

House District 29

Senate District 13

THE TWENTY-SIXTH LEGISLATURE
HAWAI'I STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAI'I REVISED STATUTES

Log No: 115-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

REC'D JAN 28 2011

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

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

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

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

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Dbas: WorkNet, Inc.

Street Address: 1130 N. Nimitz Hwy, B-224
Honolulu, Hawaii 96817

Mailing Address: SAME

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

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3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

**WORKNET : PRISON RE-ENTRY
COMPREHENSIVE ASSESSMENT AND
TRAINING PRECEDING COMMUNITY
PLACEMENT FOR PUBLIC SAFETY
OFFENDERS IN TRANSITION**

4. FEDERAL TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2011-2012: \$ 360,000

5. STATE TAX ID #: [REDACTED]

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 \$360,000
FEDERAL 0
COUNTY \$ 0
PRIVATE/OTHER 0

TYPENAM _____ VE:

CHARLES B. WILLIAMS, JR./EXECUTIVE DIRECTOR
NAME & TITLE

1/28/11
DATE SIGNED

WorkNet, Inc. Proposes: **“WORKNET: TRAINSITION”**
**Mentored Transition from Public Safety to the Community for
Special Needs Inmates Targeting Mainland Transfers,
Mentally Challenged, Homeless and Substance Abusers**

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WorkNet, Inc. 2010 Grant-in-Aid

I. Background and Summary

1. Applicant Background: WorkNet, Inc. is a 501(c) (3) non-profit corporation founded in Honolulu in the year 2000. It is the culmination of 20 years of continuous service to indigent populations beginning as a consultancy by its director in 1989. Its main clients are those at the bottom rung of society who are in need of assistance to achieve self sufficiency. The specific mission of the organization is to provide opportunities for advancement that support employment, independent housing, and eventual self sufficiency. Its primary target population has been the homeless, the incarcerated and those emerging from treatment or institutional living. During the last 5 years, the company has concentrated on a service model characterized as transition management for the incarcerated. The purpose of this grant request is to fund crucial public safety functions using **mentored transition** as a primary modality. Please refer to our Experience Profile for a detailed background statement that includes our grant history with the State that has supported this approach.

Our service history is defined by our work with the Hawaii prison population whose numbers have more than doubled during the past decade. The vast majority of this increase is due to the surge in the volume of non-violent drug offenders. Hawaii has an inmate population in excess of 6,000 individuals inside and outside the state. In the fiscal year encompassed by this grant request, the Hawaii Paroling Authority will supervise more than 1,300 parolees released on the island of Oahu alone. Many of these individuals are experiencing mental health problems, substance abuse issues, social adjustment barriers or all the above. The majority of the population is between the ages of 25 and 39. The median age is 33 years old. This makes the core group of the population within their prime years for productive membership in the work force. However, many will not find jobs locally.

2. The Goal of the program is to enable the state to meet its obligations **to return emerging offenders from the mainland**. This proposal delivers remedial services to offenders that are indigent, unemployed, mentally challenged, homeless, at-risk for substance relapse or in need of supportive services to insure self-sufficiency. The **objective** is to provide **mentored transition** to the most needy of this population. **Mentored transition** requires contact *inside* correctional facilities that carries through to *outside* service linkages within the community. These funds will serve 320 individuals from the population of released inmates. As a comparison, this equals 25% of the entire caseload of parole.

This project addresses a critical need created with the return of women inmates from a contracted Kentucky prison, the planned return of all other inmates, clashing with the closure of Kulani Correctional Center in Hilo. These conflicting moves have occurred without means to provide essential services to the affected inmates. This grant corrects a severe imbalance in the allocation of resources to this population at the point of most critical need to the system and the affected individuals: community release. This status includes furlough, parole, probation and end-of-sentence offenders. All will be served under this grant.

Previously, the only funds that supported transition services of this type were a state grant of \$150,000 from Public Safety to WorkNet, Inc. which expired in December 2009. State funds for Project Bridge at Laumaka Furlough Center and W.C.C.C. (also awarded to WorkNet, Inc.) do not cover the extensive population of Oahu releases proposed in this application. At Laumaka Project Bridge the population was increased by 50% by double bunking in half the rooms in 2006. Yet, there was no increase in state or federal funds to cover the extra inmates who are housed there. These sub-populations encompass inmates with the worst recidivism rate—recent returnees from mainland prisons, yet they are afforded the least services. This is grossly out of balance with conditions.

The objective of this grant is to service the unmet needs of this population by serving **240 individuals inside Public Safety 6 months prior to release and one year in the community, and another 80 individuals for one year after release in the community only**. This grant services **320 offenders**. This includes the dual diagnosed, potentially homeless, mental health clients, sex offenders, recovering addicts and special needs cases that would otherwise not be treated prescriptively. These are the most at-risk.

3. The purpose and need for this funding could not be more urgent than at this time. The economic deficit and high unemployment of our state is compounded by steep declines in revenues. Yet, public safety is a critical need that cannot be denied. **Through recidivism reduction this grant will save taxpayers many times more than its cost. Through community custody strategies, it will further reduce the need for secure lock up in mainland prisons. By providing matching funds, this grant can leverage an equivalent value in private funds through the Office of Hawaiian Affairs and private charities.** We offer a solution to a devastating problem using scientific best practices, professional staffing, and successful experience while generating a return on taxpayer funding. These facts are supported in this proposal.

The Hawaii criminal justice system has recently been found deficient in its care for inmates' mental health. There are more prisoners in the system inside the state now than ever before, yet there is no programming at the Federal Detention Center or community sites for these individuals, men or women. There are a higher number of inmates in mainland prisons and federal contract beds than at any other time. The state is still in the grips of an epidemic of substance abusing offenders that is choking the correctional facilities. This proposal provides a unique and efficient means to address each of these problems within the current system. It addresses the most in need, reduces crime, improves public safety, and yet manages to save state money by reducing recidivism and leveraging funds.

This proposal is also meant to interface with a new unit created in Public Safety Intake Services to fulfill the mandate to provide more extensive high quality **re-entry services** for those who are leaving correctional facilities. To distinguish our services from theirs, we provide remedial **mentored transition** from inside the institution through to the outside community. The new Re-entry Unit of Public Safety provides, by necessity, **exit planning only** for inmates leaving their care. The unit is responsible for transferring care of the inmate to community resources. WorkNet is that community resource. There are no more "DVR" (voc rehab) services for inmate transition. There are no more mental health services provided by community health centers for offenders. There is insufficient affordable housing. WorkNet provides this capability for seamless *transition* not just *transfer* of offender care. Our core services are dedicated to offender needs.

4. Our target population has been defined by these problems. We are an offender services agency. We do not refuse service to any offender based purely on the crime. We serve drug offenders, white collar criminals, sex offenders, and dual diagnosed clients. Recent surveys have estimated that 40% or more of those arrested are "ice" users at the time of arrest. Convicted drug offenders are further punished due to rules prohibiting felony substance abusers from receiving federal benefits for housing or social welfare. Sex offenders have no specialized housing and have strict geographic boundaries. At the same time, the employment market has hit bottom for all local job seekers. Offenders have a tough time on their own. If employment is not eminent, there may be no "safety net" due to structural barriers. These individuals need intervention to secure and retain gainful employment or face serious consequences.

We propose to serve all offenders on the island of Oahu, where 75% of exits occur, regardless of the status of community entry. We will begin serving these individuals while still incarcerated for a period of 6 months prior to release. They are housed in state facilities at the Women's Community Correctional Center, Oahu Community Correctional Center, Laumaka Furlough Center, the Federal Detention Center and various community sites in supportive living programs. We currently have entry privileges and required Public Safety staff training to conduct programming at all facilities except the Federal Detention Center where we are applying for entry. Even if we are not able to gain direct access to these inmates at FDC, we will serve them in the community.

