

House District 29  
 Senate District 13

**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.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): HAWAII CORRECTIONAL INDUSTRIES  
 STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:  
 Dba: WorkNet, Inc.  
 Street Address: 1130 N. Nimitz Hwy  
Honolulu, Hawaii 96817  
 Mailing Address:  
SAME

**2. contact person for matters involving this application:**

Name CHAS WILLIAMS  
 Title Executive Director  
 Phone # (808) 521-7770  
 Fax # (808) 521-7784  
 E-mail willchas@gmail.com

**3. TYPE OF BUSINESS ENTITY:**

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

**4. FEDERAL TAX ID #:** [REDACTED]

**5. STATE TAX ID #:** [REDACTED]

**6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

**WORKNET:**  
**VOCATIONAL DEVELOPMENT, COGNITIVE/  
 BEHAVIORAL TRAINING AND TRANSITION  
 SERVICES FOR CORRECTIONAL INDUSTRIES  
 AND INMATE CRAFT PARTICIPANTS**

**7. amount of state funds requested:**

FISCAL YEAR 2016: \$ 360,000 + \_\_\_\_\_

**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	\$ <u>120,000</u>
FEDERAL	\$ <u>0</u>
COUNTY	\$ <u>0</u>
PRIVATE/OTHER	\$ <u>5,000</u>

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:  
[REDACTED]  
 AUTHORIZED SIGNATURE

CHARLES B. WILLIAMS, JR.  
 NAME & TITLE

JANUARY 29, 2015  
 DATE SIGNED



## Application for Grants

### I. Background and Summary

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

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

The purpose of this grant request is to fund a partnership between **Hawaii Correctional Industries and WorkNet, Inc.** This linkage supports critical public safety functions utilizing vocational development and cognitive behavioral interventions as a primary modality to work with offenders before release linked to community re-entry services upon release. The program utilizes best practices in corrections to reduce recidivism.

**WorkNet, Inc.** is a 501(c) (3) non-profit corporation founded in Honolulu in the year 2000. It is the culmination of 25 years of continuous service to indigent populations which began as a consultancy in 1989. Its main clients are those at the bottom rung of society who need assistance to achieve independence. The specific mission of the organization is to provide training and development opportunities that support employment, independent living, and eventual self-sufficiency. Its primary target population has been the homeless, the incarcerated **and those emerging from treatment or institutional living.** During the last 10 years, the company has concentrated on a service model characterized as **transition management for the incarcerated.**

Our service history is defined by our work with the Hawaii prison population whose numbers have more than doubled during the past decade. The vast majority of this increase is due to the surge in the volume of non-violent drug offenders. Hawaii has an inmate population in excess of 6,000 individuals inside and outside the state. In the fiscal year encompassed by this grant request, the Hawaii Paroling Authority will supervise more than 1,300 parolees released on the island of Oahu alone. Many of these individuals are experiencing mental health problems, substance abuse issues, social adjustment barriers or all the above.

The majority of the population is between the ages of 25 and 39. The median age is 33 years old. This makes the core group of the population within their prime years for productive membership in the work force. However, many will not find jobs locally that can sustain the island cost of living without intervention. Our mission is built on the premise that these inmates could thrive if provided opportunities for vocational and personal development while incarcerated.

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

**The Goal** of the program is to prepare emerging inmates with vocational training, soft skills, criminal conduct remediation and transition services through a public/private partnership between WorkNet, Inc. and Hawaii Correctional Industries (HCI) that enables the state to reduce recidivism. This proposal delivers remedial services to offenders who would otherwise be indigent, unemployed, homeless, at-risk for substance relapse or in need of supportive services to insure self-sufficiency. The **objective** is to provide **assisted transition** to the population of offenders enrolled in Hawaii Correctional Industries and Inmate Crafts programs described in this proposal. 300 of the participants are enrolled in HCI and another 60 are served in the CARE project for inmate crafts. **Transition management** requires contact *inside* correctional facilities that carries through to

*outside* service linkages within the community. It includes a range of services encompassing assessment, service planning, vocational skills training, job search skills training, criminal behavior therapy, and community transition services. These funds will serve 360 individuals from the population of inmates enrolled in Hawaii Correctional Industries and the Correctional Arts Re-Entry (CARE) Project for inmate crafts.

This program addresses a critical need for systemic re-entry services created by: accelerated efforts to reduce inmates housed on the mainland; the return of women inmates from a contracted Kentucky prison; the re-opening of Kulani Correctional Center in Hilo; the expansion of furlough facilities at O.C.C.C.; and, the continuing release of inmates at the end of their terms. These factors have contributed to an increased volume of exiting inmates lacking essential services to re-enter our community. This grant corrects a severe imbalance in the allocation of resources to this population at a point of critical need: community release. This grant creates an effective state and private partnership focused on long term stability and recidivism reduction for the inmates, saving the state millions of dollars through reduced incarceration costs.

Previously, the only funding that supported transition services of this type was a state grant of \$150,000 from Public Safety to WorkNet, Inc. which expired in December 2009. Since then, no other funding for these services has been forthcoming and WorkNet has concentrated on developing programs for those prisoners who are “maxing out” at the end of their terms. This sub-population encompasses inmates with the worst recidivism rate: recent returnees from mainland prisons at the end of their terms. Ironically, they are afforded the least services. This is grossly out of balance with community and individual inmate needs. Hawaii Correctional Industries offers vocational development, job training and skill building opportunities inside correctional facilities for inmates to learn and earn before re-entry. The combined efforts of both organizations create a powerful solution for how reintegration can provide planned opportunities for emerging inmates.

**The objective** of this grant is to address the emergent needs of this population by serving **360 individuals inside Public Safety 6 months prior to release and one year in the community.** These individuals will receive vocational development accompanied by personal remediation plans culminating with a discharge plan documenting a pathway to community stability. Plans will be followed in the community with case management and prescribed transition services.

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

**The purpose and need** for this funding is to insure community and neighborhood safety by providing a managed path of development for emerging inmates to gain marketable skills culminating in a discharge plan attached to transition services. The Department bears no responsibility to provide such plans nor linkage to service providers. Therefore, recently discharged inmates are at highest risk of returning to prison. Those who are at the point of entering the community require that employment, housing, and independent living skills be in place. Yet, neighborhood safety is compromised when inmates are released without marketable skills or a plan for community transition. We offer a solution to this persistent problem by joining the resources of two organizations whose span begins inside the institution and extends into the community with planned support. In this proposal, Hawaii Correctional Industries and WorkNet, Inc. apply scientific best practices, professional staffing, and documented success with Hawaii inmates while generating a measurable saving to taxpayers. These outcomes are achieved by preparing inmates with vocational training, hands-on experience, pre-employment skills, personal development and transition services.

This menu of services is specifically designed for the Hawaii inmate population, both male and female, respectively, and has been proven to have a great impact on the return rate of inmates when faithfully administered. This approach prevents enrollees under this grant from leaving the correctional facility lacking skills, employment prospects, housing, treatment, identification documents or community support. The dual enrollment of these individuals with HCI and WorkNet creates a model continuum that provides vocational assessment, a customized service plan, classroom training, group counseling, vocational experience, job search skills, a resume and community transition services.

This grant is focused on an additional target: recidivism reduction, the gold standard of correctional outcomes. **Through recidivism reduction this grant will save taxpayers many times more than its cost.** There are more prisoners in the system **inside** the state now than ever before, yet there is no programming specifically focused on the important goal of preparing inmates before release *and* providing targeted community support. These important functions are especially critical when the offender exhibits attendant factors such as homelessness, substance abuse, serial criminal acts, a medical diagnosis or chronic unemployment. The services proposed here will allow the discovery and remediation of these problems so that no inmate will pose a threat to community safety due to lack of survival skills or support. The reduction of crime and recidivism using this approach will mitigate the need to build more prison space, saving taxpayers even more.

This proposal is also meant to amalgamate two organizations in public and private service who share the same purpose: to fulfill the mandate to provide more extensive high quality **re-entry services** for those who are leaving correctional facilities. To distinguish our combined services from others, we provide **remedial managed transition** from inside the institution into the outside community. Public Safety traditionally leaves exit planning to the parole board or probation authorities for inmates leaving their care. There is no discharge plan or unit responsible for transferring care of the inmate to community resources. HCI and WorkNet provide this capability for seamless *transition* not just *transfers* of offender care. Our core services are dedicated to offender needs and designed to reduce crime rates and recidivism.

#### 4. Describe the target population to be served:

We propose to serve all offenders on the island of Oahu enrolled in Hawaii Correctional Industries or the CARE project of inmate crafts. This population may include sex offenders, treatment graduates, homeless, and chronically unemployed among its constituents. We will initiate services for these individuals while still incarcerated starting with initial assessment upon entry to a period of more intense services beginning 6 months prior to release. They are housed in state facilities at the Women's Community Correctional Center, Halawa Correctional Facility, other Public Safety sites served by HCI and various community sites in supportive living programs. We currently have entry privileges and required Public Safety staff training to conduct programming at all facilities including the Federal Detention Center where we have been granted entry. Hawaii Correctional Industries currently employs 200 inmates at various facilities around the state.

#### 5. Describe the geographic coverage.

The **geographic area** of coverage for these activities is the island of Oahu. This service area contains the largest percentage of the population of inmates and releases which means it poses the most risk to public security should threats to the peace occur. It is also home to more than three fourths of the parolees and released felons discharged annually from our correctional facilities.

## II. Service Summary and Outcomes

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

The scope of operations begins with the **outreach process** when applicants are identified inside the correctional facility by Hawaii Correctional Industries, an Offender Service Administrator or Public Safety Case Manager. WorkNet works closely with corrections and community supervision officers who have comprehensive access to offender case files and know the offenders' willingness to participate in a program of growth and recovery.

WorkNet has established programs in Oahu Community Correctional Center, Laumaka Work Furlough Center, Halawa Correctional Facility, and the Women's Community Correctional Center on Oahu that directly serve the emerging population with transition services.

By standard design, WorkNet spends from 6 months to one year with inmates inside these facilities who are designated for release within that period. The Education Unit of Public Safety has routinely provided facility space to establish classroom training activities for in-service learning and program recruitment purposes. This provides 300 or more recruitment opportunities during this grant period for eligible re-entry candidates. WorkNet is the only local agency with full facility access to conduct these sessions inside and outside in the community.

