

House District 29

Senate District 13

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

Log No:

For Legislator'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) PUBLIC SAFETY
STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Dbat: WorkNet, Inc.

Street Address: 1130 N. Nimitz Hwy #B-224
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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

WORKNET:
INMATE DISCHARGE PLANNING WITH
CERTIFIED SKILLS TRAINING, COG SKILLS,
AND RE-ENTRY SERVICES PRIORITIZING
"MAX-OUTS"

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 399,376

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 \$ 125,000
 PRIVATE/OTHER \$ 15,000

NAME & TITLE OF AUTHORIZED REPRESENTATIVE
[REDACTED]

CHARLES B. WILLIAMS, JR./EXEC/DIR
NAME & TITLE

JANUARY 20, 2017
DATE SIGNED



RECEIVED
1/20/17

WORKNET, INC.: OFFENDER RE-INTEGRATION WITH DISCHARGE PLANNING

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, WorkHawaii, WorkNet, Inc., and other strategic stakeholders** in offender re-integration. This network of service providers, led by WorkNet, support public safety using vocational training, on-line job search skills, cognitive behavioral interventions and re-entry services as primary tools to assist offenders who are released into the community. These initiatives are the best practices in our field 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 long term self-sufficiency. Its primary target population has been the homeless, the incarcerated **and those emerging from treatment or institutional living**. During the last 15 years, the company has concentrated on a service model characterized by **comprehensive 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 hovering around 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 and provided a focused discharge plan upon release. This request supports that vision. This program enables a single agency to begin working with high risk inmates before release and continues a service plan into the community in partnership with critical state and private stakeholders.

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., Hawaii Correctional Industries (HCI)** for prison work experience, **WorkHawaii** with its WorkLinks job resource center, **Unite Here! Local 5 Union** for certified vocational training and other strategic partners applying mental health, housing and substance abuse treatment services to the task of offender re-entry. This proposal delivers remedial services to offenders who would otherwise exit incarceration 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 referred by Hawaii Correctional Industries, Public Safety staff, parole or the Inmate Crafts programs described in this proposal. **Priority referral will be pursued for those who are “maxing out”**. 208 participants are targeted for services in this proposal. 48 are served in the CARE project for inmate crafts, primarily at the Women’s Community Correctional Center (WCCC). 160 inmates will be provided specialized services with priority recruitment aimed at those “max-out” inmates at the end of their terms.

Our transition management planning requires contact *inside* correctional facilities that carries through to *outside* service linkages within the community. It includes a standardized process that assigns services encompassing assessment, resource management, vocational skills training, job search skills training, criminal behavior therapy, community transition services and job placement. These funds will serve 208 individuals from the general population of inmates referred from Hawaii Correctional Industries, PSD staff and the Correctional Arts Re-Entry (CARE) Project for inmate crafts.

This program addresses a critical need for quality re-entry services defined by: accelerated efforts to return inmates housed on the mainland; the expansion of furlough facilities at O.C.C.C.; and, the on-going release of inmates at the end of their terms. These factors have contributed to an increased volume of exiting inmates who lack essential services to re-enter our community. This grant corrects a severe imbalance in the allocation of assistance to this population as a result of ending vendor contracts for furlough. 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. and HCI which expired in December 2016. 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 releases from Hawaii prisons who are at the end of their terms. Ironically, they are afforded the least services and attention than all other inmates. 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 planned reintegration can provide vocational opportunities for emerging inmates.

The objective of this grant is to address the emergent needs of this population by serving **208 individuals** who are **up to 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 community organizations whose span begins inside the institution and extends into the community with planned outcomes. In this proposal, Hawaii Correctional Industries, WorkHawaii, Union Local 5 and WorkNet 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 inside prison and at convenient community service sites.

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 WorkNet and partnering agencies creates a model continuum that provides vocational assessment, a customized service plan, classroom training, group counseling, vocational experience, job search skills, a resume, certified vocational training opportunities and community transition services for treatment or mental health.

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 co-occurring barriers such as homelessness, substance abuse, serial criminal behaviors, 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 community organizations in public and private service who share the same purpose: to fulfill the mandate of more extensive high quality **re-entry services** for those who are leaving correctional facilities. To distinguish our combined services from others, we provide a **remedial ecosystem for offenders in a continuum of managed transition**

running inside the institution into the outside community. Our approach is more than a program, it is a series of best practices that have been standardized into agency policies and procedures.

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. From deep inside the facilities HCI and WorkNet provide this capability for seamless *care* not just *transfer* of offender jurisdiction. In the outside community, our core services are augmented by Oahu Worklinks and the Local 5 Union to provide dedicated services to offenders designed to reduce crime rates and recidivism.

4. Describe the target population to be served:

We propose to serve 208 offenders on the island of Oahu drawing from Hawaii Correctional Industries participants, direct referrals from PSD, Parole and Correctional Arts Re-Entry (CARE) participants creating inmate crafts. Inmates who have reached their "max" dates will be served by priority. This population may include sex offenders, treatment graduates, homeless, and chronically unemployed among its constituents.

We project the service breakdown to be 160 of these individuals referred from the general population of male offenders housed at Halawa, Waiawa, WCCC and OCCC locations. Most of these referrals are participants in HCI where they will be getting hands-on workline experience. Some may be referred as hardship referrals at or on recent Parole within their first year of release. Each of these participants will be provided a comprehensive assessment culminating in an Individual Development Plan for their community release. A custom Service Plan is included. We will initiate services for these individuals while still incarcerated starting with initial assessment upon entry. Some will be assigned to a period of more intense services beginning up to 6 months prior to release. We currently have entry privileges and required Public Safety background checks to conduct programming at all facilities including the Federal Detention Center where we have been granted entry.

An additional 48 women will be separately enrolled in our program at WCCC. These inmates will also be drawn preferentially from those who are maxing-out, but will predominately be participants in HCI. These women are provided our standardized system of training with an additional opportunity to participate in the CARE project for inmate crafts. The cognitive intervention program meets in the morning and the craft component meets in the afternoon twice weekly. This model has been practiced as the CARE program with preceding State Grant-in-Aid funding. It has been co-launched with HCI and was already selling items and distributing revenue directly to female inmates.

This funding will allow the CARE project of inmate crafts to expand to the previously identified male facilities through the auspices of WorkNet. Our role in inmate crafts is distinct from, but supportive of, inmate craft items *manufactured* by HCI in their shops. (1) Our items are *handmade* and one-of-a-kind. (2) Inmates price items and directly receive revenue instead of working for shop wages. (3) Indigent inmates with talent can be supported for their supplies through CARE. (4) The CARE project supports the inmate to develop sales in the community. (5) WorkNet can provide classroom space and programming to allow artists to create without breaching current security having art supplies inside dorm areas. (6) WorkNet will sponsor two art contests to educate the inmate population and promote the participation of local inmate artists. (7) Inmates will be taught to post their work for sale and create their own web sites under the auspices of our staff artist. We expect these activities to involve an additional 24 artists inside and outside the program.

