

House District Statewide

Senate District Statewide

THE TWENTY-EIGHTH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"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.

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

Newman Consulting Services, LLC.

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Newman Consulting Svcs

Dbn: Newman Consulting Services, LLC

Street Address: 1019 Waimanu St, Suite 207, Honolulu, HI 96814

Mailing Address:

1019 Waimanu St, Suite 207,  
Honolulu, HI 96814

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Danelia Newman

Title Principal

Phone # 808-596-0206

Fax # 808-596-0206

E-mail danelia@newmanconsultingservices.com

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- OTHER
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Mental Health First Aid  
A Community United

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

[REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 149,900

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

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

Danelia Newman, Principal

NAME & TITLE

1/29/2015

DATE SIGNED



RECEIVED  
1-30-15

✓

# **MENTAL HEALTH FIRST AID**

## **A COMMUNITY UNITED**

### **I. Background and Summary**

#### **1. A brief description of the applicant's background:**

Founded in 1984, Newman Consulting Services, LLC (NCS) is a State of Hawai'i Department of Education (DOE) certified licensed vocational school, Department of Labor and Industrial Relations (DOLIR) Employer Training Fund Provider, approved Workforce Investment Act (WIA) training provider for youth and adults, Alu Like approved educational institution and a management and consulting firm providing expertise in the areas of business operations, billing and reimbursement, financial management, human resources, information technology and professional growth. NCS provides multiple recovery services, to include education, wellness facilitation, sober support activities, recovery mentoring and promoting job opportunities for the unemployed and underemployed, to include inmates, offenders, ex-offenders, drug court inmates, Veterans, military, National Guard and Reserves, immigrants, disabled individuals and those experiencing health disparity, such as dual diagnosis.

The Substance Abuse and Mental Health Services Administration (SAMHSA) recognizes NCS as an organization doing great work in our community. SAMHSA selected Danelia and John Newman from NCS to represent Hawai'i to become certified Mental Health First Aid (MHFA) instructors based on our "position, education, previous training experience, knowledge of behavioral health and capacity to train and educate others" (SAMHSA invitation letter). This certified training was conducted at SAMHSA headquarters in Washington, D.C. NCS was tasked by SAMSHA with the mission of teaching MHFA, listed in the National Registry of Evidence-based Programs and Practices, to our community. Individuals who complete the training will be certified Mental Health First Aiders, with certification for 3 years.

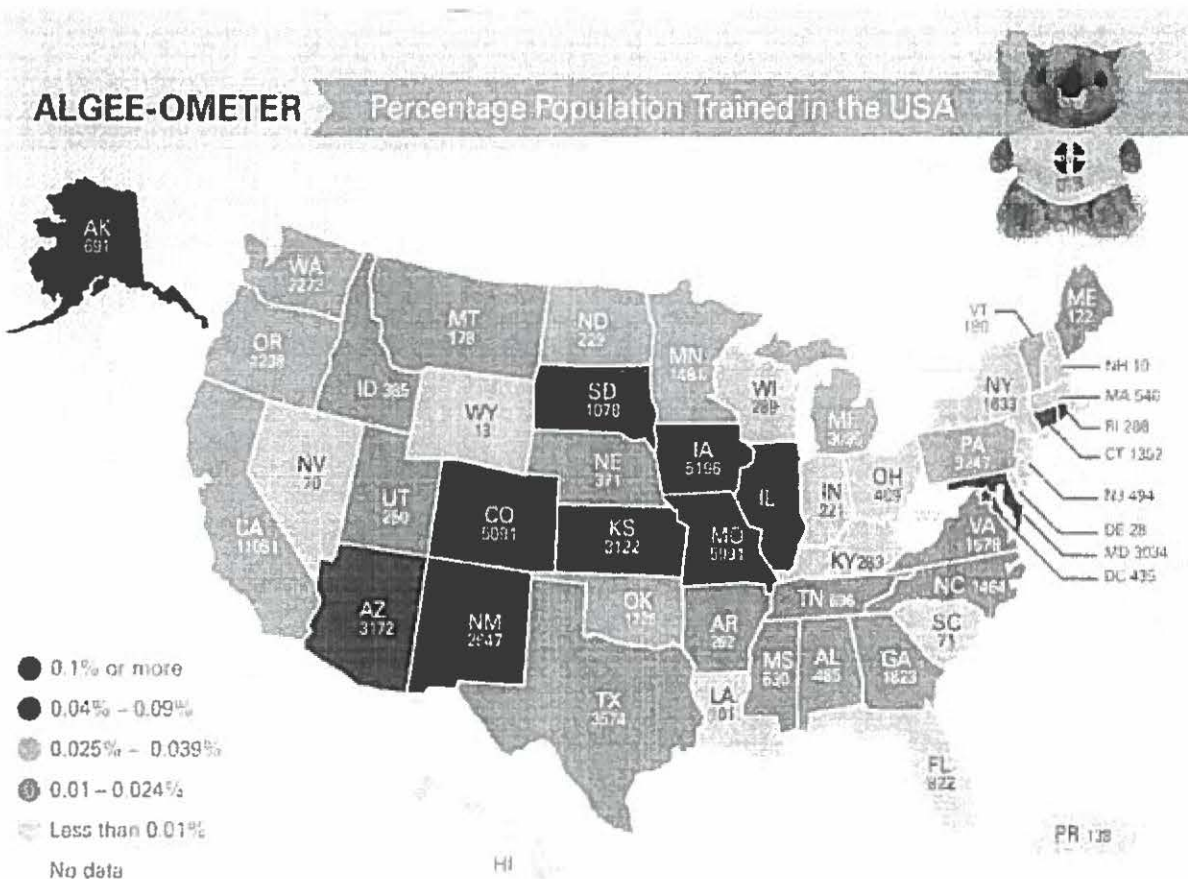
In Hawai'i alone, approximately 133,000 adults 18 years and older (13.9% of our population) have at least one mental health condition, and more than half (53.43%) of these adults do not receive any kind of mental health treatment (Reyes-Salvail, 2009). NCS's objective is to bring awareness and education to our community so those who are suffering get quality and timely treatment. Mental Health First Aid has been a proven success in multiple regions. According to Mental Health First Aid, individuals trained in the program:

- Grow their knowledge of signs, symptoms and risk factors of mental illnesses and addictions.

