

WORKNET, INC.
CORRECTIONAL ARTS RE-ENTRY
(CARE) PROJECT

COPY

STATE CAPITOL ROOM 208

ATTN: ROD BECKER

House District _____

Senate District _____

THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): DEPARTMENT OF PUBLIC SAFETY

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: WorkNet, Inc.

Dbas: WorkNet

Street Address: 1130 N. Nimitz Hwy #B224
Honolulu, Hawaii 96817

Mailing Address:
SAME

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CHAS WILLIAMS

Title Executive Director

Phone # (808) 521-7770

Fax # (808) 521-7784

e-mail willchas@gmail.com

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

CORRECTIONAL ARTS RE-ENTRY (CARE) PROJECT

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$ 310,400

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 0
 FEDERAL \$ 0
 COUNTY \$ 0
 PRIVATE/OTHER \$ 0

CHARLES B. Williams / Exec. Dir
NAME & TITLE

1/31/14
DATE SIGNED

Application for Grants and Subsidies

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Include the following:

1. A brief description of the applicant's background;

WorkNet, Inc. is a private non-profit agency founded in 2000 whose mission is to support public security and safety by reducing recidivism among the offender/ex-offender population. Our service numbers average more than 350 unduplicated individuals annually comprised of 100% felonious offenders, male and female, who emerge from every adult correctional lock-up on Oahu. During this calendar year the company has operated programs inside every state correctional facility and all state furlough sites on Oahu. WorkNet has adopted an evidence-based approach to its offender re-entry services, deploying a program built on **Cognitive Skills Training and Transition Management**. Since 1996, WorkNet has been among the few Hawaii agencies using cognitive restructuring as a best practice strategy to combat criminality.

In 1997, Chas Williams, the Executive Director, received a credential as a certified Offender Employment Specialist from the National Institute of Corrections (NIC). In 1999, he was invited to join the staff of NIC as a trainer in that specialty, a post held by only 10 other trainers across the country. He is the only private service provider in Hawaii designated as a Cognitive Skills trainer under the state's own curriculum standards, which he helped develop as a member of the Interagency Council on Intermediate Sanctions (ICIS) Cognitive Skills Committee.

In May of 2008 he was certified to administer the Level of Service Inventory (LSI) and Adult Substance Use Survey (ASUS), the most widely accepted assessments of risk and classification for local offenders. In 2009 he was awarded the Offender Workforce Development Specialist credential. In 2011 he was certified as a trainer in Prime for Life, the substance abuse curriculum used in DUI treatment by the state Judiciary. In 2012 he earned the Offender Workforce Development Specialist certification again in pursuit of the Global Workforce Development Facilitator license.

Warren Tang, Offender Transition Specialist, was certified to administer the Level of Service Inventory-Revised (LSI-R) and Adult Substance Use Survey (ASUS) in May 2008. He was awarded the Offender Workforce Development certification in February 2009. In June 2012 he was licensed as a State Certified Substance Abuse Counselor (CSAC), a credential to provide authorized substance abuse treatment. In addition, he also possesses a valid Commercial Driver's License.

Staff Job Developer Guy Limasa earned the Offender Workforce Development Specialist Credential in 2009. He was awarded the Offender Workforce Development Specialist a second time in January 2012, which qualifies him to apply for the Global Workforce Facilitator Credential. He has more than 24 years of vocational counseling experience. Women Service Specialist Stephanie

Camilleri has a Master's Degree in Family Counseling and over 20 years experience with victims of domestic violence. She has instructed programs of Anger Management, Relationships, and Domestic Violence inside the Women's Community Correctional Center and the Oahu Community Correctional Center.

Previous and Current Programs: WorkNet, Inc. has provided vocational services, case management and transition services for offenders since its inception in 2000 as a private nonprofit organization in the state of Hawaii. WorkNet was formed as a program in 1989 to bring offenders into community employment and has operated continuously under the same management ever since. A selected history of the work of the company in the field of offender employment training and placement can be found in the Service History attached to this grant request. The organization has extensive experience with the adjudicated, offender and parolee populations through the various contracts it has operated over the past twenty-four years. Our success lies with the high risk and hard to serve populations including the disabled, sex offenders and mentally challenged.

2. **The goals and objectives related to the request;**

This proposal addresses the prevailing circumstances challenging the Hawaii corrections system in 2014. Hawaii has an inmate population in excess of 6,000 individuals inside and outside of the state and now holds more inmates in custody than are held by the entire nation of Sweden. A significant effort is underway to return approximately 1,500 of those inmates held on the mainland to Hawaii. Without new facilities, they must re-enter the community. Among those released annually, many have reached their maximum terms but have no job, family or community support. This makes the core group of inmates within this cohort prime candidates for criminal relapse and recidivism.

WorkNet, Inc. proposes the Correctional Arts Re-Entry (C.A.R.E.) Project to recruit, train, equip and represent incarcerated and community-based offenders to effectively market the crafts and fine art work created by those individuals. Priority enrollment is provided to those inmates who are homeless, mentally challenged and/or recovering from substance abuse addictions. Furthermore, participants are preferably selected from the pool of those inmates who are "maxing-out" of incarceration at the end of their terms. This group has historically been released with no discharge plan and no community supervision, comprising significant risk of re-offending. This population likewise includes parole and probation violators on short term incarceration. This program provides transition plans and services for this group.

This request funds activities consistent with the intent of Senate Bill 74 which establishes a method for selling inmate crafts to the general public. If funded, the project exceeds the expectations of SB74 in the respect that it provides immediate help to the neediest of emerging inmates, provides a real time demonstration of the concept and reduces recidivism. Program activities are centered not just on the creation of artistic products but also engage inmates in a productive course of personal development that WorkNet designed to address criminality.

This grant will serve **100 institutionalized and community-based offenders** during the program year who will earn income directly from the program; who will contribute 25% of their earnings to victim restitution; and who will maintain a recidivism rate of 20% or less as a group. It will also provide valuable data on outcomes and methods applied directly in the field. **It establishes connections with neighbor island facilities so that inmates from those jurisdictions can contribute art to the project as the capability to benefit from full program services is added in future expansion.**

3. **The public purpose and need to be served;**

The State of Hawaii has approximately 4,500 inmates housed in the state and another 1,500 in a private mainland prison. An ambitious state plan is underway to close the mainland prison and bring those inmates back to Hawaii. We anticipate larger numbers of offenders released into our community as this plan unfolds. Many must be released due to reaching the end of their sentences. Some of these felons are homeless, mentally ill and/or drug offenders.

These end-of-term inmates have neither parole or probation supervision, or a public safety discharge plan, or any community reporting requirements, nor any case management. They are released on their own, sometimes with no job, money or housing. Some are sex offenders. This class of offender represents a significant risk to public security and safety.

Although a law was promoted in the last legislature to mandate that every inmate have a period of planned supervision in the community upon release, that provision failed. Public Safety has no unit to oversee the release of end-of-term felons. Discharge planning for all other inmates is handled by the Paroling Authority whose responsibility is to supervise those in the community who are released with time remaining on their terms.

There are more than 700 inmates released every year and 540 of them enter the Oahu community. 380 of these ex-felons are affected by one or more of the barriers of mental illness, homelessness or addiction. They lack clearly identified goals, priorities, financial resources, recent employment or readily available community support. Most are set up for failure. Although many emerging inmates have marketable skills and talents, the competitive market place does not provide accommodation for a criminal record. Some who have the talent and ability lack the management skills and capital to market themselves. Many have never discovered a pathway into productive work and do not know how to apply existing skills in the workplace.