**Referral** occurs when Public Safety staff have approved the individual for the program. Once the individual is referred by staff, **intake** is tracked with the WorkNet specialized tools of case management: the program enrollment form; the LifeStiles® Inventory which contains client information; and an acknowledgment by the client that the rules of the program and responsibilities are understood and will be obeyed.

To assess these clients for services, the program uses a **Prescriptive Referral Form (Attachment 4)** developed for use with the local offender population and data linked to the LifeStiles® assessment instrument. The results of the client interview with the referring agent provide a concise summary of indicators that allow services to be efficiently targeted to criminogenic factors most influential on the client.

After initial **referral** and **enrollment** have been achieved, **assessment** is undertaken to determine the functional ability of the participant to enter the local job market and an appropriate service mix.

**Assessment** is approached scientifically. The LifeStiles® Inventory is a proprietary tool used to gather baseline data on the inmate. Two purposes are achieved through this process. First, strengths and weaknesses in the person's education, skills, experience and work history are examined. This process allows the program staff to assist the participant in determining realistic goals for entry into the labor market. Secondly, assessment results (which may also be obtained from case files or third party reports) initiate the basis for an overall strategy to correct or shore up deficiencies identified as barriers. This process indicates appropriate courses of education, training or vocational development which must be accomplished by the job candidate.

Instruments such as the **LSI and ASUS** are used to determine the risk of re-offending and the level of services needed. WorkNet staff has been trained to use them. Each client then gets the **LifeStiles® Inventory** for customized service planning focused on creating an **Individual Development Plan (Attachment 3)** for priority goal attainment, in this case, completion of employment preparation and initiation of transition. This approach has the added benefit of greatly reducing costs per participant since the only services being charged are those most necessary for the targeted outcome. This expands service levels while allowing unit costs to remain unchanged in a

fixed budget project such as this. More enrollees are served with the same amount of money expended.

In addition to these initial screening instruments, WorkNet may administer a wide range of other standardized tests, inventories or assessments, according to applicant needs, diagnostic recommendations or Public Safety requests. The recommended program assessments include the "How I Think" (HITS) Inventory, the WorkNet Service Needs Inventory, and if needed, the WorkNet Biopsychosocial Assessment. When combined with information from the Referral and Enrollment Forms, the results of these assessments are aggregated into the Individual Development Plan for each enrollee. This plan is digitally compiled by a proprietary algorithm developed by WorkNet and will be an integral part of progress reporting for each enrollee and shared between the HCI, Public Safety and WorkNet staff.

The client is provided with a **Service Needs Assessment (Attachment 5)** to determine the level of case intensity required. This process helps determine the need for specialists and the professional involvement the case demands. It also identifies important support the client may require and sets the stage for assignment of customized services. The company is eager to work with HCI staff, Public Safety staff, parole and probation authorities on any other instruments or systems which may currently be used to assist in the community transition of the inmate. In particular, we would like results of the Level of Service Inventory (LSI-R) to be shared with us since our program is designed to honor that system and our staff has been trained in its use.

The **intake** process includes an interview based on assessed data that is used to determine the self-disclosed goals of the client for work-related development and other growth activities. If there are strong indicators that the person does not have a prognosis for work or has other self-described barriers to employment, then other avenues are explored such as additional education or vocational training. It is at this stage that other measurement instruments or referral to staff specialists may occur.

Once a customized service plan has been established, **Criminal Conduct Remediation and Pre-Employment Preparation Classes** are another important activity geared to increase the readiness of the participant for the job market. The following outlines the curriculum that WorkNet provides for this grant. The classes are presented inside prison according to facility availability and in two hour training modules twice weekly at the WorkNet training site in the Nimitz Business Center. The curriculum is "open entry, open exit" and can be accomplished within three weeks of enrollment. The classes can also be done on one accelerated week-end session and completed within a day. Job search activities start immediately and can be done concurrently with classroom training. This encourages job placement to happen swiftly in the community.

For **Post-release Activities**, WorkNet has maintained a close and continuing relationship with the Hawaii Paroling Authority, Adult Probation and a host of other service providers. More than a dozen community based offenders are currently shared in their case management with parole, probation, women's furlough and mental health case managers who are active with the company as joint case managers. We also serve federal probation, federal pre-trial clients and ex-offenders whose terms are complete.

Although the purpose of this proposal is to promote integrated case management, cognitive skills training, job search, housing mentoring, substance abuse treatment planning, identity restoration and driver licensing services, not every client needs every service. Many of these services have emerged as a result of the expressed needs of our clients, who we survey often.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service:

**WorkNet/Hawaii Correctional Industries**

**PROJECT SCHEDULE**

**96 Hours of Classroom Training + 4 Hours of Community AfterCare**  
**2 hour sessions, twice a week. Schedule allows for 10% cancellation rate.**

**PHASE 1: PERSONAL DEVELOPMENT**

<b><u>DATES</u></b>	<b><u>WEEK</u></b>	<b><u>SESSION</u></b>
<u>7/7/15</u> <u>7/9/15</u>	1	<b>ORIENTATION/ASSESSMENTS</b> <b>ASSESSMENT REVIEW: DEVELOPMENT PLAN</b>
<u>7/14/15</u> <u>7/16/15</u>	2	<b>COG SKILLS REVIEW</b> <b>LIFESTILES® NEEDS MODEL</b>
<u>7/21/15</u> <u>7/23/15</u>	3	<b>ATTITUDE INVENTORY</b> <b>GLASS HALF EMPTY/QUESTIONS THAT CHANGE</b>
<u>7/28/15</u> <u>7/30/15</u>	4	<b>NEEDS INVENTORY AND REVIEW</b> <b>NEEDS, WANTS AND DREAMS</b>
<u>8/4/15</u> <u>8/6/15</u>	5	<b>WHAT'S IMPORTANT</b> <b>GOAL SETTING</b>
<u>8/11/15</u> <u>8/13/15</u>	6	<b>HOW-WE-THINK MODEL</b> <b>PROBLEM SOLVING/BRAINSTORMING</b>
<u>8/18/15</u> <u>8/20/15</u>	7	<b>STRESS CYCLE AND COPING SKILLS</b> <b>UNDERSTANDING THINKING ERRORS</b>
<u>8/25/15</u> <u>8/27/15</u>	8	<b>THE REALITY MODEL AND NATURAL LAWS</b> <b>THE CRIMINAL CONTINUUM</b>
<u>9/1/15</u> <u>9/3/15</u>	9	<b>CASE STUDY #1: CRIMINAL THINKING</b> <b>CASE STUDY #2: CRIMINAL VALUES</b>
<u>9/8/15</u> <u>9/10/15</u>	10	<b>CASE STUDY #3: CRIMINAL BEHAVIOR</b> <b>CASE STUDY: MOVIE-"ALBINO ALLIGATOR"</b>
<u>9/15/15</u> <u>9/17/15</u>	11	<b>THINKING REPORT INTERVENTION</b> <b>THINKING REPORT PRACTICE SKILLS</b>
<u>9/22/15</u> <u>9/24/15</u> <u>9/29/15</u>	12 13	<b>10 GOOD HABITS/GRATITUDE</b> <b>PROGRAM WRAP UP</b> <b>CLOSE-OUT/NEW RECRUITMENT</b>

**PHASE 2: FUNCTIONAL SKILLS**

<u>DATES</u>	<u>WEEK</u>	<u>SESSION</u>
<u>10/6/15</u>	1	<b>ORIENTATION/ASSESSMENT</b>
<u>10/8/15</u>		<b>INDIVIDUAL DEVELOPMENT PLAN REVIEW</b>
<u>10/13/15</u>	2	<b>EMPLOYABILITY PROFILE</b>
<u>10/15/15</u>		<b>RISK/RESILIENCE PROFILE</b>
<u>10/20/15</u>	3	<b>PRE-EMPLOYMENT CHECKLIST</b>
<u>10/22/15</u>		<b>IDENTITY AND DOCUMENT RESTORATION</b>
<u>10/27/15</u>	4	<b>THE HAWAII FAIR EMPLOYMENT ACT</b>
<u>10/29/15</u>		<b>PRESENTING A CRIMINAL BACKGROUND</b>
<u>11/3/15</u>	5	<b>FILING THE APPLICATION (Cheat Sheet)</b>
<u>11/5/15</u>		<b>ON-LINE APPLICATIONS</b>
<u>11/10/15</u>	6	<b>RESUME</b>
<u>11/12/15</u>		<b>INTERVIEW SKILLS</b>
<u>11/17/15</u>	7	<b>VOCATIONAL PROFILE REVIEW</b>
<u>11/19/15</u>		<b>PERSONAL DATA PROFILE</b>
<u>11/24/15</u>	8	<b>WARRANT &amp; FINE CLEARANCE</b>
<u>12/1/15</u>		<b>A CRIME FREE LIFE (TRANS PLAN)</b>
<u>12/3/15</u>	9	<b>INDIVIDUAL COUNSELING</b>
<u>12/8/15</u>		<b>INDIVIDUAL COUNSELING</b>
<u>12/10/15</u>	10	<b>INDIVIDUAL CASE MANAGEMENT</b>
<u>12/15/15</u>		<b>COMMUNITY RESOURCE NETWORKING</b>
<u>12/17/15</u>	11	<b>HOUSING ASSISTANCE/REFERRALS</b>
<u>12/21/15</u>		<b>COMMUNITY TRANSITION INVENTORY</b>
<u>12/23/15</u>	12	<b>COMMUNITY DISCHARGE PLANS</b>
<u>12/30/15</u>		<b>PROGRAM WRAP-UP AND GRADUATION</b>

This 6 month cycle of classes will repeat beginning in January 2016 so the cycle will allow open entry/open exit of enrollees who may petition for participation in mid-Phase. This accommodation will reduce need for a waiting list, as long as classes graduate cohorts on time. Those enrollees who complete Phase 1 and 2 will be moved to a continuing care component that will bridge the gap between program completion and community release.



**PHASE 3: CONTINUING CARE/AFTERCARE (IN PRISON AND COMMUNITY)****12/30/15 TO RELEASE: 4+Hours~EMPLOYMENT/TRAINING/TRANSITION PLANS****Counseling, Case Management, Job Search, Craft Production/Marketing**

01/7/2015 and Continuing: **Community Placement.** This is a continuous class that meets both inside the correctional center and in the community. The two components of this activity will serve inmates who are in HCI and those inmates enrolled in the CARE project. HCI workers may continue their work in that division upon completion of their classroom work and while awaiting release. Participants in the CARE project will primarily be located in the Women's facility in Kailua and will continue their craft work until release. In general, this time is spent solidifying transition plans, contacting housing/employment providers and initiating identity restoration.

