Other Requirements:

Coordination - The contractor shall fully coordinate all contract activities with those activities of the state agency. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the state agency or the Division of Purchasing and Materials Management throughout the effective period of the contract.

At the request of the state agency, the contractor shall attend periodic state agency meetings to discuss compliance or pertinent information relating to the contract. These meetings may be held regionally or in Jefferson City, depending on the nature of the agenda. Expenses incurred by the contractor to attend such meetings shall be the responsibility of the contractor. At the discretion of the state agency, these meetings may be held via a telephone conference call.

The state agency will meet on at least a quarterly basis with the contractor in the Kansas City / Jackson County / Clay County area to discuss pertinent program/state agency issues.

Unless specified elsewhere herein, the contractor shall be responsible for ensuring that all material, labor, facilities/meeting space, equipment, utilities, supplies, etc., necessary to perform or ensure performance of the requirements of the contract are provided.

The state agency shall have the right, at any time, to review and approve all written communications and materials developed and used by the contractor to communicate with offenders. The contractor shall not use the name, logo or other identifying marks of the State of Missouri or the state agency on any materials produced or issued, without the prior written approval of the state agency. The contractor shall coordinate and submit all materials to the state agency for approval.

The state agency shall furnish all legal and accounting services as may be necessary for the state agency to satisfy its contractual responsibilities. The state agency shall not assume, nor shall it be liable for, legal or accounting counseling services as may be

necessary for the contractor to satisfy its contractual obligations. Without exception to the foregoing, the state agency is not obligated to provide legal or accounting counseling services to the contractor in connection with any litigation or threatened litigation against the contractor arising out of the contractor's performance.

The contractor must maintain financial and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles and other procedures specified by the state agency. These records must be made available at all reasonable times to the state agency and/or its designees and the Missouri state auditor during the contract period and any renewal period, and for five (5) years from the date of final payment on the contract or contract renewal period.

The contractor shall retain all books, records, and other documents relevant to the contract for a period of five (5) years after final payment or the completion of an audit. If any litigation, claim, negotiation, audit or other actions involving the records has been started before the expiration of the five (5) year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five (5) year period, whichever is later. The contractor shall allow authorized representatives of the state agency, other State of Missouri agencies and the federal government to inspect these records upon request.

The contractor shall permit governmental auditors and authorized representatives of the State of Missouri to have access for the purpose of audit or examination of any of the books, documents, papers, and records of the contractor's recording receipts and disbursements of any of the funds made available to the contractor under the contract at any reasonable time. The contractor further agrees that any audit exception noted by governmental auditors shall not be paid by the state agency and shall be the sole responsibility of the contractor, provided that it may contest any such exception by any legal procedure it deems appropriate and that the state agency will pay the contractor all amounts which may ultimately be held entitled to receive as a result of any such legal action.

Invoicing and Payment Requirements:

Prior to any payments becoming due under the contract, the contractor must return a completed State of Missouri Vendor Input/ACH-EFT Application, which is downloadable from the Vendor Services Portal at: <https://www.vendorservices.mo.gov/vendorservices/Portal/Default.aspx>.

The contractor understands and agrees that the State of Missouri reserves the right to make contract payments through electronic funds transfer (EFT).

The contractor must submit invoices on the contractor's original descriptive business invoice form and must use a unique invoice number with each invoice submitted. The unique invoice number will be listed on the State of Missouri's EFT addendum record to enable the contractor to properly apply the state agency's payment to the invoice submitted. The contractor may obtain detailed information for payments issued for the past 24 months

from the State of Missouri's central accounting system (SAM II) on the Vendor Services Portal at:

<https://www.vendorservices.mo.gov/vendorservices/Portal/Default.aspx>

Invoicing - The contractor must submit itemized invoices by no later than the tenth (10th) business day after the end of each monthly billing period on the contractor's original descriptive business invoice form as specified below.

Invoices shall be submitted to the state agency at the address specified by the state agency.

With each invoice, the contractor must include the Monthly Detailed Billing Report required previously.

Payment – Payment shall be made in arrears. After receipt and approval of the required reports and invoice, the contractor shall be paid for each day at the firm fixed price per day per offender as stated on the pricing page. However, the contractor shall agree and understand that the state agency anticipates that total funding available for the reentry services described herein for the original contract period shall not exceed \$172,660.00; this amount could increase or decrease. Therefore, in no event shall the contractor be paid more than the total amount of funding available.

In the event the contractor receives supplemental funding from either public or private sources for the sole purpose of offsetting costs directly related to the services specified herein, the contractor shall agree and understand that the state agency's obligation shall be reduced in the amount of such supplemental funding.

The contractor's firm, fixed price shall not be solely indirect costs and must include service provision per the requirements of the contract.

Other than the payments specified above, no other payments or reimbursements shall be made to the contractor for any reason whatsoever.

Notwithstanding any other payment provision of the contract, if the contractor fails to perform required work or services, fails to submit reports when due, or is indebted to the United States, the state agency may withhold payment or reject invoices under the contract.

Final invoices are due by no later than thirty (30) calendar days of the expiration of the contract. The state agency shall have no obligation to pay any invoice submitted after the due date.

If a request by the contractor for payment or reimbursement is denied, the state agency shall provide the contractor with written notice of the reason(s) for denial.

If the contractor is overpaid by the state agency, upon official notification by the state agency, the contractor shall provide the state agency (1) with a check payable as instructed by the state agency in the amount of such overpayment at the address specified by the state agency or (2) deduct the overpayment from the monthly invoices as requested by the state agency.

Other Contractual Requirements:

Contract - A binding contract shall consist of: (1) the RFP, amendments thereto, and any Best and Final Offer (BAFO) request(s) with RFP changes/additions, (2) the contractor's proposal including any contractor BAFO response(s), (3) clarification of the proposal, if any, and (4) the Division of Purchasing and Materials Management's acceptance of the proposal by "notice of award". All Exhibits and Attachments included in the RFP shall be incorporated into the contract by reference.

A notice of award issued by the State of Missouri does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services for the State of Missouri, the contractor must receive a properly authorized purchase order or other form of authorization given to the contractor at the discretion of the state agency.

The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein.

Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the Division of Purchasing and Materials Management prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

Contract Period - The original contract period shall be as stated on page 1 of the Request for Proposal (RFP). The contract shall not bind, nor purport to bind, the state for any contractual commitment in excess of the original contract period. The Division of Purchasing and Materials Management shall have the right, at its sole option, to renew the contract for two (2) additional one-year periods, or any portion thereof.

Renewal Periods - In the event the Division of Purchasing and Materials Management exercises its option for renewal, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period, except as stated herein in regard to pricing: All prices shall remain the same except as stated below:

If additional funds are available for the renewal period, the Division of Purchasing and Materials Management shall provide the contractor with an opportunity to request an amount up to a specified maximum price through a contract amendment, subject to the maximum price stated on the Pricing Page, if any.

In no event shall the contractor be allowed price increases in excess of the maximum price for the applicable renewal period stated on the Pricing Page of the contract.

If maximum prices are not stated on the Pricing Page, then the renewal prices shall remain the same as during the previous contract period.

If required by the Division of Purchasing and Materials Management, the contractor may be required to submit a price analysis or other justification for any price increase requested.

If additional funds are not available, the renewal prices shall remain the same as during the previous contract period.

If funds are reduced for the renewal period, the contractor will be advised of the applicable decrease for the renewal period. If such reductions are rejected by the contractor, the contract may be terminated and a new procurement process may be conducted.

Termination - The Division of Purchasing and Materials Management reserves the right to terminate the contract at any time, for the convenience of the State of Missouri, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, all documents, data, reports, supplies, equipment, and accomplishments prepared, furnished or completed by the contractor pursuant to the terms of the contract shall, at the option of the Division of Purchasing and Materials Management, become the property of the State of Missouri. The contractor shall be entitled to receive compensation for services and/or supplies delivered to and accepted by the State of Missouri pursuant to the contract prior to the effective date of termination.

Transition:

Upon award of the contract, the contractor shall work with the state agency and any other organizations designated by the state agency to ensure an orderly transition of services and responsibilities under the contract and to ensure the continuity of those services required by the state agency.

Upon expiration, termination, or cancellation of the contract, the contractor shall assist the state agency to ensure an orderly and smooth transfer of responsibility and continuity of those services required under the terms of the contract to an organization designated by the state agency. If requested by the state agency, the contractor shall provide and/or perform any or all of the following responsibilities:

The contractor shall deliver, FOB destination, all records, documentation, reports, data, recommendations, or printing elements, etc., which were required to be produced under the terms of the contract to the state agency and/or to the state agency's designee within seven (7) days after receipt of the written request in a format and condition that are acceptable to the state agency.

The contractor shall discontinue providing service or accepting new assignments under the terms of the contract, on the date specified by the state agency, in order to ensure the completion of such service prior to the expiration of the contract.

The contractor shall not accept any new offenders in behalf of the state agency nor be paid for service to any new offenders by the state agency if service is implemented after the termination or cancellation date of the contract. In the event that services for an offender are referred or transferred to another organization, the contractor shall furnish all records, treatment plans, and recommendations, which are necessary to ensure continuity and consistency of care for the client.

If requested in writing via formal contract amendment, the contractor shall continue providing any part or all of the services in accordance with the terms and conditions, requirements and specifications of the contract for a period not to exceed sixty (60) calendar days after the expiration, termination, or cancellation date of the contract for a price not to exceed those prices set forth in the contract.

- The contractor must obtain specific written approval from the state agency prior to providing continuing services to any offender after the termination or cancellation of the contract. The written approval must identify the specific offender and contain a date for the termination of service for the offender.
- The decision to allow an offender to receive continuing services shall be made by the state agency on a case-by-case basis at its sole discretion.

Contractor Liability - The contractor shall be responsible for any and all personal injury (including death) or property damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition, the contractor assumes the obligation to save the State of Missouri, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act.

The contractor also agrees to hold the State of Missouri, including its agencies, employees, and assignees, harmless for any negligent act or omission committed by any subcontractor

or other person employed by or under the supervision of the contractor under the terms of the contract.

The contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the State of Missouri, including its agencies, employees, and assignees.

Under no circumstances shall the contractor be liable for any of the following: (1) third party claims against the state for losses or damages (other than those listed above) or (2) economic consequential damages (including lost profits or savings) or incidental damages, even if the contractor is informed of their possibility.

Insurance - The contractor shall understand and agree that the State of Missouri cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the State of Missouri, its agencies, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract. General and other non-professional liability insurance shall include an endorsement that adds the State of Missouri as an additional insured. Self-insurance coverage or another alternative risk financing mechanism may be utilized provided that such coverage is verifiable and irrevocably reliable and the State of Missouri is protected as an additional insured.

In the event any insurance coverage is canceled, the state agency must be notified within thirty (30) calendar days.

Subcontractors - Any subcontracts for the products/services described herein must include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the contractor and the State of Missouri and to ensure that the State of Missouri is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract between the State of Missouri and the contractor.

The contractor shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract.

