

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

Dbas: 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

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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:

Employment & Educational Services for Oahu
Community Correctional Center- Kalihi and
Women's Community Correctional Center -
Kailua

4. FEDERAL TAX ID #: [REDACTED]
5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 299,851

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 SIGNATURE]

Danelia Newman, Principal

1/29/2015



EMPLOYMENT & EDUCATIONAL SERVICES
FOR
OAHU COMMUNITY CORRECTIONAL CENTER – KALIHI
AND
WOMEN’S COMMUNITY CORRECTIONAL CENTER – KAILUA

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.

NCS’s mission is to connect individuals to career success and opportunity by providing affordable training and support services in an atmosphere of respect, trust, understanding and communication. We are committed to transforming the lives of offenders in Hawai‘i by providing support and training that lead to livable wage employment. We help inmates understand that a good attitude and a strong work ethic are essential to getting and keeping a job. Our goal is to connect with the inmates through education, role-modeling and setting high standards for achievement. We promote the value of learning, self-worth and quality performance.

Partnering with organizations that work to meet the needs of offenders in Hawai‘i, NCS provides services targeted at increasing their self-sufficiency by equipping them with the skills and

competencies to meet the expectations of employers and occupations in the State of Hawai'i.

2: Goals and Objectives of the request:

The goal of Newman Consulting Services, LLC (NCS)'s mission to serve the goals of the State of Hawai'i Department of Public Safety (PSD) Corrections Program Services is two-fold:

1. Provide employment services for up to 200 adult inmates who are case managed and referred by the Offender Services Section at the Oahu Community Correctional Facility (OCCC) and the Women's Community Correctional Center (WCCC) on the island of Oahu;
2. Assist the inmate in successfully reentering the community by enhancing the inmate's abilities to gain employment by becoming productive self-sustaining members of society, thereby, reducing the inmate's chances for re-offending.

3: Purpose and need to be served:

Training in the areas of cognitive and soft skills such as basic employment skills; work readiness skills; time management, decision making and problem solving, personal development, computer literacy skills; and basic work skills to include interview coaching, resume development, dressing for employment success, application skills, and other necessary services are offered to ensure that individual skills are maximized. The focus is to play a role in the educational development of clients, with consideration given to their personal situation. The uniqueness of the training is that it is taught from an employer's point of view and participants are prepared for real world situations.

NCS has provided job readiness training, computer skills training and job search assistance to over 900 dual diagnosed individuals, immigrants, low-income adults, unemployed adults and underemployed adults throughout the community. The following reflect the outcomes of the most recent trainings offered throughout the community which meet the needs of those individuals who participated in the program:

- 90% of inmate referrals from TJ Mahoney Associates, Inc., Mahoney Hale and Ka Hale Ho'āla Hou No Nā Wāhine who completed NCS's job readiness training secured jobs. NOTE: 100% of these referrals were unemployed at the time of entry into NCS's training.
- 74% of Hawai'i Drug Court referrals who have completed NCS's job readiness training secured jobs.
- 73% of offender referrals from U.S. Probation who have completed NCS's job readiness

training secured jobs.

- 100% of the initial group who recently completed NCS's job readiness training at Waiawa Correctional Facility secured jobs.

It is important to note that NCS's consistent communication with the Counselors, Case Workers and Program Managers from TJ Mahoney & Associates, Inc., Ka Hale Ho'āla Hou No Nā Wāhine, Mahoney Hale, Hawai'i Drug Court, U.S. Probation and Department of Public Safety resulted in these significant achievements.

Adult offenders who exhibit high-risk barriers to employment such as diagnosed mental illness, difficulties completing requisite correctional programs during incarceration or have other barriers to successful re-entry, must compete on the open job market with people who have more education and more experience. NCS produces graduates that are attractive to existing or emerging employment opportunities. NCS assists their clients in exploring personal development such as pursuing additional education and information they can share with potential employers such as the employer tax credit and work experience credits. Certified Vocational Assessment Specialists administer standardized assessment and evaluation tests for career exploration and provide academic, occupational and career planning based on testing results. A determination is then made regarding career recommendations, which may include pursuing a GED from a local Community School for Adults or higher education. We are committed to doing whatever it takes to ensure the goals of the Department of Public Safety are met.