- Can identify multiple types of professional and self-help resources for individuals with a mental illness or addiction.
- Increase their confidence in and likelihood to help an individual in distress.
- Show increased mental wellness themselves.
- Studies also show that the program reduces the social distance created by negative attitudes and perceptions of individuals with mental illnesses.

(Mental Health First Aid, 2013)

Yet, less than 0.01% of Hawai'i's population, shown in image below, have been trained in Mental Health First Aid in . One in five Americans has a mental illness and many are reluctant to seek help or might not know where to turn for care. The symptoms of mental illness can be difficult to detect – even when friends and family of someone who appears to be developing a mental illness can tell that something is amiss, they may not know how to intervene or direct the person to proper treatment – which means that all too often, those in need of mental health services do not get them until it is too late.





## **2: Goals and Objectives of the request:**

NCS's goals and objectives are to:

1. The overall goal of NCS is to educate and teach a minimum of 715 individuals statewide to assess risk, listen to and support an individual in crisis and identify professional resources and supports through a 5-step action plan encompassing the skills, resources and knowledge to help an individual in crisis connect with appropriate professional, peer, social and self-help care;
2. Raise public awareness regarding Mental Health; decrease stigmatizing attitudes; and recognize the symptoms of mental illness, including such common psychiatric conditions as schizophrenia, bipolar disorder, major clinical depression and anxiety disorders;
3. Improve awareness of one's own mental health and thus improve the mental health of the participants themselves;
4. Train individuals regarding timely referral to mental health services in the early stages of developing mental disorders in order to avoid more costly subsequent behavioral health care and enhance the effectiveness of mental health services;
5. Fill a gap in workforce capacity:
  - a. Expanding the number of people who can identify a mental health issue
  - b. Enhancing their ability to provide appropriate crisis care filling a gap in workforce capacity
  - c. Expanding the number of people who can identify a mental health issue
  - d. Enhancing their ability to provide appropriate crisis care

## **3: Purpose and need to be served:**

Due to the type of work in which NCS has extensive experience, NCS has long recognized the stigma associated with behavioral health disorders. Each year more than 1 in 5 Americans experience a mental health or substance abuse disorder, according to data from the Substance Abuse and Mental Health Services Administration (SAMHSA). Yet, U.S. society remains largely ignorant about the signs and symptoms of mental illness, ignoring our role as supportive community members to help people experiencing these illnesses. Improved services for Americans living with mental illness and addictions, is something that should be the forefront of our community awareness.

In Hawai'i, 42,000 people aged 18-54 report having an episode of major depression in a given year. Anxiety Disorders are the most common group of mental illnesses, and they affect over 120,000 people in (10% of the population). Schizophrenia affects 1% of the population each year, which is over 12,000 people in Hawai'i. Symptoms usually appear during adolescence or early adulthood (ages 15-25).

The general lack of knowledge combined with the stigma attached to seeking help, prevents people from seeking out the treatment they require in a timely manner. While many Americans know how to administer first aid and seek medical assistance when they come across someone having a heart attack, very few are trained to provide similar help to someone experiencing a mental health or substance abuse crisis. The MHFA program can train citizens in the community how to recognize symptoms and adequately provide basic first aid interventions for common mental health challenges.

The National Council developed the MHFA USA curriculum and training program in collaboration with the Maryland and Missouri Mental Health Offices of Transformation, building upon the foundation of the evidence-based Mental Health First Aid Training and Research Program in Australia. The program was developed using the consensus of international expert panels involving mental health consumers, caregivers and professionals.

The MHFA course is designed to give ordinary people the skills to help someone who is experiencing a mental health crisis or intervene early to prevent a crisis from occurring. The program is based on the principle that early intervention prevents mental illness from becoming more severe by encouraging people to seek help early. MHFA teaches people ways to connect to the appropriate professional, peer, or self-help care.

MHFA has been rigorously evaluated and is proven to improve mental health literacy and reduce the stigma surrounding mental health illness (Mental Health First Aid, 2013). Because the training increases access to treatment, evaluations demonstrate that the program reduces the damaging and costly effects of mental and emotional disorders such as job loss, school dropouts, relationship issues, and drug and alcohol problems. The core message of MHFA is communicated through a 5-step action plan encompassing the skills, resources, and knowledge to help connect an individual in crisis with appropriate professional, peer, social and self-help care.

#### **4: Target Population:**

Several groups within our community can benefit from MHFA training. NCS plans to extend training to:

- Law Enforcement
- Correctional Officers
- Public Safety Officials
- Emergency Services Personnel and First Responders
- Teachers and School Administrators
- Human Resource Professionals
- Faith Community Leaders
- Nurses and Primary Care Personnel

- Veterans
- Parents of Students
- Any Members in our Community Interested in the Program

When the above listed individuals enroll and complete training, they will have obtained the following skills and knowledge:

- Safe de-escalation of crisis situation.
- Recognizaton of the signs and symptoms of mental illness, including such common psychiatric conditions as schizophrenia, bipolar disorder, major clinical depression and anxiety disorders.
- Timely referral to mental health services in the early stages of developing mental disorders in order to avoid more costly subsequent behavioral health care and enhance the effectiveness of mental health services.