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. More than three fourths of the “maxed out” inmates and all those under community supervision are also on this island.

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 Public Safety Case Manager or Parole Officer. 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, Waiawa Correctional Facility, Halawa Correctional Facility, and the Women’s Community Correctional Center on Oahu that directly serve the emerging population with a variety of training and transition services.

By standard design, WorkNet spends 3 to 6 months 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. However, our capability has expanded through our partnership with HCI. At Waiawa for instance, we have our own classroom inside the HCI dorm facilities. We have similar capability for additional training at Halawa within the HCI shop. This provides 250 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 corrections 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 essential client data; 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** developed for use with the local offender population along with 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 in the client’s case. 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, treatment or vocational development which must be accomplished by the re-entry candidate.

Instruments such as the **LSI and ASUS** are used by Public Safety, Probation and Parole to determine the risk of re-offending and the level of supervision needed. WorkNet staff has been trained to use these tools. Each client then gets the **LifeStiles® Inventory** for customized service planning focused on creating an **Individual Development Plan**. Our instrument is NOT to determine level of *supervision*, but level of *service* necessary for client goal attainment. In this case, completion of treatment goals, employment preparation, identity restoration and transition service needs are pinpointed. This approach has the added benefit of greatly reducing costs per participant since the preferred services being recommended 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.

The outcome of this data gathering process is to establish a service needs baseline for each client. 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** 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 community training sites 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, Oahu Worklinks, unions and a host of other service providers. More than a dozen community based offenders are currently served in their case management needs 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 because 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

| <u>DATES</u> | <u>WEEK</u> | <u>SESSION</u> |
|----------------------------------|-------------|--|
| <u>7/7/17</u> <u>7/9/17</u> | 1 | ORIENTATION/ASSESSMENTS ASSESSMENT REVIEW: DEVELOPMENT PLAN |
| <u>7/14/17</u> <u>7/16/17</u> | 2 | COG SKILLS REVIEW LIFESTILES@ NEEDS MODEL |
| <u>7/21/17</u> <u>7/23/17</u> | 3 | ATTITUDE INVENTORY GLASS HALF EMPTY/QUESTIONS THAT CHANGE |
| <u>7/28/17</u> <u>7/30/17</u> | 4 | NEEDS INVENTORY AND REVIEW NEEDS, WANTS AND DREAMS |
| <u>8/4/17</u> <u>8/6/17</u> | 5 | WHAT'S IMPORTANT GOAL SETTING |
| <u>8/11/17</u> <u>8/13/17</u> | 6 | HOW-WE-THINK MODEL PROBLEM SOLVING/BRAINSTORMING |
| <u>8/18/17</u> <u>8/20/17</u> | 7 | STRESS CYCLE AND COPING SKILLS UNDERSTANDING THINKING ERRORS |
| <u>8/25/17</u> <u>8/27/17</u> | 8 | THE REALITY MODEL AND NATURAL LAWS THE CRIMINAL CONTINUUM |

| <u>DATES</u> | <u>WEEK</u> | <u>SESSION</u> |
|----------------------------------|-------------|--|
| <u>9/1/17</u> <u>9/3/17</u> | 9 | CASE STUDY #1: CRIMINAL THINKING CASE STUDY #2: CRIMINAL VALUES |
| <u>9/8/17</u> <u>9/10/17</u> | 10 | CASE STUDY #3: CRIMINAL BEHAVIOR CASE STUDY: MOVIE-"ALBINO ALLIGATOR" |
| <u>9/15/17</u> <u>9/17/17</u> | 11 | THINKING REPORT INTERVENTION THINKING REPORT PRACTICE SKILLS |
| <u>9/22/17</u> <u>9/24/17</u> | 12 | 10 GOOD HABITS/GRATITUDE PROGRAM WRAP UP |
| <u>9/29/17</u> | 13 | CLOSE-OUT/NEW RECRUITMENT |

PHASE 2: FUNCTIONAL SKILLS

| <u>DATES</u> | <u>WEEK</u> | <u>SESSION</u> |
|------------------------------------|-------------|--|
| <u>10/6/17</u> <u>10/8/17</u> | 1 | ORIENTATION/ASSESSMENT INDIVIDUAL DEVELOPMENT PLAN REVIEW |
| <u>10/13/17</u> <u>10/15/17</u> | 2 | EMPLOYABILITY PROFILE RISK/RESILIENCE PROFILE |
| <u>10/20/17</u> <u>10/22/17</u> | 3 | PRE-EMPLOYMENT CHECKLIST IDENTITY AND DOCUMENT RESTORATION |
| <u>10/27/17</u> <u>10/29/17</u> | 4 | THE HAWAII FAIR EMPLOYMENT ACT PRESENTING A CRIMINAL BACKGROUND |
| <u>11/3/17</u> <u>11/5/17</u> | 5 | FILING THE APPLICATION (Cheat Sheet) ON-LINE APPLICATIONS |
| <u>11/10/17</u> <u>11/12/17</u> | 6 | RESUME INTERVIEW SKILLS |
| <u>11/17/17</u> <u>11/19/17</u> | 7 | VOCATIONAL PROFILE REVIEW PERSONAL DATA PROFILE |
| <u>11/24/17</u> <u>12/1/17</u> | 8 | WARRANT & FINE CLEARANCE A CRIME FREE LIFE (TRANS PLAN) |
| <u>12/3/17</u> <u>12/8/17</u> | 9 | INDIVIDUAL COUNSELING INDIVIDUAL COUNSELING |

| <u>DATES</u> | <u>WEEK</u> | <u>SESSION</u> |
|-----------------|-------------|---------------------------------------|
| <u>12/10/17</u> | 10 | INDIVIDUAL CASE MANAGEMENT |
| <u>12/15/17</u> | | COMMUNITY RESOURCE NETWORKING |
| <u>12/17/17</u> | 11 | HOUSING ASSISTANCE/REFERRALS |
| <u>12/21/17</u> | | COMMUNITY DISCHARGE PLANS |
| <u>12/23/17</u> | 12 | PROGRAM WRAP-UP AND GRADUATION |

Items listed in **BOLD** type are required for program completion.

THE CARE PROJECT

Participants in the CARE project are located in the Women's facility in Kailua and have the identical schedule above between July 7 and December 23, 2017. Their schedule is in the afternoon of those dates. They 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 inspire them to create items that are both expressive and appealing. Recent projects have focused on the production of hand-made greeting cards and crochet. Some items 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. Many of these clients are indigent and need the money for transition needs.

The CARE Project participants receive the same developmental services from the same standardized service menu 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.