4: Target Population:

The target population for this project are selected inmates residing at Oahu Community Correctional Facility (OCCC) and the Women's Community Correctional Center (WCCC).

5: Geographic Coverage:

The geographic service area to be served by this solicitation is O'ahu – OCCC and WCCC. This project will provide up to 200 inmates a year with employment skills training necessary to achieve successful re-entry into the community.

II. Service Summary and Outcomes

1: Scope of Work:

NCS has been demonstrating the capability to provide required gender sensitive service delivery

and maintains a comprehensive Quality Management Systems Manual that incorporates policies and procedures that emphasizes a welcoming, empathetic and integrated approach to provide over 900 unemployed, under-employed low-income individuals age 17 and older, including offenders, ex-offenders, Drug Court inmates, Veterans, Military, National Guard and Reserves, Immigrants, disabled individuals and those experiencing health disparity, such as dual diagnosis services, to prepare them in obtaining and maintaining employment, provide opportunity for gaining better-paying jobs through provision of vocational training with the goal of self-sufficiency.

NCS's philosophy is that educational preparedness goes beyond the classroom. NCS addresses many of the client changing and developmental needs by offering a wide variety of services and activities including academic advisement, advocacy, personal and career counseling, case management, sober support, clinical treatment, recovery mentoring and post placement follow-up and support.

Vocational assessments, career development and exploration, IEP's, employment search training and employment follow-up will take place at OCCC and WCCC on the island of Oahu. Hours of service and location can be adjusted as requested by the Department of Public Safety. NCS will accept inmates who have been assessed by the Department as being appropriate for services unless it is mutually determined that an inmate not be accepted into the program.

Services activities can be performed during hours approved by the Department. We are able to provide services in the a.m., p.m. and/or evening hours, as needed. Employment Search Training and Employment Follow-Up classes will be two (2) hours in length.

A comprehensive evidence based process for vocational assessment and enrolling the inmates will be utilized. Certified Vocational Assessment Specialists will administer standardized vocational assessment and evaluation tests for career exploration. Based on the assessment results and the individual's strengths, interests, abilities and desired career path, an individualized employment/career plan will be developed based on the offender's education, skill level and criminal and work history. Completing employment search training and employment follow-up and one or more of the following activities may be recommended to achieve the employment goal: referral to an adult community school to obtain a GED and/or Vocational training course from a local Community College, and/or referral to the Division of Vocational Rehabilitation, the Department of Labor Workforce Development, Labor Union training programs, Department of Health, etc.

To ensure inmates understand the purpose and nature of the assistance being offered, their current status and identification of employment capacity and goals, the IEP will utilize the Offender Reintegration Scale (ORS) and the Employability Skills Inventory (ESI). The ORS will help inmates think about the steps necessary to successfully reenter society. To be successful upon release they must be able to meet their basic needs, become employed, develop good life

skills, strengthen relationships with family members and develop a career plan. The ORS can help inmates identify potential barriers to these goals and overcome them. The ORS will be administered in an individual setting, at a maximum of 30 minutes per inmate. NCS is open to utilizing a different standardized vocational assessment instrument preferred by the Department, if necessary.

The ORS is divided into five sections:

- Step One: Inmates decide how concerned they are about the issue being addressed like: finding government programs that can help me; getting additional training for the job I want; learning to resolve conflicts better; understanding what my interests are.
- Step Two: Is designed to measure their greatest concerns about being released from prison and reentering society.
- Step Three: Inmates profile their scores in the areas of basic needs, job search, family concerns, life skills, and career development on a scale of low average or high.
- Step Four: Assists in the development of an IEP by interpreting the profile. The inmate and the assessment team develop the IEP in support of the short and long term goals to ensure success.
- Step Five: The development of an action plan identified and interpreted from the honest self disclosure of the corresponding main concerns.

Every worker/employee needs certain basic skills to succeed in the workplace. The Employability Inventory (ESI) can help inmates identify workplace skills they need to possess and those that need to be developed more fully. It is based on the required skills knowledge and abilities. Knowing these skills is essential to career success.