**5: Geographic Coverage:**

NCS will provide MHFA training statewide to the communities on the islands of Oahu, Mau‘i, Kaua‘i and Hawai‘i .

**II. Service Summary and Outcomes**

**1: Scope of Work:**

NCS shall establish a MHFA training program for any individual wishing to participate in the program, including all members of our community, public safety officials, law enforcement, correctional officers, Correctional Officers, Emergency Services Personnel and First Responders, Teachers and School Administrators, Human Resource Professionals, Faith Community Leaders, Nurses and Primary Care Personnel, Veterans, or Institutions of Higher Education and Parents of Students. The program shall; include a mandatory eight-hour interactive training course triennially that teaches the skills necessary to assist a person who is developing or has developed a mental health disorder, or mental crisis, and to deescalate crisis situations as needed. The mandatory interactive training shall instruct participants to, at minimum;

- Identify signs of mental crises illness, and instability.
- Indentify signs of behavioral and psycholigical paterns of mental health disorder.
- Provide initial assistance to a person with a mental health disorder.
- Guide individuals requiring assistance toward appropriate professional help.



- Provide comfort to a person experiencing a mental health disorder.
- Assist in preventing a mental health disorder from deteriorating into a more serious condition, which may lead to more costly interventions and treatments.
- Promote healing, recovery, and good mental health.

The ideal class size for a community training is 20-30 people. The intent is to offer the program for free or for a nominal fee, even though program expenses –instructors time, participant manuals, venue and audio-visual costs, etc. – are significant.

**2: Projected Annual Timeline:**

Months 1 - 2	Program organization and set up, promotion, organization of schedules, etc.
Month 3	4 MHFA trainings will be offered on Oahu.
Month 4	1 MHFA training will be offered on Mau'i; 3 MHFA trainings will be offered on Oahu.
Month 5	1 MHFA training will be offered on the island of Hawai'i (Kona); 3 MHFA trainings will be offered on Oahu.
Month 6	1 MHFA training will be offered on the island of Kaua'i; 3 MHFA trainings will be offered on Oahu.
Month 7	1 MHFA training will be offered on Mau'i; 3 MHFA trainings will be offered on Oahu.
Month 8	1 MHFA training will be offered on the island of Hawai'i (Hilo); 3 MHFA trainings will be offered on Oahu.
Month 9	1 MHFA training will be offered on the island of Kaua'i; 3 MHFA trainings will be offered on Oahu.
Month 10	4 MHFA trainings will be offered on Oahu.
Month 11	4 MHFA trainings will be offered on Oahu.
Month 12	Program wrap-up. Program evaluation

**3: Quality Assurance and Evaluation Plan:**

NCS maintains a comprehensive Quality Management Manual that defines quality assurances, goals and evaluation, governing body responsibility, customer satisfaction, tracking, documentation, analyzing and reporting procedures. NCS develops monthly statistical service reports to evaluate its performance to ensure sufficiency of quality assurance (QA) and evaluation of consumer services. NCS will participate in training and quality reviews and include participant involvement.

NCS provides the Quality Management Manual, Counseling, and Employee Manual that train on Substance Abuse, Forensics, Sentinel Events, Risk Management, Compliance with 42CFR and HIPAA, Treatment Planning, Quality Standards, Health and Safety and Access for Non-English Speaking Consumers and identify staff responsibility for delivery of services.

NCS maintains a Quality Management System that has been implemented in part to demonstrate NCS's ability to consistently provide a service that meets customer and applicable regulatory requirements, and enhance customer satisfaction through the effective application of the system,

including processes for the continual improvement of the system and the assurance of conformity to customer and applicable requirements. NCS establishes, documents, implements, and maintains a quality management system and continually improves its effectiveness in accordance with the requirements of the International Standard ISO 9001:2000. The NCS management team has been designed as a centralized organization with significant processes and procedure built around industry standards with certifications to qualify as a licensed Hawai'i DOE Vocational and Technical School, DOLIR State of Hawai'i Employer Training Fund Training Provider, approved Workforce Investment Act (WIA) training provider for youth and adults, MHFA certified instructors, Alu Like approved educational institution for the Hana Lima Scholarship, ATR Ohana Provider; recipient of a Department of Public Safety grant; recipient of an Office of Hawai'ian Affairs (OHA) grant and USPO contractor.

NCS is a covered entity Health Care provider and complies with all confidentiality and privacy laws and codes of ethics: 42 CFR part 2, 45 CFR part 160-164, HIPAA privacy rules and HRS Title 19 Chapter 334-5. NCS maintains policies that describe the manner in which business is conducted. Nepotism and management of potential conflict of interest situations are addressed in these policies.

#### **4: Listed Measures of Effectiveness:**

NCS will provide the following evaluational information on output and outcome performance measures on a quarterly basis to the funder as required by contract. All information collected for data review will be obtained and kept on file for a period of 7 years following the conclusion of the Solicitation period.

1. An attendance Sheet indicating the date and time each participant arrived for training.
2. A roster of attendees who attended training.
3. A signed copy of the attendance sheet by NCS as to its accuracy and authenticity.
4. Organization or individual affiliation.
5. Progress or lack of completion of trainees who participate in the training.