PHASE 3: CONTINUING CARE/AFTERCARE (IN PRISON AND COMMUNITY)

This 6-month cycle of classes will repeat beginning in January 2018 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.

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

06/7/2017 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.

12/30/17 TO RELEASE: 4+Hours~~EMPLOYMENT/TRAINING/TRANSITION PLANS

This is a holding component that allows continued program participation for those inmates who may have completed their official requirements but have not yet moved to their next assignment. We reserve these hours to meet with the inmate to review planned activities, do counseling and to set up case management and training activities. It is this component where specialized services such as education or medical treatment is set up.

Certified Vocational Training provides the student a skill that bestows a certificate or license for that person to practice a particular trade. At the least, the individual is recognized as certified to perform at a skill level recognized by that industry and has been, in most cases, evaluated and passed by the State. State vocational boards and licensing bureaus are the recognized agencies that enforce these standards. We train our participants to earn an official document as the outcome of this milestone. Our offenders or parolees that complete a technical, vocational, trade or *other training or skill enhancement program* will assist the enrollee in reaching career goals or increasing employability in his/her current field.

WorkNet has been involved in the delivery of targeted certified skills training for offenders for many years. We are motivated by the capability to support emerging inmates in such a critical area of their need. Certified skills training will increase lifetime earning power by 50% or more. During the two decades that we have surveyed our offenders for their needs, there has been a consistent first priority need they express as primary: **transportation**. This need reveals a corollary emergent necessity that is unique to their situation: a driver's license.

A regular Passenger Vehicle Driver's License requires the following conditions be met: (1) Victim Restitution payments must be current; (2) Child Support payments must be current; (3) Welfare overpayments must be corrected; (4) Student Debt (Pell Grants) must be in compliance; (5) Court Warrants must be cleared; and (6) Court Fines and Fees must be paid and collections cleared. These are critical matters and will have deep implications including revocation of parole or new charges that can return a community inmate to prison if they are not satisfied.

It is for this reason that WorkNet has licensed more than 300 felons since it began driver licensing services in 1992. There is no single State certified credential more important than a motor vehicle operators' license. It is the most accepted form of personal identification worldwide. It confers legal authority to operate a vehicle wherever it is carried. It is required for union membership in our state. It is given a premium for jobs in construction, sales, and maintenance. It is, of course, a requirement for transportation and equipment operator positions. **No driver can qualify for a Commercial Drivers License (CDL) unless they first have a regular license.** We have started dozens of drivers on their professional careers with a regular license. It is so essential that jobs outside of transportation now also require this important document. Another added value to this service is the support it gives to non-traditional employment opportunities for women. A

couple of dozens of those licensees are women who have gotten their licenses under WorkNet and progressed to be professional drivers who earn on a par with men.

A license lifts the employability of every felon who possesses one. For those who are working part time rather than full time, those who want to upgrade their pay or those who want an extra job can all benefit from gaining a license. Providing this service under the terms of this grant is one of the few ways a worker can increase earnings by 50%.

More than any other reasons just cited, a license is important because it is the most important identity document we can possess along with a passport. If you have a driver's license it means that you have presented a Birth Certificate and Social Security Card to obtain one. Possessing these three documents means the offender has passed every test in restoring identity, citizenship and legal means to work. Acquiring this critically important certification insures community stability, employability, legality and citizenship. It is our agency hallmark to provide this service to the Honolulu offender community to reach the broadest number of emerging inmates with the most critical common certification available which is a driver's license. **WorkNet is the ONLY agency to provide this service. It is for these reasons that WorkNet is requesting support for a 4 passenger vehicle to improve and sustain this service.**

In this service, we provide a priority license restoration to those who are most immediately in need of the document for job search and job placement purposes. This is established by the IDP and conference with the Case Manager or Parole Officer. Those with this service plan are given the opportunity to take the written test for a driving permit so that an early test date can be reserved for a driver exam. WorkNet establishes a payment plan as authorized in the procedure acknowledged by the State Director of Motor Vehicles.

The procedure allows us to pay for the written test, permit documents, road test, license document, document fees and reinstatement fees if required. WorkNet provides the licensed, examined and inspected auto for the felon road test; a dry run in the automobile for a skill test; instruction in the Hawaii rules of the road; practice test and coaching on the testing course; and, practice in parallel parking. WorkNet has a pass rate of more than 90% for year over year license candidates.

As proposed here, WorkNet would not invoice for these services until the licensing procedure is completed. At that point, the grant need only pay for those necessary expenses for the licensure and the expense of the vehicle and instruction time to secure the credential. These costs are standard and included in the budgeted services wrapped in the unit cost for this milestone. On average, this service will cost approximately \$250.00 and guarantees licensure or no payment is forthcoming. The least expensive commercial driving course, if available, is \$400.00 which makes this an extremely cost effective solution for the state with a giant pay-off for the offender in life long earnings. We estimate serving 20 individuals. **Acquiring a vehicle is critical to this purpose.**

Another strand of vocational certified training is available through the public/private partnership between WorkNet and Unite Here! Local 5 Union. The Union runs the Hotel and Restaurant Industry Employment Training Trust (HARIETT). This organization operates a wide range of certified vocational courses at the community college level. There are industry approved trainings in OSHA Forklift Certification, ServSafe® Food Handler Certification and Agricultural Food Safety courses all resulting in employer approved credentials, for example. Each of these documented skills is in an area of low employability risk for offenders and in a trade showing job expansion over the next ten years. We estimate 18 individuals receiving credentials in recommended fields, per year and averaging \$800 each.

An adjunct initiative with the Public Safety Education division offers National Construction Certification Education and Research (NCCER) credentials for the inmate population through programs in Arizona. This offers impressive opportunities for inmates to gain valuable skills, get hands-on experience and gain credit applicable to union apprentice hours. WorkNet has engaged the Hawaii Electrical Laborer's Union in our network of community partners. This is an important link in our years long effort to initiate certified vocational training inside the correctional environment that prepares inmates for career path skilled labor. The union has already accepted inmates who earned this credential in our mainland institutions through WorkNet referrals.

We will now offer our inmates better opportunities closer to home. Providing these training classes on shore, we are making home grown opportunities for our labor force so that independent living may be established without leaving Hawaii. Using the resources of HCI, WorkHawaii and Union Local 5 to prepare these candidates for reentry gives the state an opportunity to provide skills training before individuals enter furlough or the community on parole. This is the best chance for them to concentrate on skill building without the pressures of family, rent, jobs, treatment or bills.