The contractor shall agree and understand that utilization of a subcontractor to provide any of the products/services in the contract shall in no way relieve the contractor of the responsibility for providing the products/services as described and set forth herein.

Pursuant to subsection 1 of section 285.530, RSMo, no contractor or subcontractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. In accordance with sections 285.525 to 285.550,

RSMo, a general contractor or subcontractor of any tier shall not be liable when such contractor or subcontractor contracts with its direct subcontractor who violates subsection 1 of section 285.530, RSMo, if the contract binding the contractor and subcontractor affirmatively states that:

The direct subcontractor is not knowingly in violation of subsection 1 of section 285.530, RSMo, and shall not henceforth be in such violation.

The contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States.

Participation by Other Organizations - The contractor must comply with any Organization for the Blind/Sheltered Workshop, Service-Disabled Veteran Business Enterprise (SDVE), and/or Minority Business Enterprise/Women Business Enterprise (MBE/WBE) participation levels committed to in the contractor's awarded proposal.

The contractor shall prepare and submit to the Division of Purchasing and Materials Management a report detailing all payments made by the contractor to Organizations for the Blind/Sheltered Workshops, SDVEs, and/or MBE/WBEs participating in the contract for the reporting period. The contractor must submit the report on a monthly basis, unless otherwise determined by the Division of Purchasing and Materials Management.

The Division of Purchasing and Materials Management will monitor the contractor's compliance in meeting the Organizations for the Blind/Sheltered Workshop and SDVE participation levels committed to in the contractor's awarded proposal. The Division of Purchasing and Materials Management in conjunction with the Office of Equal Opportunity (OEO) will monitor the contractor's compliance in meeting the MBE/WBE participation levels committed to in the contractor's awarded proposal. If the contractor's payments to the participating entities are less than the amount committed, the state may cancel the contract and/or suspend or debar the contractor from participating in future state procurements, or retain payments to the contractor in an amount equal to the value of the participation commitment less actual payments made by the contractor to the participating entity. If the Division of Purchasing and Materials Management determines that the contractor becomes compliant with the commitment, any funds retained as stated above, will be released.

If a participating entity fails to retain the required certification or is unable to satisfactorily perform, the contractor must obtain other certified MBE/WBEs or other organizations for the blind/sheltered workshops or other SDVEs to fulfill the participation requirements committed to in the contractor's awarded proposal.

The contractor must obtain the written approval of the Division of Purchasing and Materials Management for any new entities. This approval shall not be arbitrarily withheld.

If the contractor cannot obtain a replacement entity, the contractor must submit documentation to the Division of Purchasing and Materials Management detailing all efforts made to secure a replacement. The Division of Purchasing and Materials Management shall

have sole discretion in determining if the actions taken by the contractor constitute a good faith effort to secure the required participation and whether the contract will be amended to change the contractor's participation commitment.

No later than 30 days after the effective date of the first renewal period, the contractor must submit an affidavit to the Division of Purchasing and Materials Management. The affidavit must be signed by the director or manager of the participating Organizations for the Blind/Sheltered Workshop verifying provision of products and/or services and compliance of all contractor payments made to the Organizations for the Blind/Sheltered Workshops. The contractor may use the affidavit available on the Division of Purchasing and Materials Management's website at <http://oa.mo.gov/sites/default/files/bswaffidavit.doc> or another affidavit providing the same information.

Contractor Status - The contractor is an independent contractor and shall not represent the contractor or the contractor's employees to be employees of the State of Missouri or an agency of the State of Missouri. The contractor shall assume all legal and financial responsibility for salaries, taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the State of Missouri, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

Property of State - All documents, data, reports, supplies, equipment, and accomplishments prepared, furnished, or completed by the contractor pursuant to the terms of the contract shall become the property of the State of Missouri. Upon expiration, termination, or cancellation of the contract, said items shall become the property of the State of Missouri.

Confidentiality:

The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the state agency.

If required by the state agency, the contractor and any required contractor personnel must sign specific documents regarding confidentiality, security, or other similar documents upon request. Failure of the contractor and any required personnel to sign such documents shall be considered a breach of contract and subject to the cancellation provisions of this document.

The contractor shall maintain strict confidentiality of all offender information or records supplied to it by the state agency or that the contractor establishes as a result of contract activities. The contents of such records shall not be disclosed to anyone other than the state agency and the offender unless such disclosure is required by law.

The contractor assumes liability for all disclosures of confidential information by the contractor and/or the contractor's/provider's subcontractors and employees.

If the contractor qualifies as a covered entity under the Federal Standards for Privacy of Individually Identifiable Health Information (45 C.F.R. Parts 160 and 164), the contractor comply with all applicable provisions of those standards.

Publicity - The contractor shall not issue press releases, participate in interviews with media, engage in any form of public release of information, or release any publication regarding the state agency or the contractor's duties pursuant to the contract without the prior, written approval of the state agency. If a publicity release is approved by the state agency, the release must reference the contract number and the state agency. Any publications, including audiovisual items produced with contract funds, shall give credit to the contract and the state agency.

Kansas City Metropolitan

Crime Commission

Employee Office Policies

(Effective February 18, 2015)

A reference copy of these policies is maintained at the Office Manager's desk. Employees should review these policies and direct questions to their supervisor. Special exceptions made to any policy will be handled on a case-by-case basis and must be detailed in writing and approved by a supervisor and the Crime Commission President. Noncompliance of any policy may result in disciplinary action up to and including employment termination.

All employees are employed on an at-will basis unless the employee has a written employment agreement to the contrary. These policies do not alter the at-will status of your employment and neither intend to nor do they create a contract. These policies are for reference only and the Crime Commission will attempt to communicate any changes to all employees.

POLICY DIRECTORY

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SECTION I. Equal Employment Opportunity and Affirmative Action

- A. The Crime Commission is committed to equal employment opportunities and merit employment in the workplace to ensure compliance with all applicable federal, state and local laws, rules, regulations and ordinances.
- B. Crime Commission employment practices (including, but not limited to advertising, hiring, promotion, demotion, training, compensation, benefits, and termination) are designed to hire, promote and assign employees without discrimination because of age, physical abilities, race, religion, sex, national origin, or any other legally protected characteristic.
- C. Members whose responsibility it is to effect hiring, transfers, promotions, demotion, or termination of department members will continue to make specific efforts to find, employ, and advance qualified women, minorities and disabled persons at all levels of the Crime Commission's workforce. These special efforts will continue so that it is emphatically clear that equality of opportunity is a fact as well as an ideal.
- D. The Crime Commission Vice President serves as the Equal Employment Opportunity Compliance Officer and ensures compliance with the Equal Employment Opportunity Commission's provisions and guidelines, and submits any required reports.
- E. When in contact with the community, all Crime Commission members are encouraged to suggest that protected class persons are eligible to make application with the Kansas City Metropolitan Crime Commission for employment.

SECTION II. Cultural Diversity and Sexual Harassment

- A. The Crime Commission will not discriminate against any employee or applicant for employment because of race, religion, sex, disability, age, sexual orientation, national origin, or any other legally protected characteristic. The Crime Commission agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of nondiscrimination.
- B. All employees are expected to support this policy in word and in deed on a daily basis.
- C. Supervisors will continually strive to ensure that discrimination does not occur in work assignments, evaluations, pay, training or hiring practices.
- D. Any improper practices should be reported immediately to your supervisor, the President or the Chair of the Crime Commission. There will be no retaliation toward employees making discrimination complaints. All complaints will be promptly investigated and resolved quickly and appropriately by a neutral party.

- E. Sexual harassment of any employee will not be tolerated, and if substantiated, it may be cause for dismissal. Reports of harassment may be made to your supervisor, the President or the Chair of the Crime Commission. There will be no retaliation toward employees making complaints, and an impartial third party will promptly investigate complaints.

SECTION III. Drug and Alcohol Policy

A. Purpose and Goal

The Crime Commission is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free and alcohol-free workplace policy that balances our respect for individuals with the need to maintain a drug-free and alcohol-free environment.

This organization encourages employees to voluntarily seek help with drug and alcohol related problems.

B. Covered Workers

Any individual who conducts business for the organization, is applying for a position or is conducting business on the organization's property is covered by our drug-free and alcohol-free workplace policy. Our policy includes, but is not limited to CEO, executive management, managers, supervisors, full-time employees, part-time employees, off-site employees, contractors, volunteers, interns and applicants.

C. Applicability

Our drug-free and alcohol-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization, while on call, paid standby and while on organization property.

D. Prohibited Behavior

It is a violation of this policy to use, possess, sell, trade, and/or offer for sale alcohol, controlled substances, illegal drugs or intoxicants; or to be under the influence of alcohol, illegal drugs, or intoxicants during working hours. It is a violation of this policy to bring or consume alcoholic beverages on company property, except in connection with company-authorized events.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify supervisor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of this policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

E. Notification of Convictions

Any employee who is convicted of a criminal drug violation must notify the organization in writing within five calendar days of the conviction. The Crime Commission will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

F. Searches

Entering the Crime Commission's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free and alcohol-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of the following, which is not an exhaustive list, lockers, wallets, purses, briefcases, lunchboxes, desks and work stations, vehicles and equipment.

G. Drug Testing

To ensure the accuracy and fairness of our testing program, testing will include a screening test; a confirmation test, if requested by the employee; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

All drug-testing information will be maintained in separate confidential records.

Each employee, as a condition of employment, will be required to participate in pre-employment, post-accident and reasonable suspicion testing upon selection or request of management. The Crime Commission will pay all costs associated with testing.

The substances that will be tested for are: Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP), Alcohol, Barbiturates, Benzodiazepines, Methaqualone, Methadone and Propoxyphene.

Any employee who tests positive will be immediately removed from duty, suspended without pay for a period of 30 days, referred to a substance abuse professional for assessment and recommendations, required to successfully complete recommended rehabilitation including continuing care, required to pass a Return-to-Duty test, subject to ongoing, unannounced, follow-up testing for a period of five years and terminated immediately if he/she tests positive a second time.

An employee may be subject to immediate termination if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

H. Consequences

One of the goals of our drug-free and alcohol-free workplace policy is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the drug-free and alcohol-free workplace policy, the offer of employment can be withdrawn.

If an employee violates the policy, he or she will be subject to progressive disciplinary action and may be required to enter rehabilitation as a condition of continued employment. An employee required to enter rehabilitation who fails to successfully complete it and/or violates the policy a second time will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

I. Assistance

The Crime Commission recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free and alcohol-free workplace policy:

1. Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
2. Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
3. Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

J. Confidentiality

All information received by the Crime Commission through the drug-free and alcohol-free workplace policy is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

K. Shared Responsibility

A safe and productive drug-free and alcohol-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to be concerned about working in a safe environment.

It is the supervisor's responsibility to:

1. Inform employees of the drug-free and alcohol-free workplace policy.
2. Observe employee performance.
3. Investigate reports of dangerous practices.
4. Document negative changes and problems in performance.
5. Counsel employees as to expected performance improvement.
6. Clearly state consequences of policy violations.