Through the auspices of WorkNet, the Correctional Arts Re-Entry (CARE) Project enters the institutional environment to engage the inmate 3-6 months prior to exit from the institution. Inside correctional settings a series of cognitive restructuring experiences begins with an assessment process that classifies offender treatment according to criminal markers called criminogenic needs that indicate recidivism risk. WorkNet obtains results from the LSI-R/ASUS and other evidence-based instruments to produce a plan that remediates discovered challenges using personal growth experiences customized to client needs. The VOICES Personal Data Profile and WorkNet Cognitive Skills Inventory, assess factors pertinent to criminal risk and query the knowledge of inmates on effective interventions commonly taught in prison settings.

Once the developmental and criminal barriers are identified and addressed, the program progresses to employment readiness using the WorkNet VOICES vocational assessment. This instrument allows the inmate to be placed into the most compatible sector of the workforce through a scientific match with a job. Using the lure of a pre-screened, motivated applicant also makes approaches to employers easier for job development.

The CARE Project is a multi-faceted amalgam of activities using creative art as a therapeutic modality and marketing vehicle to improve public safety, rehabilitate offenders and support victims of crime. Working pre-release with case managers in Oahu correctional facilities, inmates will be identified and recruited before release. Priority enrollment is offered to those whose terms are ended, are homeless, have mental health diagnoses and/or have substance abuse histories.

This approach directly engages the most-at-risk and insures priority service to 3 of the targeted populations of this grant. Intercepting these inmates before release with assessment, case

management, identity restoration and community transition plans fills a critical gap in the public safety net. Serving 100 clients reaches almost than half the identified offenders most at risk.

The CARE Project provides an answer to the dilemma of how to assess restitution for institutionalized inmates who only earn 25 cents per hour which first goes to cover personal needs. As a result, very little is paid to the victim fund during imprisonment. CARE allows inmates to earn income that is guaranteed to be used for restitution. Part of the funds go directly to the inmate to use for personal hygiene, phone calls and letters to employers. The other portion of the funds goes to WorkNet to assist in the operation of the program and provide a basis for sustainability. The allocation formula was presented in Senate Bill 74 in the last session of the legislature: 50% to the inmate, 25% to restitution and 25% to the rehabilitation organization, which is WorkNet.

This grant request fulfills the mandate stated in Senate Bill 74 which is summarized: "Allows committed persons to create and place for sale approved products and crafts. Allocates proceeds to rehabilitation programs, the crime victim compensation special fund, and the committed person's account. Requires department of public safety to study other states' practices on the making and sale of arts and crafts by inmates. Requires a report to the 2014 legislature."

This request creates a demonstration of this principle in a viable program with a strong component of rehabilitation by an agency with 20 years experience. By doing so, it fulfills a long existing need to address ways to reduce criminal activity in our community without the expense of additional prisons. It is not simply a more humane approach, it provides astounding cost benefits.

Assume we serve 100 individuals, with each representing 1% of our output. We pledge 20% or less recidivism (return to prison) over a year. That is 20 people. The state has a record of 42% or 42 individuals of the 100 returned after 1 year. That is a difference of 22 less inmates imprisoned over a year as a result of our program. The annual cost of jailing one prisoner is \$36,000. This translates to tax-payer savings of \$792,000 as a direct result of this grant activity in our community!

But we must also think about the impact on the safety and security of our communities. CARE Project represents an investment in our community; much more than just a grant. WorkNet is an important stakeholder in the war on crime. Our approach goes beyond incarceration and punishment. We fight crime one criminal at a time. It is much more efficient to make a productive citizen of an ex-offender than to keep them trapped in a revolving door leading back to prison.

4. **Describe the target population to be served;**

This project serves 100 offenders and ex-offenders emerging from the correctional centers of all incarceration facilities on the island of Oahu. By special preference, those inmates whose terms have ended will be enrolled before others. Some inmates will be referred by Public Safety due to identified needs such as homelessness, mental health treatment, substance abuse treatment or sex offense history. In some cases, inmates will be referred due to a conspicuous talent or formal training in art. **Neighbor Island prisons will also be included as sites to recruit artwork from talented inmates as those facilities provide data on their populations and logistics to provide full service in the next program year of operation. Funds are included to visit each island's correctional center on a quarterly basis.** This will result in full state-wide operation by next year.

5. **Describe the geographic coverage.**

This request covers services on the Island of Oahu. It also includes surveying and information gathering to provide similar services on the islands of Hawaii, Maui and Kauai serving transitional inmates released on those islands.

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;

This program occurs inside correctional institutions and in the community. Participants are identified and referred by public safety staff. WorkNet provides training and materials to produce pre-fabricated craft items for those unskilled in art. Those with art talent are allowed independent study, professional supplies and guidance. All participants are provided a minimum 40 hour curriculum with 20 hours of crafts and 20 hours focused on needs assessment, identity restoration, job search, housing placement and treatment options, as needed.

Craft items produced by inmates are made available to the public at planned events and craft outlets. Proceeds are distributed to inmates, the victim kokua fund and WorkNet. Inmates released to the community continue with the program engaged in job placement, housing and transition services. Participants are followed up for 1 year.

The CARE Project serves 100 emerging offenders impacted by homelessness, mental health, joblessness and /or substance use while providing crime reduction in neighborhoods, economic development to participants and cost savings to tax payers.

Enrollees get a 40 hour curriculum with 20 hours focused on transition and 20 hours allotted to handiwork. Each participant receives the following services:

Assessment: A case review and complete assessment is conducted for all enrollees to determine needs for successful community re-entry considering jobs and pro-social adjustment. Standard assessments determine criminal risk, vocational needs, or special accommodations.

Intensive Reentry is designed as a first step toward release to address barriers to social integration, provide continuing care in mental health and chemical dependency, and foster life management. Offenders are referred to this program within three to zero months of release. Enrollees are provided 12 hours of personal programs such as Domestic Violence, Substance Abuse, or Financial Management, depending on assessed need.

Pre-Employment prepares offenders for gaining and maintaining employment in an 8 hour module per program cycle. Sessions focus on securing required documents for employment; Employment application and resume writing; Interview skills and more. WorkNet refers offenders to social services, housing and public assistance to enable transition into the community. The CARE Program assists offenders to secure a valid driver's license by providing a car for the road exam.

Artist Promotion, Development and Support: This component provides a minimum 20 hours of hands-on production of hand crafted items suitable for sale or collection. Inmates recruited inside facilities due to homelessness, substance history, mental health diagnosis, ect., may not possess artistic talent or inclination. They are provided modular components, instructions, and supplies for a specific hand crafted product. Enrollees may select from available products and customize that item in their own style to produce a targeted number of items during the 20 hour training. Inmates are credited with the market value of each item created. Indigent offenders with no financial resources can receive the most benefit from the CARE program.

Experienced artists are provided the supplies, materials and space to create works in ink, watercolor, oil, pencil or mixed media. Individual works are market priced at a fair minimum upset price. Participants are credited with the upset value until actual value is established at sale. Some items may be acquired by WorkNet or commissioned to allow advance payment to indigent inmates. Every item sold has the revenue split this way: 50% to the offender, 25% to the Victim Compensation Commission and 25% to WorkNet, Inc.

Art works and hand crafted items will be presented in themed events at community venues such as commercial galleries, public exhibit spaces, trade fairs and craft shows.

2. **Provide a projected annual timeline** for accomplishing the results of the service;
CORRECTIONAL ARTS RE-ENTRY (CARE) PROJECT SCHEDULE

PHASE I: POST AWARD/PRE-CONTRACT; PROGRAM SET-UP, MARKETING, RECRUITMENT, REFERRAL, SCREENING, FACILITY COORDINATION, CURRICULUM PREP, ET AL

DATES: July 1, 2014 to Announcement of Notice to Proceed, whichever is earlier. This date is inflexible but not fixed. Therefore, other dates in this schedule are subject to change based on this established start date. WorkNet is prepared to start the following schedule on immediate notice. **If a July 1, 2014 start date is approved, please advance all dates by three months:**

PHASE II: CLASSROOM TRAINING, Case Management and Group Meetings:
2 hour sessions, twice a week. Schedule allows for 10% cancellation rate.