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 104 returnees of 208 in the community) and WorkNet's performance is 20% (or 42 returnees), **this program will save the tax payers 62 bed spaces after one year of operation. This translates to taxpayer savings (62 beds x \$45,000 per year for each inmate) of \$2,790,000!**

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 | 208 | Used in-service |
| Counseling | # Counseled | 200 | to check program |
| Training | # Trained | 200 | performance) |
| Training | # Completing Training | 160 | |
| Training Placement | # Receiving Vocational Training | 20 | |
| Employment Placement | # Placed in Employment | 120 | |
| Follow-up | #Retained in Employ/Train: 3mos | 100 | |
| Follow-up | #Retained in Employ/Train: 6mos | 80 | |
| % Completing Training | Training Records | 80% | |
| Employment Placement | % Placed in Employment | 75% | |
| Retention | % Working after 90 days | 83% | |
| Recidivism | #Returned to Custody w/in 1 year | 32 | |
| 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 because 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 | 208 |
| Performance | # Counseled | Counseling | 200 |
| Performance | # Trained | Training | 200 |
| Output | # Completing Training | Training | 160 |
| Output | # Placed Subsidized Training | Training Placement | 24 |
| Output | # Placed in Employment | Employment Placement | 120 |
| Output | #Retained in Employment: 3mos | Retention | 100 |
| Output | #Retained in Employment: 6 mos | Retention | 80 |
| Quality | % Completing Training | Training Record Keeping | 80% |
| Quality | % Placed in Employment | Employment Data Keeping | 75% |
| 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.*

Please refer to the official formatted budget forms provided

2. *The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2018.*

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|----------------|
| \$99,844 | \$99,844 | \$99,844 | \$99,844 | \$399,376 |

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> |
|----------------------------|----------------------------|---------------|
| Office of Hawaiian Affairs | LifeStiles Cog/Re-entry | \$204,000 |
| 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 | OSCC Youth Services | 10,000 |
| 2015 | State GIA Funding | LifeStiles Cog/Re-entry | 150,000 |
| 2016 | City/County GIA | LifeStiles | 125,000 |
| 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, 2016.*

Closing cash balance on 12/31/14: \$40,338.27
Accounts Receivable; City/County: 10,100.00
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 including Vocational Data, Employability Scales and Risk/Recidivism Scales. 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 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 a 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, but Public Safety withdrew funding in July 2016 and it has not been replaced. **There are currently no vender services now funded for furlough employment assistance.**

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 |
| 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 |

| <u>YEAR</u> | <u>CONTRACTOR/CONTACT</u> | <u>SERVICE</u> |
|-------------|---|---|
| 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 |
| 2014 | U.S. Federal Probation Office Felix Mata, Chief | Offender Job Preparation and Placement Assessment, Training and Transition |
| 2015 | Hawaii Legislative Grant-in-Aid Hawaii Correctional Industries | Comprehensive Cognitive/Job Search Re-Entry Preparation and Services |
| 2016 | City/County Grant-in-Aid Hawaii Correctional Industries | Comprehensive Cognitive/Job Search Re-Entry Preparation and Services |

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, Program Artist/Mentor/Trainer, Transition Services Specialist, Women’s Service Specialist, Data Management and Offender Development Specialists. 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 208 individuals with client flow calculated at 18 per month divided by a staff of 5 making a student/instructor ratio of 3 to 1. When consultant and mentor staff are considered, the ratio is reduced to 2 to 1. Considering the nature of training presentations, which are group exercises conducted on an open entry/open exit format, this ratio would increase to a maximum of 10 to 1 within some classroom settings. This flexibility allows the program to reach a higher volume of inmates when the demand increases due to parole board mandates.

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 six dedicated on-board staff providing personal counseling, customized training, standardized assessment, job development artists development 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 ARTIST/MENTOR/TRAINER: Maurice Kalaikai

- Provides curriculum and classroom training allocation for client's artistic development
- Provides hands-on assistance to clients for fabrication, planning, layout and production of crafts
- May provide training for the following subjects: job application skills, problem solving, goal setting regarding art and craft production. Other topics may be assigned as needed.
- Recruits industry contacts for inmate art 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
- Assists in recruiting 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
- Helps organize and manage 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.

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.

DATA MANAGEMENT SPECIALIST: Brittany Taamu-Miyashiro

- Documents participant attendance in classroom training and events
- Documents revenue received for individual inmate craft transactions
- Prepare reports on individual inmate revenues
- Prepares data and graphic reports for agency performance
- Receive and disburse data and voice transmissions to/from the agency
- May be assigned special project duties as required

PROFESSIONAL MENTORS/TRAINERS: Various Professional Practitioners**Chrystal Gerhardt-Vassar; Ruby Menon; Others**

- 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

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.

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.