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

II. Service Summary and Outcomes

1. Scope of Work, Tasks and Responsibilities

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

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 State in April 2005. This training prepared lead agency personnel to incorporate best practices for services modeled on national standards.

WorkNet has chosen **Cognitive Behavioral Treatment** as our primary therapeutic approach for personal development. Our application of this modality is based on the premise that *cognitive-behavioral* means *think-do* in its simplest application. 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 Trainsition 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 approximately \$36,000 to house an inmate for a year, this program will pay for itself upon keeping 10 enrollees in the community for one year beyond release. The typical recidivism rate for this high risk population varies from 50% to 66% for the first year. WorkNet has a documented track record of less than 10% recidivism in its programs. If the standard recidivism is 50% and WorkNet’s performance is 20%, **this program will save the tax payers \$2,592,000 after one year of operation by deferring 72 more individuals from prison than standard state performance.**

The scope of operations begins with the **outreach process** when applicants are identified inside the correctional facility by WorkNet or Case Managers and outside the facility by Public Safety, Probation, Parole Officers or self referral as appropriate for the program. WorkNet works closely with corrections and community supervision officers who have comprehensive case management knowledge and know the offenders’ willingness to participate in a program of growth and recovery.

WorkNet has established programs in Oahu Community Correctional Center, Laumaka Work Furlough Center, Halawa Correctional Facility, and the Women’s Community Correctional Center on Oahu that directly serve the emerging population with transition services. At Waiawa Correctional Facility WorkNet directly serves furlough inmates in its urban training center.

By standard design, WorkNet spends from 6 months to one year with inmates inside these facilities who are designated for release within that period. The Education Unit of Public Safety no longer provides independent funding for this activity. If the Trainsition Program is funded, the Department is willing to provide facility space to establish these trainings as an in-service recruitment channel for the program. This guarantees 300 or more recruitment opportunities during this grant period for eligible re-entry candidates. WorkNet is the only local agency with full facility access conducting these sessions inside and outside in the community.

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

To assess these clients for services, the program uses a **Prescriptive Referral Form** developed for use with the local offender population. The results of the client interview with the referring agent provide a concise summary of indicators that allow services to be efficiently targeted to criminogenic factors most influential on the client. Instruments such as the **LSI and ASUS** are used to determine the risk of re-offending and the level of services needed. Each client then gets customized service planning focused on immediate goal attainment, in this case, a drug free employment outcome. This approach has the added benefit of greatly reducing costs per participant since the only services being charged are those most necessary for the targeted outcome. This expands service levels while allowing unit costs to remain unchanged in a fixed budget project such as this one. More enrollees are served with the same amount of money expended.

In addition to these initial screening instruments, the Transition Program may administer a wide range of other standardized tests, inventories or assessments, according to applicant needs, diagnostic recommendations or agency requests. The recommended program assessments include the "How I Think" (HITS) Inventory, the WorkNet Service Needs Inventory, the VOICES Vocational Assessment, and if needed, the WorkNet Biopsychosocial Assessment. When combined with information from the Referral and Enrollment Forms, the results of these assessments support a customized service plan for each individual. This plan will be an integral part of the Personal Journal maintained by the enrollee and shared between the State and WorkNet staff.

The client is provided with a **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 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.

The **intake** process includes an interview that is used to determine the self-assessed 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.

For **Follow-up** Activities, WorkNet has maintained a close and continuing relationship with the Hawaii Paroling Authority, Adult Probation and a host of other service providers. More than a dozen Parole Officers currently share in the case management of more than 25 parolees who are active on the company caseload. We also serve federal probation, federal pre-trial clients and ex-offenders whose terms are complete. We hold regular **AfterCare** sessions for all clients separately for men and women.

Although the purpose of this proposal is to promote employment services to participants, we offer integrated case management, cognitive skills maintenance, housing mentoring, housing subsidy, substance abuse assessment, identity restoration and driver licensing services. Many of these services have emerged as a result of the expressed needs of our clients.

2. Annual Timeline to Achieve Goals

The Transition Program is designed to provide the ex-offender with the maximum opportunity to enter the job market at a career level and compete with others who may or may not have criminal or arrest records. This is accomplished through a series of activities culminating in successful community transition. This process takes an average 3 months to achieve as described below.

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. Two purposes are achieved through assessment. 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 historical or third party reports such as an existing **LSI**) initiate the basis for an overall strategy to correct or shore up deficiencies identified as barriers. This process indicates appropriate courses of education, training or vocational development which must be accomplished by the job candidate.

Although the WorkNet Program has used any number of professional tools for the determination of employment information, we have developed our own inventory, known as **VOICES vocational inventory**, which has been used in the employment assessment of more than one thousand five hundred offenders. This assessment is designed for use with our local population and the diverse mix of ethnic and educational backgrounds common to this group of job seekers. The outcomes provide information in areas of Values for Work, Interests, Preferred Work Conditions, Experience, Attitude, Self Esteem and Getting Along with Others. The entire Inventory is read aloud to accommodate clients of low literacy. The battery of information which is gathered takes approximately one hour to administer, is self-paced, engaging, and designed for an eighth grade literacy level. The product of the assessment is a **Vocational Profile** (Attachment B) that is used to assist the placement specialist and other career counselors to secure permanent employment for the participant.

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 Transition provides for this grant. The classes are presented in one and a half hour training modules twice weekly at the WorkNet training site in the Nimitz Business Center. The curriculum is "open entry, open exit" and can be accomplished within three weeks of enrollment. The classes can also be done on one accelerated week-end session and completed within a day. Job search activities start immediately and can be done concurrently with classroom training. This encourages job placement to happen swiftly.

Session (1): **ORIENTATION**~~Introduction to WorkNet Program and Staff~~Explanation of program Purpose and Design~~Review of Rules and Guidelines~~Filing the Enrollment Form~~Completing the Needs Assessment~~Signing a Release Form~~Creating a Personal Journal~~Using the Journal to Chart Progress and Case Management.

Session (2): **ASSESSMENT**~~Introducing the VICES Inventory~~Interests for Work~~Values for Work~~Preferred Work Conditions~~Experience Profiles~~Self-Assessed Personal Image Inventory~~The "How I Think" or HITS Inventory

Session (3): **SECURING PERSONAL IDENTITY**~~Personal Document Inventory~~Securing a Birth Certificate~~Getting a Social Security Card~~Getting a Hawaii State I.D.~~Getting a Drivers Permit~~Getting a Drivers License~~Researching License Blockers~~Clearing License Stoppers~~Getting a Clean Abstract

Session (4): **THE APPLICATION & RESUME**~~Sample applications~~Commonly asked questions~~Legal and illegal questions~~completing the Personal Data Profile~~filing a mock application~~Purpose and use of the resume~~reviewing personal history~~ current acceptable styles~~preparing a personal resume

Session (5): **PRESENTING A CRIMINAL HISTORY**~~Review of the Hawaii Fair Employment Practices Law~~Knowing Legal and Illegal Questions~~How to File a Legal Application~~How to Avoid Hiring Discrimination~~How to Reveal a Criminal Record~~How Employers Do Legal Checks~~Employer Incentives to Hire Felons~~How to Get Your Own Criminal Record~~How to Expunge Expired Info

Session (6): INTERVIEW SKILLS~~How to prepare for the interview~~commonly asked questions~~non-verbal communication~~handling background questions~~ revealing vs hiding a criminal past~~using the tax credit~~sealing the deal~~Practicing presentation skills in live role playing using the occupational area identified through assessment as most preferred by the enrollee.

STAND-ALONE PRESENTATIONS

Stand-Alone: **CREATING THE WORKNET**~~Launching the job search~~how to develop leads~~where to find hidden jobs~~creating work opportunity~~job development and placement~~Developing a support network for job search~~Marketing our Skills~~Researching sources of leads~~Doing cold calls for job openings~~Making a prospect list.