SECTION IV. Employee Expectations

This is not a comprehensive list of employee expectations. The Crime Commission uses general progressive disciplinary policies; however, instances will be handled on a case-by-case basis. The Crime Commission reserves the right to deviate from the progressive disciplinary policy if necessary.

- A. All employees are expected to follow Crime Commission policies and report violations to their supervisor.
- B. All employees are expected to advise the Office Manager of any change in name, address, phone number, emergency contact information, vehicle information or other employer requested information.
- C. All employees are expected to arrive to work on time and required to contact their supervisor if they will be late. All employees should contact their supervisor as soon as possible if they are unable to attend work due to illness, a family emergency or other unforeseen circumstances. Employees will not leave work without authorization from their supervisor.
- D. All employees are assigned a specific parking space in which they are required to park. If an employee will be in the office for less than one hour, a visitor parking space may be used.
- E. The Crime Commission sometimes transmits confidential information. All employees are expected to maintain confidentiality of this information to include court cases, ongoing police investigations, etc.

- F. All employees are expected to be civil, helpful, and courteous to customers and business associates.
- G. All employees are expected to be civil, respectful, and cooperative with coworkers, and conduct themselves with dignity, courtesy, and efficiency. Employees will not use uncivil, harsh, profane or vulgar language while at work.
- H. All employees are expected to maintain a satisfactory level of performance in conducting assigned work duties. Any employee whose conduct record indicates an inability or unwillingness to maintain a satisfactory level of performance may be subject to disciplinary action.
- I. All employees are expected to obey all municipal ordinances, state, and federal laws.
- J. All supervisory employees are expected to assign duties impartially without favor, affection or ill will, and without regard to status, race, religion, sex, disability, age, sexual orientation, national origin, or any other legally protected characteristic. All supervisory employees are expected to regularly monitor relationships and activities of employees to ensure they treat each other with respect and dignity and comply with Crime Commission policies.
- K. All employees are expected to submit yearly goals and a self-evaluation. All supervisory employees are expected to conduct employee evaluations and maintain results in employee personnel files. Evaluations will be followed by a meeting to review results and work performance. Goals will be reviewed mid-year and end-year.
- L. If you are injured at work, no matter how slight, you must report your injury to your supervisor.

SECTION V. Dress Code

- A. The Crime Commission dress code applies to all employees except police officers who are supervised according to police department policy. Employees are requested to ask their supervisor if they are unsure if a specific garment is appropriate attire.
- B. Professional business attire is required for all employees so the appropriate Crime Commission image is presented to the public we serve. Sweatshirts, spaghetti straps, and casual or logo t-shirts are not permitted. The showing of cleavage is not permitted. Sweatshirts are permitted only on Fridays and if they contain a Crime Commission, Crime Stoppers, MCSP, SAFE or Second Chance logo. Tennis shoes are permitted only on Fridays. Flip-flops are not permitted.
- C. Casual dress is approved for Fridays if there will be *no public contact* (i.e. no in or out of office meetings, court appearances, etc.). Supervisors may approve casual dress on additional days if work assignment dictates and there will be no public contact. Casual dress *does not* include shorts, warm-ups or similar attire. Blue jeans

are approved for Fridays if there will be no public contact, and must be in good condition, with no tears.

- D. If your attire is deemed to violate this policy, you may be asked to go home and change into more appropriate attire. You may not be paid for time missed from work.

SECTION VI. Employee Probationary Period

- A. All new employees, full and part time, of the Crime Commission will serve a probationary period of 90 days. Supervisors can authorize an additional 90-days to the probationary period. Upon hiring, leave time will begin accruing at rates authorized by Crime Commission policies; however, if employment terminates during the probationary period, the Crime Commission will not pay for accrued leave time.
- B. New employees, full and part time, will not be eligible for merit or cost of living pay increases until after completion of the probationary period.
- C. Health benefits will be offered to new full time employees after completing 30 days of continuous employment. Health benefits commence on the first day of the month following completion of 30 days of continuous employment.

SECTION VII. Full Time and Part Time Employment Status

- A. The Crime Commission employee workweek runs from Saturday through Friday with regular weekday hours of 8:30am to 4:30pm Monday through Friday unless otherwise authorized by a supervisor. All employees, whether salaried or hourly, who regularly work 40 or more hours per workweek are considered full time employees. All other employees are considered part-time employees, whether hourly or salaried, except as provided in "C" of this section.
- B. A separate employment contract with an individual employee, where allowed by law, may offer certain benefits to a part time employee that would normally be available only to a full time employee. Any such agreement shall be in writing, approved by the President, and signed by the employee.
- C. If insurance policies or other benefit plans designate a different weekly number of hours for coverage, then those requirements shall apply in those specific instances, but will not change the requirements for the full time employment designation by the Crime Commission.

SECTION VIII. Breaks

- A. The Crime Commission does not provide a specific lunch break free of all duty. Full time employees may eat lunch at their supervisor's discretion and will be paid for the lunch break time.

- B. Part time employees who work more than 4 hours on any given day will receive a paid lunch break.
- C. If required to accomplish their duties, a full time or part time employee working more than 4 hours in a day, may be asked to return to work because the employee is being compensated for this break and allowed to finish eating at a later time.
- D. If a part time employee works 4 hours or less on any given day, and that employee desires a lunch break, that lunch break shall be unpaid and no duties shall be assigned to that employee during the break.
- E. Under normal circumstances, the paid lunch break should not exceed 30 minutes.
- F. Each employee working at least three hours in the morning and or the afternoon will be provided two paid short breaks, one in the morning and one in the afternoon respectively, not to exceed 10 minutes each. If not utilized, short breaks can be combined with the paid lunch break for that day.

SECTION IX. Leave Time

- A. Vacation, sick, and personal leave are accrued by full time employees from the date of employment.
- B. An employee who is terminated will not be paid for any accrued leave, including any vacation time carried over from the prior year. An employee who resigns and is not currently subject to disciplinary action, or resigning in anticipation of disciplinary action, will be paid for all unused vacation time in the current year, as well as vacation time carried over from the prior year. The Crime Commission will not pay for unused birthday or sick leave, personal time, or e-days upon employment termination, whether by dismissal, resignation, or otherwise.
- C. Written documentation must be made to your supervisor when requesting any leave time. Leave time will not be authorized without supervisor approval. Employees are asked to turn in leave time requests in as much advance as possible to allow plenty of time for scheduling needs. The minimum amount of leave time requested per instance is one-half (½) hour.
 - 1. **Birthday Leave**
Full and part time employees with a minimum of one year continuous employment receive one paid day per year for their birthday. Birthday leave must be used during the month of the employee's birthday and approved by their supervisor. There is no pay in lieu of time away from work.
 - 2. **E-Days**
E-days may be authorized by the President or Vice President for employee recognized excellence. There is no carry over of e-days to the next year. There is no pay in lieu of time away from work.
 - 3. **Flextime**
The Crime Commission employee workweek runs from Saturday through

Friday with regular weekday hours of 8:30am to 4:30pm Monday through Friday unless otherwise authorized by a supervisor. An employee workweek should not exceed 40 hours. Flextime allows staff to adjust their hours in the event they must work over 8 hours in a work day and overtime is not authorized. Employees who reach 40 hours actually worked in the

workweek before Friday are entitled to flextime allowing early departure on Friday. If the employee's workload will not allow for early departure, their supervisor may authorize overtime. Work performed on a weekend day is subject to overtime pay or flextime, based on supervisor approval and workload needs for the week. Any available flextime must be used during the workweek in which it is earned.

4. Funeral Leave

In the event of the death of a member of an employee's immediate family, funeral leave for full time and part time employees, with pay, shall be granted not to exceed 3 days. Additional leave of up to 2 days may be granted if approved by your supervisor. Immediate family includes: spouse or domestic partner, child, parent, parents-in-law, grandparents, grandparents-in-law, brother, sister, brother-in-law or sister-in-law.

5. Leave Without Pay

Leave without pay must be authorized by your supervisor and is only authorized once all accrued paid leave has been used. Except as provided by law, any employee who has exhausted all leave and cannot return to work will be placed on unpaid leave and may be subject to termination. If an employee is on continuous unpaid leave for more than 30 days, they will be responsible for 100% of their health insurance cost.

6. Maternity and Paternity Leave

Female employees are required to notify their supervisor as soon as pregnancy is verified to discuss their work intentions. A female employee can work prior to childbirth as long as she can safely and effectively perform her duties. Maternity leave for female employees will be granted without pay and extend for an initial period of no more than 90 calendar days following the date of delivery.

Paternity leave for male employees will be granted without pay and extended for an initial period of no more than 30 calendar days following the date of delivery. Female and male employees adopting a child age 5 or younger will be granted maternity or paternity leave in accordance with the same policy detailed above.

Within this time frame, the employee will be offered his/her original job or a similar one in terms of status, pay, and seniority. If maternity or paternity leave exceeds the initial period detailed above, the employee will be offered a similar job with the same status as soon as one is available.

An employee returning from an absence for maternity or paternity reasons will be returned to his/her position, or one of like seniority, status, and pay. However, he/she may be separated at an earlier date if required for reasons unrelated to the pregnancy such as a reduction in force.

Compensation:

Absence for maternity or paternity reasons is chargeable to a combination of sick leave, vacation leave, personal leave, and/or leave without pay (see Section IX, C, 5 for the leave without pay policy).

Absence Provision:

The length of absence for maternity or paternity reasons will be determined by the employee, his/her supervisor, and the treating physician based on medical reasons.

Guidelines for requesting leave:

An employee will submit to his/her supervisor a written leave request for absence for maternity or paternity leave.

Employee Responsibilities:

An employee should submit his/her request for maternity or paternity leave, including the type of leave, approximate dates, and anticipated duration, as far in advance as possible to allow time for staffing adjustments. An employee who is not planning to return to work is encouraged to submit his/her resignation as soon as possible.

Crime Commission Responsibilities:

If a female employee requests modification of her duties or a temporary assignment, the Crime Commission will make every effort to accommodate the request. The employee may be requested to submit a doctor's statement to substantiate the request.

7. Personal Days

After one year of continuous employment, and on each subsequent employment anniversary, full time employees will receive two paid personal days (16 hours). There is no carry over of personal days to the next year. There is no pay in lieu of time away from work.

8. Sick Leave

Full time employees earn one day (8 hours) of sick leave each month worked. Sick leave accrual will begin on the first day of the month following employment (i.e. an employee hired on March 15 will begin accruing sick leave on April 1 and receive one sick day on May 1). Sick leave can be used when an employee or family member is ill or has a medical appointment. Full time employees may carry over an unlimited amount of sick leave to the next year.

Full time employees may donate any amount of their accrued sick leave to another employee. Sick leave must already be accrued to qualify for

donation. Recipient employee must authorize acceptance of donated sick leave and will receive a written statement regarding the donation. Donor names will be provided to the recipient employee upon donor approval. Once sick leave is donated it can not be returned. Donated sick leave must be approved by both employee (donor and recipient) supervisors.