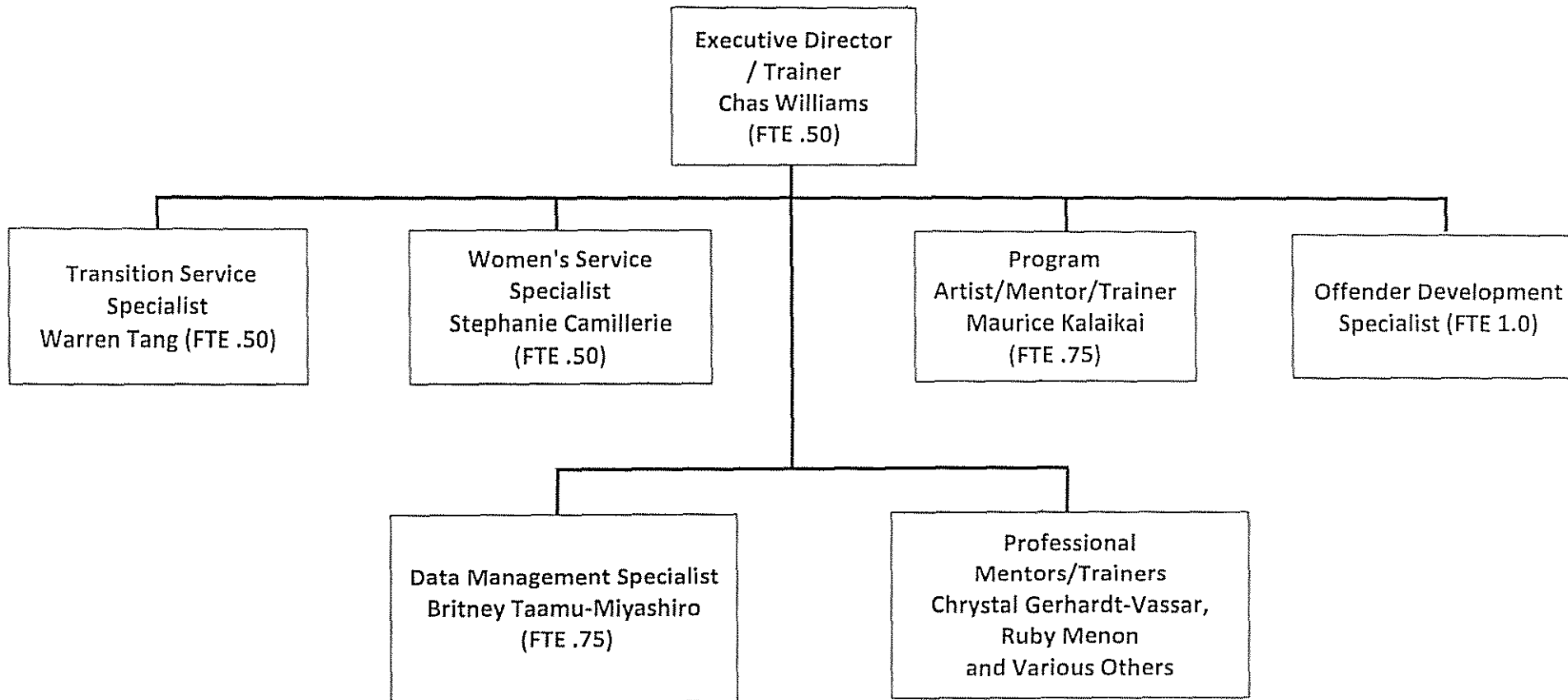
C. Compensation

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): \$50,400
- (3) Project Manager/Trainer: \$42,000

WorkNet Inc.
State GIA Organization Chart

21A



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

C. 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. High School equivalency preparation is done through standard state sources. Post-secondary education is delivered through the community college system.

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 have applied to the City and County where we were awarded a grant-in-aid for a similar program by the City Council. We have applied for new funding in this session of the grant cycle as well. 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. We have applied to that source for an award that will be announced this spring.

We have applied to the City and County where we were awarded a grant-in-aid for a similar program by the City Council. We have applied for new funding in this session of the grant cycle as well. 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. We have applied to that source for an award that will be announced this spring. Additional funding is anticipated from Public Safety. We had successful grant requests from trusts, foundations and private charities who support our cause. These include the Women's Fund and Atherton Trust. 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, 2016.

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

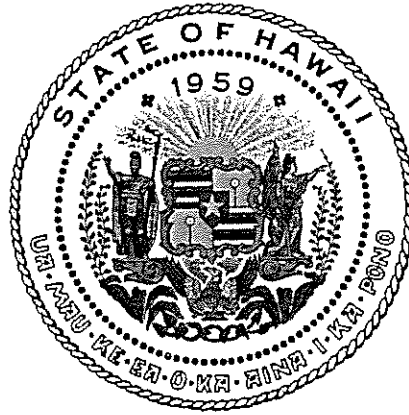
ATTACHMENTS IN THIS ORDER ON NEXT PAGES:

Proposal Page# 27: DECLARATION STATEMENT

Budget Pages# 5-8: BUDGET FORMS

Budget Page# 9: GOVERNMENT CONTRACTS AND GRANTS

| <u>ATTACHMENT #</u> | <u>DOCUMENT</u> |
|----------------------------|--|
| 1 | Certificate of Good Standing |
| 2 | Community Partners: Comprehensive List |
| | 1. Unite Here! Local 5 Union |
| | 3. WorkHawaii |
| | 4. The Bus—Bus Passes |
| | 5. Hawaii Correctional Industries |
| | 7. Department of Health—Birth Certificates |
| | 8. Department of Motor Vehicles—State I.D., Drivers License |
| 3 | Recidivism Statistics |



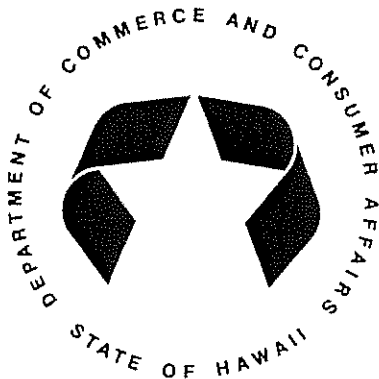
Department of Commerce and Consumer Affairs

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 19, 2017

Director of Commerce and Consumer Affairs

**APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII 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, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant 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, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants 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.

Charles B. Williams, Jr.
(Typed Name of Individual or Organization)



January 20, 2017
(Date)

Charles B. Williams, Jr.
(Typed Name)

Executive Director
(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: WORKNET, INC.

| BUDGET CATEGORIES | Total State Funds Requested (a) | Total County Funds Requested (b) | Total Private/Other Funds Requested (c) | OHA Funds Requested (d) |
|--|---------------------------------|--|---|-------------------------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | 169,200 | 66,200 | | 97,800 |
| 2. Payroll Taxes & Assessments | 23,516 | 18,760 | | 23,300 |
| 3. Fringe Benefits | 28,800 | 9,100 | | 11,550 |
| TOTAL PERSONNEL COST | 221,516 | 94,060 | | 132,650 |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | 0 | 0 | | |
| 2. Airfare, Out-of-State | 0 | 0 | | |
| 3. Audit Services | 8,000 | 1,200 | 400 | |
| 4. Contractual Services - Administrative | 2,460 | 0 | | |
| 5. Contractual Services - Subcontracts | 19,200 | 8,072 | 3,410 | 10,400 |
| 6. Insurance | 9,300 | 1,420 | 450 | 6,500 |
| 7. Lease/Rental of Equipment | 7,200 | 0 | | 800 |
| 8. Lease/Rental of Motor Vehicle | 1,500 | 0 | 266 | |
| 9. Lease/Rental of Space | 28,800 | 4,200 | 3,600 | 21,500 |
| 10. Mileage | 1,650 | 1,200 | 400 | 1,800 |
| 11. Postage, Freight & Delivery | 1,800 | 500 | 400 | |
| 12. Publication & Printing | 27,450 | 2,000 | 1,380 | 4,440 |
| 13. Repair & Maintenance | 3,000 | 420 | 140 | 600 |
| 14. Staff Training | 6,000 | 600 | 200 | 1,200 |
| 15. Substance/Per Diem | 4,800 | 0 | | 8,800 |
| 16. Supplies | 8,000 | 2,160 | 2,500 | 2,280 |
| 17. Telecommunication | 6,000 | 1,800 | 860 | |
| 18. Transportation | | 800 | | |
| 19. Utilities | 6,300 | 1,568 | | |
| 20. Special Voc Training Funds | 14,400 | | | 15,400 |
| 21. Special Women's Fund | | | 5,000 | |
| TOTAL OTHER CURRENT EXPENSES | 155,860 | 30,940 | 19,006 | 73,720 |
| C. EQUIPMENT PURCHASES | 0 | 0 | | |
| D. MOTOR VEHICLE PURCHASES | 22,000 | 0 | | |
| TOTAL (STATE GIA REQUEST) | 399,376 | 125,000 | 19,006 | 206,370 |
| Please refer to narrative on next page for explanation | | | | |
| SOURCES OF FUNDING | | | | |
| (a) Total State Funds Requested | 399,376 | CHARLES B. WILLIAMS, Jr | | 808-521-7770 |
| (b) Total OHA Funds Requested | 206,370 | [REDACTED] | | Phone |
| (c) Total County Funds Requested | 125,000 | | | 1/20/2017 |
| (d) Total Private/Other Funds Requested | 19,006 | | | Date |
| TOTAL BUDGET | 749,752 | CHARLES B. WILLIAMS, Jr /Executive Director Name and Title (Please type or print) | | |