Stand-Alone: **SETTING GOALS**~~Discovering our dreams~~describing long term goals~~ setting priorities~~deciding what is important~~linking values to goal attainment~ setting short term goals~~examining needs~~preparing for delayed gratification.

Stand-Alone: **FOLLOW-UP FORUM**~~Job Club Format~~Searchers get tips~~Finders share stories of search and secrets of success~~Job Developer shares new info~~Awards for those completing Training, Placement, and Retention~~Refresher of Training Goals Topical meeting of those in job search~~Searchers get tips~~Finders share stories of search and secrets of success~~Job Developer shares new info~~Awards for those completing Training, Placement, and Retention.

Stand-Alone: **IDENTITY/CREDIT CHECKING**~~Establishing Documents: SS Card, Birth Certificate, State ID~~Learning how to access a Criminal Abstract~~Learning How to Access a Personal Credit Report~~Learning how to Read a Personal Credit History~~How to Correct Bad Credit~~Establishing and Maintaining Good Credit~~Guarding Against Identity Theft.

Stand-Alone: **DRIVER LICENSING TRAINING**~~Applying for a Permit to Drive~~Checking the Record on Outstanding Offenses~~Cleaning a dirty Abstract~~Negotiating Financial Settlements to Clear the License~~Clearing Warrants~~Studying rules of the Road~~Safe Driving Tips~~Getting a Test Vehicle~~Practice Driving Prep~~ Ten Ways to Fail~~Road Practice~~Road Test

Stand-Alone: **MANAGING FINANCIAL OBLIGATIONS**~~Checking the Record on Outstanding Responsibilities~~Contacting the Proper Sources for Obligations~~Learning how to access a Criminal Abstract~~Learning How to Change the Abstract~~ Learning About Personal Credit~~Accessing Your Credit Report~~Getting your Credit Score~~Learning about Federal Bonding~~ Correcting Identity Theft.

Some individual class offerings may be amended or substituted as needs require. Each class is planned as a one and a half hour presentation that takes place at the WorkNet Training Facility. Although classes are scheduled twice weekly, some individuals will be accelerated through the curriculum in as little as one day. Transition has designed a one-day seminar that condenses several trainings into a concentrated learning experience on the model of our Pre-parole Seminars. This has proven to be an appropriate format for this population as evidenced by the popularity of our transition seminars with inmates. Allowing capable and high functioning parolees to accelerate through the program will eliminate placement delays, foster personal motivation and create a heightened sense of momentum toward goal attainment. Some individuals may need the fast-track due to financial pressures or other factors requiring quick placement. The win/win nature of this approach can be appreciated as a way of serving more parolees with existing funds by targeting services.

Group and individual counseling sessions will take place in private with participants in the program. Group counseling will occur around topical issues which need to be addressed by those who may be affected by a particular barrier such as specific vocational training, substance dependency relapse, co-dependency issues or personal growth. Individual sessions are more tailored for specific needs of the individual to make progress toward program and individual goals.

Some sessions will take place within the training facility while others will occur at sites around Honolulu, including other training centers and offices where specific accommodations and remedial activities are available. The program will provide transportation for those taking driving exams, but activities such as training, work site tours, application filings, or career shadowing may require independent travel. However, the program may provide a bus pass or transportation to special events. The individual participants will be encouraged to get to all appointments on their own to help develop the capability for responsible behavior and to allow the level of individual responsibility to be monitored. We are aware that some individuals need help in adjusting to society but ultimately must be able to respond on their own to the daily demands of the work place.

Resume preparation is a standard offering of the Trainsition program and is accomplished within the program curriculum. As a class offering, the participants are coached through the preparation phase of resume development by the use of a special form that WorkNet has developed and used over the past five years of operation with felons. The **Personal Data Worksheet**, which gives all pertinent information of the applicant, is prepared. It focuses on the career areas identified in assessment. This is the raw material for both the resume and any applications that the individual may file for employment.

The individual is encouraged to take the document out to file applications and to secure interviews, for it contains information on references and other pertinent achievements of the parolee that could prove helpful to prospective employers. This base document is then used to prepare a professional quality resume that can be attached to applications and distributed to potential sources of employment. It is the express experience of WorkNet that not all candidates need resumes as a crucial part of the job search process. This is especially true for labor jobs that rely more on the experience and skill level of the applicant which is determined by the company application form. This process directs the individual to provide certain information crucial to hiring decisions for that company. Trainsition Program staff will use their judgment on how extensive the need for a resume may be in each case.

Driver's Licensing Services are offered to enrollees in the program to increase their employability. WorkNet provides the License Exam Manual for the client to study and practice one of several mock exams before taking the written test for a driver's permit. WorkNet will introduce a national video training tape to Trainsition enrollees who need preparation for the driver's permit. This will enhance the understanding of low literacy and hearing-impaired clients.

Once the permit is secured, the applicant must have a legal vehicle for the test. WorkNet has an agreement with a local leasing company to provide a vehicle with all appropriate coverage explicitly for the driver exam. Once the auto is leased with the applicant as an approved driver, arrangements are made for the trainee to meet the WorkNet staff at the Driver Test Station where he or she is given a short course of Safe Driving Tips. The client has some practice time in the vehicle as a staff member observes driving habits. After a short coaching session, the driver's test is administered. The parolee pays all fees for testing and licensing, but there is no charge for the instruction or the auto. **WorkNet is the only local agency to provide this service.** We have licensed more than 300 individuals since 1992. Many have progressed to professional driving jobs including CDL licensing.

There is an additional cognitive/behavioral lesson in **Driver Licensing**. Individuals are only issued a license if their record is clear of warrants, fines, community service, alimony, child support, victim restitution and welfare overpayments. When we counsel with Trainsition clients about criminal risk factors, cleaning up past violations tops the list of behavioral milestones to be achieved. Securing a drivers license puts offenders in league with socially responsible citizens. We will provide these services under this grant as a billable activity of Life Skills Training.

Career Exploration and Job Search activities are built into the program operation through guided employer visits and special event activities arranged by program staff. These initiatives include tours of local businesses arranged directly with the Human Resource Directors of the firms. In the past, companies such as Oceanic Cable, US Sprint, Weyerhouser and Duty Free Shoppers have participated in this activity with WorkNet clients.

Job Search activities in the program will not be limited to individual cold calls on employers that offer a very low percentage return for participants. Rather, the program staff will be creating opportunities for the enrollees to make employer contacts through an aggressive program of **Employer Education**. This process is explained more directly in the next section, but includes several initiatives which make the path for employment more straight-forward for the trainee. The “ice is broken” before the offender meets with the employer so that the need to hide background information or to steer clear of certain questions is avoided. Trainees are coached to provide truthful, honest answers and must practice their presentations before meeting with employers.

Program Manager Chas Williams is trained and Certified by the National Institute of Corrections as an Offender Employment Specialist. One of the key activities promoted at that training was the development of an offender-based Job Fair that brings employers into the environment where offenders live to provide information on hiring and potential openings with the firms. The purpose is not strictly to secure employment for participants but also to strengthen educational efforts by exposing employers directly to candidates. Our goal in this initiative is to continue assisting the Department in its job fair efforts as we have done at McCoy Pavilion, Kulani Correctional Center and Waiawa Correctional Center. We will also refer participants to outside job fairs to broaden opportunities for participants to be hired by local companies.

Employer Education is part education and part recruitment efforts. Through a series of initiatives, local employers get assistance in meeting their Human Resource needs while expanding opportunities for ex-offenders to find employment. WorkNet has designed a package of incentives which will enable employers to take advantage of tax breaks, special training and customized services marketed through the program as a value added service.

These initiatives are presented as the **WorkNet 4 Reasons to Hire Me** project. This is an educational effort aimed at the Human Resource and Personnel Managers of selected local companies and trade associations. In a short (20 minutes), crisp presentation format, employers will learn what constitutes a legal question under the law regarding court and arrest records; when it is legal to check on backgrounds; how to determine if the background of the individual interferes with potential work performance; what to do if the local statute conflicts with company policy; and which local agencies are available to help with these matters.