<u>DATES</u>	<u>WEEK</u>	<u>SESSION</u>
<u>10/7/14</u> <u>10/9/14</u>	1	ORIENTATION/ASSESSMENT PRESENTATION OF CRAFT PROJECTS
<u>10/14/14</u> <u>10/16/14</u>	2	FILING THE APPLICATION SELECTION OF CRAFT PROJECTS
<u>10/21/14</u> <u>10/23/14</u>	3	INTERVIEW SKILLS HANDS-ON CRAFT INSTRUCTION
<u>10/28/14</u> <u>10/30/14</u>	4	VOCATIONAL PROFILE REVIEW HANDS-ON CRAFT PRACTICE
<u>11/4/14</u> <u>11/6/14</u>	5	PERSONAL DATA PROFILE HANDS-ON CRAFT PRACTICE
<u>11/11/14</u> <u>11/13/14</u>	6	WARRANT & FINE CLEARANCE CRAFT PRODUCTION
<u>11/18/14</u> <u>11/20/14</u>	7	A CRIME FREE LIFE (TRANS PLAN) CRAFT PRODUCTION

<u>DATES</u>	<u>WEEK</u>	<u>SESSION</u>
<u>11/25/14</u> <u>12/2/14</u>	8	HOUSING ASSISTANCE/REFERRALS CRAFT PRODUCTION
<u>12/4/14</u> <u>12/9/14</u>	9	COMMUNITY RESOURCE NETWORKING CRAFT PRODUCTION
<u>12/11/14</u> <u>12/16/14</u>	10	INDIVIDUAL CASE MANAGEMENT CRAFT PRODUCTION
<u>12/18/14</u> <u>12/23/14</u>	11	COMMUNITY DISCHARGE PLANS CRAFT PRODUCTION
<u>12/30/14</u>	12	CRAFT PRODUCT PRESENTATIONS

PHASE III: SELF DIRECTED JOB SEARCH TRAINING (IN PRISON & COMMUNITY)

<u>DATES</u>	<u>WEEK</u>	<u>SESSION</u> <i>(MON/WED 9-11 AM, 32 HRS)</i>
<u>01/05/15</u> <u>01/07/15</u>	1	ORIENTATION/ DISCHARGE PLAN PRE-EMPLOYMENT CHECKLIST
<u>01/12/15</u> <u>01/14/15</u>	2	FILING THE APPLICATION PERSONAL DATA PROFILE
<u>01/19/15</u> <u>01/21/15</u>	3	INTERVIEW SKILLS VOCATIONAL ASSESSMENT
<u>01/26/15</u> <u>07/28/13</u>	4	VOCATIONAL PROFILE REVIEW APPLICATION DATA SHEET OR RESUME
<u>02/02/15</u> <u>02/04/15</u>	5	WARRANT & FINE CLEARANCE CHILD SUPPORT SUPPORT/ASSISTANCE
<u>02/09/15</u> <u>02/11/15</u>	6	PLANNING A CRIME FREE LIFE (COMMUNITY) CASE MANAGEMENT
<u>02/16/15</u> <u>02/18/15</u>	7	HOUSING ASSISTANCE/REFERRALS COMMUNITY RESOURCE NETWORKING
<u>02/23/15</u> <u>02/25/15</u>	8	CASE COUNSELING MOCK PAROLE HEARING (HEARING PREP)
<u>03/02/15</u> <u>03/04/15</u>	9	CASE MANAGEMENT TRANSITION PLANNING

PHASE IV: CONTINUING CARE/AFTERCARE (IN PRISON AND COMMUNITY)**DATES**

10/07/14 TO RELEASE 10+Hours **MENTOR MEETINGS/TRANSITION PLANS/
CONTINUING CRAFT CLASSES**

Counseling, Case Management, Job Search, Craft Production/Marketing

10/07/2014 and Continuing: **Community Placement.** This is a continuous class that meets both inside the correctional center and in the community. Women choose projects that involve them in improving the community they live in. Recent projects have focused on the production of hand-made holiday and special occasion greeting cards. These cards were donated to Ronald McDonald House and homeless shelters. Male clients gravitate more to visual art suitable to body art or graphic ink designs. This component engages the client in **AfterCare** activities that begin in the institution and continue into the community. The Program encourages participant to develop a favorite craft activity that can be pursued in AfterCare and into the community. Clients receive needed services while working together in a pro-social activity producing revenue both inside and beyond the institution.

The CARE Project has standardized needs assessment for each client. This allows the program to: (1) Customize the program offerings to the assessed needs of each applicant; (2) Provide for client choice as a result of many options; (3) Fit provided programming into the different conditions (session length, available time slots) found at each correctional center and community training sites; and, (4) Insure the program provides client customization by offering each of the courses with a standard manual and proven curriculum with an experienced staff practitioner who has been trained in that specialty.

WorkNet has a history of producing consistent results in offender training outcomes, client engagement, goal attainment and recidivism reduction. All activities are prescriptive to the needs of the individual to prepare the person for independence

3. **Describe its quality assurance and evaluation plans for the request.** Specify how the applicant plans to monitor, evaluate, and improve their results

Quality assurance will be achieved within the program through the following activities: (1) Data gathering of program and participant activities as provided through enrollment, assessment, counseling, and job development employment services delivered to participants, (2) desk monitoring of program operations on a regular basis by management and, (3) field audits that are done as site visits and phone contacts. Quality of agency services is measured by standards for acceptable performance determined by specific program outcomes. WorkNet considers operations that are reaching 90% of planned goals as acceptable performance. Program measures that fall between 80% and 89% of goals must have their variances explained and are monitored for performance. Program measures that fall below 80% of goal attainment must have a justification and corrective action plan until performance improves. Here are the quality and assurance standards that will be used to evaluate the WorkNet program on an on-going periodic basis.

<u>Service Evaluated</u>	<u>Data Gathered</u>	<u>Planned Monthly Service Levels</u>	<u>1st Year Grant Total</u>
Assessment	# Assessed	8-12	120
Individual Transition Plan	# Plans Completed	9-10	108
Training	# Trained	8	96
Training	# Completing Training	7	84
Treatment Placement	#Placed in Treatment	-	4
Employment Placement	# Placed in Employment	5-6	68
Part-Time Employment	# Placed 20 hours+ per week	5-6	68
Full Time Employment	# Placed in 40 hours per week	4-5	56
Revenue Acquisition	#Receiving Program Revenue	7-8	86
Follow-up	% Placed in housing on Release	7-9	90%

WorkNet has consistently outperformed the standards set to judge quality of service and timeliness of delivery. The numbers in performance reporting do not always reflect the nature of the relationships or amount of effort invested to achieve program completion. We measure our performance by whether our participants do better after their experience with us. In exit surveys provided to the participants WorkNet has approval ratings in the low to middle 90's.

4. **List the measure(s) of effectiveness that will be reported to the State agency**

Service Evaluated	Evaluation Measurement	Monthly Planned	Monthly Actual	Annual Standard
Assessment	# Assessed	8-12	2B Reported	120
Service Planning	# Completed Individual Trans Plans	9-10	"	108
Training/Treatment Placement	#Entered Training/Treatment Sessi	8	"	96
Treatment Placement	#Placed in Treatment	<1	"	4
Completion Record	# Completed Training/Treatment	7	"	84
Employment Placement	# Placed in permanent unsubsidize employment	5-6	"	68
Employment Placement	# Placed in 20 hour Employment	5-6	"	68
Employment Placement	# Placed in 40 hour Employment	4-5	"	56
Revenue Earning	# Receiving Program Revenue	7-8	"	86
Follow-up	% Placed in Housing	7-9	"	90%
Recidivism	# Returned to Prison	<2	"	20

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2015.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
87,600	74,267	74,267	74,266	\$310,400

3. **The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2015.**

Please refer to budget forms found on GIA Budget Page 4 of this application for this information

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

Not Applicable

5. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2013.