In the CARE initiative, women choose projects that involve them in improving the community they live in. Recent projects have focused on the production of hand-made holiday and special occasion greeting cards. These cards were donated to Ronald McDonald House and homeless shelters. Male clients gravitate more to visual art suitable to framing and collecting. This component engages the client in **AfterCare** activities that begin in the institution and continue into the community. Clients receive needed services while working together in a pro-social activity producing revenue. Many of these clients are indigent and need the money for transition needs.

The CARE Project participants receive the same developmental services in the same 100 hour program as HCI enrollees. This includes standardized needs assessment for each client. This allows the program to: (1) Customize the program offerings to the assessed needs of each applicant; (2) Provide for client choice as a result of many options; (3) Fit provided programming into the different conditions (session length, available time slots) found at each correctional center and community training sites; and, (4) Insure the program provides client customization through an Individual Development Plan, and (5) Offer each of the courses using a standard manual delivering an evidence-based curriculum with an experienced staff practitioner who has been trained in that specialty.

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

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

The program has maintained best practices in its operations by adhering to professional standards, requiring staff credentials, recruiting experienced consultants and seeking continuing education opportunities for personnel. The Executive Director completed the "Cognitive Behavioral Treatment System Improvement Training" offered by the University of Cincinnati and modeled on national standards in 2014. He and the Transition Service Specialist were certified in Cognitive Behavioral Therapy practice by the University of Cincinnati in 2014.

WorkNet has chosen cognitive/behavioral therapy as a best practice for personal development leading to progressive lifelong growth. Our application of this modality is based on the premise that *cognitive-behavioral* means *think-do* in its simplest application. Thinking precedes behavior. When client progress reaches an impasse, we encourage analytical thinking through Thinking Reports or a simpler Situation Survey. *Think-do* in this context means you do as you think.

Improved thinking will create an improved situation and outcomes. In motivational terms, *think-do* means *plan-act*. When we care about a preferred outcome, our thinking becomes focused on achieving that goal. The WorkNet Program uses this approach as a systematic method to foster client development.

By adhering to these practices, this program will reduce prison time for its clients by decreasing the number of repeat offenses or criminal relapses. This will reduce the amount of money the state has to pay for housing and feeding these offenders. Through case management and community supervision rather than incarceration, the individual will be able to work and pay taxes instead of being a drain on state funds. Since it costs more than \$40,000 to house an inmate for a year, this program will pay for itself if we deter 9 more enrollees than the state in the offender's first year of release.

The typical recidivism rate for this high risk population varies from 42% to 62% for the first year, averaging 52%. WorkNet has a documented track record of less than 18% recidivism in its programs of this type. If the standard recidivism is 50% (or 165 returnees of 330 in the community) and WorkNet's performance is 20% (or 66 returnees), **this program will save the tax payers 99 bed spaces after one year of operation. This translates to taxpayer savings of \$3,960,000!**

This astounding figure is real and achievable under this grant. Here are the data we must gather under the performance of the grant to insure these goals are achieved, the outcomes are documented and performance has occurred:

<u>Service Evaluated</u>	<u>Data Gathered</u>	<u>Planned Service Level</u>	<u>Actual Service Level</u>
Assessment	# Assessed	367	(Used in-service to check program progress)
Counseling	# Counseled	260	
Training	# Trained	366	
Training	# Completing Training	330	
Training Placement	# Receiving Vocational Training	280	
Employment Placement	# Placed in Employment	220	
Follow-up	#Retained in Employ/Train: 3mos	180	
Follow-up	#Retained in Employ/Train: 6mos	150	
Follow-up	#Retained in Employ/Train: 1 yr	120	
% Completing Training	Training Records	90%	
Employment Placement	% Placed in Employment	66%	
Retention	% Working after 90 days	80%	
Recidivism	#Returned to Custody	66	
Recidivism	% Returned to Custody	20%	

This data will be gathered based on signed attendance records, public safety reporting forms, inmate documentation of class attendance and corroborating documents such as pay stubs, appointment confirmations, arrests and incarceration records. We have purposely carried the program through one year of community enrollment so that 1 year cohort recidivism is a primary objective of this grant. We wish to demonstrate conclusively that a program operated according to strict adherence to evidenced based practices can indeed produce reductions in recidivism. Even if the program does not reach every milestone listed here, we are certain that this program will more than return its cost to the tax payers of Hawaii.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

Community benefit will accrue as a result of program activities due to several factors. First, WorkNet has adopted an evidence-based approach to drive its operation of offender special needs services. We label this approach “*transition*”. The *training* is pre-release cognitive-behavioral coping skills linked to re-entry services for *transition*. In 2001, WorkNet pursued cognitive restructuring linked to transition management as best practices to combat recidivism.

Measures of Effectiveness will be judged through three primary activities: (1) Data gathering on program activities by staff, (2) desk monitoring of program operations on a regular basis by management and, (3) field audits that are done as site visits and phone contacts. Quality of agency services is measured by standards for acceptable performance determined by specific program outcomes. WorkNet considers operations that are reaching 90% of planned goals as acceptable performance. Program measures that fall between 80% and 89% of goals must have their variances explained and are monitored for performance. Program measures that fall below 80% of goal attainment must have a justification and corrective action plan until performance improves. Here are the quality and assurance standards that will be used to evaluate the WorkNet program on an annual basis.

<u>Criteria</u>	<u>Evaluation Measurement</u>	<u>Service Evaluated</u>	<u>Standard</u>
Performance	# Assessed	Assessment	367
Performance	# Counseled	Counseling	260
Performance	# Trained	Training	366
Output	# Completing Training	Training	330
Output	# Placed Subsidized Training	Training Placement	280
Output	# Placed in Employment	Employment Placement	220
Output	#Retained in Employment: 3mos	Retention	180
Output	#Retained in Employment: 6 mos	Retention	150
Output	#Retained in Employment: 1 yr	Retention	120
Quality	% Completing Training	Training Record Keeping	90%
Quality	% Placed in Employment	Employment Data Keeping	66%
Quality	% Returned to Custody 1Year	Recidivism	20%

These factors will be used to evaluate the program and insure that it meets standards. The methodology used to perform the evaluation will be monthly desk audits of program performance standards as reported through documentation gathered in the field. Comparative analysis of each statistic in each reporting period will confirm the performance of the program in that service area over that length of time. Reports will be compiled monthly and submitted to the Legislature whenever requested. The data listed above will be reported as well as documented by signed attendance records in the participants' own writing.

### III. Financial

#### Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2016.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$90,000	\$90,000	\$90,000	\$90,000	\$360,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2016.

<u>FUNDING AGENCY</u>	<u>PROGRAM/TITLE</u>	<u>AMOUNT</u>
Department of Public Safety	Laumaka Employment Svcs	\$120,000
City/County of Honolulu	Homeless & Substance Abuse	155,000
Friends of Hawaii	Female Inmate Transition	5,400

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

NONE

5. The applicant shall provide a listing of all government contracts and grants it has been and will be receiving for program funding.

<u>YEAR</u>	<u>FUNDING AGENCY</u>	<u>PROGRAM/TITLE</u>	<u>AMOUNT</u>
2013	Department of Public Safety	Laumaka Employment Svcs	\$120,000
2014	Department of Public Safety	Halawa Youth Services	10,000
2014	Department of Public Safety	OCCC Youth Services	10,000
2015	Women's Fund Hawaii	CARE Project	5,000

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2014.

Closing cash balance on 12/31/14:	\$40,338.27
Accounts Receivable; Public Safety:	<u>10,100.00</u>
Total unrestricted Current Assets:	\$50,438.27

## IV. Experience and Capability

### A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

Our staff is composed of experienced and qualified professionals who believe in the value of therapeutic approaches. WorkNet staff is trained, experienced and certified to provide this programming. A recent study by the University of Hawaii shows the single most important factor in criminal rehabilitation is securing and maintaining employment. We believe a program that delivers vocational education, cognitive skills development and transition services has the best chance of reducing recidivism among this population. These services impact the most likely reasons for the person to return to prison—lack of employment, criminal relapse, and the need for community stability.

WorkNet addresses these issues by assessing the individual for lifestyle, criminal thinking remediation, and employability factors using its own proven instruments. An initial battery of assessments will determine which of the services will be emphasized as a part of the enrollee training plan. A classroom training program is offered that addresses distinct deficiencies discovered during assessment. Trainees will receive between 90 to 110 hours of services depending on their initial skills assessment and needs. Graduates of the training curriculum will be placed in employment and/or training activities in the community as a result of their participation. Education, training, counseling and case management will also be available and could be the core services required by some participants.

**Assessment and Counseling** will be done by program staff using the WorkNet LifeStiles® **Inventory**, a recently developed computer based instrument. It contains several scales with the **Vocational Data, Employability Scales and Risk/Recidivism Scales included as Attachment 6. A Criminal Remediation Inventory** and a new **Cognitive Skills Inventory** developed specifically for the needs of *Hawaii* inmates is part of the digital output. A **WorkNet Service Needs Assessment (Attachment 5)** will be administered during seminar training presentations in tandem with a class on sources of help and assistance. Counseling will be done in both group and individual settings with private sessions focused on the implementation of the personal development plan.

**Placement in employment** is a guarantee for those who complete their training plan. Each graduate finishes the training with a portfolio that includes completion certificate, hand-outs on bonding and tax credit programs, an individual Vocational Profile, Personal Data Worksheet, Resource Referral List and, as appropriate, a Resume.

**Placement in subsidized training** is a potential outcome for trainees who may have little or no experience except their HCI vocational training, but possess the motivation to learn and the discipline to study. These are paid job opportunities for the individuals that meet the outcome criteria established by best practices for this grant. This outcome, for career matched employment, also fits the profile of the individual who wants to change professions and would need a different set of skills to succeed. These placements are reliably forecast using the LifeStiles® Inventory.

WorkNet maintains a strong network of referral options for vocational training as an on-the-job training position. A follow-up plan will be developed for each client in this category.

**One year follow-up** after incarceration is a component of program participation for each enrollee in the program. This component occurs in the community requiring personal staff contact and strong ties with partner organizations. It is composed of parolees, probationers, furlough residents, end-of-sentence releases and community based ex-offenders. Employers will be actively involved in the retention of enrolled parolees and furlough workers through regular program contacts. Training institutions including the Community Colleges and Oahu Worklinks are cooperating partners in the provision of vocational services. Participant follow-up outside the program is accomplished with the assistance of the Hawaii Parole Authority that has jurisdiction over released offenders. Incentives such as store gift cards or bus passes will be provided as an incentive for clients who are not under required supervision to continue to report.