9. Vacation Leave

All vacation leave is based on date of hire and earned in the year preceding the employee's anniversary date, except for one week awarded during the employee's first year. Full time employees may carry over no more than one week (40 hours) of vacation leave to the next year. The Crime Commission will not pay for vacation leave in excess of 40 hours not used. Vacation Leave is earned and awarded as follows:

During the first year of employment, one week will be awarded which can be used following completion of the probationary period.

After completion of 1 year of employment through completion of 4 years of employment, two weeks of vacation will be awarded on the employee's anniversary date.

After completion of 5 years of employment through 9 years of employment, three weeks of vacation will be awarded on the employee's anniversary date.

After completion of 10 years of employment, four weeks of vacation will be awarded on the employee's anniversary date.

- D. Supervisors will provide employees with a leave earning and tracking record and encourage them to track their own leave and compare it to supervisor records quarterly and yearly. Current leave balances will be shown on bi-weekly paychecks.

SECTION X. Overtime

- A. Generally, Administrative Management and Supervisors are exempt employees and do not receive overtime pay. All other employees are generally non-exempt and qualify for overtime pay.
- B. Generally, overtime will be paid to any non-exempt employee who exceeds 40 hours actually worked in any given workweek with exception of court assignments that are required as part of an employee's work duty, which are subject to overtime pay or flextime based on supervisor approval.
- C. Leave time shall not be used when computing hours actually worked in any given workweek for purposes of calculating overtime.
- D. Employees who are directed by their supervisor to work overtime will be compensated at time-and-a-half for those hours worked.

- E. Supervisors will seek prior approval from the President or Vice-President before authorizing overtime.

SECTION XI. Holidays

- A. Full time Crime Commission employees will be paid for nine (9) holidays per year. If a paid Holiday falls on a Saturday, the previous Friday will be a holiday. If a holiday falls on a Sunday, the following Monday will be a holiday.
 - 1. New Year's Day
 - 2. Martin Luther King Day
 - 3. President's Day
 - 4. Memorial Day
 - 5. Fourth of July
 - 6. Labor Day
 - 7. Thanksgiving Day
 - 8. Friday following Thanksgiving Day
 - 9. Christmas Day
- B. To be eligible for holiday pay an employee must be working or on paid leave for the entire pay period in which the holiday occurs.
- C. Part time employees with a minimum of 3 years continuous employment will be paid for 9 holidays if the holiday falls on a day they regularly work. The employee will receive pay for the number of hours the employee would have worked on a holiday.

SECTION XII. Employee Group Benefits

A. Health

The Crime Commission contributes a portion of health and dental insurance cost for every full time employee receiving group health benefits through the Crime Commission's health insurance plan, and the employee contributes the remainder. The employee's portion is automatically deducted from the employee's paycheck. The employee will be responsible for 100% additional coverage costs for his or her spouse, child or family. The Crime Commission Financial Officer has complete calculations on the amount of each employee's part of the contribution, and can advise employees individually on what his or her cost will be and how it was derived.

B. Life

The Crime Commission provides 100% of the cost of Basic Term Life and Accidental Death & Dismemberment (AD&D) coverage in the amount of \$20,000.00 for all full time employees.

C. Financial

Employees are encouraged to begin planning for their retirement by utilizing a 401K, 403B, etc.; however, the Crime Commission is currently unable to match

employee retirement deductions. The Crime Commission has payroll deduction capabilities for employees choosing to utilize a retirement plan. Employees who choose to utilize payroll deduction should contact the Financial Officer to authorize this deduction.

SECTION XIII. Company Credit Card

Crime Commission credit cards are issued to certain employees for Crime Commission business purchases only. Employees will not make personal purchases with these cards, even though there is a reimbursement to the Crime Commission for those purchases. If an employee makes a personal purchase on one of these cards, he or she will be required to reimburse the Crime Commission for the expense and may be subject to cancellation of the issued card. A receipt is required for all purchases, including those made online. Violation to this policy is subject to disciplinary action up to and including employment termination.

SECTION XIV. Job Related Training

The Crime Commission encourages employees to attend job related training at the Crime Commission's expense. Your supervisor may approve attendance of a specific course, payment for the cost of tuition, and may allow some work time to attend the training.

SECTION XV. Office Computer Use

A. Computer Issues

Only the Office Manager and Vice President are authorized to contact computer technicians; however, they may authorize a supervisor to contact technicians in their absence.

Reporting General Computer Issues:

1. If possible, send an email message to the Office Manager with a cc to the Vice President describing the computer issue you are experiencing and whether or not it has disabled your computer.
2. The Office Manager will access the issue and contact computer technicians, or accumulate problems for a future repair date allowing all problems to be addressed in the most efficient manner.
3. Before technicians leave, every attempt will be made to check with everyone in the office to ensure the issues are corrected or noted for further review.
4. Please do not attempt repairs to any computer unless you have first cleared it through the Office Manager or Vice President.

Reporting Database Specific Computer Issues:

1. Send an email message to your supervisor describing the database issue you are experiencing.

2. When computer technicians are contacted, a repair date will be set and everyone notified in case additional problems occur.
3. When computer technicians arrive, they will be given a list of issues to be completed by priority.
4. If you have questions or additional computer issues, please refer them to your supervisor instead of bringing them directly to the attention of the working technician.

B. Computer Software Programs, Internet Usage, and Email

1. No outside software will be installed on Crime Commission computers or downloaded from the Internet without approval from the President or Vice President.
2. If an employee installs or downloads software without prior approval, they may be subject to disciplinary actions, may be required to cover costs associated with removing the software or virus, and costs associated with having the system virus checked by our computer technicians.
3. Employees will not conduct personal Internet business on Crime Commission computers. All keystrokes and commands are stored in our server and can be identified by the system administrator.
4. All Crime Commission computer equipment, including laptops, will not be operated on a non-secure network.
5. Emails containing uncivil, harsh, profane or vulgar language, pictures or graphics should not be forwarded and should be deleted immediately.
6. Employees should not maintain any expectation of privacy in their use of Crime Commission equipment. The equipment, including the computers, is Crime Commission property and may be searched with or without notice.

SECTION XVI. Office Computer and Internet Security

A. Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at Kansas City Metropolitan Crime Commission. These rules are in place to protect the employee and Kansas City Metropolitan Crime Commission. Inappropriate use exposes Kansas City Metropolitan Crime Commission to risks including virus attacks, compromise of network systems and services, and legal issues.

B. Scope

This policy applies to the use of information, electronic and computing devices, and network resources to conduct Kansas City Metropolitan Crime Commission business or interact with internal networks and business systems, whether owned or leased by Kansas City Metropolitan Crime Commission, the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at Kansas City Metropolitan Crime Commission and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with Kansas City Metropolitan Crime Commission policies and standards and local laws and regulation. This policy applies to employees, contractors, consultants, temporaries, and other workers at Kansas City Metropolitan Crime Commission, including all personnel

affiliated with third parties. This policy applies to all equipment owned or leased by Kansas City Metropolitan Crime Commission.

C. General Use and Ownership

1. Kansas City Metropolitan Crime Commission proprietary information stored on electronic and computing devices, whether owned or leased by Kansas City Metropolitan Crime Commission, the employee or a third party, remains the sole property of Kansas City Metropolitan Crime Commission.
2. You have a responsibility to promptly report the theft, loss or unauthorized disclosure of Kansas City Metropolitan Crime Commission proprietary information.
3. You may access, use or share Kansas City Metropolitan Crime Commission proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.
4. For security and network maintenance purposes, authorized individuals within Kansas City Metropolitan Crime Commission may monitor equipment, systems, and network traffic at any time.
5. Kansas City Metropolitan Crime Commission reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

D. Security and Proprietary Information

1. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
2. Postings by employees from a Kansas City Metropolitan Crime Commission email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of the Kansas City Metropolitan Crime Commission, unless posting is in the course of business duties.
3. Employees must use extreme caution when opening email attachments received from unknown senders, which may contain malware.

E. Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of Kansas City Metropolitan Crime Commission authorized to engage in any activity that is illegal under local, state, federal, or international law while utilizing Kansas City Metropolitan Crime Commission owned resources.

The Lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

The following System and Network Activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person, or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Kansas City Metropolitan Crime Commission.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Kansas City Metropolitan Crime Commission or the end user does not have an active license is strictly prohibited.
3. Accessing data, a server or an account for any purpose other conducting Kansas City Metropolitan Crime Commission business, even if you have authorized access, is prohibited.
4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
5. Introduction of malicious programs into network or server (e.g., viruses, worms, Trojan horses, email bombs, etc.).
6. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
7. Using a Kansas City Metropolitan Crime Commission computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
8. Making fraudulent offers of products, items, or services originating from any Kansas City Metropolitan Crime Commission account.
9. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
10. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
11. Port Scanning or security scanning is expressly prohibited unless prior notification to Management is made.
12. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
13. Circumventing user authentication or security of any host, network, or account.

14. Introducing honeypots, honeynets, or similar technology on the Kansas City Metropolitan Crime Commission network.
15. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
16. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
17. Providing information about, or lists of Kansas City Metropolitan Crime Commission employees to parties outside Kansas City Metropolitan Crime Commission.

F. When using company resources to access and use the Internet, users must realize they represent the company. Whenever employees state an affiliation to the company, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the company." Questions may be addressed to the Office Manager.

The following Email and Communication Activities are strictly prohibited, with no exceptions:

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters," "Ponzi," or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within Kansas City Metropolitan Crime Commission's networks or other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Kansas City Metropolitan Crime Commission or connected via Kansas City Metropolitan Crime Commission's network.
7. Posting the same or similar non-business related messages to large numbers of Usenet newsgroups (newsgroup spam).

G. Blogging and Social Media

1. Blogging by employees, whether using Kansas City Metropolitan Crime Commission's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Kansas City Metropolitan Crime Commission's systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Kansas City Metropolitan Crime Commission's policy, is not detrimental to Kansas City Metropolitan Crime Commission's best interests, and does not interfere with

an employee's regular work duties. Blogging from Kansas City Metropolitan Crime Commission's systems is also subject to monitoring.

2. Kansas City Metropolitan Crime Commission's Personnel Policy, Section XV, A&B, on Office Computer Use, and Section IV, E. Employee Expectations on confidential information, also applies to blogging. As such, Employees are prohibited from revealing any Crime Commission confidential or proprietary information, trade secrets or any other material covered by Crime Commission's Personnel Policy, Section XV, A& B on Office Computer Use, and Section IV, E. Employee Expectations on confidential information when engaged in blogging.
3. Employees shall not engage in any blogging that may harm or tarnish the image, reputation, and/or goodwill of Kansas City Metropolitan Crime Commission and/or any of its employees. Employees are also prohibited from making an discriminatory, disparaging, defamatory, or harassing comments when blogging or otherwise engaging in any conduct prohibited by Kansas City Metropolitan Crime Commission's Non-Discrimination and Anti-Harassment Policy.
4. Employees may also not attribute personal statements, opinions, or beliefs to Kansas City Metropolitan Crime Commission when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly, or implicitly, represent themselves as an employee or representative of Kansas City Metropolitan Crime Commission. Employees assume any and all risk associated with blogging.
5. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Kansas City Metropolitan Crime Commission's trademarks, logos, and any other Kansas City Metropolitan Crime Commission intellectual property may also not be used in connection with any blogging activity.