Please refer to attached Fiscal Forms. WorkNet has provided an interim statement as of June 30, 2013 which is the most current statement available.

IV. Experience and Capability

A. Necessary Skills and Experience

WorkNet has operated more than two dozen successful projects with offenders over a 24 year history with Hawaii Public Safety. The agency staff has developed specialties in cognitive skills training, criminal risk/needs assessment, substance abuse remediation and offender workforce development. The staff has credentials in each of these areas and more than 40 years of combined experience working exclusively with offenders.

This project extends a program began by WorkNet in 2007 at the Women's Community Correctional Center. We created a comprehensive 120 hour program at that site providing developmental therapeutic training attached to transition services. When funding was not renewed in 2012, WorkNet ran the program without state or outside funding. In early 2013, the program began to focus on women who were leaving the facility without discharge planning; meaning they reached the end of their sentences and could not be held.

We learned that some of these women had no family, no home, no money and no job prospects. Yet, their needs included mental health treatment, substance abuse treatment, trauma remediation and medication management. They were being released with none of these barriers addressed.

Some could not attend class because they had to "work" their state-paid institutional jobs for 25 cents per hour or they would not be able to buy hygiene items or food from the commissary. Lacking family that provides any funds made them destitute. We began to research ways we could help them raise funds to remain in our program.

We considered Correctional Industries as the model for inmates earning money and developing a trade while incarcerated. But the facility had no staging area or staff for a formal program. We learned of a way for inmates to make craft items and sell them through an outside non-profit. This method was embodied in Senate Bill 74. This proposal is a demonstration project for the viability of this concept.

The applicant shall demonstrate that it has the necessary skills and experience relating to the request

Previous and Current Programs: WorkNet, Inc. has provided vocational services, case management and transition services for offenders since its inception in 2000 as a private nonprofit organization in Hawaii. A selected history of the work of the company in the field of offender employment training, community transition and placement can be found in the Service History below. Our success lies with the highest risk populations including the disabled, sex offenders, substance abusers and mentally challenged.

<u>YEAR</u>	<u>CONTRACTOR/CONTACT</u>	<u>SERVICE</u>
1989	Department of Corrections Joanne Gisselquist, Ed. Coord.	WorkNet Program Offender Employment Training
1990	Department of Corrections Maureen Tito, Education Director	WorkNet Offender Employment Training and Placement
1992	Hawaii Ecumenical Housing, Inc. Tom Perkins, Exec. Dir.	Hale Kai (Pier 41) Shelter Self Sufficient Homeless Shelter
1993	Chaney, Brooks & Co. Aaron Chaney, President	Nakolea Shelter Management Single Room Occupancy Housing
1994	Homeless Solutions, Inc. Terry Brooks, Exec. Dir.	Nakolea Housing Homeless Program Management
1995	Institute for Human Services Deborah Morikawa, Exec. Dir.	Pre-Employment and Life Skills Homeless employment development
1996	Hawaii Parole Authority Anthony Commendador, Exec. Dir.	WorkNet Supportive Living Residential Life Skills Training

<u>YEAR</u>	<u>CONTRACTOR/CONTACT</u>	<u>SERVICE</u>
1997	WorkHawaii Rolanse Crissafuli, Exec. Dir.	Project COPE Entrepreneurship for Ex-Offenders
1998	Laumaka Work Release Center Maureen Tito, Education Dir.	Project Bridge Treatment Center Employment Training/Placement
2000	Hawaii Paroling Authority Max Otani, Administrator	Cognitive Skills Training Employment Specialist
2003	Waiawa Correctional Facility Milton Kutsubo, CPSA	LifeStiles Cognitive Skills Program Cog Training, Transition Services
2005	Department of Public Safety Larry Hales, CPSA	Project Bridge at Laumaka Job Development and Placement
2006	Department of Public Safety Carrie White, Education Sup.	OCCC Annex I & Mauka Transition Management Services
2007	Department of Public Safety Maureen Tito, Education Dir.	Women's Corrections Center Cognitive/Behavioral Transition
2008	Hawaii Paroling Authority Max Otani, Administrator	Community Employment/Transition Job Development and Transition
2009	Access to Recovery (ATR) Bernie Strand, Administrator	Assessment/Employment Prep State Health Addiction Services
2009	U.S. Federal Probation Office Felix Mata, Chief	Offender Job Prep and Transition, Assessment, Training
2010	U.S. Justice Department Allison Thom, Administrator Pre-Trial Services	Offender Training and Assessment Pre-employment Preparation, Placement
2011	Office of Hawaiian Affairs Clarisa Hironaka	WorkNet CAFÉ Culinary Arts for Ex-Offenders
2011	Department of Public Safety Carrie White, Education Sup.	OCCC Education Learning Center Youth Entry Services
2012	Department of Public Safety Maureen Tito, Education Dir.	Certified Solar Energy Training Green Reentry Offender Workforce Solar Installer Certification

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request.

Adequacy: The training activities provided under this grant will take place at the Oahu Community Correctional Center, Laumaka Furlough Center (if appropriate), and the Women’s Community Correctional Center. According to Public Safety needs, the Halawa Correctional Facility may be used if requested and approved by the Departmental contract monitor. The company maintains its own training facilities located in urban Honolulu. This community-based training facility houses the offices of the company as well as training room and individual counseling space for personal sessions with clients. The facility is located at 1130 North Nimitz Highway, Suite B-224, close to public transportation and other sources of assistance important to the offender population. It is easily accessible by public transportation, near Honolulu Community College and located in the same complex as the state Public Defender—a valuable source of appropriate affordable legal representation for agency clients.

We purposely sought this location where our offices could be convenient to the needs of our clients. We could not locate in “weed and seed” districts, or high risk areas of Downtown Honolulu or Waikiki that would be inappropriate for some inmates in transition. We were fortunate to find a location that allows us to place clients in subsidized employment and housing where we can monitor their progress and support their move to permanent housing.

Many of the presentations scheduled for the program occur *inside* the correctional facilities of the state. WorkNet has enjoyed many years of cooperative collaboration with the education directors, case managers, counselors and Offender Service Administrators at every facility. We have designed each program, including this one, to meet the facility needs, program scheduling opportunities and security mandates of the various sites. Flexibility of scheduling and sufficient prior planning is required. **This grant will allow for these logistical concerns to be addressed for the neighbor island facilities to assure a smooth start-up of services during the next grant cycle.**

Safety: WorkNet has served a wide variety of special needs referrals for Public Safety at our location. This range of individuals includes those with physical, mental and cognitive challenges. Clients who present severe barriers will be seen in settings appropriate to their level of need.

Each of our staff has received specialized training from the Voluncorp division of Public Safety. This training is required of volunteers and contractors who enter correctional facilities at the state level. The CARE Project Director, Offender Transition Specialist and Job Developer have also been trained by the Federal Detention Center Safety Officer to qualify for entry into that facility.

These trainings thoroughly cover the safety practices necessary to meet the standards of conduct required to serve sex offenders, high risk inmates, and those with a history of violence or anti-personnel crimes. Our Offender Transition Specialist has completed a specialized course in working with sex offenders earlier this month. **WorkNet does not subscribe to “zero tolerance” policies because we incorporate lapse management for drugs and criminal conduct into our service design.**

ADA Accessibility: This is likewise true of individuals whose physical challenges are so acute, that special accommodations may be needed. Our office is accessible directly from parking and has an elevator if clients should enter the complex on the floor below us.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Proposed Staffing:

The staffing for this project consists of a Project Director/Trainer, Counselor/Trainer, Job Developer, Offender Transition Specialist and Client Service Specialist. These positions each carry a caseload and are supported by a Client Support Specialist. Sub-contracted Trainers and Subject Matter Specialists on topic areas such as Art Therapist, Hawaiian Quilter, Wood Carver, Driving Instructor, Child Support Specialist, and Parenting Skills Instructor will be called upon as client needs dictate. The sub-contract consultant staff provides customized training, standardized assessment, counseling and other professional services.