This package is meant to get the program staff “in the door” for more extensive talks with management on how the program will fulfill their long range personnel needs. It covers the returns the company can gain by hiring program graduates and screened referrals. This approach goes far beyond the standard “job development”, which normally accompanies placement efforts made after the participant has completed a specified training menu. The goal of our program is successful Mentored Transition customized to the needs of the individual.

3. Quality Assurance and Evaluation

WorkNet services have been broadened to include substance abuse group and individual counseling, substance abuse assessment services, cognitive skills training, housing mentoring and vocational training. These services are executed through the experience and abilities of the staff and consultants of the WorkNet Program who all have long histories of work in such fields as Substance Abuse Treatment Management, Vocational Training, Entrepreneurship Development and Social Services Management.

WorkNet currently provides job development and transition services under predecessor funding from two distinct units of the Department of Public Safety. We are funded under the Education unit to provide Cognitive Skills, Job Development and Placement. We are funded under the Substance Abuse

Treatment Unit for Job Development and Transition Services. Our record of performance under these contracts has more than met standards agreed to with the Department. What follows is WorkNet's **performance record** for the period July 2005 to June 2009, its most recently completed fiscal year.

<u>Service Evaluated</u>	<u>Data Gathered</u>	<u>Planned Service Level</u>	<u>Actual Service Level</u>
Assessment	# Assessed	204	367
Counseling	# Counseled	108	259
Training	# Trained	148	262
Training	# Completing Training	108	229
Training Placement	# Placed Subsidized Training	24	32
Employment Placement	# Placed in Employment	156	208
Follow-up	#Retained in Employ/Train: 3mos	138	189
Follow-up	#Retained in Employ/Train: 6mos	66	127
Follow-up	#Retained in Employ/Train: 1 yr	60	101
% Completing Training	Training Records	85%	85%
% Placed in Employment	Employment Data Keeping	90%	93%
% Working after 90 days	Retention	80%	91%

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

4. 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.

Criteria	Evaluation Measurement	Service Evaluated	Standard
Performance	# Assessed	Assessment	32
Performance	# Counseled	Counseling	30
Performance	# Trained	Training	28
Output	# Completing Training	Training	22
Output	# Placed Subsidized Training	Training Placement	3
Output	# Placed in Employment	Employment Placement	24
Output	#Retained in Employment: 30 days	Retention	18
Output	#Retained in Employment: 3 mos	Retention	18
Output	#Retained in Employment: 1 yr	Retention	15
Quality	% Completing Training	Training Record Keeping	80%
Criteria	Evaluation Measurement	Service Evaluated	Standard
Quality	% Placed in Employment	Employment Data Keeping	85%
Quality	% Working after 90 days	Retention	75%

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

Please refer to the documents beginning on Page 17 for all budget forms.

IV. Experience and Capability

A. Necessary Skills and Experience

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 substance abuse education, cognitive skills development and employment 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--substance relapse, criminal relapse, and the need for financial stability.

WorkNet addresses these issues by assessing the individual for substance use risk, criminal thinking skills, 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 12 to 24 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 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.

A new component has been added to the programming to incorporate **Personal Journals** as a standard tool for program participants. In consultation with the Change Companies of Carson City, Nevada, WorkNet has developed a progressive curriculum of guided transition that acknowledges the stages of change mastered by the participant and provides growth opportunities appropriate to that individual. This initiative has proven successful over the past years in fostering the development of the individual, tracking progress through training, and providing effective case management with partner agencies. The success of this approach with pre-release inmates has encouraged WorkNet to create "**Trainsition**" as a training-for-transition program.

Assessment and Counseling will be done by program staff using the WorkNet **Substance Abuse Risk Inventory**, the WorkNet **Employment VOICES Inventory**, and a new **Cognitive Skills Inventory** developed specifically for the needs of *Hawaii* inmates. 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 employment 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, 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 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 VICES 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.

Six month follow-up is provided for each participant in the program. This component will be done both by personal staff contact and through strong ties with partner organizations. Employers will be actively involved in the retention of referred 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.

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 sixteen 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 curriculum. He is currently qualifying as a state Certified Substance Abuse Counselor (CSAC).

The company has been the successful bidder and service provider for these exact services at Laumaka Work Furlough Center for the past four years. The company was invited to provide these services to residents of Project Bridge at Laumaka between December, 2005 and July 2006. In that 4 year period the company has serviced more than 350 inmates through its pre-employment preparation and placement programs under contract to Public Safety. More than 90% of those participants moved to parole and 80% of those remained on the island of Oahu. WorkNet has a stellar record of performance with this population. Our clients have an overall recidivism rate of 12% from July 2000 to the present. 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 2009.

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:

YEAR	CONTRACTOR/CONTACT	SERVICE
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 Supportive Living Cognitive and 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 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	Department of Corrections Milton Kutsubo, CPSA	LifeStiles Cognitive Skills Program Cog Training, Transition Management
2003*	Department of Corrections Maureen Tito, Education Dir.	Laumaka Work Furlough Facility Job Placement and Training (General Pop)
2003	Department of Public Safety Maureen Tito, Education Dir.	Waiawa CF & Women's Comm Corrections Pre-Release and Parole Prep Seminars
2004	Department of Public Safety Maureen Tito, Education Dir.	Waiawa Correctional Center LifeStiles Cognitive Skills Training
2006*	Department of Public Safety Larry Hales, CPSA	Project Bridge at Laumaka Job Development and Placement
2006*	Department of Public Safety Carrie White, Education Supe	OCCC Annex I & Mauka Transition Management Services
2008*	Hawaii Paroling Authority Max Otani, Director	WorkNet Trainisition Program Parolee Job Placement and Services
2009*	Access to Recovery (ATR) Bernie Strand, Director	Clean and Sober Support Services Pre-Employment Training, Housing Support
2009*	U.S. Probation Office Richard Crawford, Chief	Transition Services Pre-Employment Training and Placement

*Currently operating. Check performance profile with agency contact person.

B. Quality Assurance and Evaluation

WorkNet currently provides job development and transition services under predecessor funding from two distinct units of the Department of Public Safety. We are funded under the Education unit to provide Cognitive Skills, Job Development and Placement. We are funded under the Substance Abuse Services Unit for Job Development and Transition Services. Our record of performance under these contracts has more than met standards agreed to with the Department. What follows is WorkNet's **performance record** for the period July 2007 to June 2009, its most recently completed fiscal year.

<u>Service Evaluated</u>	<u>Data Gathered</u>	<u>Planned Service Level</u>	<u>Actual Service Level</u>
Assessment	# Assessed	204	367
Counseling	# Counseled	108	259
Training	# Trained	148	262
Training	# Completing Training	108	229
Training Placement	# Placed Subsidized Training	24	32
Employment Placement	# Placed in Employment	156	208
Follow-up	#Retained in Employ/Train: 3mos	138	189
Follow-up	#Retained in Employ/Train: 6mos	66	127
Follow-up	#Retained in Employ/Train: 1 yr	60	101
% Completing Training	Training Records	85%	85%
% Placed in Employment	Employment Data Keeping	90%	93%
% Working after 90 days	Retention	80%	91%

C. Facilities

The training presentations provided under this grant will take place at the company training facilities located in urban Honolulu. This community-based training facility houses the offices of the company as well as training room and individual counseling space for personal sessions with clients. The facility is located at 1130 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/Costo 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.

WorkNet is prepared to serve a wide variety of special needs referrals from Public Safety at this location. This range of individuals includes those with physical, mental and cognitive challenges. Clients who present severe barriers will be seen in settings appropriate to their level of need. This is likewise true of individuals whose physical challenges are so acute, that special accommodations may need to be arranged. Our facility can provide service to every level of client, and our program will accommodate every referral from the Corrections system. The only exception to our acceptance policy is cases where a material conflict may be present because a staff person or current client may be a victim of the applicant.