The documents necessary to establish identification in order to obtain employment will be provided and inmates will be assisted in an individual setting in completing these documents due to Health Insurance Portability and Accountability Act (HIPAA) Confidentiality guidelines.

Career Development and Exploration will be conducted in a group setting consisting of up to 17 inmates. Counselors will be available to service this activity.

Each participating inmate will have a face to face assessment to establish rapport, explain the program and ascertain their perceived strengths and weaknesses by completing the ESI and ORS. Each inmate will determine their levels of competency, short term and long range goals while working with the assessment team to solidify a realistic time from and attainability parameters. An agreement will signed by the inmate pledging his willingness to accept services and implement the plan. Standardized Vocational Assessment Review & IEP will be conducted in an individualized setting.

A case file will be developed on each participating inmate. Copies of the inmate's most recent inventory assessment and treatment plan will be obtained, documented, and kept in the participant's case file, along with interview notes and Level of Service Inventory -Revised (LSI-R) assessment results. The outcome of the IEP will be provided to the Department within ten working days of the completed assessment.

Employment Search Training and Employment Follow-Up will be conducted in a group setting consisting of up to 17 inmates. Three (3) instructors will be available to service these activities; 1-2 instructors per group of 17 inmates. Individuals who will participate in NCS's Job Preparation and Development Training program can range in their skill level, educational background, criminal and work history, and English speaking abilities and are not required to have computer skills. Classes are restricted to two hours for maximum focus and retention. The Employment Search Training and Employment Follow-Up curriculum is outlined below.

- **Basic Computer Literacy:** More than 75 percent of all jobs require computer skills, including keyboarding. The major objectives of this module are to develop touch control of the keyboard and proper keyboarding techniques and provide an overview of microcomputer applications. Inmates receive hands-on computer training in the Windows operating system and the popular software application Microsoft Word. Inmates will learn how to edit and format text.
- **Business Communications Best Business Practices:** This module develops increased proficiency in English through effective oral communication skills. Inmates will experience a mock interview setting where students will develop their interview skills.
- **How to Conduct the Job Search:** This module focuses on developing an on-line employment portfolio, which will be used to gain employment, higher education or career and technical training. This includes researching job openings and companies on the internet, the on-line application process, attachments and learning how to network. The client learns new networking skills and develops a list of accomplishments that can be used to aid their job search. This module is designed to help the inmate learn about managing time involved in the search and how to keep track of his activities in order to be more productive.
- **How to Market Yourself to Employers:** This module teaches the inmate how to put his "best foot forward" by marketing their capabilities, experience and attributes to the wants and needs of the employer and the position the employer wants to fill. The inmate learns how to set himself apart from the crowd with tips on business etiquette and attitude and appearance. Personal hygiene and appropriate, professional interview and employment attire is addressed. Clients will be advised of partner agencies that can provide free assistance with employment attire when furloughed.

- **Successful Job Search:** Development of a cover letter and resume are covered. Individualized goals are developed. This module addresses employment and career advancement opportunities, and organization and information resources. Inmates will receive assistance in exploring personal development to support the inmate's IEP.
- **Work Readiness Skills:** This module is designed to provide the participant with skills to effectively maintain a positive attitude within the workplace. Students learn self motivation techniques to improve their sense of self-worth and the importance of displaying responsible behaviors at work, including avoiding absenteeism and demonstrating promptness; meeting and exceeding the employer's expectations; being focused on the job; showing initiative in work situations; consistently working to improve knowledge and skills; setting reasonable goals and working to meet them; accepting guidance and direction; being flexible; professional conduct; following work-related rules and regulations; staying calm in challenging situations; learning, practicing and using good communication; being ready for work by looking after oneself and getting enough sleep and exercise; respecting the employer's time and property, the importance of completing work tasks and being honest with oneself and others.

Before beginning a course all participating inmates will receive assistance enrolling in the Employment Search Training and Employment Follow-Up conducted by NCS. A schedule, intake form, confidentiality notice and expectations will be reviewed and signed by participating inmates along with and acceptance of training signed by the inmate stating that he/she understands the benefits of the courses being offered.