**Assessment and Placement record keeping** is done by keeping a log of all attendance at program training and group activities, documenting client contacts with staff, maintaining signed attendance records and keeping assessment/employment records cross referenced in participant and program files. WorkNet has the **Experience** to run this program. WorkNet has provided management consultation services to private nonprofit organizations and various units of government since its inception in 1989 as a program for offender employment training in the state. WorkNet was formally made into a non-profit corporation on September 15, 2000. A selected history of the work of the company in the field of offender employment training and placement can be found below. The organization has extensive experience with the adjudicated, offender and parolee populations through the various contracts it has operated over the past twenty years.

In 1998 the program director received a credential as a certified Offender Employment Specialist from the National Institute of Corrections (NIC). In 1999, he was invited to join the staff of NIC as a trainer in that specialty, a post held by only 10 other trainers across the country. He is the only private service provider in Hawaii designated as a recognized Cognitive Skills trainer for the state's own

The company has been the successful bidder and service provider for these exact services at Laumaka Work Furlough Center for the past six years. The company was invited to provide these services to residents of Project Bridge at Laumaka between December, 2005 and July 2006. In the year period between January 2014 and December 2014 the company has served more than 350 inmates through its pre-employment preparation, transition preparation and placement programs under contract to Public Safety. More than 90% of those participants moved to parole or probation, 10% were at the end of their terms and 10% more remained incarcerated or transferred. WorkNet has a stellar record of performance with this population. Although contracted to serve 36 individuals annually at Laumaka, WorkNet has consistently exceeded its performance benchmarks by 50% or more. WorkNet has won this Laumaka contract through FY2015.

As a tenet of continuous progressive growth, WorkNet has developed its mix of services to respond to the needs of this client base. In addition to the standard job development services WorkNet has offered in the past, these initiatives have been developed during recent contract periods:

**Court and Arrest Record Clearance; Warrant Clearance; Identity Document Restoration** including: Birth Certificate, Social Security, State ID Card; **Driver Licensing Services** including provision of a testing vehicle; and **Financial Obligation Management** including:

resolution of **Victim Restitution, Child Support, and Student Loan Defaults**. These services have been added in response to needs expressed by the inmates themselves.

Included in the company experience profile is the original WorkNet Program that was funded in 1989 through a grant from the state of Hawaii Department of Corrections (predecessor to the current Department of Public Safety). This program prepared the inmate for life outside the institution by improving the skills of the prisoner in specific areas such as job readiness training, problem solving, stress management, general life skills, and job search skills. Here are relevant initiatives run by the company that document experience with this population during the last 15 years:

<u>YEAR</u>	<u>CONTRACTOR/CONTACT</u>	<u>SERVICE</u>
1996	Department of Public Safety Maureen Tito, Education Director	WorkNet Job Finders Forum (Statewide Cable Televised Instruction)
1996	Hawaii Parole Authority Anthony Commendador, Exec. Dir.	WorkNet Residential Support Residential Life Skills Training
1997	WorkHawaii Rolanse Crissafuli, Exec. Dir.	Project COPE Entrepreneurship for Ex-Offenders
1998	Laumaka Work Release Center Maureen Tito, Education Dir.	Project Bridge Treatment Center Employment Training and Placement
2000	Hawaii Paroling Authority Max Otani, Administrator	Cognitive Skills Training Employment Specialist
2001	Department of Corrections Maureen Tito, Education Dir.	Laumaka Work Furlough Facility Job Placement and Training
2003	Waiawa Correctional Facility Milton Kutsubo, CPSA	LifeStiles Cognitive Skills Program Cog Training, Transition Management
2003	Department of Corrections Maureen Tito, Education Dir. Phone: 587-1275	Laumaka Work Furlough Facility Job Placement and Training
2004	Department of Public Safety Maureen Tito, Education Dir. Phone: 587-1275	Waiawa Correctional Center LifeStiles Cognitive Skills Training
2005*	Department of Public Safety Larry Hales, CPSA	Project Bridge at Laumaka Job Development and Placement
2006*	Department of Public Safety Carrie White, Education Sup.	OCCC Annex I & Mauka Transition Management Services

<u>YEAR</u>	<u>CONTRACTOR/CONTACT</u>	<u>SERVICE</u>
2007*	Department of Public Safety Maureen Tito, Education Dir.	Women's Community Correction Center Cognitive/Behavioral Transition Services
2008	Hawaii Paroling Authority Max Otani, Administrator	Community Based Transition Job Development and Transition Services
2009	Access to Recovery (ATR) Bernie Strand, Administrator	Housing Mentoring/Employment Prep State Health Addiction Services Grant
2009	U.S. Federal Probation Office Felix Mata, Chief	Offender Job Preparation and Placement Assessment, Training and Transition
2010	U.S. Justice Department Allison Thom, Administrator Pre-Trial Services	Offender Training and Assessment Pre-employment Preparation, Placement
2011	Office of Hawaiian Affairs Clarisa Hironaka	WorkNet CAFÉ Culinary Arts for Ex-Offenders
2012*	Department of Public Safety Maureen Tito, Education Dir.	Certified Solar Energy Training Green Reentry Offender Workforce (G.R.O.W.) Solar Installer Certification
2013*	Department of Public Safety Carrie White, Education Sup. Phone: 832-1662	OCCC Title I Youth Transition Transition Management Services
2013*	Department of Public Safety Amy Jodar, Education Director Phone: 832-1662	Halawa Youth Entry Services Cognitive/Behavioral Program



**B. Facilities**

**The applicant shall provide a description of its facilities** and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

Activities engaging inmates under this grant will be performed in Public Safety facilities under the auspices of personnel in those facilities. In partnership with Hawaii Correctional Industries, the program will be operated in accordance with policies administered by HCI in its approved facilities. In some instances, classroom space will be used in the Learning Center or Recreational facilities of selected sites with Public Safety approval. WorkNet staff have entry privileges to every facility in the state system and have also been approved for visits to Saguaro Correctional Facility in Eloy, Arizona and training in the Federal Detention Center.

The community-based training presentations provided under this grant will take place at the company training facilities located in urban Honolulu. This location houses the offices of the company as well as training room and individual counseling space for personal sessions with clients. The facility is located at 1130 N. Nimitz Highway, close to public transportation and other sources of assistance important to the offender population. It is easily accessible by public transportation, near the Home Depot/Costco stores and located within the Nimitz Business Center—where we are co-located with the state Public Defender offices, the small business assistance center and the state’s largest methadone treatment center. Our offices are located in the same physical location as other agencies funded by the state.

As a successful bidder operating from this site we have met standards required of the Department of Public Safety, Federal Probation Office and Hawaii Paroling Authority. Should there be any need for space requiring larger volume or special accommodations, WorkNet has frequently used client meeting and training space available in partner agencies and cooperative shared working spaces. Other space under the control of Public Safety or made available in the community may be used as opportunities arise or needs dictate.

## V. Personnel: Project Organization and Staffing

### A. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

#### Proposed Staffing

The staffing for this project consists of an Executive Director/Trainer, Project Manager/Trainer, Transition Services Specialist, Women's Service Specialist and Offender Development Specialist. In addition, there is a pool of approximately 12 professional practitioners who do consultant training in specialty areas of arts and vocational development. This level of staffing proposes a client/staff ratio of 6 to 1. This is based on service levels reaching the targeted 360 individuals with client flow calculated at 30 per month divided by a staff of 5. When consultant and mentor staff are considered, the ratio is reduced to 3 to 1. Considering the nature of training presentations, which are group exercises, this ratio would increase to a maximum of 12 to 1 within some classroom settings which is still an acceptable class size.

This design also provides an appropriate amount of personal time for the population. This assures a reasonable case load for each of the professionals on staff to handle. Refer to the Organization Chart found in this proposal for the chain of authority within the program. WorkNet proposes five dedicated on-board staff providing personal counseling, customized training, standardized assessment and other professional transition services for this grant with only the Offender Resources position currently unfilled. Here are detailed descriptions of each position and its functions with assigned staff identified:

#### **EXECUTIVE DIRECTOR/TRAINER: Chas Williams**

- Responsible for overall staff management including hiring, supervising, training, and providing administrative direction to staff related to the delivery of agency services.
- Responsible for program management ensuring that services are delivered according to program specifications and quality assurance processes.
- Evaluates program effectiveness and monitors program milestones.
- Implements corrective action plans to address program deficiencies.
- Implements innovative, efficient, or effective methods for the purpose of overall program improvement.
- Documents the achievement of stated program goals for review by the Agency's Board of Directors and all funding sources.
- Provides direct services to clients including counseling, vocational guidance, supportive services, case management or training.
- May be assigned special project duties as needed by the company.

**TRANSITION SERVICE SPECIALIST: Warren Tang**

- Manages program recruitment/enrollment process for each applicant.
- Communicates case information to the referring agent.
- Provides assessment and counseling to determine the developmental and training needs of the client.
- Assists the applicant in identifying personal strengths and barriers to reintegration.
- Provides referrals to various agencies (i.e. clothing assistance, housing).
- Assists in the material transition of the client including housing, employment and education.
- Provides follow-up activities with the client for up to one year past completion to assist the participant in adjusting to his/her new lifestyle.
- May be assigned special project duties as needed by the company.

**PROJECT MANAGER/TRAINER: Ruby Menon**

- Provides curriculum and classroom training allocation for client's vocational development
- Provides digital assessment of client employability, work preferences, and criminal risk
- May provide training for the following subjects: interviewing skills, resume writing, time management, money management, communication skills, job application skills, problem solving, relationship management and goal setting. Other topics may be assigned as needed.
- Recruits industry contacts for inmate referral programs
- Recruits inside/outside artists to join the CARE program contributing time or art
- Solicits niche craft experts to deliver special presentations or instruction
- Recruits start-up ventures as inmate placement sources for training and employment
- Manages deployment of professional mentors and trainers
- Solicits community partners for the exposition of inmate arts and work opportunities
- Recruits art suppliers to contribute goods or services to support inmate crafts
- Organizes and manages special events for the promotion of inmate arts and job placements.
- May be assigned special project duties as needed by the company.