## PROGRAM COMPONENT OUTCOME GOALS

At the completion of the Mental Health First Aid Training the participants will be able to recognize and assess risk factors and warning signs of mental health problems.	ACCOMPLISHMENT PERCENTAGE: 90%
At the completion of Mental Health First Aid Training the participants have a general knowledge of and will be able to recognize signs and symptoms of depression, anxiety, trauma, psychosis and addiction disorders.	ACCOMPLISHMENT PERCENTAGE: 90%
At the completion of the Mental Health First Aid Training the participants will have a sound understanding of the 5-step action plan (ALGEE) which includes the following: Assess the risk of suicide or harm, listen non-judgmentally, give reassurance and information, encourage appropriate professional help and encourage self-help and other support.	ACCOMPLISHMENT PERCENTAGE: 90%
At the completion of the Mental Health First Aid Training the participants will be able to advise an individual going through a crisis situation and where to seek help including professional, peer, and self-help resources.	ACCOMPLISHMENT PERCENTAGE: 90%
At the completion of the Mental Health First Aid Training the participants gain greater confidence in providing help to others and decrease any stigmatizing attitudes.	ACCOMPLISHMENT PERCENTAGE: 90%
At the completion of the Mental Health First Aid Training the participants will gain improved concordance with health professionals about appropriate treatments.	ACCOMPLISHMENT PERCENTAGE: 90%

Project strengths and weaknesses will be assessed during the formative phase, project management needs identified and improvements recommended which will be completed at the conclusion of the notice of this award. Milestones will be tracked and activity reviewed on a continuous basis. Interviews with staff will be conducted to gauge internal capacity to assess and improve services. Any member of staff may raise requests for corrective action at any time by completing a Problem Solution Procedure (PSP).

A Customer Satisfaction Survey will be issued to the participants following the delivery of course material. This will allow NCS to continually improve services and make adjustments as needed. It is a goal to receive a response rate of 85% or greater to these surveys with 90% or more of those responses rating overall performance at a level of satisfactory or above. Evidence

of conformity with these acceptance criteria will be maintained. All means at the disposal of management and staff will be used to correct any situation found to conflict with specific requirements. A documented procedure is established to define requirements for reviewing nonconformities; determining the cause for nonconformities; evaluating the need for action to ensure that nonconformities do not recur, determining and implementing action taken for effectiveness will be kept on file for the state agency upon request.

Documentation verifying that each participant has successfully completed all task, activities, and training associated with the program will be kept on file. Participants will be informed of the services to be provided.

NCS complies with all applicable federal and state laws prohibiting discrimination against any person on the grounds of race, color, national origin, religion, creed, sex, age, sexual orientation, marital status, disability, or arrest and court records.

### **OVERALL PROGRAM GOAL**

NCS's overall goal is to successfully provide MHFA training to a minimum of 725 members in our community statewide with an outcome of 725 Mental Health First Aiders with certificates. The outcomes for this focused goal will also be reported on a quarterly basis to the contracting agency to monitor the overall success of the MHFA program.

## **III. Financial**

### **1. Submitted Budget**

See enclosed Budget Forms

### **2. Anticipated Quarterly Funding**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
\$37,475	\$37,475	\$37,475	\$37,475

### **3. Sources of Funding for Fiscal Year 2016**

Not Applicable

### **4. State and Federal Tax Credits That Have Been Granted Within the Last Three Years**

Not Applicable

## **5. Government Contracts**

Not Applicable

## **6. Balance of Unrestricted Current Assets as of December 13, 2014**

\$59,911.54

## **IV. Experience and Capability**

### **A. Necessary Skills and Experience:**

The following show an array of community educational activities that NCS has offered to a various number of at risk communities as well as grantee awards which NCS has undertaken:

- NCS is the only job readiness licensed Hawai'i DOE Vocational and Technical School indicated on the Hawai'i DOE Adult Education website;
- NCS is a DOLIR State of Employer Training Fund Training Provider;
- NCS is an approved Workforce Investment Act (WIA) training provider for youth and adults;
- NCS is an Alu Like approved educational institution for the Hana Lima Scholarship;
- NCS is an ATR Ohana Provider; contractor for the United States Probation Office (USPO);
- NCS has been an Office of Hawai'ian Affairs (OHA) grant recipient;
- NCS is a Department of Public Safety grant recipient;
- NCS provides job readiness and computer skills training to Hawai'i Youth Challenge Academy and the Division of Vocational Rehabilitation;
- NCS is a sub contractor for U.S. Department of Veteran Affairs, providing Employment Assessments;
- NCS has provided Wellness Facilitation, Recovery Mentoring Services and Sober Support Services to include Housing Support and Substance Abuse Counseling Referral Services and Winning Strategies, Job Readiness and Computer Skills Training for the State of Hawai'i Department of Health Alcohol and Drug Abuse Division (ADAD) Hawai'i Access to Recovery (ATR) Project.
- NCS provides MHFA training to our community. NCS has 2 certified MHFA instructors



on staff.

It is through this array of services that NCS has had the opportunity to service over 900 individuals. NCS maintained organized, detailed and up-to data records on each individual referred to the various programs, including monitoring and evaluation of milestones, to include performance/outcome measures, output measures, quality of care and services, financial management and administrative requirements.

It is through this array of services that NCS has had the opportunity to service over 900 individuals. NCS maintained organized, detailed and up-to data records on each individual referred to the various programs, including monitoring and evaluation of milestones, to include performance/outcome measures, output measures, quality of care and services, financial management and administrative requirements.