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 a need for space that has more accessible accommodations, WorkNet has frequently used the client meeting and consultation space of our partner agencies. We have served special needs clients jointly with the Department of Vocational Rehabilitation, HCAP, Goodwill and Oahu Worklinks. We maintain close working relationships with all agencies.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing

The staffing for this project consists of a Director/Trainer, Counselor/Trainer, Job Developer, Offender Services Specialist and Data Services Specialist. This level of staffing proposes a client/staff ratio of 4 to 1. Considering the nature of training presentations, which are group exercises, this ratio 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 has five full time on-board staff providing substance abuse counseling, customized training, standardized assessment and other professional services at this time.

Qualifications of Staff

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

Supervision and Training

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

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

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

B. Organization Chart

Please refer to the Insert on the following page for an organization chart.

VI. Other

A. Litigation

WorkNet has no litigation now and none pending to which it is a party.

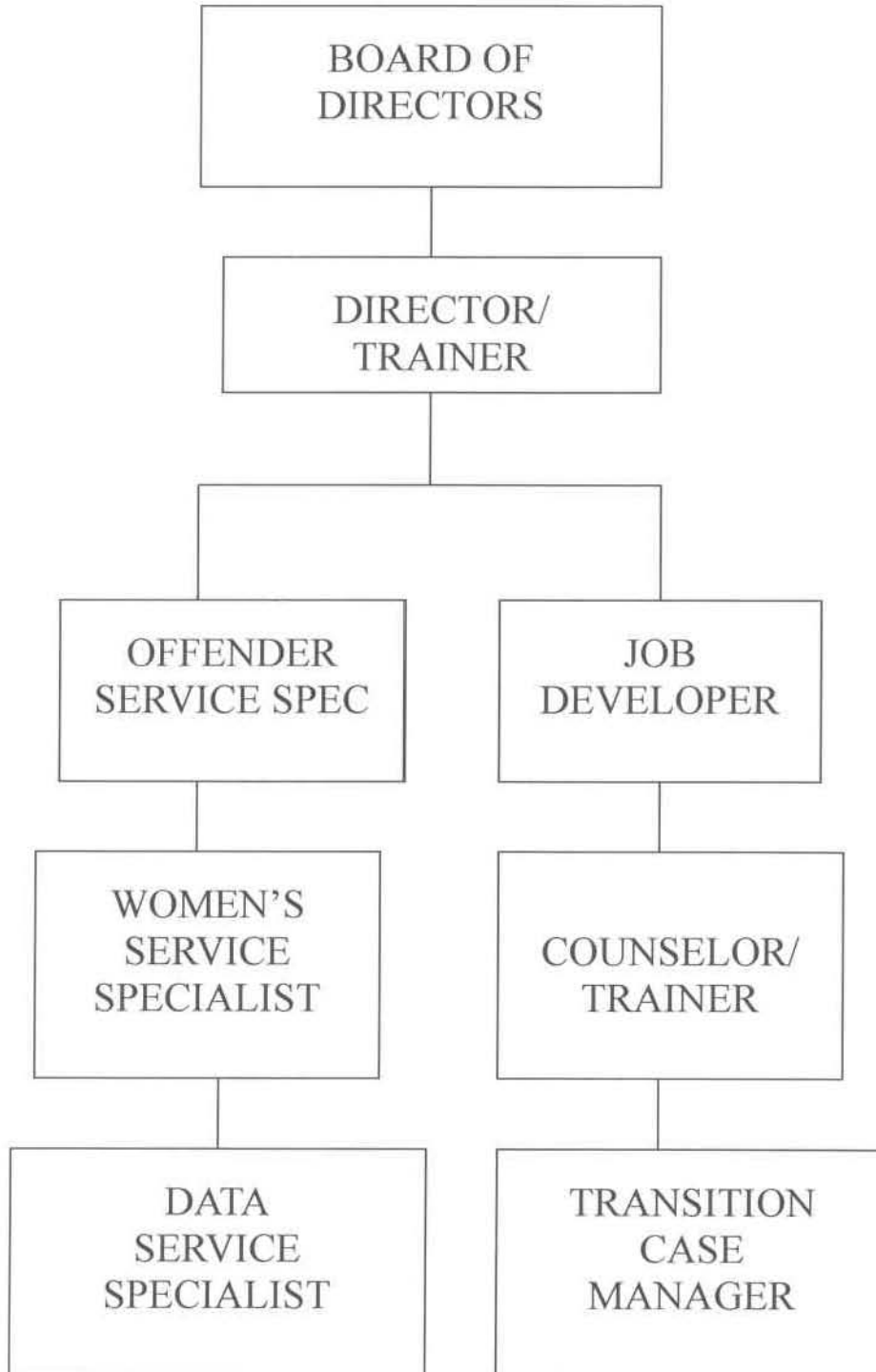
B. Licensure

WorkNet services proposed in this application require no professional licensing.

VII. Attachments

- A.** Resumes: Chas Williams, Warren Tang, Chianti Camara, Guy Limasa, Tonya Byford
- B.** Vocational Evaluation Summary/Profile
- C.** Personal Data Worksheet
- D.** "Four Reasons to Hire Me"
- E.** Letters of Cooperation and Support

WORKNET, INC.
ORGANIZATION CHART



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

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply 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;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.


Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

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

WORKNET, INC,

 _____
(Signature)

1/28/11

(Date)

CHARLES B. WILLIAMS, JR.

(Typed Name)

EXECUTIVE DIRECTOR

(Title)

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2011 to June 30, 2012)

App

WorkNet, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	169,500			
2. Payroll Taxes & Assessments	45,480			
3. Fringe Benefits	22,560			
TOTAL PERSONNEL COST	237,540			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	7,200			
3. Lease/Rental of Equipment	12,470			
4. Lease/Rental of Space	25,200			
5. Staff Training	4,800			
6. Supplies	9,500			
7. Telecommunication	7,200			
8. Utilities	4,800			
12. Publication & Printing	12,500			
13. Repair & Maintenance	4,200			
15. Client Support	16,090			
16. Specialized assessments	18,500			
17				
18				
20				
TOTAL OTHER CURRENT EXPENSES	122,460			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	360,000			
SOURCES OF FUNDING		Budget Prepared By: (808)		
(a) Total State Funds Requested	360,000	CHARLES B. Williams, Jr. 542-1665		
(b)		[Redacted] Phone		
(c)		1/28/11 Date		
(d)		Signature of Authorized Official		
TOTAL BUDGET	360,000	CHARLES B. Williams, Jr. Exec Dir. Name and Title (Please type or print)		

Applicant: WorkNet, Inc.

Period: July 1, 2011 to June 30, 2012

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

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

Applicant: WORKNET, Inc.

Period: July 1, 2011 to June 30, 2012

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY:2010-2011	FY:2010-2011	FY:2011-2012	FY:2012-2013	FY: 2013-2014	FY: 2013-2014
	PLANS					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:			0			
JUSTIFICATION/COMMENTS: No State Funds Requested for this Budget Item						

ATTACHMENT A

CHAS WILLIAMS
3031-K NIHI STREET
HONOLULU, HAWAII 96819
PHONE: (808) 847-3311
CELL: (808) 542-1666
FAX: (808) 841-6665

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

EXPERIENCE: Manager, Founder
2000 to WorkNet, Inc.
Present

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

Manager, Owner
1987 to
Present

Director, Owner
Assured Improvement Management, Inc.

Professional Business Services provided to commercial firms and non-profit agencies. Project Management, Program Development, Tax and Financial Incentive Management Services, Employee Assistance Programs, Commercial Cleaning and Maintenance.