**WOMEN'S SERVICES SPECIALIST: Stephanie Camilleri**

- Gathers documents and transmits data to management on client participation and progress
- Delivers agency training curriculum in subject matter areas encompassing issues of personal growth including Parenting, Domestic Violence, Relationships, and Family Therapy
- Provides Life Skills training in areas necessary for clients to become successful in seeking and maintaining employment.
- Provides personal counseling to clients on issues raised in training.
- Provides or arranges for personal assistance to clients for medical, social services and support
- Provides referrals to various agencies (i.e. clothing assistance, housing).
- Acts on client requests for personal counseling, case management and support services
- Coordinates and delivers special services to women to honor their gender specific needs
- May be assigned special project duties as needed by the company.

**WORKNET STAFFING:****OFFENDER DEVELOPMENT SPECIALIST: TBA**

- Works with employers to provide jobs for clients using incentive programs such as employer tax credits, targeted work experience and the Federal Bonding Program
- Provides job placement with employers in the community to enhance their job retention.
- Provides job development for clients by matching with jobs offered by employers.
- Provides job coaching and employer/employee mediation. Assists clients in answering difficult questions (i.e. gaps in employment due to incarceration/substance abuse problems) at an interview by role-playing.
- Trains clients in self-directed job search skills according to the agency model.
- Coordinates placement of the client in a Labor Organization or full-time gainful work.
- Refers clients to outside service providers for specialty training or services
- May be assigned special project duties as needed by the company.

**PROFESSIONAL MENTORS/TRAINERS: Various Professional Practitioners**

- Assists clients in learning and navigating the technology necessary to communicate on-line.
- Maintains signed records of client participation in events and sponsored activities.
- Delivers agency training curriculum in subject matter areas encompassing issues of personal growth including Parenting, Domestic Violence, Relationships, and Family Therapy
- Provides Life Skills training in areas necessary for clients to become successful in seeking and maintaining employment.
- Provides training for the following subjects: interviewing skills, resume writing, time management, money management, communication skills, job application skills, problem solving, relationship management and goal setting. Other topics may be assigned as needed.
- Provides administrative support for the Project Director and direct service staff.
- Maintains quality assurance through accurate entries into the program database.
- May be assigned special project duties as needed by the company.

**Qualifications of Staff**

Please refer to the attached resumes (**Attachment 2**) for documentation of the qualifications of staff used in this program. The individuals proposed for these positions are those who are planned to fill the positions. Replacement staff will be of the same caliber and proficiency. For any necessary outside hiring, WorkNet guarantees that the personnel will be of the highest quality for the job and meet all requirements of the State.

**Supervision and Training**

The management of WorkNet, Inc. has extensive experience in the operation of programs for the offender and unemployed populations in the State of Hawaii. The scope of this project encompasses services which are customary and continuing for the agency and therefore are a part of the standard operating output of the company. All staff report to the Executive Director, Chas Williams, who is responsible for their hiring, training, guidance and development.

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

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

**B. Organization Chart**

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

Please refer to the attached chart on the following page.

**C. Compensation**

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

- (1) Executive Director: \$72,000
- (2) Transition Services Specialist (CSAC): \$54,000
- (3) Project Manager/Trainer: \$52,000

**VI. Other**

**A. Litigation**

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

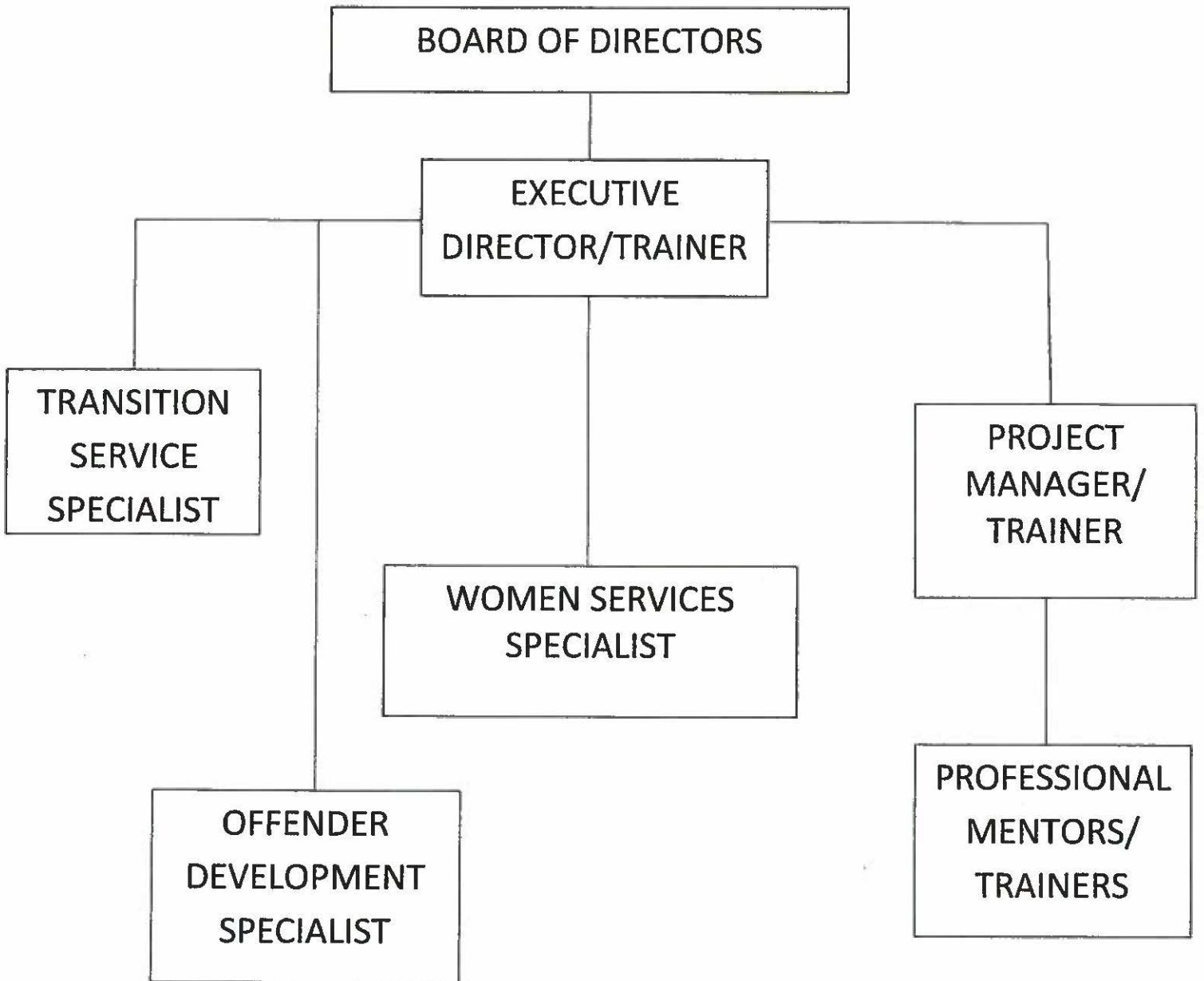
NONE

**B. Licensure or Accreditation**

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

N/A

WORKNET ORGANIZATION CHART  
2016 STATE GRANT-IN-AID



**C. Federal and County Grants**

The applicant shall separately specify the amount of federal and county grants awarded since July 1, 2014.

NONE

**D. Private Educational Institutions**

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

N/A

**E. Future Sustainability Plan**

**The applicant shall provide a plan for sustaining** after fiscal year 2015-16 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2015-16, but
- (2) Not received by the applicant thereafter.

This project has excellent sustainability prospects because it is in support of an existing effort built on a grass roots foundation. The operating agency has a 25 year track record of outstanding performance creating such programs from scratch. In this instance, the agency has been operating a prototype of the program for the past two years on its own without funding from any outside source. We are now embarking on an aggressive campaign to raise the funds to take the project on a footing to be self-sufficient.

We are approaching the City and County where a proposal to operate a similar program was passed by the City Council, but financing was withheld by the Mayor in 2014. We have applied for new funding in this session of the grant cycle. The Office of Hawaiian affairs has an aggressive agenda to support offender programs due to the disparate treatment of Hawaiians in the criminal justice system. Additional funding is planned from Public Safety. We are developing grant requests from trusts, foundations and charities who can support our cause. Once underway, we will be eligible for funding for arts education, prisoner re-entry and public event support for our gallery shows.

In addition to these government and charity sources, this project is built on a social entrepreneurship model that uses participant activities to make products that are sold to support the operation. The revenue supports the individual, supports victim restoration and helps pay the cost of the program. This proposal provides seed money to launch this project as a win-win-win for those involved.

This project has already demonstrated proof of concept over the past two years. We now seek the support needed to produce items to a high standard acceptable to commercial trade. If useful items are made to a high standard they can be sold in commercial outlets, creating a consistent revenue stream.

**F. Certificate of Good Standing (If the Applicant is an Organization)**

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2014.

Please refer to the attached document (Attachment 1) on the next page.

**ATTACHMENTS IN THIS ORDER ON NEXT PAGES:**

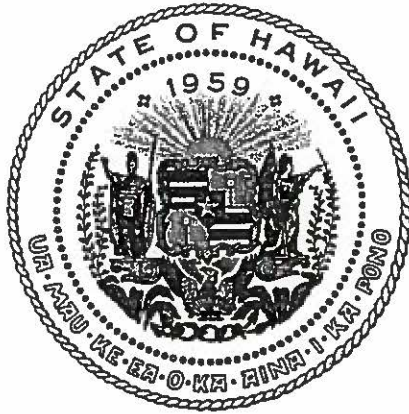
**Proposal Pages# 5-8: BUDGET FORMS**

**Proposal Page# 9: GOVERNMENT CONTRACTS AND GRANTS**

**Proposal Page# 10: DECLARATION STATEMENT**

<b><u>ATTACHMENT #</u></b>	<b><u>DOCUMENT</u></b>
1	Certificate of Good Standing
2	Resumes of Staff: (8 Pages)
3	Individual Development Plan: (2 Pages)
4	WorkNet Referral Form
5	Service Needs Assessment: (2 Pages)
6	Vocational Data, Employability & Risk/Resilience Scales: (3 Pages)
7	Memorandum of Understanding with Hawaii Correctional Industries
8	Recidivism Statistics





Attachment 1

## 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

WORKNET, INC.

was incorporated under the laws of Hawaii on 09/15/2000 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

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 23, 2015

Interim Director of Commerce and Consumer Affairs



## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Applicant: WorkNet, Inc.