H. Policy Compliance

1. The Management team will verify compliance to this policy through various methods, including but not limited to, business tools reports, internal and external audits, and feedback to the policy owner.
2. Any exception to the policy must be approved by the Management team in advance.
3. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

SECTION XVII. Vice President Responsibilities

When the President is absent, the Vice President assumes all duties and responsibilities of the President until the President returns.

SECTION XVIII. Crime Commission Employee References

All requests for references and employment verification for current or former employees should be given to the President or Vice President for completion or other action. As a general rule, the Crime Commission will only verify dates of employment, position and final rate of pay (with employee authorization).

SECTION XIX. Conflict of Interest

A. Purpose

It is in the best interest of the Crime Commission to be aware of and properly manage all conflicts of interest and appearances of a Conflict of Interest. Crime Commission Board of Directors members and all program Advisory Board follow a Conflict of Interest policy, per their bylaws. This Conflict of Interest policy is designed to help employees and volunteers of the Crime Commission identify situations that present potential conflicts of interest and to provide the Crime Commission with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in the Crime Commission's operations.

B. Conflict of Interest Defined

In this policy, a person with a Conflict of Interest is referred to as an "interested person." For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:

1. An employee or volunteer, including a family member of any of the foregoing, is a party to a contract, or involved in a transaction with the Crime Commission for goods or services.
2. An Employee or volunteer (or family member of any of the foregoing) has a material financial interest in a transaction between the Crime Commission and an entity in which the employee or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
3. An employee or volunteer, (or family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with the Crime Commission.

C. Disclosure

Other situations may create the appearance of a conflicts, or present a duality of interests in connection with a person who has influence over the activities or finances of the nonprofit. All such circumstances should be disclosed to the staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the nonprofit are not compromised by the personal interests of stakeholders in the nonprofit.

D. Gifts, Gratuities, and Entertainment

Accepting gifts, entertainment, or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of the Crime Commission.

E. Additional Definitions

1. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
2. An "Interested Person" is any person serving as an employee or volunteer, or anyone else who is in a position of control over the Crime Commission who has a personal interest that is in conflict with the interests of the Crime Commission.
3. A "Family Member" is a spouse, parent, or child or spouse of a child, brother, sister, or spouse of a brother or sister, of an interested person.
4. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.
5. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to the Crime Commission is not a Contract or Transaction.

F. Procedures

1. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, an employee having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board members are aware that staff or other volunteers have a Conflict of Interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.
2. An employee or volunteer who plans to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting, and the disclosure shall be reflected in the minutes of the meeting.
3. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
4. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
5. The person having a Conflict of Interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's intelligibility to vote shall be reflected in the minutes of the meeting.
6. Interested Persons who are not employees of the Crime Commission, or who have a Conflict of Interest with respect to a Contract or Transaction that is not

the subject of Board or committee action, shall disclose to their supervisor, or the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect the Crime Commission's participation in such transaction.

G. Determining a Conflict of Interest

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to his or her supervisor, or the Chair, or the Chair's designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

H. Confidentiality

Each employee and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of Conflict of Interest or potential conflicts, which might be adverse to the interests of the Crime Commission. Furthermore, employees and volunteers shall not disclose or use information relating to the business of the Crime Commission for the personal profit or advantage or the personal profit or advantage of their Family Member(s).

I. Review of Policy

1. Each employee and volunteer shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.
2. Annually each employee and volunteer shall complete a disclosure form identifying any relationships, positions, or circumstances, in which s/he is involved that he or she believes could contribute to a Conflict of Interest. Such relationships, positions, or circumstances might include service as a director of or consultant to another nonprofit organization, or ownership of a business that might provide goods or services to the Crime Commission. Any such information regarding the business interests of a director, officer, employee, or volunteer, or a Family Member thereof, shall be treated as confidential and shall generally be made available only to the Chair, the Executive Director, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
3. This Policy shall be reviewed annually by each member of the Board of Directors. Any changes to the Policy shall be communicated to all staff and volunteers.

SECTION XX. Whistleblower Policy

A. General.

The Kansas City Metropolitan Crime Commission ("Commission") requires its directors, officers and employees to observe high standards of business, professional, and personal ethics in the conduct of their duties and responsibilities. As representatives of the Commission, we must practice honesty

and integrity in fulfilling our responsibilities and comply with all applicable laws, regulations, and professional codes.

This policy is not a vehicle for reporting alleged employment discrimination or sexual or any other form of unlawful harassment, all of which should be dealt with in accordance with the policies and procedures that are applicable to such matters. The matters which should be reported under this policy include suspected fraud, theft, embezzlement, accounting or auditing irregularities, bribery, kickbacks, misuse of Commission assets or suspected regulatory, compliance, or ethics-related issues, concerns or violations, as well as any other conduct which violates the Commission's Fiscal and Accounting Standards (individually a "Violation"; collectively the "Violations").

B. Reporting Responsibility

It is the responsibility of all directors, advisors, officers, and employees to report Violations in accordance with this Whistleblower Policy.

C. No Retaliation

No director, officer or employee who in good faith reports a Violation shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a Violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Commission prior to, and in lieu of, seeking resolution outside the Commission.

D. Reporting Violations

Questions, concerns, suggestions, or complaints regarding Violations should be addressed directly to the President.

E. President

The President is responsible for investigating and resolving all reported complaints and allegations concerning Violations and shall advise the Board of all such complaints and allegations. The President is required to report to the full Board of Directors at least annually regarding such complaints and allegations.

F. Acting in Good Faith

Anyone filing a complaint concerning a Violation must act in good faith and have reasonable grounds for believing the information disclosed may indicate a Violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

G. Confidentiality

Violations may be submitted on a confidential basis by the complainant. Reports of Violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

H. Handling of Reported Violations

The President will notify the sender and acknowledge receipt of the reported Violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

VI. Missouri Department of Corrections Policies

The Second Chance Program, like all Crime Commission programs, is designed and implemented to support local law enforcement and justice agencies in their missions to increase public safety for the greater Kansas City area. Second Chance Program staff is committed to support and adhere to the vision, values and conduct policies of the Department of Justice in the implementation of their mission. A complete copy of the Department of Corrections Policies and Procedures will be maintained at the Center, however, it will be the policy of the Center for every staff to review and provide a signed agreement to abide by the staff conduct policies. See Attachment.

**MISSOURI DEPARTMENT OF CORRECTIONS
DEPARTMENT
PROCEDURE MANUAL**

D2-11.10 Staff Member Conduct

Effective Date: October 5, 2013

Signature on File

George A. Lombardi, Department Director

I. PURPOSE: This procedure has been developed to provide staff members with a guideline of professionalism and appropriate conduct.

A. **AUTHORITY:** Sections 105.055, 217.040, Chapter 36, ICSR 20-3.070.2 RSMo.

B. **APPLICABILITY:** All staff members of the department.

II. DEFINITIONS:

A. **Avoidable Contact:** Any contact with an offender, or ex-offender or the significant other or family member of an offender that is not authorized as a responsibility of the staff member's position. Avoidable contact includes, but is not limited to:

1. unauthorized oral or written communication,
2. business or social interaction, and
3. other overly familiar act with an offender that includes, but is not limited to,
 - a. giving unauthorized gifts of any nature,
 - b. name calling,
 - c. teasing,
 - d. horseplay,
 - e. joking,
 - f. carrying messages, or
 - g. sharing personal information.

B. **Chief Administrative Officer (CAO):** The highest ranking individual at the worksite, as designated below. Exception: Staff members at the worksite who do not report to the worksite CAO will be accountable to the deputy/assistant division directors/central office section heads who are in their chain of command.

1. Director's Office
 - a. Deputy Department Director
2. Department Sections in the Director's Office

- a. Deputy Department Director
 - b. Central Office Section Heads
3. Division of Probation and Parole
 - a. Division Director or designee
 - b. Chief State Supervisor
 - c. Assistant Division Director or designee
 - d. Regional Administrator
 - e. Superintendents
 - f. Field Service Administrators
 - g. District Administrators
 4. Division of Adult Institutions
 - a. Division Director or designee
 - b. Deputy Division Director or designee
 - c. Assistant to Division Director or designee
 - d. Wardens
 5. Division of Offender Rehabilitative Services
 - a. Division Director or designee
 - b. Assistant Division Director or designee
 - c. Wardens
 - d. Central Office Section Heads
 6. Division of Human Services
 - a. Division Director or designee
 - b. Central Office Section Heads
 - c. Regional Training Administrators
- C. **Ex-Offender:** An offender who has been released from all supervision of any division of the department.
- D. **Family:** For the purpose of this procedure, family shall include:
- a. spouse,
 - b. parents/step-parents and their spouses,
 - c. siblings and their spouses,
 - d. children/step-children and their spouses,
 - e. grandparents/step-grandparents and their spouses,
 - f. grandchildren/step-grandchildren,
 - g. aunt,
 - h. uncle,

-
- i. niece,
 - j. nephew, and
 - k. cousin.
- E. Immediate Family:** For the purpose of this procedure, immediate family shall include:
- 1. spouse,
 - 2. parents/step-parents and their spouses,
 - 3. siblings/step-siblings and their spouses, and
 - 4. children/step-children and their spouses.
- F. Offender:** Any individual under the custody or supervision of any division of the department, including any person confined in a community supervision center.
- G. Significant Other:** A person who is in a romantic relationship with the offender such as a boyfriend, girlfriend or fiancé.
- H. Staff Member:** Any person who is:
- 1. Employed by the department on a classified or unclassified basis (permanent, temporary, part-time, hourly, per diem) and are paid by the State of Missouri's payroll system;
 - 2. contracted to perform services on a recurring basis within a department facility (i.e., medical services, mental health services, education services, substance abuse services, etc.) pursuant to a contractual agreement and has been issued a permanent department identification card;
 - 3. a volunteer in corrections;
 - 4. a student intern;
 - 5. issued a permanent department identification card or special access in accordance with the department procedure regarding staff member identification.
- I. Working Days:** Monday through Friday except holidays.

III. PROCEDURES:

- A. PROFESSIONAL PRINCIPLES OF CONDUCT:** In order to pursue organizational excellence staff members are expected to adhere to the following professional principles and conduct:
- 1. strive toward excellence in the day to day work activities;
 - 2. treat all persons respectfully, fairly, honestly and with dignity;
 - 3. perform duties responsibly;
 - 4. empower and assist other staff members to perform their jobs in a responsible manner;
 - 5. accept and respect the differences in people;

6. work as a team member;
7. make ethical decisions and act in an ethical manner;
8. hold themselves and all other staff members accountable for their actions;
9. abide by the laws;
10. be truthful in reports, interviews, during investigations/inquiries and in other dealings with the public and staff members;
11. be familiar with and adhere to:
 - a. the respective job components and job expectations established through the performance appraisal system;
 - b. the policies and procedures relating to job functions;
 - c. the employee handbook;
 - d. the department procedure regarding employee standards;
 - e. the department procedure regarding staff member personal appearance;
12. to represent to the public the highest moral, ethical, and professional standards and must accept as a condition of employment a code of personal conduct beyond that of a staff member in the private sector or some other public sector positions;
13. to create by attitude, dress, language and general demeanor a working environment free from actual or implied discrimination or harassment of any nature relating to race, color, religion, creed, sex, national origin, age or disability (or perceived disability);
14. report inappropriate actions, misconduct, offender or resident abuse, and sexual contact by staff members and offenders or residents to appropriate personnel.