An example of program outcomes is shown below demonstrating NCS's ability to reach program outcomes according to SAMHSA's Services Improvement and Accountability System (SAIS), the data system that tracks inmate outcomes for all ATR grant initiatives across the nation. The following shows Hawai'i's clientele enrolled in ATR Ohana demonstrating positive outcomes:

**Risky Behavior Outcome Report**

Increase % of individuals receiving services who:	Percent at Discharge		
	2011	2012	2013
Abstinence: did not use alcohol or illegal drugs	76.6%	86.6%	93.0%
Crime and Criminal Justice: had no past 30 day arrests	99.5%	99.2%	99.2%
Employment/Education: were currently employed or attending school	44.2%	43.8%	45.0%
Health/Behavioral/ Social Consequences: experienced no alcohol or illegal drug related health, behavioral, social consequences	79.3%	95.4%	96.5%
Social Connectedness: were socially connected	75.4%	87.7%	89.4%
Stability in Housing: had a permanent place to live in the community	37.4%	41.9%	54.2%

NCS also met all of the goals/objectives of the OHA grant project serving 80 unemployed or underemployed Native Hawaiians focused on securing jobs with the target of earning an average income equal to 100% or greater than the statewide average family income and supporting the transition from education into the work force and from the work force to independent self sufficiency. Referred to as the "Pili'oihana Project", NCS achieved significant outcomes resulting in 76% of participants either securing a job or proceeding to higher education. 19% of the participants had criminal backgrounds (of which 47% were female and 53% male); 67% of the participants admitted to significant substance and/or alcohol abuse and 92% of the participants were receiving public assistance or were unemployed prior to enrollment in NCS's job readiness and career education business program.

NCS is a contractor for USPO, providing Job Readiness Training, Individual and Group Career Counseling, Client Transportation and Expenses, Employee tools, equipment and licensure and identification and identification production for adult offenders serving a term of federal supervision.

NCS was awarded a contract with the State of Department of Public Safety, PSD 13-CPS/E-28, Intensive Re-Entry & Transition Program for Male and Female Offenders on Oahu. The award was cancelled to resolve a protest.

NCS was awarded a contract with the State of Department of Public Safety, PSD 14-CPSE-64, Employment Services for Inmates at the Waiawa Correctional Facility on the Island of Oahu. NCS achieved significant results in the initial stages of providing services. 100% of the initial group who recently completed NCS's job readiness training at Waiawa Correctional Facility secured jobs. NOTE: To date, only one of the initial group who completed NCS's job readiness training returned to prison.

Participant surveys of NCS's MHFA trainings received a response rate of 100% to these surveys with 90% or more of those responses rating overall performance at a level of excellence.

The biggest challenge NCS has experienced in working with prior and current contracts is the participant's understanding that the success of the outcome is ultimately dependent on his or her willingness to be open to learning and moving forward with their lives. NCS has achieved significant results with the contracts they have been involved with because we connect with the participant and have consistent, open communications with their case workers and counselors.

#### **A. Facilities**

The program services on Oahu, which is the most densely populated, will be conducted at the facilities of NCS. NCS is located within a short walking distance to bus routes. Free customer parking is available at the training facility. Individuals with disabilities are afforded parking that conforms to ADA. Both non-metered and metered parking is available on surrounding streets. Free public parking is available one block from the facility.



The training facility has been approved by the Honolulu Fire Department, County Building Department and the Hawai'i Department of Education. Male and female bathrooms are located within steps of the training room. The training room is limited to 20 participants for maximum learning and contains information that increases self-awareness, self esteem and personal growth. The chairs are comfortable and cater to height/disabilities. The smoke-free facility is clean, air conditioned and fitted with comfortable chairs to ensure a maximum learning environment. Visible digital video security cameras are stationed in areas so as to be able to view every space in NCS's facility. To date, no crime has been committed in NCS's facility.

Service coordination will begin at the following community locations or locations requested by community groups on Hawai'i and Kaua'i.

County of Hawai'i:

MHFA training will take place at locations requested by community groups located in Hilo and Kona.

County of Kaua'i:

MHFA training will take place at locations requested by community groups located in Kaua'i.

County of Mau'i:

MHFA training will take place at the Cameron Center, (808) 244-5546, 95 Mahalani Street Wailuku, Hawai'i, 96793, or at locations requested by community groups located in Mau'i.

Participants are required to sign-in and their records are retained in a locked fire-proof cabinet. HIPAA requirements are adhered to. The training facility complies with all the Federal, State and local governments.

NCS ensures that the facilities of partner organizations involved in ensuring the goals of this Solicitation are accomplished meet the Americans with Disabilities Act (ADA) requirements, including any special equipment that may be required for the services.

## **V. Personnel: Project Organization and Staffing**

### **A. Proposed Staff, Staff Qualifications, Supervision and Training:**

A staff of five will be utilized to provide the Mental Health First Aid Training services. NCS management has over 85 years of combined supervisory, training, teaching and administrative experience, with over 25 years combined experience in supporting individuals to attain self-sufficiency who were offenders, ex-offenders, unemployed, underemployed, dislocated, and feeling hopeless with their situation through provision of job readiness training and assistance with job placement. NCS is also a management consulting company, consulting with businesses and handling human resources and managing responsibilities for over 30 years; has provided skills training for over 2 decades; and has spent years for formalizing community partnerships with organizations who are often co-collaborators of projects.



NCS management reviews and verifies personnel employment qualifications, resume experience, educational degrees, licensure and application information prior to employment or volunteer consideration to ensure qualifications including a minimum of a high school diploma and at least 1 year experience in human services. An additional 90-day hands on face-to-face training and evaluation process is provided to establish a "fit" in the organization with an additional 6 month counseling training in order to provide the highest quality of service as well as 100% competency training through the Mental Health First Aid Training course. Staff and volunteers are required to undergo monthly staff meetings/trainings and supervision reviews. NCS certifies compliance with section 103-55, HRS, wages, hours and working conditions of employees and volunteers performing services.