In order for an inmate to receive a Certificate of Completion he/she will be required to meet all the basic standards set by Hawai'i DOE. Upon completion of the training as outlined above, which will be verified with a Certificate of Completion issued by NCS, NCS will assist the inmate to address barriers to maintaining employment and ensure client self sufficiency success by providing the inmate information on other needed external supports. This service will be offered to the furloughed inmate at the facilities of NCS. For example, if a client is in need of housing, bus pass and/or interview attire in order to maintain employment, NCS will refer the offender to a community partner agency providing this service under the category of "Care Coordination-Employment". Sub- Categories of Care Coordination will be identified as needed for the particular service and a framework of the definition of the activity will be written up by the Project staff to help guide the provision of the activity. This will allow fluidity in service delivery while maintaining a framework that ensures Quality Assurance (QA) standards, expanding network capacity and ultimately assist the client in removing the barriers to maintain employment.

NCS will communicate with the CPS Supervisor consistently regarding services to be performed and offender's status throughout the solicitation time frame. NCS understands the importance of this ongoing communication with Counselors, Case Workers and Program Managers as it is

working together as a team that will produce the results. NCS understands that the CPSE will have the final decision as to whether an offender can continue to receive services or be terminated from receiving services.

2: Projected Annual Timeline:

Months 1 - 2	Program organization and set up, meetings with Directors and key personnel, organization of schedules, etc.
Months 3 - 4	Vocational Assessments conducted on 34 inmates (17 from OCCC and 17 from WCCC). Vocational Assessment Review and IEP. Employment Search Training.
Month 4	Employment Follow-up. Vocational Assessments conducted on 34 inmates (17 from OCCC and 17 from WCCC). Vocational Assessment Review and IEP.
Month 5	Employment Search Training. Employment Follow-up.
Month 6	Vocational Assessments conducted on 34 inmates (17 from OCCC and 17 from WCCC). Vocational Assessment Review and IEP. Employment Search Training.
Month 7	Employment Follow-up. Vocational Assessments conducted on 34 inmates (17 from OCCC and 17 from WCCC). Vocational Assessment Review and IEP.
Month 8	Employment Search Training. Employment Follow-up.
Month 9	Vocational Assessments conducted on 32 inmates (16 from OCCC and 16 from WCCC). Vocational Assessment Review and IEP. Employment Search Training.
Month 10	Employment Follow-up. Vocational Assessments conducted on 32 inmates (16 from OCCC and 16 from WCCC). Vocational Assessment Review and IEP.
Month 11	Employment Search Training. Employment Follow-up.
Month 12	Program wrap-up. meetings with Directors and key personnel, program evaluation

Vocational Assessments, Career Development and Exploration, IEP's

Report due within 10 work days following this service	Initial Career Development and Exploration
Conducted following report	Vocational Assessment Review and IEP

Employment Search Training

Length of Class	Topic
2.0	Work Readiness Skills
2.0	Marketing Yourself to Employers
2.0	Basic Computer Literacy
2.0	Successful Job Search I
2.0	Successful Job Search II
2.0	Business Communications Best Business Practices

Employment Follow-Up

Length of Class	Topic
2.0	How to Conduct the Job Search I
2.0	How to Conduct the Job Search II
2.0	How to Conduct the Job Search III

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 inmate 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 responsible 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 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, Mental Health First Aid 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.

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.

Program Goal for Output Measures

Oahu Community Correctional Center: 140 participants

Women's Community Correctional Center: 60 participants

PROGRAM COMPONENT OUTCOME GOALS

At the completion of the Basic Computer Literacy component the participants will show an increase in their ability for proper keyboarding techniques and touch control.	ACCOMPLISHMENT PERCENTAGE: 80%
At the completion of the Business Communications Best Business Practices component the participants will show their ability to use effective oral communication skills to answer interview questions.	ACCOMPLISHMENT PERCENTAGE: 80%
At the completion of the How to Conduct the Job Search component the participants will be able to show their ability to develop an on-line employment portfolio to gain employment, higher education or career and technical training.	ACCOMPLISHMENT PERCENTAGE: 80%