B. UNAUTHORIZED CONTACT WITH OFFENDERS AND EX-OFFENDERS:

1. Any of the requirements of this procedure concerning an ex-offender will be effective for one year from the date the offender leaves supervision.
2. Staff members must maintain professional relationships with offenders.
3. Staff members must not knowingly have avoidable contact with:
 - a. an offender,
 - b. an offender's family,
 - c. an offender's legal guardian and spouse,
 - d. an offender's significant other, or
 - e. an ex-offender (this does not include staff members who are ex-offenders).

-
4. A staff member must provide written notification to the CAO the next day he¹ reports to duty with copies to all supervisors in the chain of command when he:
 - a. discovers that a family member is an offender,
 - b. discovers that a person with whom he has a pre-existing personal relationship becomes an offender,
 - c. discovers that a person with whom he has a personal relationship is an offender or ex-offender, or the immediate family, significant other, legal guardian or spouse of an offender or ex-offender,
 - d. knowingly has unauthorized contact with an offender, ex-offender, or the immediate family, or significant other, legal guardian, or spouse of an offender, whether at work or outside the worksite; for example, when an offender calls a staff member at home,
 - e. holds a second job or performs volunteer work which brings him into contact with offenders or ex-offenders, the offender's immediate family, legal guardian, or spouse in accordance with the department procedure regarding secondary employment/volunteer work.
 - f. The CAO will ensure that a copy of this written notification is placed in the employee's working file and official file.
 5. Staff members must avoid disclosing to offenders/ex-offenders any personal information about themselves or other staff.
 6. Staff members must not, give his or a fellow staff member's home or personal cellular telephone number or address to an:
 - a. offender/ex-offender or the offender's,
 - (1) immediate family,
 - (2) significant other,
 - (3) legal guardian, or
 - (4) spouse.
 7. Staff members must not, except as authorized in the normal course of duty, receive from, or give anything to, an:
 - a. offender/ex-offender or the offender's,
 - (1) immediate family,
 - (2) significant other,
 - (3) legal guardian, or

¹ All references in this procedure to the male gender are used for convenience only and shall be construed to include both female and male genders.

(4) spouse.

8. Staff members shall not remove from, or bring into, any area under jurisdiction of the department any property, message, or any other item for an offender without proper authorization of the division director or designee.
9. The division director or designee may, upon request of a staff member, allow contact between the staff member and an offender, ex-offender or the family, significant other, legal guardian or spouse of an offender, if such contact does not conflict with compromise or threaten the operations and mission of the department or the confidentiality of information maintained by the department.
 - a. The division director or designee will provide the staff member with written directions concerning such contact which will include any reasonable limits or restrictions on any contact allowed.
 - (1) Any staff member who fails to follow the limitations or restrictions will be subject to disciplinary action.

C. REPORTING CRIMINAL MISCONDUCT:

1. Staff members who are arrested or charged with a criminal offense must immediately notify the CAO or highest ranking staff member available.
 - a. In this context, immediately means as soon as possible, but no later than the beginning of the next shift worked by the staff member.
2. Staff members are required to report arrest and charges for any felony or misdemeanor, including city or county ordinances, except for minor traffic violations.
 - a. Alcohol or drug related charges and driving while suspended or revoked are not minor traffic violations and must be reported.
 - b. Staff members must report a citation or arrest for a traffic violation that occurs while operating a state vehicle.
 - c. Custody staff members must report the suspension, revocation or expiration of his motor vehicle operators/chauffeurs license.
 - d. Noncustody staff members whose job requires operating a vehicle, must report the suspension, revocation or expiration of the motor vehicle license that is required.
 - e. The CAO should issue an administrative proceedings warning, using the administrative proceedings warding form, to the staff member at the time the statement is requested.
 - f. The written report must be submitted before the end of the next shift worked.
3. Staff members who are on leave at the time of an incident (or soon thereafter) must provide the written notification as soon as possible, but no later than 3 working days after the event.
 - a. The CAO will determine whether the staff member will be required to report to the worksite.
 - b. A staff member who is on leave, other than administrative leave, will be compensated for the time spent at the worksite required to prepare the written account.

4. Upon request, staff members must provide written authorization to the CAO to obtain copies of law enforcement reports and other documents concerning the incident.
 - a. Failure to do so will be considered the same as failure to cooperate with an investigation.
5. Staff members must notify the CAO in writing about court appearances related to the charge in advance of the court appearance, whenever possible.
 - a. If advance notification is not possible, staff members must report it as soon as possible, but no later than 3 working days after the court appearance.
 - b. The staff member must notify the CAO in writing of the outcome of each court appearance, (i.e. dismissal of charge, change of charge, inclusion of additional charges, findings and disposition, continuance and date of next appearance).
 - c. The staff member must provide the CAO with written account of the final disposition of the charge.
 - (1) This includes any plea that results in a suspended imposition or execution of sentence.
 - (2) The staff member must submit this account before the close of the next working day.
 - d. Upon receipt of a report that a staff member has been arrested or charged, the CAO will promptly notify the division director or designee.
 - e. The CAO will provide updates as needed to the division director or designee as he receives updates.

D. REPORTING MISCONDUCT:

1. Staff members having knowledge of any instances of offender or resident abuse or sexual contact with an offender or resident shall immediately report such to the inspector general in accordance with the department procedures regarding offender physical abuse and offender sexual abuse and harassment.
2. Staff members must immediately report any misconduct through the appropriate chain of command.
 - a. If there is reason to believe that any staff member in the chain of command may be involved in the alleged misconduct, the staff member should report the matter to the next higher level of management in the department.
3. Staff members shall report actual or attempted theft of department property or the property of others.
4. Staff members shall report any unauthorized possession of, loss or damage to, state property or the property of others, or endangering state property or the property of others through carelessness.
5. Staff members shall report any neglect of job responsibility by staff members which may jeopardize the security of the work place.

E. REPORTING MISMANAGEMENT:

1. A copy of Section 105.055 RSMo will be posted in locations where it can reasonably be expected to come to the attention of all staff members of the department.

F. ADMINISTRATIVE ACTION ON PENDING FELONY VIOLATIONS:

1. Upon arrest for a felony charge, the staff member may be placed on administrative leave in accordance with the department procedure regarding administrative leave.
2. If formal felony charges are filed, the staff member may be placed on suspension pending disposition of the charges in accordance with the department procedure regarding suspension.

IV. REFERENCES:

- A. 931-3469 Administrative Proceedings Warning
- B. D1-8.6 Offender Physical Abuse
- C. D1-8.13 Offender Sexual Abuse and Harassment
- D. D2-9.2 Suspension
- E. D2-11 Employee Standards
- F. D2-11.1 Secondary Employment/Volunteer Work
- G. D2-11.8 Staff Personal Appearance

V. HISTORY:

- A. Original Effective Date: 05/08/89
- B. Revised Effective Date: 04/23/90
- C. Revised Effective Date: 09/15/93
- D. Revised Effective Date: 04/20/99
- E. Revised Effective Date: 05/15/00
- F. Revised Effective Date: 04/06/08
- G. Revised Effective Date: 05/23/09
- H. Revised Effective Date: 12/17/09
- I. Revised Effective Date: 10/05/13

EXHIBIT F**IMPLEMENTATION PLAN/READINESS PLAN**

Implementation or Readiness Plan - The offeror should sequentially list and briefly describe the tasks or events proposed for the implementation of the required services. If no tasks or events are required, the offeror should provide a statement of readiness. For each task/event identified, the offeror should identify the number of days required to complete the task/event, the personnel proposed to perform the task/event, and the number of work hours for each person.

Task or Event	Completion Day	Assigned Personnel	Work-hours
Effective Date of Contract	1	N/A	N/A
Announce/Advertise Services Coordinator Position	1	Smith	2
Ensure staff background checks are completed	1	Smith	1
Notify Jackson and Clay County KC field offices to receive referrals	1	Smith	4
Ensure Mo P&P approved referral process remains in affect/make updates if needed	1	Smith	1
Ensure staff training is current and address schedule any training needed/training calendar	1	Smith	1
Review policies/procedures with staff and have any questions answered	1	Smith	1
Interview Potential Candidates/Make Offer for Services Coordinator Position	15	Smith	15
Train New Staff Member	30 days (post start date)	Smith/Team	20
Complete CPR Training	30	All Staff	5
Resource Specialists receive up to 40 referrals each (80) during first months of program from Mo P&P,	90	Peterson/Vobach	960
Res. Specialist ensure 80 CMP meetings done w/P&P clients and services offered/given	180	Peterson/Vobach	1920
Process repeats to receive referrals/meet/offer and provide services to next 80 participants	360	Peterson	1920
Director addresses training issues, assists and approves billing/invoices, provides for electronic and hard copy files w/ Service Coordinator's assistance	360	Smith/TBD Service Coordinator	48
Service Coordinator ensures each client offered mentoring services from SC Mentor Program	360	TBD Services Coordinator	48
Staff participation in Reentry Network Quarterly meeting preparation and attendance	360	All Staff	54
Review of policies/procedures/training	Ongoing	Smith/Staff	48
Establish and maintain MOUs with agencies	Ongoing	Smith	12
Job Developer contacts with new employers	Ongoing	TBD Services Coordinator	240
Client employer follow-up calls	Ongoing	All Staff	48
P&P officer follow-up calls	Ongoing	All Staff	48
Meetings with resource providers	Ongoing	All staff	48
Updates to webstie:www.secondchancekc.org	Ongoing	Services Coordinator	52

EXHIBIT G
BUDGET/PRICE ANALYSIS

The offeror should complete the following table in sufficient detail for information regarding the services proposed on an annual basis (assuming no more than a \$172,660 annual budget).