BUDGET 5A

| | | | Notes for 2017 Legislative Grant |
|--|--------|--|---|
| OTHER CURRENT EXPENSES | | | |
| 1. Airfare, Inter-Island | 0 | | |
| 2. Airfare, Out-of-State | 0 | | |
| 3. Audit Services | 8,000 | | Certified Public Accountant |
| 4. Contractual Services - Administrative | 2,460 | | Bookkeeping, Data Entry (\$200/mo each), |
| 5. Contractual Services - Subcontracts | 19,200 | | Art Instructor (4 x wk x 2 hrs x 48 wks x \$25 x 2 Instructors = \$19,200 |
| 6. Insurance | 9,300 | | Gen Liab=\$2,100; Work Comp=\$6,400; TDI=\$800 |
| 7. Lease/Rental of Equipment | 7,200 | | Copier, Flat Bed Scanner, Service Contract \$600/mo |
| 8. Lease/Rental of Motor Vehicle | 1,500 | | Truck to ship Art @ \$120/day x 12 trips |
| 9. Lease/Rental of Space | 28,800 | | 2400/mo |
| 10. Mileage | 1,650 | | Waiawa: 14 mi; WCCC: 12 mi; halawa: 6 mi = 32 x 2x/wk x 48 wks x \$.53/mi |
| 11. Postage, Freight & Delivery | 1,800 | | \$150/ month for home delivery of hand-crafted items |
| 12. Publication & Printing | 27,450 | | Copy costs \$100/mo; assessments-\$125 x 210 instruments=\$ |
| 13. Repair & Maintenance | 3,000 | | Auto@\$200/mo; \$50/mo office repair |
| 14. Staff Training | 6,000 | | 4 @ 1,500 for Offender employment, sex offender, substance use |
| 15. Substance/Per Diem | 4,800 | | meals and hospitality at meetings, trainings, & indigent support |
| 16. Supplies | 8,000 | | copy paper, pens, notebooks, training material: 200 students x \$40 |
| 17. Telecommunication | 6,000 | | Phone, Internet |
| 18. Transportation | 0 | | |
| 19. Utilities | 6,300 | | Electric \$500/mo, water \$25/mo |
| 20. Special Voc Training Funds | 14,400 | | 18 participants x \$800 average tuition = \$14,400 for Certified Voc Training |
| 21. Special Women's Fund | | | Allocation to assist indigent "max-out" women |

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2017 to June 30, 2018

Applicant: 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 | 1 | \$72,000.00 | 50.00% | \$ 36,000.00 |
| Transition Service Specialist | 1 | \$50,400.00 | 50.00% | \$ 25,200.00 |
| Program Artist/Mentor/Trainer | 1 | \$36,000.00 | 75.00% | \$ 27,000.00 |
| Women's Service Specialist | 0.5 | \$38,000.00 | 50.00% | \$ 19,000.00 |
| Offender Development Specialist | 1 | \$38,000.00 | 100.00% | \$ 38,000.00 |
| Data Management Specialist | 0.75 | \$32,000.00 | 75.00% | \$ 24,000.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | | 169,200.00 |
| JUSTIFICATION/COMMENTS: | | | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: WORKNET, INC.

| DESCRIPTION EQUIPMENT | NO. OF ITEMS | COST PER ITEM | TOTAL COST | TOTAL BUDGETED |
|--------------------------|-----------------|------------------|---------------|-------------------|
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | | | | |
| JUSTIFICATION/COMMENTS: | | | | |

| DESCRIPTION OF MOTOR VEHICLE | NO. OF VEHICLES | COST PER VEHICLE | TOTAL COST | TOTAL BUDGETED |
|-------------------------------------|--------------------|---------------------|---------------|-------------------|
| Late Model Used 4-Passenger Vehicle | 1.00 | \$22,000.00 | \$ 22,000.00 | 22,000 |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | 1 | | \$ 22,000.00 | 22,000 |
| JUSTIFICATION/COMMENTS: | | | | |

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2017 to June 30, 2018

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: 2015-2016 | FY: 2016-2017 | FY:2017-2018 | FY:2017-2018 | FY:2018-2019 | FY:2019-2020 |
| PLANS | | | 0 | | | |
| LAND ACQUISITION | | | 0 | | | |
| DESIGN | | | 0 | | | |
| CONSTRUCTION | | | 0 | | | |
| EQUIPMENT | | | 0 | | | |
| TOTAL: | | | 0 | | | |
| JUSTIFICATION/COMMENTS: | | | | | | |

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: WORKNET, INC.

Contracts Total: 624,000

| | CONTRACT DESCRIPTION | EFFECTIVE DATES | AGENCY | GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau) | CONTRACT VALUE |
|----|---------------------------------------|-----------------|----------------------------|---|----------------|
| 1 | Laumaka Inmate Vocational Training | 2013-2016 | Public Safety | Honolulu | \$ 120,000.00 |
| 2 | Cog/Behavioral Training for Women | 2011-2016 | OCCC | Honolulu | \$ 10,000.00 |
| 3 | LifeStiles Cog Skills/Re-Entry | 2016-2017 | State Grant-in-Aid | Honolulu | \$ 150,000.00 |
| 4 | LifeStiles Cog Skills/Re-Entry | 2016-2017 | City/County GIA | Honolulu | \$ 125,000.00 |
| 5 | Agency Operational Support | 2017-2018 | Trust/Foundation | Honolulu | \$ 15,000.00 |
| 6 | Vocational Skills/Re-Entry (Proposed) | 2017-2018 | Office of Hawaiian Affairs | Honolulu | \$ 204,000.00 |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| 23 | | | | | |
| 24 | | | | | |
| 25 | | | | | |
| 26 | | | | | |
| 27 | | | | | |
| 28 | | | | | |
| 29 | | | | | |
| 30 | | | | | |