1985 to
1986

Youth Services Manager
City and County of Honolulu

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

1983 to
1984

Program Planner
City and County of Honolulu

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

1980 to
1982

Planner/Counselor
City and County of Honolulu

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

1976 to
1979

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

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

1973 to
1976

Director
Hale Kipa Shelter Home
Honolulu, Hawaii

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

SKILLS:

Computer Proficient

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

Writer

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

Trainer

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

Warren J Tang

708 University Ave. #1
(808) 223-6127

Honolulu, Hawaii 96826
wjtang22@hotmail.com

Summary

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

Qualifications

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

Work Experience

2005-Present	WorkNet, Inc.
Offender Services Specialist	Honolulu, Hawaii
Manage program enrollment process for clients.	
Provide case management and referrals to various agencies.	
Provide assessment and counseling to determine employment and training needs for clients.	
Provide life skills and vocational development training for clients.	
	<ul style="list-style-type: none">• Certificate- Offender Employment Specialist by National Institute of Corrections 2009• Certificate- Training on Level of Services Inventory (LSI/R) and Adult Substance Use Survey (ASUS), Interagency Council on Intermediate Sanctions, State of Hawaii 2007• Certificate- Training on Offender Based Evidence Based Programming, Interagency Council on Intermediate Sanctions, State of Hawaii 2007• Certificate- Substance Abuse Counseling Program, University of Hawaii, LCC 2006
2004-2005	Salvation Army (Adult Rehab Center)
Volunteer/Counselor	Honolulu, Hawaii
Develop treatment plans. Provide intake services, assessments, individual counseling, group process, anger management and substance abuse education trainings.	
2001-2003	State of Hawaii (Kash Box TC)
Senior Coordinator	Waipahu, Hawaii
Responsible for managing entire staff structure. Coordinate and supervise mediations. Provide didactics for program participants. Develop work schedule activities and treatment plans. Provide support and guidance for non-compliant participants.	

Education

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

CHIANTI-MARIE CAMARA

OBJECTIVE

To gain employment in a community based Social Service setting.

EMPLOYMENT

03/09- Present WorkNet, Inc. Honolulu, Hi

Women's Services Specialist

Provides group education and individual counseling, as needed for offenders and ex-offenders participating in the correctional education continuum. Data assimilation and dissemination of statistical data. Develop and utilize an extensive network of other community agencies for participants needs, including educational resources, vocational training, mental health counseling, substance abuse treatment, and other support services. Provide a variety of case management services to the participants.

09/02- 05/27/08 Salvation Army ATS Honolulu, Hi

Counselor, In-Facility Correctional Treatment Services

Provides assessment and treatment planning services, group education and counseling, individual and family counseling as needed, and aftercare services for sentenced offenders participating in correctional treatment continuum funded by the State of Hawaii Department of Public Safety (DPS). Assists supervisor with maintaining effective liaison with various representatives of the DPS. Complies with rules, regulations, and program requirements as defined by contracts with the DPS.

02/06-09/06 TJ Mahoney & Associates Honolulu, Hi

Supportive Living Program Coordinator

Develop and initiate the Supportive Living Program for high-risk female parolees. Maintain/oversee daily operations and act as liaison to the Hawaii Paroling Authority (HPA). Monitor the program on a seven-day-a-week, 24-hour-a day basis. Review and approve any potential eligibility for participation and provide an orientation for all eligible participants. Review with the participant the release plan, rules and regulations, program services and options, and daily routine. Provide an orientation that includes an Individual Program Plan. Review advancement or regression with the participant as a part of regular counseling. Verify participant compliance in the community by random home, school, or work-site visits and telephone contacts. Review and approve daily and weekly schedules. Develop and utilize an extensive network of community agencies for participants needs, including educational resources, vocational training, mental health counseling, substance abuse treatment, and other support services. Provide a variety of case management services to the participants. Report violations, statistical information, changes in employment or residence, any medical emergencies and/or any other changes in accordance with HPA Standards.

02/01-05/03 TJ Mahoney & Associates Honolulu, Hi

Community Placement Coordinator

Develop and initiate the Step Five Community Placement program. Maintain/oversee daily operations and act as liaison to the DPS/WCCC. Monitor the program on a seven-day-a-week, 24-hour-a day basis. Review and approve any potential eligibility for participation and provide an orientation for all eligible participants. Review with the participant the release plan, rules and regulations, program services and options, and daily routine. Provide and orientation

that includes a home verification site visit to conduct a family informational session. Review advancement or reduction with the participant as a part of the regular contract visit. Verify participant compliance in the community by random home, school, or work-site visits and telephone contracts. Review and approve daily and weekly schedules. Develop and utilize an extensive network of community agencies for participants needs, including educational, vocational training, mental health counseling, substance abuse treatment, and other support services. Provide a variety of case management services to the participants. Report violations, statistical information, changes in employment or residence, any medical emergencies and/or any other changes in accordance with WCCC Standards.

02/01-09/02 TJ Mahoney & Associates Honolulu, Hi

Treatment Specialist

Oversee the treatment component that provides a 20-session course to an average of 21 women in recovery from addiction and substance abuse. Conduct an Assessment for every participant. Facilitate the curriculum, which provides a range of material that is gender responsive to the needs of the substance addicted female offender population. Facilitate group and individual counseling sessions. Provide individual and group progress reports that describe assessment, progress and plan of action to Case Manager and Program Director. Participate in three weekly program team meetings that ensure communication within the facility and collaboration with all other components of the facility.

03/01-07/01 TJ Mahoney & Associates Honolulu, Hi

Case Manager

Responsible for coordinating and maintaining the case management of an average of 36 female offenders transitioning into the community. Provide initial Orientation, Individual Program Plan and Assessment. Initiate and maintain individual case notes and chronological logs for each client. Provide bi-monthly program follow-ups to review and assess individual client progress. Act as liaison between TJM and WCCC on behalf of clients. Audit files for quality assurance. Participate in regularly schedule Program Team meetings to maintain communication between all components of the facility. Attend parole hearings for clients and provide individual assessment of progress letters to the parole board. Work with client to create a pre-release Discharge Plan.

06/00-02/01 TJ Mahoney & Associates Honolulu, Hi

Resident Monitor

Accountable for all security and safety of clients and the facility. Provide initial intake for individual clients upon arrival to the facility. Oversee daily operations of the facility. Responsible for accountability of clients' physical whereabouts at all times. Conduct perimeter checks and security walk-throughs. Keep daily detailed records and logs of everything that happens on the facility grounds. Conduct random and scheduled breathalyzer and urinalysis testing of clients. Conduct random searches of individual client property and facility environment to assure adherence to facility rules and safety.

01/00 – 01/01 Windward Community Legal Center Kailua, Hi

Intake/Outreach Coordinator

Provide potential clients with intake services and set up clinics with legal counsel for clients. Instruct clients on necessary course of action following clinic instruction for obtaining Temporary Restraining Orders. Provide outreach to victims of Domestic Violence in the community, in shelters, and in the Women's Community Correctional Center. Work in close relation with Honolulu Police Department in providing crisis intervention and prevention to

all victims of Domestic Violence. (A one-year service term provided by AmeriCorps).

10/99 – 06/00 Hardware Hawaii Kailua, Hi

Sales Associate

Provide excellent customer service to all patrons, keep a running inventory of all merchandise in my department, order necessary merchandise from our parent company for shipping to our location, and ensure fully stocked shelves for our customers. Worked in our Receiving Department when they were short handed. Those irregular duties included unloading the container of merchandise received, accounting for all merchandise received, and delivering the merchandise to each department.