At the completion of the How to Market Yourself to Employers the participants will be able to demonstrate their marketing capabilities, their capabilities, experience and attributes to the wants and needs of the employer and the position that the employer is seeking to fulfill.	ACCOMPLISHMENT PERCENTAGE: 80%
At the completion of the Successful Job Search component the participants will demonstrate the ability to compose a personal resume to be used for future employment.	ACCOMPLISHMENT PERCENTAGE: 80%
At the completion of the Work Readiness Skills component the participants will demonstrate their skills to effectively maintain a positive attitude within the workplace.	ACCOMPLISHMENT PERCENTAGE: 80%

OVERALL PROGRAM GOAL

NCS’s overall goal is to successfully secure employment for all participants who enter the program. This employment goal could range anywhere from a 20 hour work week to a full time position focused on a full 40 hours of employment. 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 employment program.

III. Financial

1. Submitted Budget

See enclosed Budget Forms

2. Anticipated Quarterly Funding

FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER
\$74,974.75	\$74,974.75	\$74,974.75	\$74,974.75

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:

NCS has provided on-site and off-site services to TJ Mahoney Associates Inc.; Mahoney Hale and Ka Hale Ho'āla Hou No Nā Wāhine since 2010; participated in the Federal Detention Center (FDC)'s on-site Mock Job Fairs since 2013; and provided on-site instruction to inmates in Waiawa Correctional Facility since 2014.

The following show an array of community job readiness 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 Hawai'i 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.

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 Hawai‘i 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 Hawai‘i 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.

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.

B. Facilities:

The employment services described in the Service Delivery will be conducted at OCCC, WCCC and the facility of NCS, located at 1019 Waimanu Street, Suite 207, Honolulu. NCS’s facility would be utilized to assist inmates upon their release who request assistance with updating their resumes and referral to partner agencies for housing, interview dress attire, counseling and transportation. 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. A bulletin board provides updated information on employment opportunities. Provision of high speed internet and 20 laptop computer stations with up-to-date software are provided for classes. 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.

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:

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 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 certification 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.

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 have performed and provided Access to Recovery services for the State of Hawai'i Department of Health Alcohol and Drug Abuse Division.

NCS will comply with PREA Standards, applicable Department Policies and Procedures, Federal State of Hawai'i and County Codes, Regulations, Rules and Laws.

Instructors are College graduates with extensive experience in their areas of expertise and hold professional staff certificates issued by the Hawai'i Department of Education. A minimum of 3 years working as an instructor verified in writing by previous employers, pre-employment screenings including background checks and tuberculosis clearances are required for an individual to be qualified to teach the classes. Instructors are First Aid and CPR certified.

In order to ensure the sound administration of the training and that the instructors are proficient in the subjects being taught, they are both trained and supervised by the Principal. 53% of NCS's clientele are offenders and ex-offenders and of those 58% are of male gender and 42% of female gender. .

All volunteers and staff employed by NCS utilized for the delivery of services pertaining to this Solicitation have over 4 years experience working with offenders.

Supervision and Training:

NCS maintains bi-weekly staff trainings 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 the proposed services. She created the curriculum and training materials, 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 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.

Prior to teaching solo in the program, instructors are required to observe and demonstrate competency in delivery prior to actual student instruction. Initially they observe and learn the instruction material. The next step involves team teaching with an instructor who has been

working with the company for at least one year. The final step involves teaching solo and being observed by the Principal.