This level of staffing proposes a client/staff ratio of 5 to 1. Considering the nature of training presentations, which are group exercises, this ratio provides a fair amount of personal time for the population. This assures a reasonable caseload for each of the staff professionals to handle. Refer to the Organization Chart found in this proposal for the chain of authority within the program.

Staff Qualifications

WorkNet has always maintained a high standard for hiring qualified direct service staff for each of its projects. As part of the hiring process, WorkNet conducts a thorough interview protocol that includes checking references and conducting a post-offer criminal background check. Job offers are not finalized until these conditions of the interview process have been met.

WorkNet prides itself on creating a positive work culture that is driven by the Agency's mission of providing quality program services to clients. The work culture promotes a collaborative team approach where everyone is treated with respect and is valued for their contributions. A rewards and recognition program reinforces the culture by rewarding staff members for reaching contract milestones, delivering quality services to our clients, and collaborating as a team. The program awards are a combination of cash bonuses, gift certificates, company lunch celebrations, and personal recognition from the Executive Director.

In 1998, Chas Williams, the **Director/Trainer**, received a credential as a certified Offender Employment Specialist from the National Institute of Corrections (NIC), renewed in February 2009. In 1999, Chas was invited to join the staff of NIC as a trainer in that specialty, a post held by only 10 other trainers across the country. He is the only private service provider in Hawaii designated as a Cognitive Skills trainer by the Council on Intermediate Sanctions under the state's own curriculum standards. In May of 2008 he was certified to administer the Level of Service Inventory (LSI) and Adult Substance Use Survey (ASUS), the most widely accepted assessments of risk and classification for local offenders. He was most recently awarded the certification of Offender Workforce Development Facilitator in 2012.

Warren Tang, **Offender Transition Specialist**, was certified as an Offender Employment Specialist in February 2009. He has developed a sub-specialty as a housing placement coordinator with contacts for high risk, special needs and substance abstinent clients. He is a qualified candidate for state Certified Substance Abuse Counselor (CSAC). Staff **Job Developer** Guy Limasa is certified as an Offender Employment Specialist (2009) and Offender Workforce Development Facilitator (2012). He has experience as a vocational specialist in both federal and state detention environments.

Staff member Stephanie Camilleri has a Master Degree in Family Counseling and serves as a consultant to this program for family re-unification, parenting, relationships and anger management in the role of **Counselor/Trainer**. She has many years of experience as a trainer and facilitator for local agencies. She provides strength and breadth to our staff and should qualify for the highest point evaluation for purpose of this grant. The **Client Service Specialist** position is to be filled

Employees have opportunities to grow and excel in their career through cross-training and attending company paid trainings relevant to their position. Please refer to the attached resumes for documentation of the qualifications of specific staff proposed for this program. The individuals proposed for these positions may not in fact be those who ultimately fill the position. Likewise, sub-contract staff may be altered with the knowledge and consent of the Department. However, WorkNet guarantees that the personnel will be of the highest caliber for the job and meet all requirements of the Department.

Supervision and Training

The management of WorkNet, Inc. has extensive experience in the operation of programs for the offender, homeless and unemployed populations in the State of Hawaii. The scope of this project encompasses services that are customary and continuing for the agency and therefore are a part of the standard operating output of the company. Staff is supervised by the Project Director, Chas Williams, who is responsible for hiring, training, guidance and development.

As the primary supervisor in the program, Chas brings extensive management experience to the job. As a city supervisor, he has had responsibility for recruiting, hiring, managing and discharging a staff of 80 workers in the seasonal Summer Youth Employment and Training Program run by the City and County. He wrote all job descriptions, placed all recruitment flyers and advertisements, conducted all job interviews and made final hiring recommendations to the city Personnel Department. As a Planner he wrote federal grants and disbursed to community groups \$4 million in annual allocations.

Among the many projects he has designed in their start-up phase, a large number have endured. He purchased the very first shelter home for Hale Kipa as its Executive Director. He designed, opened and operated the Weinberg Village in Waimanalo. In partnership with the City & County and Homeless Solutions, he designed and operated Honolulu's first self-sufficiency shelter for homeless at Pier 41. Under contract to Chaney/Brooks Company he re-organized Nakolea Housing to fit state guidelines as a shelter for working homeless. Under his leadership no project has failed to deliver on time and on budget performance. Chas has been the Project Director for each initiative listed in the company experience profile since 1989.

As the Executive/Project Director, Chas is also involved in the daily delivery of services and has primary case management responsibilities for difficult and demanding clients. It is a personal tenet and organization hallmark that every staff member provides direct services to clients. This keeps management in touch with the cutting edge of client needs and is one of the best practices to insure appropriate high quality service delivery.

Effective Administration, Management and Staff Review: The Executive/Project Director is responsible for managing employee performance. WorkNet's performance management process includes the following to address performance deficiencies:

- An annual performance evaluation that provides employees' feedback on how they performed relative to stated goals and milestones tracked. The performance evaluation also provides

feedback on soft skills that the employee needs to demonstrate related to working with clients and as a team member.

- A corrective action process in the event that an employee needs additional coaching to improve performance. The process provides the manager a series of progressive steps to follow such as verbal counseling, written warning in the format of a performance improvement plan, and probation. If this process fails then termination of employment would result.

Staff Training Plan/In House Staff Training Plan:

New hires receive the following training within their first 90-day orientation period and first year of employment:

- Review of the Agency's mission, program milestones, approach and philosophy of client service delivery, and company culture emphasis on collaborative teamwork.
 - Review of the job description and how their job relates to the mission of the Agency.
 - Goals and milestones the employee is accountable for and what he/she will be evaluated on during the performance review period.
 - Standards of dress, conduct, and behavior.
 - Handling security concerns.
 - Reporting procedures such as client progress case notes and client program enrollment processes.
 - New hires and sub-contractors must attend a mandatory Voluncorp training offered through Public Safety.

Weekly staff team meetings incorporate a peer learning model and are another component of the Agency's in house training program. A standard agenda for the meetings include the review of caseloads, discussion of specific challenges that staff may have with individual client service delivery, sharing of best practices and resources, and progress related to meeting contract milestones. These meetings also incorporate a review of QA processes to assess standard variances and implement corrective action plans utilizing QA tracking tools that are discussed in the Quality Assurance section.

In this context, team members are expected to share resources, learn from each other, and work together to brainstorm through challenges in a high trust environment. These team meetings continuously reinforce the Agency's mission and set the tone of the culture necessary to best serve our clients. Consistent with CPC standards, team members are encouraged to research and review current treatment literature that is pertinent to our services within the context of the peer learning model, the team discusses ideas from the treatment literature related to theories and practices that have been found to be effective in reducing recidivism. In addition, staff members are expected to take notes and bring back handouts from trainings they have attended to distribute to the rest of the team.

Each staff person works within a specialized area according to his/her job description and cross training is used as an additional training tool for team building and to enhance employee skill sets. Additional in house staff training consists of scheduling subject matter specialists to provide specific training in their areas of expertise for our staff. Examples include the Child Support Enforcement Agency, the Victim Restitution Commission, the Hawaii Civil Rights Commission and others.

External Staff Training Plan:

WorkNet continuously takes advantage of trainings offered by various State agencies and other institutions that focus on program services to offenders and parolees. Examples of trainings that employees have attended are:

- Employee Rights and Harassment with the Hawaii Civil Rights Commission.
- LSI-R Training and Certification with the Department of Public Safety
- Standards for Correction Program Evaluation with Professor Edward Latessa sponsored by the Council on Intermediate Sanctions.
- Case Management of Ex-Offenders with the State Department of Voc Rehab.
- Transition from Prison to Community with the National Institute of Corrections.

B. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision.

Please refer to the organization chart attached to this proposal.

C. Compensation

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

The highest paid individuals in the organization are as follows:

██████████	Executive Director	\$72,000 annually
██████████	Offender Transition Specialist	44,000 annually
██████████	Job Developer	42,000 annually

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

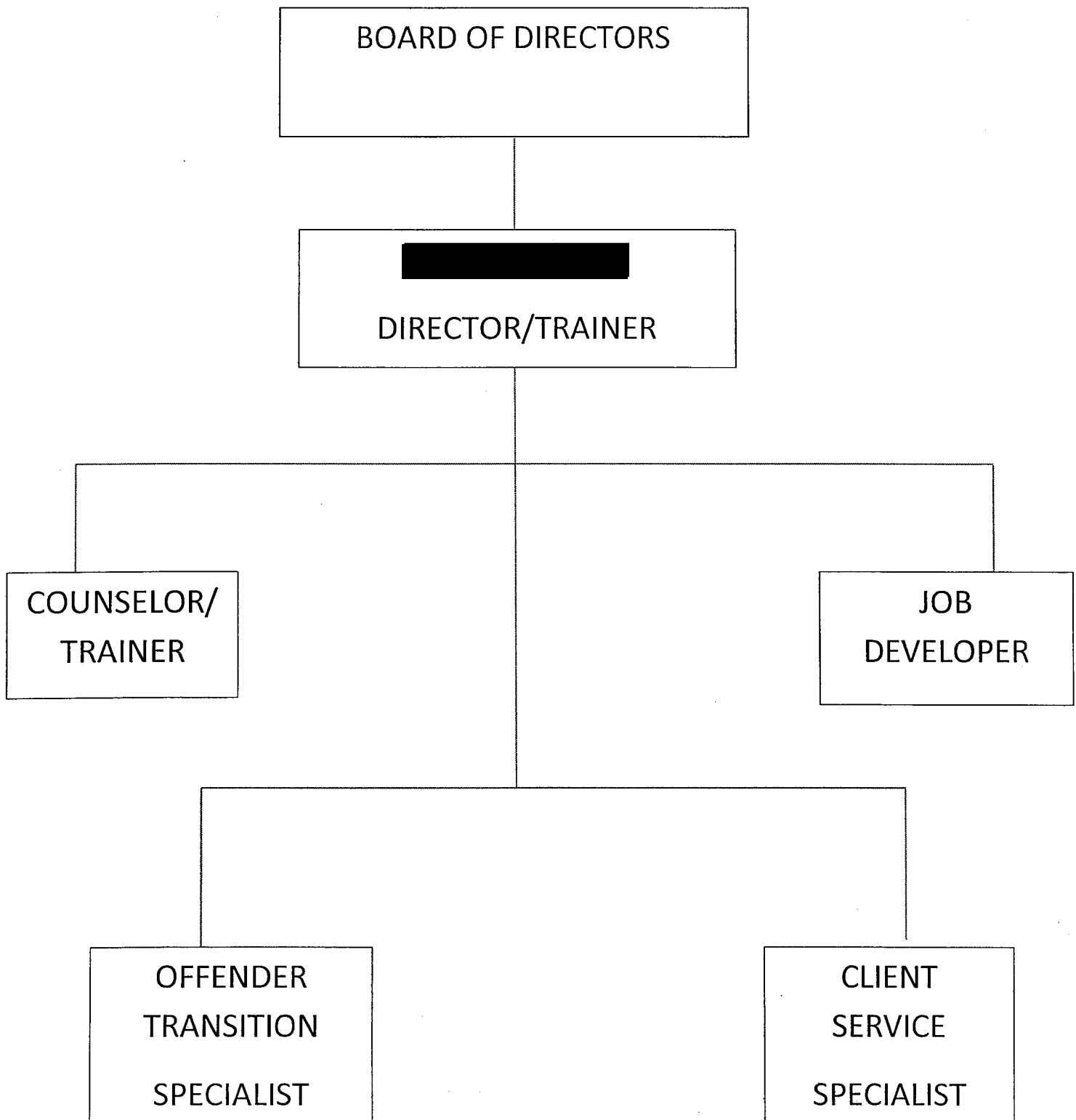
NONE

B. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

No special licensure is required for this project. However, Warren Tang is a State Certified Substance Abuse Counselor (CSAC) and is a certified Offender Employment Specialist conferred by the National Institute of Corrections. He is also authorized to administer and interpret the Level of Service Inventory-Revised (LSI-R)

WORKNET ORGANIZATION CHART
CORRECTIONAL ARTS RE-ENTRY (CARE) PROJECT




██████████, staff Job Developer is certified as an Offender Employment Specialist from the National Institute of Corrections (NIC). He also possesses the Offender Workforce Development credential from the organization.

██████████ has been awarded the Offender Employment Specialist credential both in 1997 and 2009. He was awarded the Offender Workforce Development credential in 2012. He was invited to join the staff of the National Institute of Corrections as a trainer in the Offender Employment curriculum in 2001 where he trained corrections personnel from across the country for a period of 2 years as a consultant. He is authorized as a practitioner and administrator of the LSI-R since being certified in 2008. He is certified by the Cognitive Skills Committee of the Interagency Council on Intermediate Sanctions (ICIS) as a recognized Cognitive Skills Trainer and curriculum developer.

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2014 to June 30, 2015)

Applicant: WorkNet, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a) Statewide	Proposed City Funding (b) Oahu Only	(c)	(d)
A. PERSONNEL COST				
1. Salaries	117,500	83,600		
2. Payroll Taxes & Assessments	27,480	18,760		
3. Fringe Benefits	22,560	9,600		
TOTAL PERSONNEL COST	167,540	111,960		
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	2,400	0		
2. Insurance	7,200	1,420		
3. Lease/Rental of Equipment	12,470	0		
4. Lease/Rental of Space	25,200	10,800		
5. Staff Training	4,800	600		
6. Supplies	9,500	3,560		
7. Telecommunication	7,200	2,800		
8. Utilities	4,800	1,400		
12. Publication & Printing	12,500	2,500		
13. Repair & Maintenance	4,200	420		
15. Client Support	16,090	5,000		
16. Specialized assessments	18,500	4,140		
17. Contracted Craft Instructors	18,000	5,400		
18				
20				
TOTAL OTHER CURRENT EXPENSES	142,860	38,040		
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	310,400	150,000		
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	310,400	Charles B. Williams	808 521-7770	
(b)	150,000		Phone	
(c)				
(d)				
TOTAL BUDGET	460,400	Charles B. Williams		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: WorkNet, Inc.

Period: July 1, 2014 to June 30, 2015

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Director/Trainer	1	76000.00	25.00%	19,000
Counselor/Trainer	1	44000.00	50.00%	22,000
Job Developer	1	46000.00	50.00%	23,000
Offender Transition Specialist	1	48000.00	75.00%	36,000
Client Service Specialist	1	35000.00	50.00%	17,500
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				117,500.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: WorkNet, Inc.

Period: July 1, 2014 to June 30, 2015

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computer equipment lease	6.00	\$1,200.00	\$ 7,200.00	7200
			\$ -	
			\$ -	
			\$ -	
TOTAL:	6		\$ 7,200.00	7,200
JUSTIFICATION/COMMENTS: To track participant progress, case management and statistics				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Leased for Driving Exams	62.00	\$85.00	\$ 5,270.00	5270
			\$ -	
			\$ -	
			\$ -	
TOTAL:	62		\$ 5,270.00	5,270
JUSTIFICATION/COMMENTS: Used to transport inmates from custody to community; Used to conduct driver licensing exams				

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: WorkNet, Inc.