All staff and volunteers have attained 100% competency training, certification and pre-employment screenings, including background checks, to perform and provide services.

NCS conducts employments assessments for Veteran Affairs and is a subcontractor for Vet Success. In order to become a subcontractor for Vet Success, a review of staff qualifications and extensive background checks are conducted by the Federal Government and strict guidelines regarding compliance are enforced.

NCS does not have any staff or volunteers with a criminal history or currently serving a criminal sentence. Any sub contractor utilized for this solicitation will be required to provide NCS cleared background checks. NCS will not use employees or staff employed by the State of Hawai'i to deliver services.

Certified instructors of Mental Health First Aid are college graduates with extensive experience in their areas of expertise and hold professional staff certificates issued by Hawai'i Department of Education. A 5-day intensive MHFA certification course is required to deliver the official MHFA curriculum and train Mental Health "First Aiders", including a rigorous written and verbal testing process. A minimum of 3 years working as an instructor verified in writing by previous employers, pre-employment screenings including background check and tuberculosis clearances are required for an individual to be qualified to be issued a professional staff certificate. Instructors are CPR certified.

All volunteers and staff employed by NCS utilized for the delivery of services pertaining to this solicitation have over 4 year experience related to education.

### **Supervision and Training:**

NCS maintains a bi-weekly staff training to ensure administrative staff direction and assurance of quality service delivery. Resume and job applications are thoroughly scrutinized and verified to insure compliance with qualifications and requirements. NCS has extensive 90 day introductory training, monthly training and service support meetings and annual personnel reviews.

Utilizing her experience, the Principal of NCS, Danelia Newman, has excellent ability to supervise, train and provide administrative direction relative to the delivery of proposed services. She created the curriculum and training materials for NCS's job readiness and compliance courses, working closely with the instructors, job developers and vocational and

job placement specialists to set goals that are specific, measurable, acceptable, realistic, timely and rewarding. Learning objectives are reviewed with instructors and regular meetings with the Principal to review progress on learning objectives progress on learning objectives are conducted. Instructors are observed in the classroom on a regular basis to ensure that the learning is engaging and enjoyable. Instructors are provided with feedback on their performance. Student evaluations are also reviewed with instructors.

It is a requirement that MHFA instructors be certified to teach the course and any support staff utilized are required to be Mental Health First Aiders.

It is an NCS requirement that employees of NCS sign acknowledgement of and sub-contractors are notified of the provisions of Hawai'i Revised Statute, Section 707-731, Sexual Assault in the Second Degree and Section 707-732, Sexual Assault in the Third Degree. All staff participating in this solicitation shall have all required training and certifications.

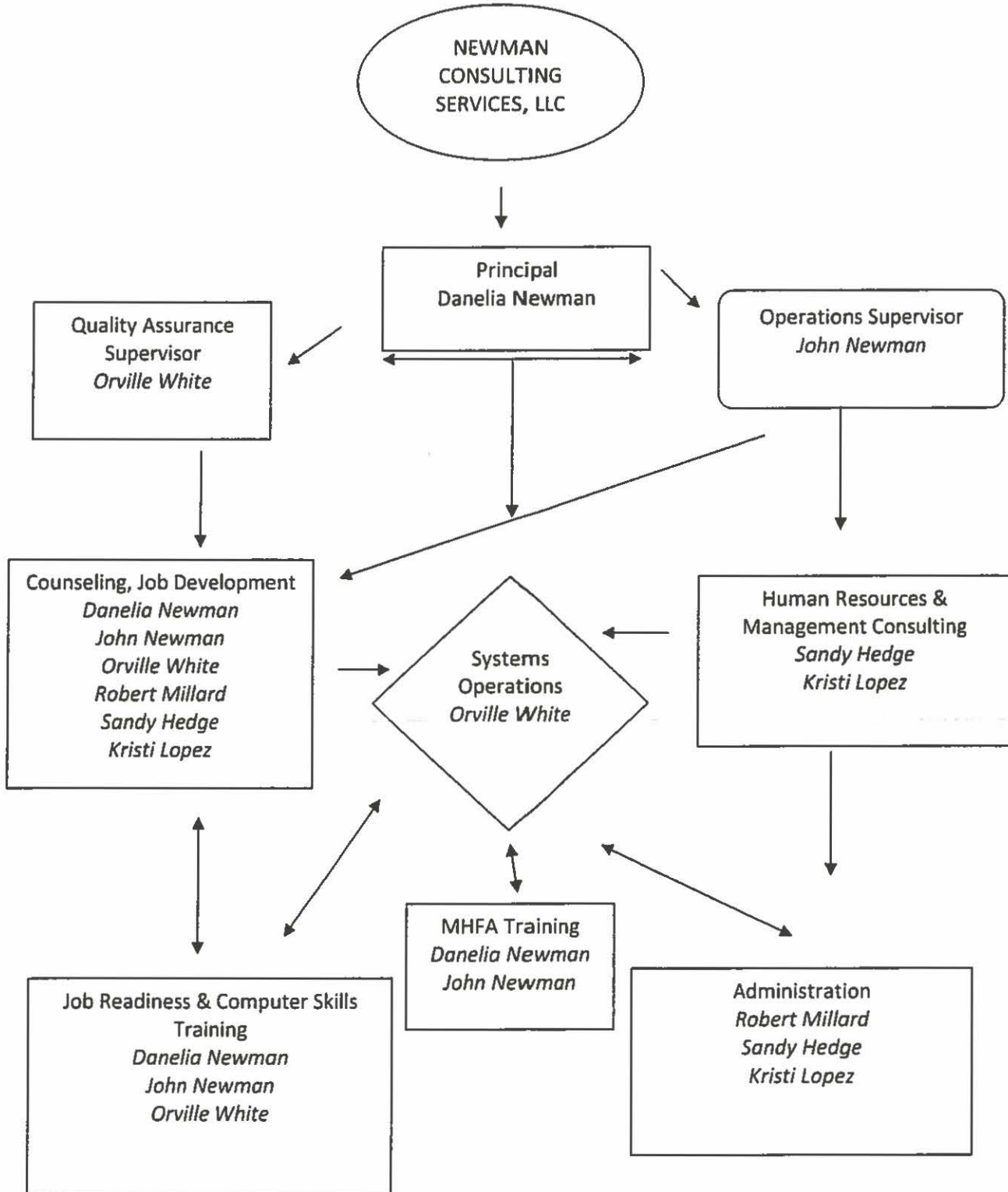
### QUALIFICATIONS OF STAFF PROVIDING SERVICES