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	187,500			
2. Payroll Taxes & Assessments	45,480			
3. Fringe Benefits	22,560			
<b>TOTAL PERSONNEL COST</b>	<b>255,540</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0			
2. Insurance	6,000			
3. Lease/Rental of Equipment	12,460			
4. Lease/Rental of Space	36,000			
5. Staff Training	4,800			
6. Supplies	9,500			
7. Telecommunication	7,200			
8. Utilities	4,800			
Participant Expense & Support	12,400			
Subject Matter Instructors	11,300			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>104,460</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>360,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested		Chas Williams		808-521-7770
(b) Total Federal Funds Requested		Name (Please type or print)		Phone
(c) Total County Funds Requested				1/30/2015
(d) Total Private/Other Funds Requested				Date
<b>TOTAL BUDGET</b>		Charles B. Williams, Jr./Exec. Director		
		Name and Title (Please type or print)		

**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2015 to June 30, 2016

WorkNet, Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director/Trainer	100	\$ 72,000.00	50.00%	\$ 36,000.00
Transition Services Specialist	100	\$54,000.00	75.00%	\$ 40,500.00
Project Manager/Trainer	100	\$52,000.00	100.00%	\$ 52,000.00
Women's Service Specialists	50	\$42,000.00	50.00%	\$ 21,000.00
Offender Development Specialist	100	\$38,000.00	100.00%	\$ 38,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>187,500.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

WorkNet, Inc.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Internet capable computer	6.00	\$800.00	\$ 4,800.00	
Large screen instruction monitor	2	\$600.00	\$ 1,200.00	
Large format laminator	1	\$1,000.00	\$ 1,000.00	
Digital Printer	1	\$5,460.00	\$ 5,460.00	
			\$ -	
<b>TOTAL:</b>	10		\$ 12,460.00	

**JUSTIFICATION/COMMENTS** Computers are needed for on-line assessment, on-line learning programs and internet job search  
 Large screen monitors are necessary to display instruction on computer use for email and job search  
 Laminator is used to package art work for commercial consumption  
 Digital printer is used to produce commercial quality art products

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NONE			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

Applicant: WorkNet, Inc

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2013-2014	FY: 2014-2015	FY:2015-2016	FY:2015-2016	FY:2016-2017	FY:2017-2018
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>	<b>N/A</b>	<b>N/A</b>	<b>NONE</b>			
<b>JUSTIFICATION/COMMENTS:</b>						

# GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: WorkNet, Inc.

<u>EFFECTIVE DATES</u>	<u>AGENCY/ENTITY</u>	<u>CONTRACT DESCRIPTION</u>	<u>CONTRACT VALUE</u>
1996 10/96-6/97	Hawaii Parole Authority Anthony Commendador, Exec. Dir. Phone/email: Retired	WorkNet Supportive Living Residential Life Skills Training	\$125,000
1997 7/97-6/98	WorkHawaii Rolanse Crissafuli, Exec. Dir. Phone: 768-5607	Project COPE Entrepreneurship for Ex-Offenders	40,000
1998 7/98-6/00	Laumaka Work Release Center Maureen Tito, Education Dir. 919 Ala Moana Blvd. #412 Honolulu, Hawaii 96814 Phone: 587-1279	Project Bridge Treatment Center Employment Training and Placement	26,000
2000 7/00-6/01	Hawaii Paroling Authority Max Otani, Administrator Phone: 587-1300	Cognitive Skills Training Employment Specialist	38,000
2001 7/01-6/03	Department of Corrections Maureen Tito, Education Dir. 919 Ala Moana Blvd. #412 Honolulu, Hawaii 96814 Phone: 587-1279	Laumaka Work Furlough Facility Job Placement and Training	26,000
2003 8/03-6/94	Waiawa Correctional Facility Milton Kutsubo, CPSA Phone: 832-1777	LifeStiles Cognitive Skills Program Cog Training, Transition Management	18,000
2003 7/03-6/05	Department of Corrections Maureen Tito, Education Dir. 919 Ala Moana Blvd. #412 Honolulu, Hawaii 96814 Phone: 587-1279	Laumaka Work Furlough Facility Job Placement and Transition	26,000
2004 8/04-10/05	Department of Public Safety Maureen Tito, Education Dir. 919 Ala Moana Blvd. #412 Honolulu, Hawaii 96814 Phone: 587-1279	Waiawa Correctional Center LifeStiles Cognitive Skills Training	22,000

<u>EFFECTIVE DATES</u>	<u>AGENCY/ENTITY</u>	<u>CONTRACT DESCRIPTION</u>	<u>CONTRACT VALUE</u>
2005 7/05-Present	Department of Public Safety Larry Hales, CPSA 587-1272	Project Bridge at Laumaka Job Development and Placement	\$96,000
2006 7/06-6/07	Department of Public Safety Carrie White, Education Sup. Phone: 832-1662	OCCC Annex I & Mauka Transition Management Services	24,000
2007 8/07-6/12	Department of Public Safety Maureen Tito, Education Dir. Phone: 587-1275	Women's Corrections Center Cognitive/Behavioral Transition Services	175,000
2008 7/08-4/10	Hawaii Paroling Authority Max Otani, Administrator Phone: 587-1300	Community Employment/Transition Job Development and Transition	125,000
2009* 10/09-9/13	Access to Recovery (ATR) Bernie Strand, Administrator 692-7512	Housing Mentoring/Employment Prep State Health Addiction Services Grant	Open P.O.
2009** 8/09-8/13	U.S. Federal Probation Office Felix Mata, Chief Phone: 541-1290	Offender Job Prep and Placement Assessment, Training and Transition	Open P.O.
2010** 8/09-8/13	U.S. Justice Department Allison Thom, Pre-Trial Admin	Offender Training and Assessment Pre-employment Preparation, Services Placement	Open P.O.
2011 7/11-10/12	Office of Hawaiian Affairs Clarisa Hironaka 594-1888	WorkNet CAFÉ Culinary Arts for Ex-Offenders	50,000
2011 6/11-8/13	Department of Public Safety Carrie White, Education Sup. Phone: 832-1662	OCCC Education Learning Center Youth Entry Services	50,000
2011 6/11-8/13	Department of Public Safety Amy Jodar, Education Director Phone: 485-1877	Halawa Learning Center Youthful Offender Cognitive Skills	50,000
2012 10/12-3/13	Department of Public Safety Maureen Tito, Education Dir. Phone: 587-1275	Certified Solar Energy Training Green Reentry Offender Workforce (G.R.O.W.) Solar Installer Certification	38,000

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAI'I REVISED STATUTES**


The undersigned authorized representative of the applicant certifies the following:

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

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

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

WorkNet, Inc.  
(Typed Name of Individual or Organization)

  
(Signature)

January 30, 2015  
(Date)

Charles B. Williams, Jr.  
(Typed Name)

Executive Director  
(Title)



**WorkNet LifeStiles®  
INDIVIDUAL DEVELOPMENT PLAN**

Client Name: \_\_\_\_\_ Entry Date: \_\_\_\_\_  
 Facility: \_\_\_\_\_ Prior Facility: \_\_\_\_\_ AO#: \_\_\_\_\_

**RISK PROFILE**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> 1. Medical Diagnosis | <input type="checkbox"/> 5. Low Job Skills/Work History | <input type="checkbox"/> 9. Housing                       |
| <input type="checkbox"/> 2. Anger/Psych Tx    | <input type="checkbox"/> 6. < HS Ed                     | <input type="checkbox"/> 10. Criminal Conduct Remediation |
| <input type="checkbox"/> 3. Sex Offender      | <input type="checkbox"/> 7. Lacks Required I.D.         | <input type="checkbox"/> 11. No Family Support            |
| <input type="checkbox"/> 4. Substance Risk    | <input type="checkbox"/> 8. Pending Legal Challenges    | <input type="checkbox"/> 12. No Pro-Social Associates     |

Other Client Barriers: (As Verified by: \_\_\_ Assessment \_\_\_ Interview \_\_\_ Case Document Review)

<input checked="" type="checkbox"/>	13. OTHER: _____ _____
-------------------------------------	---------------------------

**SERVICE PLAN**

<b>Barrier 1: Existing Medical Condition(s)</b>
<b>Barrier 2: Current Treatment Plan recommended or in place for Mental Health</b>
<b>Barrier 3: Current Conviction of a Sex Crime</b>
<b>Barrier 4: Current Diagnosis or Treatment Recommendation for Substance Abuse</b>
<b>Barrier 5: No Indicated field of consistent work history/Unemployed at Intake</b>
<b>Barrier 6: No High School Credential or Low Motivation for Continuing Education</b>
<b>Barrier 7: No viable identity documents</b>
<b>Barrier 8: Outstanding Court Fines/Fees/Restitution/Child Support, etc</b>
<b>Barrier 9: Homeless at intake</b>
<b>Barrier 10: Multiple Risk Indicators for Criminal Conduct</b>
<b>Barrier 11: Lacks Emotional, Psychological, Financial Family Foundation</b>
<b>Barrier 12: Lacks identified non-criminal friends</b>
<b>Barrier 13: Other</b>
<b>Goals:</b>
1. Insure treatment plan, medical services, medication monitoring in place
2. Insure Mental Health counseling, treatment, medication in place
3. Insure all Sex Offender Treatment in progress
4. Insure Substance Abuse Treatment plan is active
5. Complete pre-employment assessment and training
6. Secure enrollment in a G.E.D. curriculum
7. Apply for all necessary documentation to achieve employment
8. Petition court for time served, payment plans or community service
9. Identify three sources of possible housing
10. Assess/assign appropriate level of Criminal Values/Criminal Conduct Classes
11. Find sponsorship among AfterCare, Forensic Peer Counselors, Mentorship
12. Research/discover non-criminal pursuits in entertainment, sports, culture, faith
13. Other: Reduce risk in: Substance Abuse, Housing as priority

## SERVICE PLAN: PAGE 2

Objective(s):	Target Date
1. Offender confirmation that medical needs are met	00/00/20XX
2. Confirm with client mental health case manager assigned	00/00/20XX
3. Confirm client is current with all Sex Offender Treatment	00/00/20XX
4. Confirm client is current or complete with Substance Treatment	00/00/20XX
5. Begin a computer job search within identified skill level.	00/00/20XX
6. Have a firm schedule for completion of G.E.D.	00/00/20XX
7. Retrieve Birth Cert, apply for Soc Sec Card, Secure State I.D	00/00/20XX
8. Have all legal clearances or payment plan for compliance	00/00/20XX
9. Secure letter of acceptance from at least one housing provider	00/00/20XX
10. Complete recommended Criminal Conduct/Cog Skills Courses	00/00/20XX
11. Attend AA or NA, Enroll in Peer Mentorship	00/00/20XX
12. Pursue a hobby, join a club, volunteer for a community purpose	00/00/20XX
13. Address recommended activities to remediate risks	00/00/20XX
Anticipated Date of Completion:	00/00/20XX