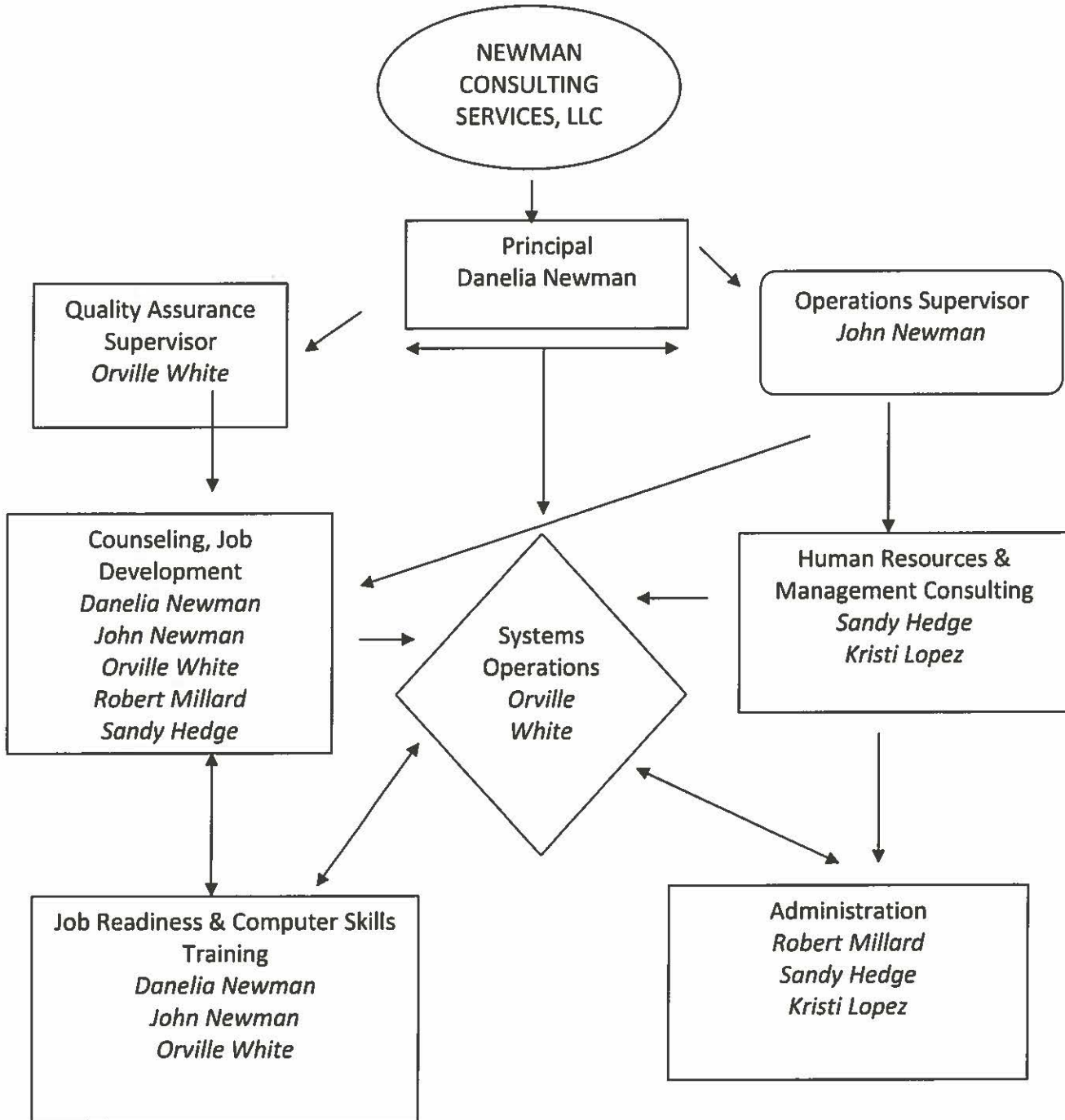
It is an NCS requirement that employees of NCS sign acknowledgement of and sub-contractors are notified of the provisions of Hawai'i Revised Statute, Section 707-731, Sexual Assault in the Second Degree and Section 707-732, Sexual Assault in the Third Degree. All staff participating in this solicitation shall have training in and be familiar with current Departmental procedures and practices, intake, admission, referral of inmate's processes and any additional procedures and practices, to include current Volincor training.