NAME	TITLE	DUTIES	EDUCATION/CERTIFICATION	EXPERIENCE
Danelia Newman	Project Director/ Instructor	Project Administration and Coordination Employment Search Training Employment Follow-Up	B.A. Dip. Ed., with emphasis in Psychology and Vocational Education State of , Department of Education, Professional Staff Certificate to teach Vocational/Technical MHFA Certified Instructor	27 years job readiness training and job placement, counseling, managing businesses and handling human resources
John Newman	Instructor	Employment Search Training Employment Follow-Up	B.S. in Occupational Education, with emphasis in Training Development State of , Department of Education, Professional Staff Certificate to teach Vocational/Technical Training sponsored by the Bureau of Justice Assistance, "Identifying Predisposing Dynamic Factors in Sex- Offending Behavior and Developing Self-Care Through Caring Science" MHFA Certified Instructor	26 year USAF veteran 20 years counseling and assessing training readiness
Orville White	Quality Assurance	Employment Search Training Employment Follow-Up	B.S. in Occupational Education, with emphasis in Training Development State of , Department of Education, Professional Staff Certificate to teach Vocational/Technical Computing Technology Industry Association Security+Certified Professional TS/SCI Security Clearance	26 year USAF veteran 12 years quality assurance managerial experience and computer skills training 4 years counseling, job readiness training and job placement
Robert Millard	Administration/ Support Specialist	Client Intake Counseling Administrative	B.S., Primary Emphasis: Law First Aid Certificate	1 year counseling, tutor, support services
Kristi Lopez	Management Consultant/ Vocational Specialist	Human Resources Job Placement	CMA First Aid Certificate	12 years clinical experience 1 year Job Interviewing/Job Placement