Client: \_\_\_\_\_ Date: 00/00/20XX

Case Mgr: Chas Williams Email: \_\_\_\_\_

Facility: \_\_\_\_\_ Date: 00/00/20XX

# WORKNET, INC.

1130 N. NIMITZ HWY • SUITE B224 • HONOLULU • HAWAII 96817  
Phone: (808) 521-7770 • Fax (808) 521-7784 • Email: worknet@hawaiiantel.net

## PROGRAM REFERRAL FORM

Attachment 4

### 1. COMPLETED BY REFERRING OFFICIAL:

Client Name: \_\_\_\_\_ Referring Official \_\_\_\_\_

Official Title/Facility: \_\_\_\_\_ Best Contact Phone #: \_\_\_\_\_

Client Address: \_\_\_\_\_  FACILITY (if applicable): \_\_\_\_\_

STATUS:  FURBRIDG-W  PRE-PAROLE  FUROCCC  OTHER: \_\_\_\_\_  
 PAR (Date Started) \_\_\_\_\_  PROB (Date Started) \_\_\_\_\_

Legal Offense(s): \_\_\_\_\_

Indicate supervision restrictions on employment if applicable: \_\_\_\_\_

LSI-R SCORES/ASUS INTERRUPTS: \_\_\_\_\_ LSI or OVERRIDE RISK LEVEL: \_\_\_\_\_

Indicate activities to recommend a Plan of Service for this client with Classroom Training or Assistance in:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Pre-employment Training      | <input type="checkbox"/> Case Management           | <input type="checkbox"/> Job Search/Training/Placement |
| <input type="checkbox"/> Internet Technology Training | <input type="checkbox"/> Cognitive Skills Training | <input type="checkbox"/> Pro-Social Skills Enhancement |
| <input type="checkbox"/> Criminal Conduct Remediation | <input type="checkbox"/> Vocational Training       | <input type="checkbox"/> Substance Abuse Education     |

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Referring Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 2. COMPLETED BY CLIENT AT INTAKE

1. Employment History:

From	To	Company	Title	Hourly

2. Education History:  High School Grad  Comm. College Grad  Other: \_\_\_\_\_

3. Client has experience in: \_\_\_\_\_ 4. Client has interest in: \_\_\_\_\_

5. Client needs assistance regarding:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Labor Laws/Practices               | <input type="checkbox"/> Housing Mentoring            | <input type="checkbox"/> Education Assistance  |
| <input type="checkbox"/> Job Readiness/Employment Placement | <input type="checkbox"/> Personal Growth/ Cog Skills  | <input type="checkbox"/> Transition Management |
| <input type="checkbox"/> Pro-Social Support Development     | <input type="checkbox"/> Substance Abuse Intervention | <input type="checkbox"/> Assessment Services   |

Client Signature \_\_\_\_\_

Date \_\_\_\_\_

**SERVICE NEEDS ASSESSMENT FORM**

Please rate your need for the items below by placing an "X" on the line indicating you have **no need** for the item, **some need** for the item or a **great need** for the item.

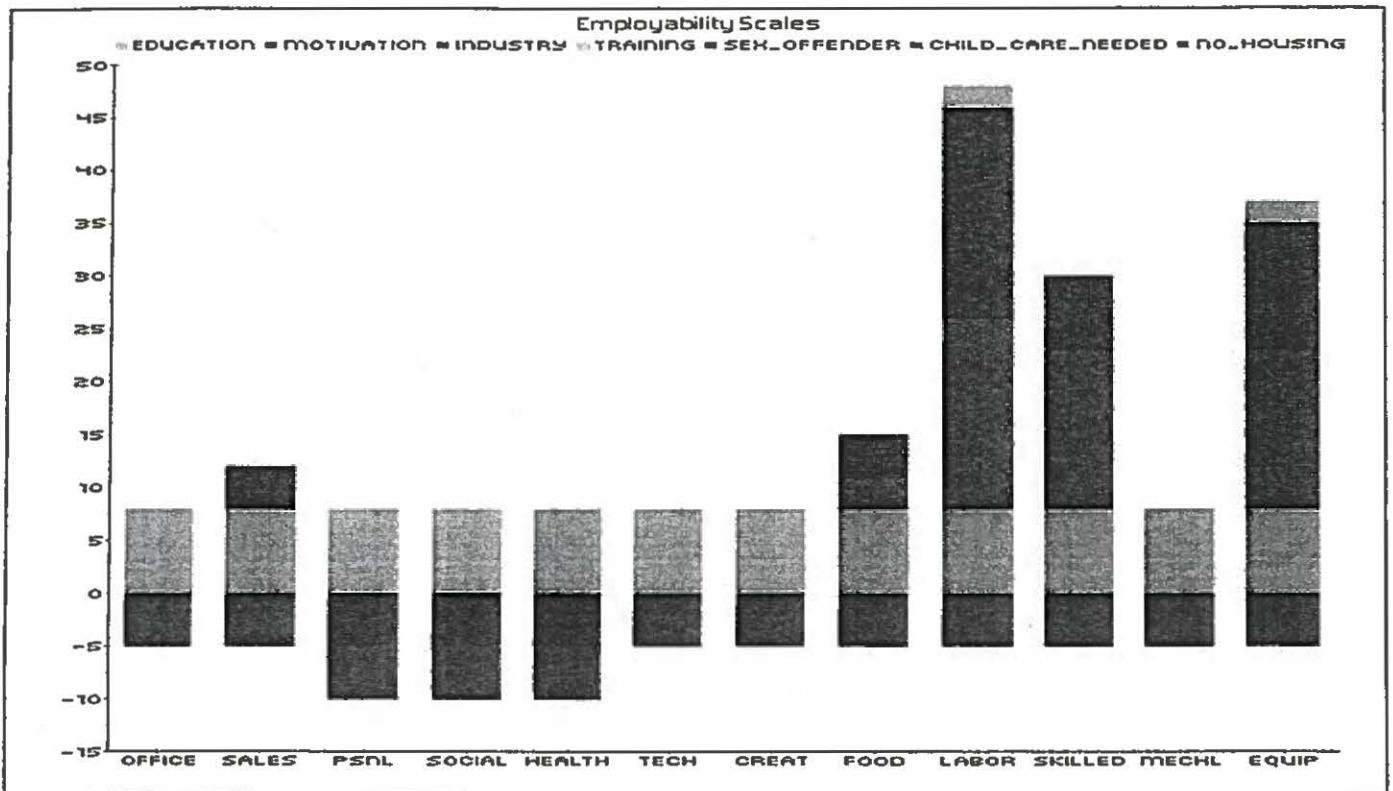
	<u>NO NEED</u>	<u>SOME NEED</u>	<u>GREAT NEED</u>
<b><u>BARRIER NEEDS</u></b>			
1. TRANSPORTATION (to/from Work): Bus Pass	_____	_____	_____
[ ] Bike [ ] Motorcycle [ ] Car	_____	_____	_____
2. MEALS (on work days)	_____	_____	_____
3. WORK TOOLS (Provide List)	_____	_____	_____
4. WORK CLOTHING (Job Related)	_____	_____	_____
5. INTERVIEW CLOTHING	_____	_____	_____
6. COUNSELING (for Work)	_____	_____	_____
7. LEGAL: Traffic Warrants/Fines	_____	_____	_____
Child Support Payments	_____	_____	_____
Victim Restitution	_____	_____	_____
Gov't Loans/Welfare Payment	_____	_____	_____
8. CIVIL: Restoring I.D.: Social Security	_____	_____	_____
State I.D.	_____	_____	_____
Birth Certificate	_____	_____	_____
[ ] CDL [ ] Drivers License	_____	_____	_____
9. FINANCIAL: Credit Check	_____	_____	_____
Credit Restoration Plan	_____	_____	_____
Victim Rest Pay Plan	_____	_____	_____
Child Support Pay Plan	_____	_____	_____
10. HOUSING	_____	_____	_____
[ ] Clean/Sober [ ] Supp Live [ ] Indep Live	_____	_____	_____
11. HEALTH CARE	_____	_____	_____
[ ] Feb Benefit [ ] State Ben [ ] Job Ben	_____	_____	_____
12. OTHER (Describe)	_____	_____	_____
_____			
_____			
_____			
_____			

	<u>NO NEED</u>	<u>SOME NEED</u>	<u>GREAT NEED</u>
<u>DEVELOPMENTAL NEEDS</u>			
13. EDUCATION: <input type="checkbox"/> GED <input type="checkbox"/> College <input type="checkbox"/> Voc Training	_____	_____	_____
14. COUNSELING (Personal) COUNSELING (Group)	_____ _____	_____ _____	_____ _____
15. SUBSTANCE MANAGEMENT <input type="checkbox"/> Plan <input type="checkbox"/> Treat <input type="checkbox"/> Relapse Prev	_____	_____	_____
16. CRIMINAL NEEDS <input type="checkbox"/> Cog Skills <input type="checkbox"/> Anger <input type="checkbox"/> Parenting	_____	_____	_____
<input type="checkbox"/> Impulse Control <input type="checkbox"/> Relationships	_____	_____	_____
17. JOB READINESS <input type="checkbox"/> Career Selection <input type="checkbox"/> Job Strength	_____	_____	_____
<input type="checkbox"/> Job Search Skills <input type="checkbox"/> Job Placement	_____	_____	_____
<input type="checkbox"/> Job Retention <input type="checkbox"/> Employer Relations	_____	_____	_____
OTHER (List): _____	_____	_____	_____
_____	_____	_____	_____