COMMUNITY

PARTNERS

WorkNet Partners: Memorandum of Understanding (MOU) / Letters of Support (LOS)

| # | Category | From | Agency | Purpose |
|----|-------------------------------|--|--|---|
| 1 | Certified Vocational Training | James Hardway: Executive Director | Hotel and Restaurant Industry Employment & Training Trust (HARIETT) | (LOS) to provide vocational certified training to prepare clients for employment in a wide variety of skilled trade industries |
| 2 | Certified Vocational Training | Rodney Capello: Executive Director | Hawaii Electrical Workers, Laborer's International Union Local 722 | (MOU) agreement to accept client referrals for Electrical Union apprenticeships; assist clients to pass State Board of Electricians and Plumber certification exams |
| 3 | Workforce Development Partner | Rolanse Crisafulli: WorkHawaii Authorized Officer | WorkHawaii | (MOU) agreement for WorkNet to Co-share facilities at the One-Stop Center, WorkHawaii |
| 4 | Grant Partner-HCORP | Michael Endres, Ph.D: Co-Investigator & Lead Evaluator | UH-Research and Evaluation for Public Safety | (LOS) Partnering provider and collaborator with the Honolulu County Offender Reentry Program (HCORP) |
| 5 | Grant Partner-PSD | Chris Lansford: HCI Administrator | Hawaii Correctional Industries | (LOS) to offer National Construction Certification Education and Research (NCCER) training for inmates; Existing partner for current State Grant-In-Aid award \$150,000 |
| 6 | Grant Partner-PSD | Chris Lansford: HCI Administrator | Hawaii Correctional Industries | (MOU) agreement for HCI to provide professional vocational development services and hands on employment experience in supervised work environments for inmates |
| 7 | ID Documents | Brian Pang: Acting Chief, Office of Health Status Monitoring | State of Hawaii, Department of Health | (LOS) Authorization to pay by company check for client identity documents |
| 8 | Driver's License | Julie Saldana: Driver License Examiner II, TA | C&C of Honolulu, Dept of Motor Vehicles, State Identification Office | (LOS) Authorization to pay by company check for client Driver's License, driving permits, and State ID documents |
| 9 | Bus Pass | Tom Enomoto: Manager of Customer Service | Oahu Transit Service | (LOS) Authorization to pay by company check for client bus passes |
| 10 | Counseling | Dr. Duke Wagner: | Private Practice | (MOU) agreement to accept referrals for family and individual counseling |
| 11 | Counseling | Tara Buckley: Oahu Program Director | Parents, Inc. | (MOU) agreement to accept client referrals for parenting classes and counseling |
| 12 | Counseling | Nanci Kriedman: CEO | Domestic Violence Center | (MOU) agreement to provide counseling and advocacy |
| 13 | Housing | Thomas Fairchild: General Manager | The Date, Green, and Piikoi Recovery Houses | (MOU) agreement to accept client referrals for housing |
| 14 | Housing | Lovelyn Apilando: President | Serenity Halelani | (MOU) agreement to accept client referrals for housing |
| 15 | Housing | Keoki Dudoit: Founder | Makana O Ke Akua | (MOU) agreement to accept client referrals for housing |
| 16 | Housing | Mary Scott Lau: Executive Director | Women in Need | (MOU) agreement to accept client referrals for housing |
| 17 | Housing | Matthew Taufetee: Executive Director | First Lap | (MOU) agreement to accept client referrals for housing |

March 17, 2016

Signatory Employers

Ala Moana Hotel

Central Resources Team

Hilton Hawaiian Village

Hyatt Regency Waikiki

Ilikai Hotel & Suites

Imperial Hawaii Resort

The Kahala Hotel & Resort

Kyo-Ya Hotels & Resorts LP

The Modern Honolulu

The Plaza Hotel

Queen Kapiolani Hotel

Ramada Plaza Waikiki

The Royal Hawaiian Resort

Sheraton Kauai Resort

Sheraton Maui Resort and Spa

Sheraton Princess Kaiulani

Sheraton Waikiki Hotel

Turtle Bay Resort

Waikiki Beach Marriott Resort and Spa

Waikiki Resort Hotel

Waikoloa Beach Marriott Resort and Spa

Westin Moana Surfrider Hotel

Chas Williams
WorkNet, Inc.
1130 N. Nimitz Hwy #B-224
Honolulu, Hawaii 96817

Dear Mr. Williams:

I am happy you were able to meet with my staff and I to discuss your current work and the new initiative you are applying for to train offenders in furlough and on parole. It is appropriate that you have expressed an interest in providing quality workers for our industry and that we will have a hand in preparing them to industry standards.

The Hotel and Restaurant Industry Employment & Training Trust ("HARIETT") is a non-profit 501(C)(5) institution and a labor-management partnership/Taft-Hartley fund that provides education and training benefits to both members of UNITE HERE! Local 5 and employers throughout the State of Hawaii. HARIETT is funded through contributions negotiated by UNITE HERE! Local 5 and paid by their signatory employers.

Our primary purpose is to improve the lives of the UNITE HERE! Local 5 members through education, training and re-training by providing members with the ability to advance themselves within the Hotel & Restaurant Industry in order to improve their socioeconomic status and overall wellbeing.

HARIETT occupational education and training is done in partnership with the University of Hawaii Community College Systems ("UHCC"). As the industry, we identify the skills and curriculum needed to meet the needs of our employers and the UHCC provides instructors and the education and training in stand-alone sheltered courses open only to our members.

Classes are designed for a working population and are held at either our facilities on University Ave. in Moilili or at the UHCC campus contracted to provide the vocational training.



Mr. Chaz Williams
March 17, 2018
PAGE 2

A sample of the courses we offer are:

1. Basis Computer
2. Microsoft Word
3. Microsoft Excel
4. English as a Second Language
5. Japanese Language for the Hospitality Industry
6. Culinary Arts (Can be modified to meet your needs)
7. Facilities Engineering, Operations and Maintenance
8. ServSafe Food Protection Manager Certification
9. Culinary – Nutrition
10. Culinary - Menu Planning
11. Culinary - Food Cost Control
12. Culinary - Purchasing & Receiving
13. Culinary - Restaurant Supervision


These courses are particularly useful for Public Safety referrals because they are designed for students who are already working. Classes are scheduled between 5:00 pm to 8:00 pm during the week in most instances.

We are willing to work with you to allow your clients to participate in our programs. Depending upon your education and training goals for these participants, some offerings can be done shorter than a full semester in duration or longer. Some certifications can be completed by doing evening work combined with, limited duration, full day sessions. Most of our programs (particularly culinary) can be compartmentalized and come with industry recognized certifications in which some sections can be completed in 30-hours of instruction.

We will work with you to provide payment options that are affordable for your agency and will allow for billing upon completion of study. Our employers will assist in screening potential participants/employee. Our signatories will get first rights to offer employment if a position is available. If no position is available, we will allow you to find alternate or temporary employment until a suitable position becomes available. UNITE HERE! Local 5 positions come with free individual and family medical, drug, dental, vision coverage and pension. Depending upon the position, most non-tipped positions start at \$19+ an hour.

Please take a look at our website and the training opportunities that may be open to your participants. Please contact me directly at 380-6017, or by e-mail at jhardway@hariett.org, if you have additional questions or concerns.

Mahalo


JAMES P. HARDWAY
Executive Director

WORKNET, INC.