QUALIFICATIONS OF STAFF PROVIDING SERVICES

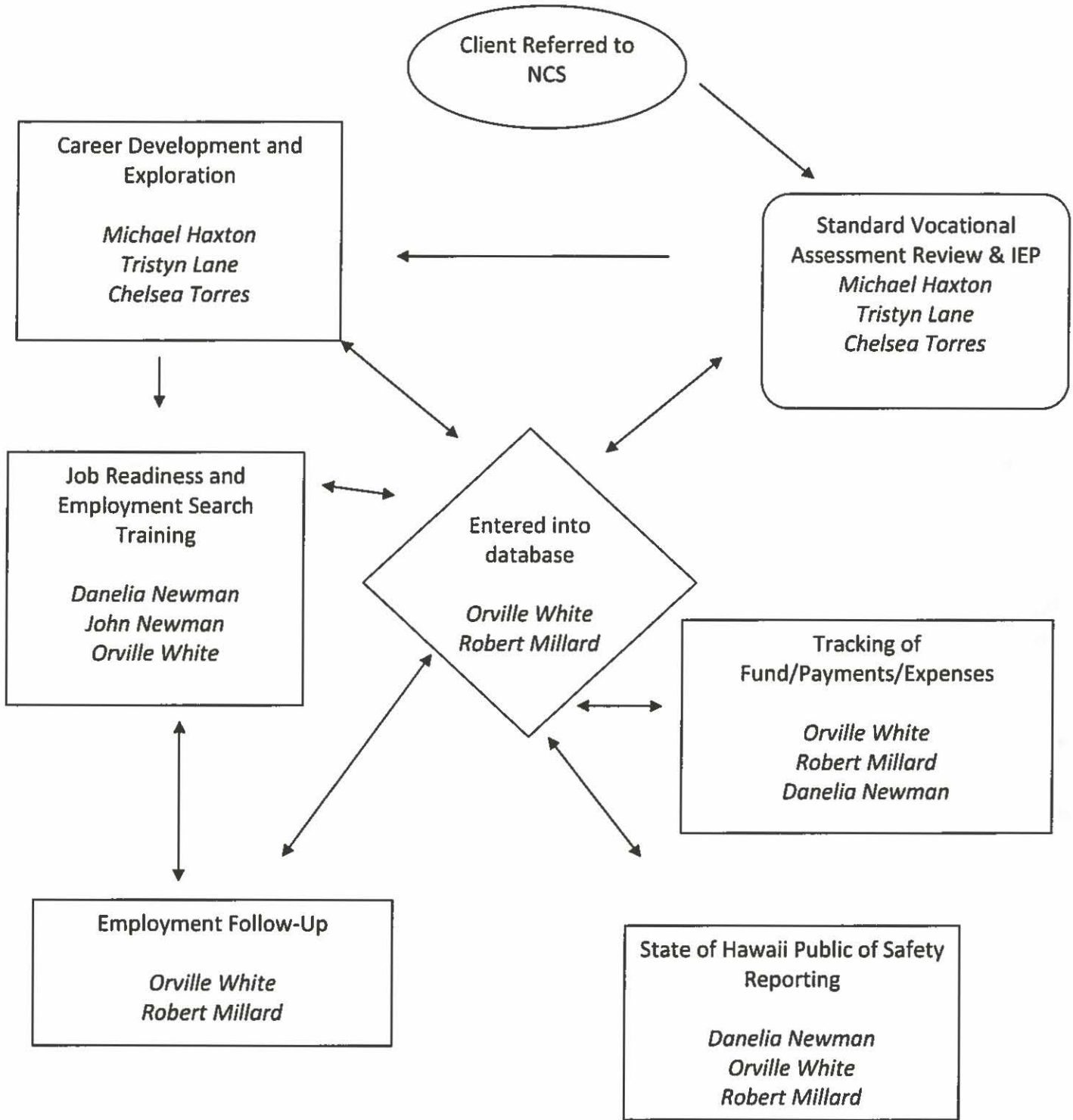
NAME	TITLE	DUTIES	EDUCATION/CERTIFICATION	EXPERIENCE
Danelia Newman	Project Director/ Instructor/Counselor	Project Administration and Coordination Employment Search Training Employment Follow-Up	B.A. Dip. Ed., with emphasis in Psychology and Vocational Education State of Hawai'i, Department of Education, Professional Staff Certificate to teach Vocational/Technical	27 years job readiness training and job placement, counseling, managing businesses and handling human resources
John Newman	Instructor/Counselor	Employment Search Training Employment Follow-Up	B.S. in Occupational Education, with emphasis in Training Development State of Hawai'i, 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"	26 year USAF veteran 20 years counseling and assessing training readiness
Orville White	Quality Assurance/Instructor/ Counselor	Employment Search Training Employment Follow-Up	B.S. in Occupational Education, with emphasis in Training Development State of Hawai'i, 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
Michael Haxton	Counselor Pastor	Vocational Assessments Career Development and Exploration IEP	M.S. in Counseling Psychology B.A. State of Hawai'i – Vocational Assessment Specialist State of Hawai'i – Ordained Pastor CFC – Teacher, Financial Planner NFCC – Credit Counselor	31 years providing individual and family comprehensive counseling; developing transition plans for employment, vocational training and/or education endeavors, and assisting clients in returning to employment or obtaining employment.
Tristyn Lane	Counselor	Vocational Assessments Career Development and Exploration IEP	M.S. in Counseling Psychology B.S. Psychology CSAC - State of Hawai'i Certified Substance Abuse Counselor ICADC-Internationally Certified Alcohol & Drug Abuse Counselor State of Hawai'i - Vocational Assessment Specialist	5 years in substance abuse, criminal justice and mental health field; individual and group counseling; assessments; quality assurance
Chelsea Torres	Counselor	Vocational Assessments Career Development and Exploration IEP	M.S. in Counseling Psychology B.A. Justice Administration & Psychology A.A. Corrections Enrolled in Masters of Counseling Psychology Program at Chaminade University State of Hawai'i - Vocational Assessment Specialist	2 years in mental health counseling, crisis intervention 7 years in administration data, file and human resources
Robert Millard	Administration/ Support Specialist/Counselor	Client Intake Counseling Administrative	B.S., Primary Emphasis: Law First Aid Certificate	1 year counseling, tutor, support services