Period: July 1, 2014 to June 30, 2015

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2012-2013	FY: 2013-2014	FY:2014-2015	FY:2014-2015	FY:2015-2016	FY:2016-2017
PLANS			N/A			
LAND ACQUISITION			N/A			
DESIGN			N/A			
CONSTRUCTION			N/A			
EQUIPMENT			N/A			
TOTAL:			N/A			
JUSTIFICATION/COMMENTS:						

Worknet, Inc.
Balance Sheet
As of June 30, 2013

	<u>Jun 30, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · CPB-Checking**2257	3,843.35
1100 · Savings**9056	1,114.64
1200 · CPB- OHA Chkg **4786	508.09
Total Checking/Savings	<u>5,466.08</u>
Total Current Assets	5,466.08
Fixed Assets	
1220 · Office Equipment	9,545.99
1230 · Computer Software	256.80
1600 · Accumulated Depreciation	<u>-6,893.00</u>
Total Fixed Assets	2,909.79
Other Assets	
1240 · Loan to Shareholder	-6,229.86
1250 · Security Deposit	<u>5,537.28</u>
Total Other Assets	<u>-692.58</u>
TOTAL ASSETS	<u>7,683.29</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2500 · American Express	568.04
Total Credit Cards	<u>568.04</u>
Other Current Liabilities	
2200 · Payroll Liabilities	-29,245.63
2215 · Medicare Payable	-319.70
2400 · Net Wages	-51,800.58
2600 · Note Payable- CW 5/24/10	<u>8,685.45</u>
Total Other Current Liabilities	<u>-72,680.46</u>
Total Current Liabilities	<u>-72,112.42</u>
Total Liabilities	-72,112.42
Equity	
3900 · Retained Earnings	29,961.22
Net Income	<u>49,834.49</u>
Total Equity	<u>79,795.71</u>
TOTAL LIABILITIES & EQUITY	<u>7,683.29</u>

Worknet, Inc.
Profit & Loss
January through June 2013

	<u>Jan - Jun 13</u>
Ordinary Income/Expense	
Income	
4000 · Program Services	88,838.00
Total Income	<u>88,838.00</u>
Expense	
ask my accountant	9,379.21
6200 · Bank Service Charges	100.00
6300 · Automobile Expense	1,530.00
6400 · Client Services	
6410 · Drive Training	124.39
6430 · Bus Passes	150.00
Total 6400 · Client Services	<u>274.39</u>
6600 · Dues & Subscription	345.55
6800 · Equipment Rental	884.21
6900 · Insurance	
6910 · Liability Insurance	389.60
6930 · Workers Comp Insurance	2,554.58
6950 · Health Insurance	7,260.54
Total 6900 · Insurance	<u>10,204.72</u>
7100 · Interest Expense	46.42
7120 · Finance Charge	40.00
7200 · Licenses and Fees	82.00
7300 · Office Expense	689.62
7400 · Training Supplies	255.60
7600 · Postage and Delivery	64.99
7800 · Rent	13,319.40
7900 · Repairs & Maintenance	254.09
8300 · Utilities	1,533.31
Total Expense	<u>39,003.51</u>
• Net Ordinary Income	<u>49,834.49</u>
Net Income	<u><u>49,834.49</u></u>

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant or subsidy.
- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants or subsidies used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

WorkNet, Inc.



January 31, 2014

(Date)

Charles B. Williams
(Typed Name)

Executive Director
(Title)

STAFF RESUMES



EDUCATION: High School Diploma, Central High School, Kansas City, Missouri
B.A. Degree, Urban Problems, University of Hawaii
Masters Degree Candidate, Urban Planning, University of Hawaii

EXPERIENCE: 2000 to Present
Manager, Founder
WorkNet, Inc.
Business Management and Career Development Consultation provided to private individuals, non-profit organizations and business firms. Services include personal counseling, grant writing, fund raising, staff training, project management, contract compliance and program development. Services include the on-going management of start-up operations.

Manager, Owner 1987 to Present
Director, Owner
Assured Improvement Management, Inc.
Professional Business Services provided to commercial firms and non-profit agencies. Project Management, Program Development, Tax and Financial Incentive Management Services, Employee Assistance Programs, Commercial Cleaning and Maintenance.

1985 to 1986
Youth Services Manager
City and County of Honolulu
Responsible for all youth programs administered through the City and County Office of Human Resources (aka WorkHawaii). Planned, managed, monitored and evaluated the Summer Youth Program, Title II-A In-School training programs and Special Projects. Wrote Request-for-Proposal solicitations, evaluated program funding requests, awarded grants, allocated budgets, and conducted community surveys. Served as interim Executive Director in the absence of the incumbent.

1983 to 1984
Program Planner
City and County of Honolulu
Wrote federally funded grants under the Job Training Partnership Act (JTPA) and the Community Development Block Grant (CDBG) programs. Responsible for program monitoring, contract compliance, budget monitoring and technical assistance to agencies.

1980 to
1982

Planner/Counselor
City and County of Honolulu

Advised program participant of rights and responsibilities under federal and state program guidelines, providing personal and career counseling on request to an average case load of 80 individuals. Created guidelines for federally funded employment training programs under Title IV allocations. Managed sub-contracts with more than 15 agencies in three program areas with budgets totaling \$4.1 million.

1976 to
1979

Counselor: SCET and CETA Federal Employment Programs
City and County of Honolulu

Advise program participants of rights and responsibilities under federal and state guidelines. Provide advice and assistance to city departments and non-profit agencies on federal program regulations. Provide personal and career guidance counseling on request to a caseload of 125.

1973 to
1976

Director
Hale Kipa Shelter Home
Honolulu, Hawaii

Full charge manager for non-profit home for runaways. Grant writing, fund raising, program development, staff management for 13 employees and 8 consultants. Raised capital funding to purchase permanent facilities through grants with local trusts and foundations as well as private solicitation campaigns.

SKILLS:

Computer Proficient

Skilled in using word processing software programs Microsoft Word and Corel WordPerfect. Practiced in applications of Microsoft Office Suites, Corel Office 7, and spreadsheet programs. Extensive use of publishing programs to create original brochures, newsletters, flyers, posters, faxes and display advertisements.

Writer

Wrote nightly dispatches for the Associated Press from Honolulu; wrote more than 100 press releases on behalf of various business events; wrote federal and private grants in excess of \$20 million; won "Essay of the Year" from local chapter of the American Planning Association for essay on graffiti; produced numerous policy statements, procedure manuals, training brochures, and customized training curricula.

Trainer

Trained over 1,500 individuals in custom designed training modules over a wide variety of subject matter including Employment Readiness, Life Skills, and Job Retention. Developed a 24-hour curriculum used to improve the employability of hard-to-place workers. Selected to join the National Institute of Corrections as consultant trainer in 1998.

Warren J Tang



Summary

A dedicated caring/helping professional with experience in providing social services, life skills education, substance abuse treatment, and vocational development training to assist in rehabilitation of offenders and ex-offenders in custody, work furlough, probation and parole.

Qualifications

- Over 6yrs. of professional experience providing selfless service to offenders and ex-offenders.
- Deep understanding of issues and needs of target population.
- Solid ability to work and communicate effectively with service users, staff, and other professionals.
- Sound knowledge of employment practice laws necessary for empowering target population to gain employment.
- Proficiency in identifying strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Clear understanding of the importance of practice from a multi-cultural perspective.

Work Experience

2007-Present

Offender Services Specialist

WorkNet, Inc.
Honolulu, Hawaii

Manage program enrollment process for clients.

Provide case management and referrals to various agencies.

Provide assessment and counseling to determine employment and training needs for clients.

Provide life skills and vocational development training for clients.