SECTION I-- Administrative Services			
Budget Categories	FTE	Annual Salary	Total
Professional Personnel (list name or title)			
1.Resource Specialist incl 12% fringe	1	\$37,500	\$42,000
2. Resource Specialist incl 12% fringe	1	\$37,500	\$42,000
3. Services Coordinator-Mentoring/Jobs PTE @ \$15 x 32 hrs x 52 wks = \$24,960 + \$2,588(FICA7.65% + Unemp2.92%)	.80	\$24,960	\$27,548
4.		\$	\$
5.		\$	\$
6.		\$	\$
7.		\$	\$
8.		\$	\$
Total Professional Personnel			\$111,548.00
Support Personnel (list)			
1.VP Admin-LE/Corrections Liaison	.20	\$67,957	\$13,591
2.SC Program Director (\$2500 salary+\$1,851 fringe=\$4,351)	1	\$52,500	\$4,351
3.		\$	\$
Total Support Personnel			\$17,942
Budget Categories	Quantity	Unit Price	Total
Travel Expenses (list)			
1.Veh.Mileage 50 mi x 52 wks x .38- Resource Specialist	2	\$988	\$1,976
2.Veh.Mileage 50 mi x 52 wks x .38-Services Coordinator	1	\$494	\$494
3.		\$	\$
4.		\$	\$
Total Travel Expenses			\$2,470
Materials and Supplies (list)			
1.		\$	\$
2.		\$	\$
3.		\$	\$
Total Materials and Supplies			\$0
Total SECTION I (Annual):			\$131,960

EXHIBIT G, continued

SECTION II - Services - Breakdown for array of services			
Budget Categories	Estimated Quantity	Unit Price	Total
Services			
1. Housing/Utilities	40	\$350	\$14,000
2. Employment Services/Activities	160	\$100	\$16,000
3. Transportation-bus passes 40 monthly & 2000 one ride passes	240	\$50 x 40 \$1.50 x 2000	\$5,000
4. Food Assistance		\$	\$
5. Clothing-work boots	70	\$25	\$1,750
6. Family Services		\$	\$
7. Personal Identification	20	\$15	\$300
9. Financial Assistance-fines and program fees	20	\$100	\$2,000
9. Health Services	20	\$50	\$1,000
10. Mentoring Services		\$	\$
11. Other Services (list)-GED/High Set	10	\$65	\$650
12.		\$	\$
13.		\$	\$
14.		\$	\$
15.		\$	\$
16.		\$	\$
17.		\$	\$
18.		\$	\$
19.		\$	\$
Total Services			\$40,700
Other (list)			
1.		\$	\$
2.		\$	\$
3.		\$	\$
4.		\$	\$
5.		\$	\$
Total Other			\$0
Total SECTION II (Annual):			\$40,700
Total Annual Amount (Section I + Section II) (not to exceed \$172,660)			\$172,660
Assumptions used in above analysis:			
✓ Annual number of offenders			160
✓ Number of days of services in program receiving services			182.5

NOTE: Payment to the contractor shall be made in arrears. The payment shall be in accordance with the price stated on the pricing page as identified in the Invoicing and Payments Requirements.

Budget Analysis for Direct Service Budget Categories

Second Chance has operated the Risk Reduction Center to serve referrals from Missouri Probation & Parole as the awardee from the last RFP for KC Reentry Services for the past 3 years. As a result, we know that two full time Resource Specialists can effectively serve 80 clients each per year or 160 total if supported by a services coordinator to coordinate mentoring and job placement/follow-up, a Housing Specialist, Program Director and KCMCC management and financial services.

Our experience tells us that all of our participants need employment assistance support and about one-fourth benefit from housing assistance annually. Second Chances Job Club employment assistance program is available to the offender population at a \$100 enrollment fee and these funds assist in sponsoring all of our participants for immediate enrollment (see method of operation section) Our Housing Specialist in 2015 is funded by the Greater KC Health Care Foundation and the Oppenstein Brothers Foundation since state MRP grant funding was no longer available after the Governor had to line item veto the funding source. The Housing Specialist has worked under those grants for 3 years and has developed hundreds of sources and resources for housing for the offender population. He is co-located in the Risk Reduction Center with the Resource Specialists and makes himself available to assist with resources. He further offers tenants' rights and tenant/landlord classes to participants whenever he is providing them. The Housing Specialist has been successful in driving down the typical costs for first month's rent from around \$500 to an average of \$350, so we have used that figure to base the need for this budget category.

Transportation is always an issue so being able to provide bus passes both monthly and one ride passes is critical. Many of our clients who find employment discover themselves in jobs that require work boots or other clothing. Fortunately, through our community resource contacts we can supplement these needs through many reentry network partners, like Catholic Charities, Goodwill, Salvation Army, Hope Faith Ministries and others who also assist with other possible occasional needs like food and family services. In addition, while many of our clients have literacy issues and as mentioned in our method of performance section we have very good relationship with Literacy KC who can help with costs for services so we do not believe we are underestimating our needs in this category (Other). We have a long partnership and 4 year MOU with the Black Health Care Coalition that can provide health assessment services and connection to service providers when needed. Our experience annually for this need is about 20 participants a year. We have also found a need on occasion to have funding available to assist participants with their personal identification needs and also assist them in paying fines/fees related to cases they have gotten post release. Again, we see about 20 cases per year for this need, but it should be noted that we do not pay the total fee but agree to match funds earned by the participant for fines/fees. This is listed under the Financial Assistance category.

Cost analysis to serve 160 participants annually who are referrals from Missouri Probation & Parole with \$172,660 shows an average of \$1,079.125 per participant. Per the contract, we should serve our clients a maximum of 6 months, so using 182.5 days/6 months per client allows us to arrive at a bid amount of \$5.91 per day per offender.

**Evaluation of Offeror's Minority Business
Enterprise (MBE)/ Women Business
Enterprise (WBE) Participation:**

EXHIBIT H N/A

PARTICIPATION COMMITMENT

Minority Business Enterprise/Women Business Enterprise (MBE/WBE) and/or Organization for the Blind/Sheltered Workshop and/or Service-Disabled Veteran Business Enterprise (SDVE) Participation Commitment – If the offeror is committing to participation by or if the offeror is a qualified MBE/WBE and/or organization for the blind/sheltered workshop and/or a qualified SDVE, the offeror must provide the required information in the appropriate table(s) below for the organization proposed and must submit the completed exhibit with the offeror’s proposal.

For Minority Business Enterprise (MBE) and/or Woman Business Enterprise (WBE) Participation, if proposing an entity certified as both MBE and WBE, the offeror must either (1) enter the participation percentage under MBE or WBE, or must (2) divide the participation between both MBE and WBE. If dividing the participation, do not state the total participation on both the MBE and WBE Participation Commitment tables below. Instead, divide the total participation as proportionately appropriate between the tables below.

MBE Participation Commitment Table		
(The services performed or the products provided by the listed MBE must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract.)		
Name of Each Qualified Minority Business Enterprise (MBE) Proposed	Committed Percentage of Participation for Each MBE (% of the Actual Total Contract Value)	Description of Products/Services to be Provided by Listed MBE <i>The offeror should also include the paragraph number(s) from the RFP which requires the product/service the MBE is proposed to perform and describe how the proposed product/service constitutes added value and will be exclusive to the contract.</i>
1.	%	Product/Service(s) proposed: ----- RFP Paragraph References:
2.	%	Product/Service(s) proposed: ----- RFP Paragraph References:
3.	%	Product/Service(s) proposed: ----- RFP Paragraph References:
4.	%	Product/Service(s) proposed: ----- RFP Paragraph References:
Total MBE Percentage:	%	

EXHIBIT H, continued

WBE Participation Commitment Table		
<i>(The services performed or the products provided by the listed WBE must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract.)</i>		
Name of Each Qualified Women Business Enterprise (WBE) proposed	Committed Percentage of Participation for Each WBE (% of the Actual Total Contract Value)	Description of Products/Services to be Provided by Listed WBE <i>The offeror should also include the paragraph number(s) from the RFP which requires the product/service the WBE is proposed to perform and describe how the proposed product/service constitutes added value and will be exclusive to the contract.</i>
1.	%	Product/Service(s) proposed: ----- RFP Paragraph References:
2.	%	Product/Service(s) proposed: ----- RFP Paragraph References:
3.	%	Product/Service(s) proposed: ----- RFP Paragraph References:
4.	%	Product/Service(s) proposed: ----- RFP Paragraph References:
Total WBE Percentage:	%	

Organization for the Blind/Sheltered Workshop Commitment Table	
<i>By completing this table, the offeror commits to the use of the organization at the greater of \$5,000 or 2% of the actual total dollar value of contract.</i>	
<i>(The services performed or the products provided by the listed Organization for the Blind/Sheltered Workshop must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract.)</i>	
Name of Organization for the Blind or Sheltered Workshop Proposed	Description of Products/Services to be Provided by Listed Organization for the Blind/Sheltered Workshop <i>The offeror should also include the paragraph number(s) from the RFP which requires the product/service the organization for the blind/sheltered workshop is proposed to perform and describe how the proposed product/service constitutes added value and will be exclusive to the contract.</i>
1.	Product/Service(s) proposed: ----- RFP Paragraph References:
2.	Product/Service(s) proposed: ----- RFP Paragraph References:

EXHIBIT H, continued

SDVE Participation Commitment Table		
(The services performed or the products provided by the listed SDVE must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract.)		
Name of Each Qualified Service-Disabled Veteran Business Enterprise (SDVE) Proposed	Committed Percentage of Participation for Each SDVE (% of the Actual Total Contract Value)	Description of Products/Services to be Provided by Listed SDVE <i>The offeror should also include the paragraph number(s) from the RFP which requires the product/service the SDVE is proposed to perform and describe how the proposed product/service constitutes added value and will be exclusive to the contract.</i>
1.	%	Product/Service(s) proposed: ----- RFP Paragraph References:
2.	%	Product/Service(s) proposed: ----- RFP Paragraph References:
Total SDVE Percentage:	%	

Miscellaneous Submittal Information

EXHIBIT I *M/A*

DOCUMENTATION OF INTENT TO PARTICIPATE

If the offeror is proposing to include the participation of a Minority Business Enterprise/Women Business Enterprise (MBE/WBE) and/or Organization for the Blind/Sheltered Workshop and/or qualified Service-Disabled Veteran Business Enterprise (SDVE) in the provision of the products/services required in the RFP, the offeror must either provide a recently dated letter of intent, signed and dated no earlier than the RFP issuance date, from each organization documenting the following information, or complete and provide this Exhibit with the offeror's proposal.

~ Copy This Form For Each Organization Proposed ~

Offeror Name: _____

This Section To Be Completed by Participating Organization:

By completing and signing this form, the undersigned hereby confirms the intent of the named participating organization to provide the products/services identified herein for the offeror identified above.

Indicate appropriate business classification(s):

____ MBE ____ WBE ____ Organization for the Blind ____ Sheltered Workshop ____ SDVE

Name of Organization: _____

(Name of MBE, WBE, Organization for the Blind, Sheltered Workshop, or SDVE)

Contact Name: _____

Email: _____

Address (If SDVE, provide MO Address): _____

Phone #: _____

City: _____

Fax #: _____

State/Zip: _____

Certification # _____

SDVE's Website _____

Certification (or attach copy of certification)

Address: _____

Expiration Date: _____

Service-Disabled Veteran's (SDV) Name: _____
(Please Print)

SDV's Signature: _____

PRODUCTS/SERVICES PARTICIPATING ORGANIZATION AGREED TO PROVIDE

Describe the products/services you (as the participating organization) have agreed to provide:

Authorized Signature:

*Authorized Signature of Participating Organization
(MBE, WBE, Organization for the Blind, Sheltered Workshop, or SDVE)*

*Date
(Dated no earlier than the RFP issuance date)*

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EXHIBIT I, continued N/A

DOCUMENTATION OF INTENT TO PARTICIPATE

SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE (SDVE)

If a participating organization is an SDVE, unless the Service-Disabled Veteran (SDV) documents were previously submitted within the past five (5) years to the Division of Purchasing and Materials Management (DPMM), the offeror **must** provide the following SDV documents:

- a copy of the SDV's award letter from the Department of Veterans Affairs or a copy of the SDV's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty), AND
- a copy of the SDV's documentation certifying disability by the appropriate federal agency responsible for the administration of veterans' affairs.