08/98 – 08/99 Affordable Housing & Homeless Alliance Honolulu, Hi

Coordinator for the Campaign to House Homeless People

Support committee chairs by arranging meetings, taking minutes and providing follow-up on specific tasks. Keep committees informed and actively involved in planning and advocating for housing solutions by collecting and disseminating information and helping arrange informational briefings and meeting. Create, maintain and regularly update AHHA's resource center on homeless and housing issues to educate the community and encourage action to be taken to reduce homelessness and increase affordable rental housing. (A one year service term provided by AmeriCorps*VISTA)

08/98 – 04/99 Makana Foundation, Inc. Honolulu, Hi

House Manager/Intake Coordinator

Restructure the home with new policies and procedures to ensure self-sufficiency and effectiveness in its mission. Create records to maintain financial data and enforce structured payment schedules to keep the house functioning at a capacity of sustaining itself. Conduct random urinalysis test and weekly house meetings to ensure quality control within the environment. On-call for any emergencies and available for support in the residents' recovery efforts.

05/97 – 06/98 Institute for Human Services. Honolulu, Hi

Duty Manager and Coordinator of the Clothing Distribution Program

Ensure security, health and safety to the homeless of Honolulu. Responsible for enforcing shelter rules, cleaning dormitories, providing intervention and mediation for conflicts between guests. Additional duties include receptionist responsibilities on an irregular basis, conducting intakes, acting as shift supervisor on a regular basis, conducting biohazard clean-ups, and training in universal precautions. Restructure the clothing Distribution Program by implementing a computerized tracking system. Supervise and delegate responsibilities to the volunteers from within the shelter and the community.

1996 Fall Semester Honolulu Community College Honolulu, Hi.

Student Aid

Clerical duties such as filing, typing, bulk mail distribution and monitoring student workshops.

05/96 – 10/96 City Mill Honolulu, Hi

Cashier

Operate cash register, reconcile cash flow at end of shift, record new merchandise for scanning capability, acquire knowledge of product functions and provide excellent customer service and assistance.

07/95 – 03/96 Texaco Honolulu, Hi

Cashier

Operate cash register, reconcile cash flow at end of shift, keep store clean and well stocked, conduct merchandise inventory, wash dishes, provide excellent customer assistance and service, and maintain the fast food service area.

EDUCATION

1996 - 1998 Honolulu Community College Honolulu, Hi

A.S., Human Services with community service option.

Graduated Phi Theta Kappa.

Cumulative GPA of 3.93

1996 GED McKinley School for Adults Honolulu, Hi

INTERN EXPERIENCE

1998 Fall Semester Institute for Human Services Honolulu, Hi

Case Management Assistant

Collaborate with case management to implement social service plans for guests. Meet weekly with case managers to review progress of case managed guests.

1997 Spring Semester Dept of Human Services Unit FCS 5 Honolulu, Hi

Social Worker Aid

Provide transportation for clients, supervise field visits with clients and their families, review case files and video taped interviews of clients' testimony of violations against them to gain knowledge and insight of clients' personal circumstances, answer phone calls, make referrals to appropriate agencies, escort clients on appointments, conduct permanent placement of clients in perspective foster homes.

1996 Fall Semester Salvation Army, ARC Honolulu, HI

Substance Abuse Counselor and Intake Coordinator Assistant

Maintain a caseload of five to seven male clients. Conduct individual rehabilitation counseling session with clients. Maintain client progress through reports. Update and review individual rehabilitation plans. Coordinate and facilitate Family and Friends support group. Participate and support in the intake process that include interviewing perspective clients at Halawa Correctional Center and within the community, assessing eligibility of potential intakes, and maintaining statistics of intakes, discharges, and retakes. File, type, and computer data entry.

COMMUNITY ACTIVITIES

- DPS Community Advisory Board member and Programs Subcommittee Chair from 01/00 to 06/04.

- Secretary on the Board of Community Alliance on Prisons from 06/99 to present.
- A member of the National Association of Ex-Inmates from 09/01 to present.
- Motivational Speaker for Women's Community Correctional Center 00-02.
- Appointed member of the Corrections Population Management Commission from 11/00 to present.

CERTIFICATES & AWARDS

- Editor's Choice Award for Outstanding Achievement in poetry. (1996)
- League for Innovation Student Literary Competition: Awarded First Place in the short essay category for HCC, the First Place for all colleges in the State of Hawaii, and finally Honorary Mention for the National Finals segment. (1997)
- Honolulu Community College Dean's List. (1996 – 1997)
- AmeriCorps*VISTA Certificate of Completion for pre-service orientation. (1998)
- AHHA Certificate of Appreciation for Volunteerism. (1999)
- AmeriCorps*VISTA Certificate of Accomplishment for outstanding performance. (1999)
- TJ Mahoney & Associates Crisis Intervention award. (2000)
- Honolulu Advertiser's Honorable Mention for work with female offenders. (2001)
- Governor's Personal Commendation for outstanding work with female offenders. (2001)

REFERENCES

NAME	OCCUPATION	RELATIONSHIP	YEARS KNOWN	CONTACT #
Richard Walsh	Direct Supervisor	Professional	4 years	595-6371
Lorraine Robinson	Program Director	Professional/Personal	15 years	429-3960
Kat Brady	C.A.P. Coordinator	Professional /Personal	8 years	927-1214
June Tavares	Dept Public Safety	Mother/Personal	37 years	587-3376
Heather Kimura	Employment Specialist	Professional/Personal	6 years	222-9291
Kanak Carvalho	Operations Manager	Personal/Professional	15 years	864-2186
Mary Scott-Lau	Exec Director, W.I.N.	Professional/Personal	6 years	258-5706

GUY T. LIMASA

95-1045 Kuauli Street, Apt. 56 ~ Mililani, Hawai'i 96789 ~ (808) 226-0377

EMAIL: GLIMASA@MSN.COM

OBJECTIVE

To provide leadership, managerial experience to an organization focusing on performance base goals by supporting innovated concepts, encourage ideals and fostering integrity growth

MAJOR ACCOMPLISHMENTS

- Maintained above average job placement record at TJ Mahoney & Assoc., Residential Re-Entry Center during increasing statewide unemployment rate
- Assisted annual on-site program monitoring conducted by Federal Bureau of Prison's Community Correction Manager resulting excellent ratings
- Former member of program year 2000-2003 Local Workforce Investment Board, appointed by former City & County of Honolulu Mayor, Jeremy Harris
- One of four major partners who collaborated and achieved partnership consortium between local government and private non-profits to establish seven (7) O'ahu Work Links One-Stop Employment Resource Centers
- Assisted partnership consortium and awarded fourteen (14) million dollars for program year 2000-2001 to assist low-income/dislocated worker community for the island of O'ahu

EXPERIENCE

TJ Mahoney & Associates, Mahoney Hale Honolulu, HI

Employment Specialist

(07/04-01/07; 10/07-present)

- Manage 60-70 resident inmate employment caseload
- Conduct as required program job readiness/budget classes
- Conduct resident worksite visits for accountability enforcement
- Conduct security clearance for home confinement/recreation visits/interview family relatives or friends to secure a safe environment
- Collaborated community resources (Dept. of Voc-Rehab/Employment, Veteran Affairs, other non-profit services, housing) assisting management staff and resident inmates to accomplish program plans
- Continued public relations established as Assistant Director
- Appointed as Acting Director when site Director attended major conferences
- Current National Criminal Information Center (NCIC) clearance

Assistant Director

(01/07-10/07)

- Leadership support to 4 case managers, a counselor and 12 security monitors
- Conducted employment interviews/monthly staff program training/staff discipline or counseling/hire and terminate staff when applicable
- Maintained personnel files and bi-weekly payroll
- Reviewed weekly building safety reports, conduct fire drills, strict sanitation requirements
- Enforced program integrity by ensuring rules and regulations are observed