- Certificate- Offender Employment Specialist by National Institute of Corrections 2009
- Certificate- Training on Level of Services Inventory (LSI/R) and Adult Substance Use Survey (ASUS), Interagency Council on Intermediate Sanctions, State of Hawaii 2007
- Certificate- Training on Offender Based Evidence Based Programming, Interagency Council on Intermediate Sanctions, State of Hawaii 2007
- Certificate- Substance Abuse Counseling Program, University of Hawaii, LCC 2006

2004-2005 Salvation Army (Adult Rehab Center)
Volunteer/Counselor Honolulu, Hawaii
Develop treatment plans. Provide intake services, assessments, individual counseling, group process, anger management and substance abuse education trainings.

2001-2003 State of Hawaii (Kash Box TC)
Senior Coordinator Waipahu, Hawaii
Responsible for managing entire staff structure. Coordinate and supervise mediations. Provide didactics for program participants. Develop work schedule activities and treatment plans. Provide support and guidance for non-compliant participants.

Education

2003-2006 University of Hawaii LCC Pearl City, Hawaii
Liberal Arts 4.0 GPA

2006 University of Hawaii LCC Pearl City, Hawaii
Certificate- SAC Program 4.0 GPA

OBJECTIVE

A challenging and rewarding position as a Job Developer/Case Manager

MAJOR ACCOMPLISHMENTS

- Assist in managing all participants in State of Hawai'i Public Safety's Institutions, Work Furlough programs, Federal Probation and State Probation/Parolee's
- Maintained 90+ percent job placement rate at TJ Mahoney & Assoc., Residential Re-Entry Center, Federal Halfway House
- Assist various on-site monitoring conducted by Federal Bureau of Prison's Community Correction Manager resulting an above average or excellent ratings
- Former member of program year 2000-2003 Local Workforce Investment Board, appointed by former City & County of Honolulu Mayor, Jeremy Harris
- One of four major partners who collaborated and achieved partnership consortium between local government and private non-profits to establish O'ahu Work Links One-Stop Employment Center and statewide initiatives
- Assisted partnership consortium award of fourteen (14) million dollars for program year 2000-2001 to assist the unemployed community for the State of Hawaii

EXPERIENCE

WorkNet, Inc., Honolulu, HI

(06/09-present)

Job Developer/Case Manager/Offender Employment Specialist (OES)/Offender Workforce Development Specialist (OWDS)

- Manage 80+ program participants for transitional services into the community
- Provide Pre-Employment Training, Life Skills, Budgeting, Vocational Development, Vocational Assessment/Profiling, Job search activities and monitoring
- Provide Job Placement/Retention consultation and mentoring
- Assist other Case Manager with Housing mentoring, ID restoration, Clothing, Shoes, Safety Equipment...etc for program participants
- Act as Program Public Relations with community programs, non-profits, employers, State/Federal agencies or entities
- Participate in personal development and interagency trainings

T J Mahoney & Associates, Mahoney Hale Honolulu, HI

Employment Specialist

(07/04 -01/07, 10/07- 06/09)

- Manage 60-70 resident inmate employment caseload
- Conduct as required program job readiness/budget classes
- Conduct resident worksite visits for accountability enforcement

- Conduct security clearance for home arrest/recreation visits/interview family relatives or friends to secure a safe environment
- Collaborated community resources (Dept. of Voc-Rehab/Employment, Veteran Affairs, non-profit services, housing) assisting management staff and resident inmates to accomplish program plans
- Continued public relations established as Assistant Director
- Current National Criminal Information Center (NCIC) clearance

Assistant Director

(01/07-10/07)

- Directed 4 case managers, 1 counselor and 12 security monitors
- Conducted employment interviews/monthly staff program training/staff discipline or counseling/hire and terminated staff when applicable.
- Maintained personnel files and bi-weekly payroll
- Reviewed weekly building safety reports and strict sanitation requirements
- Enforced program integrity by ensuring rules and regulations are observed
- Ensured public safety requiring 24/7 accountability of residential inmates in the community
- Public relations with local businesses, various labor unions, State of Hawaii Dept. of Labor offices O'ahu/Kauai/Maui/Big Isle of Hawaii, US Federal Detention Center, USPO/USPOS agents, Bureau of Prison Community Correction Managers/Sacramento and Community Relations Committee
- Appointed as Acting Director when Director attended major conferences
- Provide ongoing support to case managers, security monitors and resident inmates

Honolulu Community Action Program, Inc. Honolulu, HI**Center Manager/Program Coordinator/Employment Counselor (03/92-02/03)**

- Managed daily functions for a one-stop employment center (customer service, intakes, eligibility, program plans, unemployment benefits), attended state/county/board meetings, public relations, program reports, supervised a staff of eight (8), provide staff training/meetings on new development
- Involve with program/strategic planning, assist grant writers, budgeting, community resource development, case management (20-40) and counsel low-income seniors for part-time employment
- Coordinated community functions and planned public job fairs

EDUCATION

U.S. Department of Justice, National Institute of Corrections (NIC)

~"Offender Employment Specialist" (OES)

Certified for 16 hours course 02/2009

~"Offender Workforce Development Specialist" (OWDS)

Certified for 160 hours (80hrs Classroom, 80hrs Field Work) 10/2011 - 01/2012

State of Hawai'i

Department of Health, Alcohol and Drug Abuse Division (ADAD)

"Ethical Standards for Certified Substance Abuse Counselors"

"Confidentiality and Privacy for Substance Abuse Programs-How to Comply w/Federal Regulations"

Earned 6.0 contact hours for each course

Empower Leadership Course

Eighty hour (80), program/graduated

High School Diploma

Kailua High School, Kailua HI

GPA: 3.5 emphasizing in music arts and business administration

RESUME

STEPHANIE CAMILLERI

QUALIFICATIONS: Competent in administration and public relations

Experience in private practice

Masters and Bachelors degrees; Human Resource Administration
Experience with residential shelters; Chronic rehabilitation
centers and halfway houses; Experience in counseling individuals,
families and groups in these environments.

EDUCATION:

M.S. Psychology, Barry University, Miami Florida 1985

B.A. Social Work, St. Leo University, St. Leo, Florida 1976

PROFESSIONAL EXPERIENCE

Present

Worknet.Inc
Honolulu, HI

INSTRUCTOR

Facilitate "Lifestyles for Women" Education Classes.
Teaching Domestic Violence, Anger Management and
Managing Relationship at the Women's Correctional Facility.

2008-2009

Adult Friends for Youth
Honolulu HI

PARENT EDUCATOR

Developed curriculum for parenting classes in the community.
Knowledge of Early Childhood, School Age and Adolescent
Development. Collaborated with various social service agencies
to include: Adult Probation Services, Child and Family Services
Queen Liliokalani Children's Services and Palama Settlement.
Conducted parenting workshops in the community.

1994-2008

PARENTS Inc.
Kaneohe, HI

PARENT EDUCATOR

Facilitated parenting classes in the community of Oahu servicing nearly 700 families. Experience working with families concerning child abuse and neglect, domestic violence and substance abuse. Maintained client treatment plans, liaison with Child Protective Services and testified as a witness in court related matters concerning child abuse and neglect cases. Conducted parent education workshops in the community.

1992-1993

Child and Family Services
Honolulu, Hawaii

DIRECTOR OF DOMESTIC VIOLENCE PROGRAM

Primarily responsible to administer the Shelter for Abused Spouses and Children Program. Planned, organized and monitored the services of three Shelters for Abused Spouses and the Domestic Violence Program. Assisted in preparing and managing program operating and contract budgets.

1988-1989

YWCA of Greater Baltimore Inc.
Baltimore Maryland

DIRECTOR of RESIDENTIAL SERVICES

Acted as an agent of the executive director in staffing the residential department. Administered and coordinated all components of three residential shelters. Provided clinical training and consultation. Responsible for employee payroll and fee setting. Maintained contracts with city, state and government officials.

CIVIL/PROFESSIONAL ORGANIZATIONS

American Personnel and Guidance Association
United Mother's Christian Organization, Board of Directors
Volunteer Action Center

REFERENCE:

Professional and personal references available upon request.