1130 N. Nimitz Hwy #B-224 Honolulu, HI. 96813 Ph: (808) 521-7770 Fax: (808) 521-7784

MEMORANDUM OF AGREEMENT

Between WORKNET, INC. and

WORKHAWAII

Regarding

SERVICES FOR OFFENDER EMPLOYMENT AND COMMUNITY REINTEGRATION

I. WORKNET, INC. PROVIDES

WorkNet, Inc. agrees to provide, as needed, (1) a curriculum of Vocational Assessment, Services and Job Search Training; (2) Vocational Counseling Services and (3) Employee Upgrade and Retention Services suitable for the target population of Adult Offenders aged 18 and over.

II. WORKHAWAII PROVIDES

The Partner agrees (1) to co-share facilities at the one-stop center to enable the trainee to receive services offered by WorkNet; (2) to report information such as the hours, dates, and signatures of trainees who use the resource center (3) to provide a completion credential or progress certificate through the proficiency obtained if trainee is jointly enrolled in WorkHawaii programs; (4) to connect trainees to programs such as Federal Bonding for Offenders.

III. TERM OF AGREEMENT

The term of this agreement shall be from the date of its signing by both parties until terminated by either party with a thirty day (30) written notice.

IV. COMPENSATION

Any payment made under this agreement is specified in a separate negotiated attachment. WorkNet, Inc. agrees to provide all services specified in Article I in return for performance of the Partner Responsibilities specified in Article II. WorkNet agrees to compensate the Partner, should that be a part of this agreement, according to an itemized payment schedule detailed in a separate document. Both parties agree there is no employment relationship and the partner provides services and receives compensation, if any, based on availability of funds.

V. AMENDMENT PROCEDURES

This Agreement may be amended by a signed statement acknowledged by both parties. This agreement may be cancelled upon 30-day written notice by either party.

VI. APPROVALS

By: [Redacted Signature] Date 3/3/16
Executive Officer, WorkNet, Inc.

By: [Redacted Signature] Date 3/7/16
Authorized Officer/Title, WorkHawaii

Email from THE BUS confirming that we can continue to purchase bus passes for clients with a WorkNet company check.

----- Forwarded message -----

From: **THOMAS ENOMOTO** <THOMAS.ENOMOTO@thebus.org>

Date: Fri, Mar 4, 2016 at 1:34 PM

Subject: Authorization for WorkNet, Inc. to pay by check

To: "WorkNet Hawaii (worknethawaii@gmail.com)" <worknethawaii@gmail.com>

Cc: LEILA KEAWE-AIKO <LEILA.KEAWE-AIKO@thebus.org>

Mr. Williams,

Just as in the past, an agency/company check is an acceptable form of payment at our Bus Pass Office.

You may continue to purchase bus passes for your clients in that manner.

Best Regards,



Manager of Customer Service
Oahu Transit Services, Inc.

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: 
Ms. Christine Lansford
Administrator
Hawaii Correctional Industries

2/29/16
Date

BY: 
Mr. Charles Williams
Executive Director
WorkNet, Inc.

2/29/16
Date

DAVID IGE
GOVERNOR OF HAWAII



VIRGINIA PRESSLER, M.D.
DIRECTOR OF HEALTH

STATE OF HAWAII
DEPARTMENT OF HEALTH
P. O. BOX 3378
HONOLULU, HI 96801-3378

In reply, please refer to:
File:

March 7, 2016

TO: Chas Williams
WorkNet, Inc.
1130 N. Nimitz Hwy #B-224
Honolulu, Hawaii 96817

FROM: Brian Pang
Acting Chief, Office of Health Status Monitoring
Hawaii Department of Health

SUBJECT: **SUPPORT LETTER**

Dear Mr. Williams:

This letter confirms that WorkNet, Inc. is authorized to pay by company check for the fees and costs associated with providing available certified Birth, Marriage, Divorce and Death Certificates on behalf of your clients emerging from the criminal corrections system. This allows you and your company to help your clients obtain vital records documents that will help in their identity restoration and stabilization in the community.

Thank you,

A large black rectangular redaction box covering the signature of Brian Pang.

Brian Pang

Email from the Department of Motor Vehicles and the State Identification Office stating that they will accept a WorkNet company check for driver's licenses, driving permits, and state ID cards.

----- Forwarded message -----

From: Saldania, Julie <jsaldania@honolulu.gov>
Date: Thu, Mar 3, 2016 at 3:08 PM
Subject: RE: Letter to Authorize WorkNet to Pay by Check
To: Chas Williams <wilchas@gmail.com>

Hi Mr. Williams.

Thank you for your inquiry and it was nice chatting with you. You are able to send in the offenders with a check made out to: "City and County of Honolulu" for the proper fees and if you could please notate in the memo section the applicant's name and social security number, so if there are any questions we can notate it in their record.

Thank you for your commitment in helping those who are trying to get back into society. Have a great day!

Please email me if you have any further questions.

Aloha,
Julie Saldania
Driver License Examiner II, TA
City Square Driver License
1199 Dillingham Blvd., A101
Honolulu, HI 96817
Phone: 808-832-4119

**REPORT TO THE HAWAII CORRECTIONAL INDUSTRIES
BOARD OF DIRECTORS
Regarding 2015 State GIA Performance and Recidivism**

The 27th Legislature provided a Grant-in-Aid to WorkNet, Inc. to fund a public/private partnership between WorkNet and Hawaii Correctional Industries. This relationship emerged from talks between the two agency directors who sought a solution to the disconnect that happens whenever inmates are transferred between correctional facilities or released from incarceration to the community.

Our greatest concern is the stability and progress of the inmates in the community as they emerge into the most critical period of their release: the first year in the community. Statistics confirm that this is the most likely period that inmates will violate rules or be arrested for new offenses. We are following these inmates to parole where we will be able to establish data on their recidivism. At this date (January 2017) we have only 2 inmates who have progressed to furlough due to our late start (January 25, 2016) and the early enrollment, 3 to 6 months before furlough, which makes our enrollees one year out from parole.

Please refer to the data listed below for a sense of the accomplishments of our program thus far. We are still in the process of completing this data for all participants and therefore, these data points are for the men in our program and statistics for women will be reported later this month when all field reports are complete.

PERFORMANCE DATA FOR CALENDAR YEAR 2016: MEN

| | |
|-----------------------------|----------------------|
| TOTAL ENROLLED | 96 |
| REVERTED FOR DISCIPLINE | 13 (Before Furlough) |
| ADMINISTRATIVE REVERSION | 11 (Before Furlough) |
| TOTAL COMPLETING TRAINING | 72 |
| PERCENT COMPLETING TRAINING | 75% |
| TOTAL IN FURLOUGH | 63 |
| RETURNED FROM FURLOUGH | 10 |
| PERCENT RETURNED | 14% |
| MAX OUTS | 2 |
| PAROLED | 2 |

REPORTED: January 13, 2017

BY: Chas Williams, Executive Director