(NOTE: The SDV's award letter, the SDV's discharge paper, and the SDV's documentation certifying disability shall be considered confidential pursuant to subsection 14 of section 610.021, RSMo.)

The offeror should check the appropriate statement below and, if applicable, provide the requested information.

- No, I have not previously submitted the SDV documents specified above to the DPMM and therefore have enclosed the SDV documents.
- Yes, I previously submitted the SDV documents specified above within the past five (5) years to the DPMM.

Date SDV Documents were Submitted: _____

Previous Proposal/Contract Number for Which the SDV Documents were Submitted:

(if applicable and known)

(NOTE: If the proposed SDVE and SDV are listed on the DPMM SDVE database located at <http://content.oa.mo.gov/sites/default/files/sdvelisting.pdf>, then the SDV documents have been submitted to the DPMM within the past five [5] years. However, if it has been determined that an SDVE at any time no longer meets the requirements stated above, the DPMM will remove the SDVE and associated SDV from the database.)

FOR STATE USE ONLY	
SDV Documents - Verification Completed By:	
_____	_____
Buyer	Date

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 the Kansas City Metropolitan Crime Commission (Business Entity Name) **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 offeror's name and the MOU signature page completed and signed by the offeror 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: Kansas City Metropolitan Crime Commission

(*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: 8/15/11

Previous Bid/Contract Number for Which Previous E-Verify Documentation Submitted: B3Z11185

Barry C. Mayer/Vice President
Authorized Business Entity Representative's Name (Please Print)

Barry C Mayer
Authorized Business Entity Representative's Signature

Kansas City Metropolitan Crime Commission
Business Entity Name

4/30/15
Date

bmayer@kc-crime.org
E-Mail Address

355921
E-Verify MOU Company ID Number

FOR STATE OF MISSOURI USE ONLY

Documentation Verification Completed By:

Buyer

Date

EXHIBIT K

MISCELLANEOUS INFORMATION

Outside United States:

If any products and/or services offered under this RFP are being manufactured or performed at sites outside the United States, the offeror **MUST** disclose such fact and provide details in the space below or on an attached page.

Are any of the offeror's proposed products and/or services being manufactured or performed at sites outside the United States?	Yes ___	No x___
If YES, do the proposed products/services satisfy the conditions described in section 4, subparagraphs 1, 2, 3, and 4 of Executive Order 04-09? (see the following web link: http://www.sos.mo.gov/library/reference/orders/2004/eo04_009.asp)	Yes ___	No ___
If YES, mark the appropriate exemption below, and provide the requested details: <ol style="list-style-type: none"> 1. ___ Unique good or service. <ul style="list-style-type: none"> • EXPLAIN: _____ 2. ___ Foreign firm hired to market Missouri services/products to a foreign country. <ul style="list-style-type: none"> • Identify foreign country: _____ 3. ___ Economic cost factor exists <ul style="list-style-type: none"> • EXPLAIN: _____ 4. ___ Vendor/subcontractor maintains significant business presence in the United States and only performs trivial portion of contract work outside US. <ul style="list-style-type: none"> • Identify maximum percentage of the overall value of the contract, for any contract period, attributed to the value of the products and/or services being manufactured or performed at sites outside the United States: ___% • Specify what contract work would be performed outside the United States: _____ 		

Employee/Conflict of Interest:

Offerors who are elected or appointed officials or employees of the State of Missouri or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the offeror or any owner of the offeror's organization is currently an elected or appointed official or an employee of the State of Missouri or any political subdivision thereof, please provide the following information: N/A	
Name and title of elected or appointed official or employee of the State of Missouri or any political subdivision thereof:	
If employee of the State of Missouri or political subdivision thereof, provide name of state agency or political subdivision where employed:	
Percentage of ownership interest in offeror's organization held by elected or appointed official or employee of the State of Missouri or political subdivision thereof:	_____%

EXHIBIT K, continued**Registration of Business Name (if applicable) with the Missouri Secretary of State:**

The offeror should indicate the offeror's charter number and company name with the Missouri Secretary of State. Additionally, the offeror should provide proof of the offeror's good standing status with the Missouri Secretary of State. If the offeror is exempt from registering with the Missouri Secretary of State pursuant to section 351.572, RSMo., identify the specific section of 351.572 RSMo., which supports the exemption.

B00011811	Kansas City Metropolitan Crime Commission
<i>Charter Number (if applicable)</i>	<i>Company Name</i>
If exempt from registering with the Missouri Secretary of State pursuant to section 351.572 RSMo., identify the section of 351.572 to support the exemption:	

STATE OF MISSOURI



Jason Kander
Secretary of State

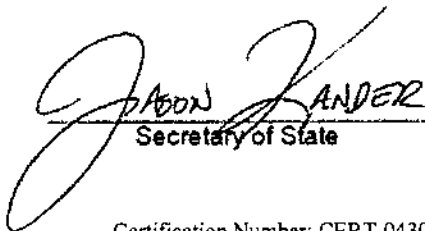
CORPORATION DIVISION
CERTIFICATE OF GOOD STANDING

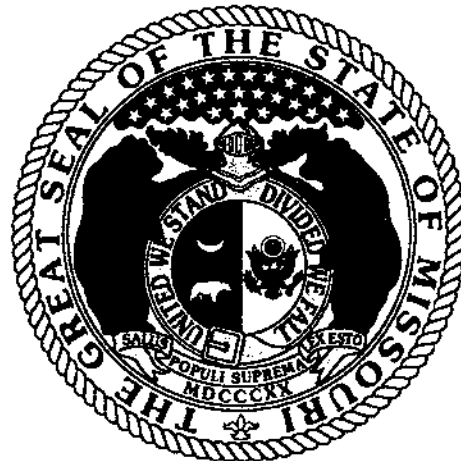
I, JASON KANDER, Secretary of State of the State of Missouri, do hereby certify that the records in my office and in my care and custody reveal that

KANSAS CITY METROPOLITAN CRIME COMMISSION
B00011811

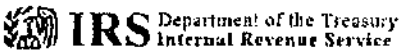
was created under the laws of this State on the 30th day of September, 1949, and is in good standing, having fully complied with all requirements of this office.

IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the GREAT SEAL of the State of Missouri. Done at the City of Jefferson, this 30th day of April, 2015.


Secretary of State



Certification Number: CERT-04302015-0045



Department of the Treasury
Internal Revenue Service
P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077550282
July 07, 2008 LTR 4168C 0
44-0540176 000000 00 000
00022901
BODC: TE

KANSAS CITY METROPOLITAN CRIME
COMMISSION INC
3100 BROADWAY STE 226
KANSAS CITY MO 64111



10821

Employer Identification Number: 44-0540176
Person to Contact: Barb Herald
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of June 23, 2008, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in August 1950, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(03) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Cindy Westcott
Manager, EO Determinations

State of Missouri

LIMITED EXEMPTION FROM MISSOURI SALES AND USE TAX ON PURCHASES AND SALES (Civic)

Issued to:

Missouri Tax I.D.: 13245422

KANSAS CITY METROPOLITAN CRIME COMMISSION
3100 BROADWAY STE 226
KANSAS CITY MO 64111

Effective Date: 12/01/2014

Your application for sales/use tax exempt status has been approved pursuant to Section 144.030.2(21), RSMo. This letter is issued as documentation of your organization's exempt status. Your organization must adhere to all requirements of your exempt status.

This is a continuing exemption subject to legislative changes and review by the Director of Revenue. Outlined below are specific requirements regarding this exemption. This summary is not intended as a complete restatement of the law. You should review the law to ensure your understanding and compliance.

- This exemption is not assignable or transferable. It is an exemption from sales and use taxes only and is not an exemption from real or personal property tax.
- Purchases by your organization are not subject to sales or use tax if conducted within your organization's exempt civic or charitable functions and activities. When purchasing with this exemption, furnish all sellers or vendors a copy of this letter.
- Individuals making personal purchases may not use this exemption.
- Agents or contractors may not claim or benefit from your organization's exempt status. Contractors paying for construction materials to fulfill a contract with your organization must pay sales and use tax on all such materials. Only purchases of construction materials that are directly billed to your organization may be purchased exempt from sales tax.
- Sales by your organization are not subject to sales or use tax if conducted within your organization's exempt civic or charitable functions and activities.
- Sales not directly related to your exempt function that are made only to raise funds for your organization, are not exempt unless such sales are occasional or isolated sales.
- If your organization engages in a competitive commercial business that serves the general public, even if the profits are used for purposes of your exempt function, you must obtain a Missouri Retail Sales Tax License and collect and remit sales tax.
- Any alteration to this exemption letter renders it invalid.

If you have any questions regarding the use of this letter, please contact the Taxation Division, P.O. Box 358, Jefferson City, Missouri 65105-0358, Email salestaxexemptions@dor.mo.gov, or call 573-751-2836.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/22/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Signature Select LLC - Kansas City Branch 9393 W 110th Street Suite 600 Overland Park, KS 66210	CONTACT NAME: Margarita Negley PHONE (A/C, No, Ext): (913) 982-3660 E-MAIL ADDRESS: Margarita.Negley@signatureselect.com	FAX (A/C, No): (913) 982-3495
	INSURER(S) AFFORDING COVERAGE	
INSURED Kansas City Metropolitan Crime Commission 3100 Broadway, Suite 226 Kansas City, MO 64111	INSURER A : General Star Indemnity Company	NAIC # 37362
	INSURER B : Hartford Casualty Insurance Company	29424
	INSURER C : Technology Insurance Company Inc	42376
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		FYG416186B	03/01/2015	03/01/2018	EACH OCCURRENCE \$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
						MED EXP (Any one person) \$ 1,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$
						Prof. Liab \$ 1,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		37SBAKD7797	03/01/2015	03/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					AGGREGATE \$
						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	TWC3459966	03/01/2015	03/01/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
						E.L. EACH ACCIDENT \$ 100,000
						E.L. DISEASE - EA EMPLOYEE \$ 100,000
						E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
State Of Missouri, Department of Corrections is included as Additional Insured under the General Liability Policy If required by written contract or agreement subject to the policy terms and conditions.

CERTIFICATE HOLDER State Of Missouri Department of Corrections 2729 Plaza Drive Jefferson City, MO 65109	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

Kansas City Metropolitan Crime Commission

RFP Bid #B3Z15201

Open date/time: May 1, 2015 2 p.m.

DPNM 1 MAY '15 AM 9:28

Contacts:

Barry Mayer cell 816-304-8863

Ron Smith cell 913-488-9979