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

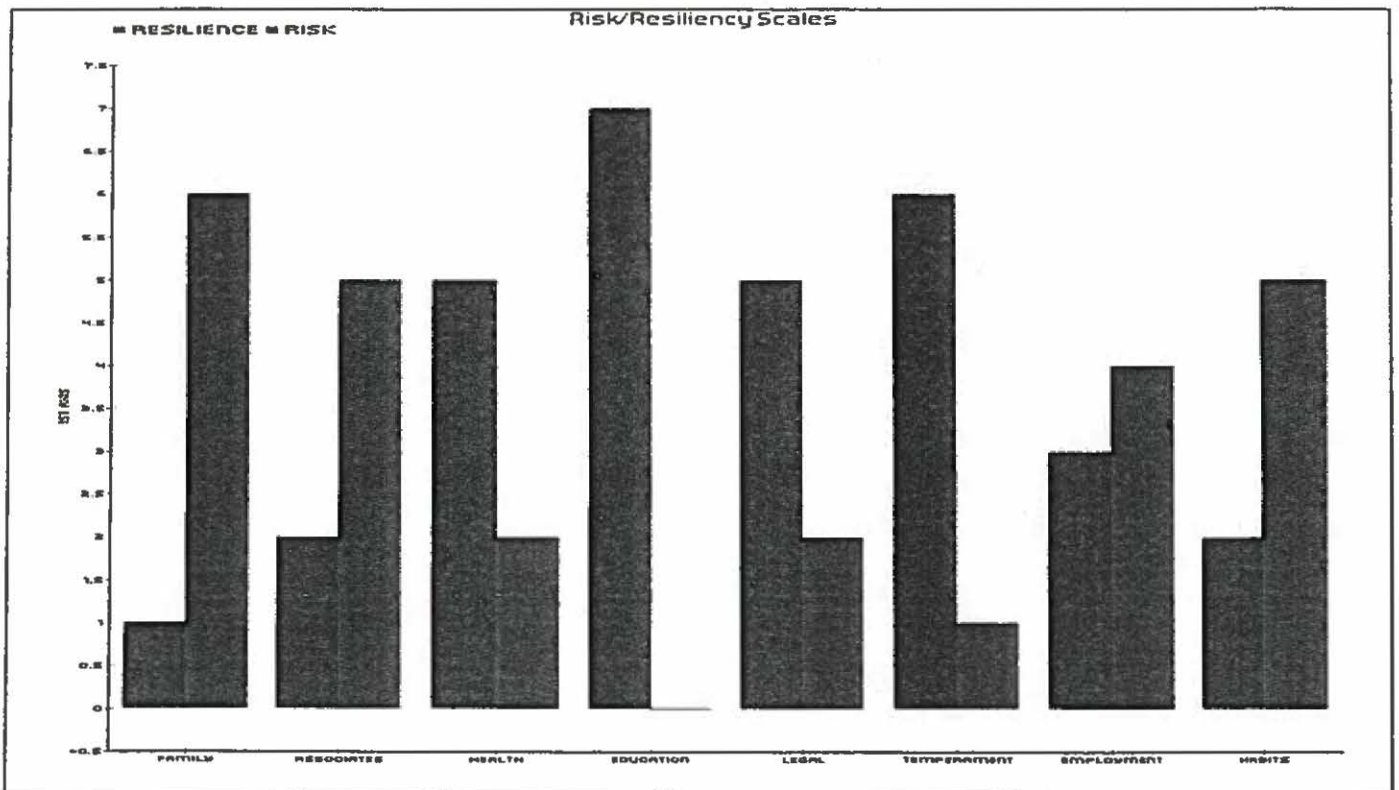
Personal Information	
Name	Joseph Sample
Mname	P
Phone	808-123-4567
AddressLine1	123 Apple Lane
AddressLine2	-
City	Honolulu
State	HI
Zip	96819
Country	US
Ethnicity	Other Pacific Islander
GED Education	Yes
DOB	02/05/1966
Gender	Male
Facility	Test Contract User
Time of Assessment	21-Sep-2014 2:04:22
Uniqueid	jps020519660
Ao	

Vocational Data							
INDUSTRY	Education	Motivation	Experience	Training	Sex_Offender	Child_care_needed	No_housing
Office	8	0	0	0	0	0	-5
Sales	8	0	4	0	0	0	-5
Personal	8	0	0	0	-5	0	-5
Social	8	0	0	0	-5	0	-5
Health	8	0	0	0	-5	0	-5
Technology	8	0	0	0	0	0	-5
Creative	8	0	0	0	0	0	-5
Food	8	3	4	0	0	0	-5
Labor	8	18	20	2	0	0	-5
Skilled	8	15	7	0	0	0	-5
Mechanical	8	0	0	0	0	0	-5
Equipment	8	15	12	2	0	0	-5



O*Net Information		
SKILL	SCORE	O*NET CODES
Office Skills	3	
Sales Skills	7	
Personal Service Skills	-2	
Social Service Skills	-2	
Health Services	-2	
Technology	3	
Creative	3	
Food Service	10	35-1011.00
Labor Service	43	37-2011.00, 37-1012.00, 37-3019.00, 47-2061.00, 53-7062.00 53-7062.00
Skilled Labor	25	47-2041.00, 47-2044.00, 47-3011.00, 47-2051.00, 51-7099.00 47-2081.00, 47-2181.00
Mechanical Service	3	
Equipment Operator	32	53-3021.00, 53-3031.00, 53-3032.00, 53-3041.00, 47-2073.00

Personal Data Inventory		
TYPE	Risk	Resilience
Family	6	1
Associates	5	2
Health	2	5
Education	0	7
Legal	2	5
Temperament	1	6
Employment	4	3
Habits	5	2





**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**WORKNET, INC. AND HAWAII CORRECTIONAL INDUSTRIES**

**Statement:**

Hawaii Correctional Industries (HCI) and WorkNet, Inc. do hereby agree to work in collaboration on a program of growth and development to deliver assessment, vocational development, hands-on training, pre-employment guidance, criminal conduct remediation, counseling, case management and transition services to emerging offenders.

WorkNet, Inc. agrees to provide program curricula in the areas of Vocational Training, Pre-Employment Preparation, Criminal Conduct Remediation and Transition Services for offenders. WorkNet agrees to provide curriculum, professional staff development, classroom training services, training material, assessment instruments and fiscal management to the project

For the term of the project, WorkNet agrees to act as the operational agent for soft skills provision within the Cognitive Behavioral Reintegration program provided as a component of Hawaii Correctional Industries at its approved sites in public safety facilities. The Department of Public Safety, through its facilities, will provide space and accommodation for the needs of the program within the correctional centers.

HCI agrees to provide professional vocational development services including, but not limited to: hands-on employment experience in supervised work environments inside Hawaii correctional facilities.

**Period of Performance:**

This Agreement is effective for the duration of the program period agreed to by both parties covering operation of the Cognitive Behavioral Intervention and Transition Management Program known as "WorkNet". This Memorandum becomes effective upon mutual agreement of both parties. The scope of work and period of performance for any initiative under this agreement may be defined by the issue of a Notice to Proceed for the project provided by the Department of Public Safety or other funding agencies. In any case, the definition of start and completion times for each initiative will be decided by HCI and WorkNet under this agreement. This agreement may be terminated upon 90 day notice of either party.

**Roles and Responsibilities:**

WorkNet will act as responsible provider of soft skills training and transition services for the projects under this agreement. This function covers: provision of services; documentation of services; compilation of data necessary for accurate reporting of services; invoicing for services; filing of required reports; and, responding to inquiries or actions requested by Public Safety or its representatives.

WorkNet agrees to support, as instructed, and to be trained as required, in the practices promoted by HCI that depend on mutual administration of the project; to be present for scheduled activities under their responsibility in the project; to provide required data/reports within deadlines; and to respond in a timely manner to requests for corrective action from HCI acting on behalf of Public Safety.

HCI/WORKNET MOU

Page 2

Hawaii Correctional Industries will provide professional staffing for vocational training, and joint case management services for the project. HCI agrees to support, as necessary, and to be trained as required, in the curriculum provided by the WorkNet project that depends on mutual administration; to be present for scheduled activities under their responsibility in the project; to provide required data/reports within deadlines; and to respond in a timely manner to requests for corrective action from WorkNet acting under its responsibility to contracted funding sources.

HCI, under auspices of Hawaii Public Safety, agrees to provide the facilities and work space for activities within correctional centers necessary for program operation. HCI and WorkNet will confer on scheduling of classes and supervision of classroom sites to include opening of classrooms, securing of classroom after use, and other logistics, as needed. HCI will also endeavor to make available public show space for items made by inmates and authorized to be sold to the public.

Both parties agree to abide by all state and federal regulations governing admission and behavior within government operated correctional institutions.

Compensation:

All projects are authorized subject to availability of funds and can be operated with funding provided by HCI, WorkNet or other third parties including public donation. Fees charged for services by WorkNet will only be reimbursed when accompanied by signed attendance records, invoices for program related expenditures and/or as required by grant documentation. Invoices will be paid to WorkNet within 30 days of receipt according to availability of funds.

There will be no fee charged for the use of facility space by WorkNet except by mutual agreement.

The following officials hereby affix their signature indicating agreement to the Memorandum of Understanding dated January 30, 2015.

BY: *C. Lansford*  
Ms. Christine Lansford  
Administrator  
Hawaii Correctional Industries

1/30/15  
Date

BY: [REDACTED]  
Mr. Charles Williams  
Executive Director  
WorkNet, Inc.

1/30/15  
Date

## WORKNET, INC.

1130 N. Nimitz Hwy #B-224 ☐ Honolulu, HI. 96817 ☐ Ph: (808) 521-7770 ☐ Fax: (808) 521-7784

### STATE GRANT IN AID 2016

### STATISTICAL PERFORMANCE MEASURES

PERFORMANCE PERIOD JULY 10, 2010 TO JUNE 30, 2011

#### LIFESTILES FOR WOMEN @ WCCC:

	<u>7/10 – 6/11</u>	<u>Cumulative to Date</u>
Number served:	76	210
Number completions (all phases)	17	n/a
Number in community release	36	170
Number of job placement	n/a	118
Number in school/training	n/a	27
Number in special needs	n/a	18
Number returned to custody	5	16
Cohort Recidivism 1 yr	13.8 %	7.6%

#### MEN IN TRANSITION @ OCCC:

Number served:	75
Number completions (10 sessions)	29
Number in community release	49
Number of job placement	7
Number in school/training	5
Number in special needs	4
Number returned to custody	11
Cohort Recidivism 1 yr	22.4%

#### YOUTH ENTRY SERVICES @ HALAWA\*:

Number served:	17
Number completions (per qtr)	10
Number in community release	0
Number of job placement	n/a
Number in school/training	n/a
Number in special needs	n/a
Number returned to custody	n/a
Cohort Recidivism 1 yr	n/a

\*These enrollees are sentenced felons at the beginning of multi-year terms with no current release dates.