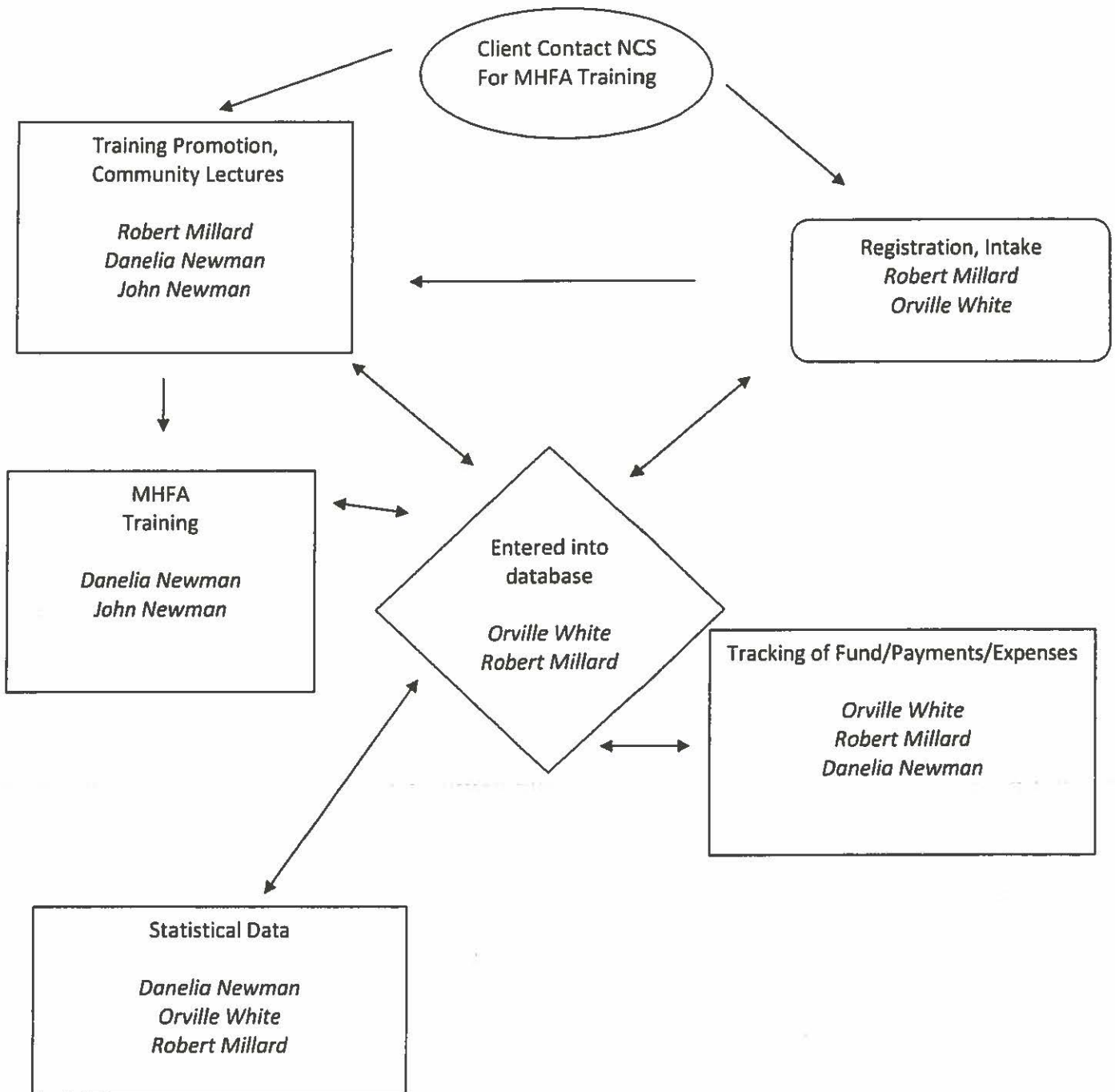


**B. Organizational Chart:**

ORGANIZATION FLOW CHART



PROGRAM FLOW CHART



### **C. Compensation:**

**Projected annual salaries for the three highest positions include:**

- A) Project Director/MHFA Instructor: \$135,000.00
- B) Program Outcomes Coordinator: \$63,093.00
- C) Quality Assurance: \$48,538.00

## **IV. OTHER**

### **A. Litigation**

NCS does not have any pending litigation or outstanding judgments.

### **B. Licensure or Accreditation**

NCS has 2 MHFA Certified Instructors on staff and is a State of Hawai'i Department of Education (DOE) certified licensed vocational school, Department of Labor and Industrial Relations (DOLIR) Employer Training Fund Provider and approved Workforce Investment Act (WIA) training provider for youth and adults.

### **C. Federal and County Grants**

NCS currently has the following Federal and County Grants:

USPO, Felix Mata, Chief U.S. Probation Officer, 541-1290, 300 Ala Moana Boulevard, Honolulu, HI, 96850, Felix\_Mata@hip.uscourts.gov providing Job Readiness Training, Individual and Group Career Counseling, Client Transportation and Expenses, Employee tools, equipment and licensure and identification and identification production for adult offenders serving a term of federal supervision. Fee for service contract.

State of Department of Public Safety, PSD 14-CPS-64, Employment Services for Inmates at the Waiawa Correctional Facility on the island of Oahu, Amy Jodar, TA Manager, Amy.Jodar@sms-hi.com (808)587-1279. \$260,000.

### **D. Private Educational Institutions**

N/A

### **E. Future Sustainability Plan**

NCS continually seeks individual funders whose passion is to help and support MHFA in our community, monitors Community Foundation for up and coming grant opportunities and writes for Federal and State funding sources as they become available.



**F. Certificate of Good Standing**

NCS is in good standing with required licensing bodies and in compliance with professional standards and requirements.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Applicant: NEWMAN CONSULTING SERVICES, LLC

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	76,866			
2. Payroll Taxes & Assessments	11,530			
3. Fringe Benefits	8,455			
<b>TOTAL PERSONNEL COST</b>	<b>96,851</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	2,532			
2. Insurance	1,300			
3. Lease/Rental of Equipment	3,500			
4. Lease/Rental of Space	8,000			
5. Staff Training	1,000			
6. Supplies	19,436			
7. Telecommunication	968			
8. Utilities				
9. GE TAX	7,063			
10. Publications and Printing	3,600			
11. Mileage	1,900			
12. Postage	900			
13. Audit Services	1,000			
14.				
15.				
16.				
17.				
18.				
19.				
20.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>51,199</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>1,850</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>149,900</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	149,900	DANELIA NEWMAN (808)596-0200		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested		[REDACTED]		
(d) Total Private/Other Funds Requested		Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>149,900</b>	DANELIA NEWMAN, PRINCIPAL		
		Name and Title (Please type or print)		

**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2015 to June 30, 2016

Applicant: NEWMAN CONSULTING SERVICES, LLC

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Director/Instructor/Counselor	1 FTE	\$135,000.00	30.00%	\$ 40,500.00
Quality Assurance	1 FTE	\$48,538.00	20.00%	\$ 9,707.60
Program Outcomes Coordinator	1 FTE	\$63,093.00	20.00%	\$ 12,618.60
Administrative Assistant	1 FTE	\$31,200.00	45.00%	\$ 14,040.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>76,866.20</b>
<b>JUSTIFICATION/COMMENTS:</b>				



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

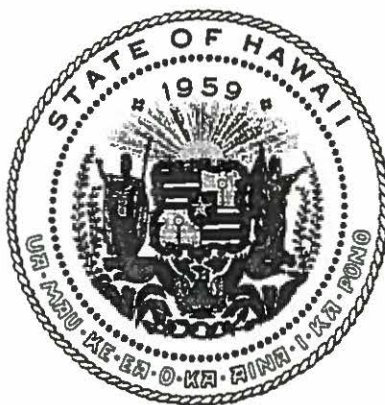
Applicant: Newman Consulting Services, LLC

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Laptop Computers	1.00	\$1,100.00	\$ 1,100.00	
Projector	1	\$700.00	\$ 700.00	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	<b>2</b>		<b>\$ 1,800.00</b>	

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:



## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that according to the records of this Department,

**NEWMAN CONSULTING SERVICES, LLC**

was organized under the laws of the State of Hawaii on 12/14/2005 ; that it is an existing limited liability company in good standing and is duly authorized to transact business.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 28, 2015



[REDACTED]  
Interim Director of Commerce and Consumer Affairs