B. Organizational Chart:

ORGANIZATION FLOW CHART



PROGRAM FLOW CHART



C. Compensation:

Projected annual salaries for the three highest positions include:

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

IV. OTHER

A. Litigation

NCS does not have any pending litigation or outstanding judgments.

B. Licensure or Accreditation

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 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 Hawai‘i 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 individuals funders whose passion is to help and support the at risk community being addressed, monitors Hawai‘i 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)
A. PERSONNEL COST				
1. Salaries	203,916			
2. Payroll Taxes & Assessments	30,587			
3. Fringe Benefits	22,431			
TOTAL PERSONNEL COST	256,934			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	1,300			
3. Lease/Rental of Equipment	1,500			
4. Lease/Rental of Space	6,000			
5. Staff Training	3,900			
6. Supplies	6,568			
7. Telecommunication	1,668			
8. Utilities				
9. GE TAX	9,981			
10. Publications and Printing	3,400			
11. Mileage	2,500			
12. Postage	100			
13. Audit Services	1,500			
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	38,417			
C. EQUIPMENT PURCHASES	4,500			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	299,851			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	299,851	(808) DANIELA NEWMAN 596-0200		
(b) Total Federal Funds Requested		Name (Please type or print) _____ Phone _____		
(c) Total County Funds Requested		[REDACTED]		
(d) Total Private/Other Funds Requested		Signature of Authorized Official _____ Date _____		
TOTAL BUDGET	299,851	DANIELA A. 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	50.00%	\$ 67,500.00
Quality Assurance/Instructor/Counselor - A	1 FTE	\$48,538.00	75.00%	\$ 36,403.50
Quality Assurance/Instructor/Counselor - B	1 FTE	\$48,538.00	75.00%	\$ 36,403.50
Program Outcomes Coordinator	1 FTE	\$63,093.00	50.00%	\$ 31,546.50
Testing and Evaluation Specialist - A	1 FTE	\$42,750.00	25.00%	\$ 10,687.50
Testing and Evaluation Specialist - B	1 FTE	\$42,750.00	25.00%	\$ 10,687.50
Testing and Evaluation Specialist - C	1 FTE	\$42,750.00	25.00%	\$ 10,687.50
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				203,916.00
JUSTIFICATION/COMMENTS:				

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	3.00	\$1,100.00	\$ 3,300.00	
Training Program Software	3	\$400.00	\$ 1,200.00	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	6		\$ 4,500.00	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
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 SIGNATURE]

Interim Director of Commerce and Consumer Affairs