- Ensured public safety requiring 24/7/365 days accountability of residential program inmates
- Reprimand resident inmate infractions, provide consultation, impose sanctioning, monitor escape procedures, incident reports and recommended return to custody when applicable
- Initiate technical support from Federal Bureau of Prisons Regional office in Sacramento, L.A.
- Public relations with local businesses, various labor unions, State of Hawai'i Dept. of Labor offices on O'ahu/Kaua'i/Mau'i/Big Isle of Hawai'i, U.S. Federal Detention Center, USPO/USPOS agents, Bureau of Prison Community Correction Managers/Sacramento, L.A., Honolulu Police Department and program Community Relations Committee Board
- Appointed as Acting Director when site Director attended major conferences
- Provide ongoing support to case managers, security monitors and resident inmates
- First Aid/Blood Borne Pathogen/CPR certified
- Completed company benefit inoculation program for Hepatitis "B"

Honolulu Community Action Program, Inc. Honolulu, HI

Makalapa Center Manager/Program Coordinator, Employment Counselor (03/92-02/03)

- Appointed by Executive Director to represent HCAP on state/county community relations meetings, public relation functions
- Developed and managed daily functions for a one-stop employment center (resource center, customer service, intakes, eligibility, program plans, unemployment benefits, training funds)
- Completed program reports, developed Standard Operating Procedures/SOP's, supervised staff of eight (8), provided staff training/meetings on new development goals and initiatives
- Involve with program/strategic planning, assist grant writers, budgeting, community resource development, received best customer service award for Makalapa One-Stop Center PY 2002
- Manage 40-50 clientele of low-income seniors for part-time employment
- Assisted coordinating community functions for food distribution/LIHEAP/clothes closet donations and quarterly planned public job fairs at Neal Blaisdell Exhibition Hall.

EDUCATION

Fred Pryor and Career Track management courses
Focusing on Time Management, Business Writing, Grammar Check, Supervising Staff
continuing education

Empower Leadership Works "Island Style" Course; www.leadershipworks.com
Glenn Furuya, Instructor
Eighty hour (80), program/graduated

Certificate in Travel Reservations and Administration
Hawaii Business College, Honolulu HI
Travel industry reservations, travel agent and business marketing

High School Diploma
Kailua High School, Kailua HI; emphasizing in music arts and business administration

RESUME

STEPHANIE CAMILLERI

1750 Kalakaua Avenue Suite 473

Honolulu, HI 96826

(808) 834-0015 Email: stephc1107@yahoo.com

QUALIFICATIONS: Competent in administration and public relations

Experience in private practice

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

EDUCATION:

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

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

PROFESSIONAL EXPERIENCE

Present

Worknet.Inc
Honolulu, HI.

INSTRUCTOR

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

2008-2009

Adult Friends for Youth
Honolulu HI

PARENT EDUCATOR

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

1994-2008

PARENTS Inc.
Kaneohe, HI

PARENT EDUCATOR

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

1992-1993

Child and Family Services
Honolulu, Hawaii

DIRECTOR OF DOMESTIC VIOLENCE PROGRAM

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

1988-1989

YWCA of Greater Baltimore Inc.
Baltimore Maryland

DIRECTOR of RESIDENTIAL SERVICES

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

CIVIL/PROFESSIONAL ORGANIZATIONS

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

REFERENCE:

Professional and personal references available upon request.

Norma Croff

98-402 Koauka Loop
Apt 1003 Honolulu, HI 96701
808-673-5578
hugnc@hotmail.com

OBJECTIVE

A Hawaii Pacific graduate with a solid education and hands-on background; experienced in the social service industry and DOE.

EDUCATION

West Valley High School, Spokane, WA June 1986

Hawaii Pacific University, Bachelor of Science, Honolulu, HI 2003
B.A. in Psychology

ACHIEVEMENTS

My practicum was at the HUGS establishment, a non-profit organization for terminally ill children and their families.

Former professor selectively elected my group, from a variety of other students, to present our project to the Hawaii Pacific University Board of Directors and staff.

WORK EXPERIENCE

Effective Planning and Innovative Communication (EPIC), Inc. 'Ohana Conferencing, Honolulu, HI March 2008 – August 2008
Conference Coordinator

- Receive referrals from Child Protective Service for conference or Family Findings
- Call families, service providers, and social workers to coordinate a date and time for an 'Ohana conference.
 - Inform families about EPIC's involvement in the CPS case and explain the 'Ohana Conference (Meeting that involves all individuals in the CPS case, social workers, GAL, family members and EPIC staff)
- Maintain a relationship with families, service providers, and social workers in order to gather additional information about other family members and their background.
 - Document all conversations into the data base under case notes.
 - Coordinate at least 16-20 conferences per month

Nursefinders, Honolulu, HI June 2007- December 2007
Skills Trainer/Para Professional

- Provide 1 to 1 adult supervision to students who have behavioral health challenges to assimilate in their school, home, and community.
- Teach social skills, decision making, independence, cooperation, self-control, behavior modification, relaxation techniques, and replacement skills.
- Encourage and teach appropriate social skills stipulated in the target child's IEP.

- Document the frequency and intensity of the child's behavior.
 - Identify triggers and the responses of the behavior.

Behavioral Counseling and Research Center (BCRC), Honolulu, HI June 2006 to April 2007

Skills Trainer/Para Professional

- Provide 1 to 1 adult supervision to students who have behavioral health challenges to assimilate in their school, home, and community.
- Teach social skills, decision making, independence, cooperation, self-control, behavior modification, relaxation techniques, and replacement skills.
- Encourage and teach appropriate social skills stipulated in the target child's IEP.
 - Document the frequency and intensity of the child's behavior.
 - Identify triggers and the responses of the behavior.

Overnight Transportation, Honolulu, HI May 2005 – February 2006

Office Manager

- Assist vendors and customers with shipping and receiving freight.
 - Billing for customers
 - Payroll
 - Complete Hazmat paperwork for outbound shipments
 - Answering phones, date entry, filing, and other basic clerical duties.
- Complete all paperwork for freight on Eastbound containers every other week.

Tri-Staff Employment, San Diego, CA January 2004 – March 2004

Customer Service

- Assist Jackson Hewitt staff and taxpayers with information about taxes
 - Customer service for Santa Barbara Bank & Trust
- Answer any questions regarding loans and tax related questions

Careconnection, Spokane WA August 2002 – August 2003

Caregiver

- Oversee an individual with a variety of medical and psychological conditions.
 - Responsible for administering prescribed medications.
- Assist the patient with their daily routine such as preparing meals, hygiene, and driving the patient to various outings.
- Develop a wide range of goals and achievements that will improve the patient physical and psychological state.
 - Document data of patient

Kahu Malama Nurses, Honolulu, HI May 2001 – June 2002

Nurse Aide

- Performed a wide variety of nursing duties such as taking vital signs, turning patients, assisting patients with their mobility, and recording patients input and output.

- Worked in a hospital environment
- Observed and documented patients mental and physical condition
- 1:1 with patients that have psychological issues or a threat to others.

References Available Upon Request

Attachment B

VOICES VOCATIONAL EVALUATION SUMMARY

NAME: _____ SUMMARY DATE: _____

UNIT #: _____ Evaluator: _____

TEST AND INVENTORY RESULTS: Recorded below are the scores indicated by the client on the VICES Vocational Inventory. Numerical results are based on a scale of 5 to 25.

	<u>WORK INTEREST</u>	<u>WORK EXPERIENCE</u>	<u>WORK VALUES</u>	
CLERICAL	_____	_____	CAREER GROWTH	_____
SALES	_____	_____	VARIETY	_____
SERVICE	_____	_____	PROBLEM SOLVING	_____
PHYSICAL	_____	_____	POWER	_____
DRIVING/OPERATING	_____	_____	CUSTOMER CARE	_____
MECHANIC/REPAIR	_____	_____	RECOGNITION	_____
CARING/HELPING	_____	_____	WORK ENVIRONMENT	_____
CREATIVE	_____	_____	INDEPENDENCE	_____
TECHNOLOGY	_____	_____		
LEADERSHIP	_____	_____		

WORK CONDITIONS I PREFER

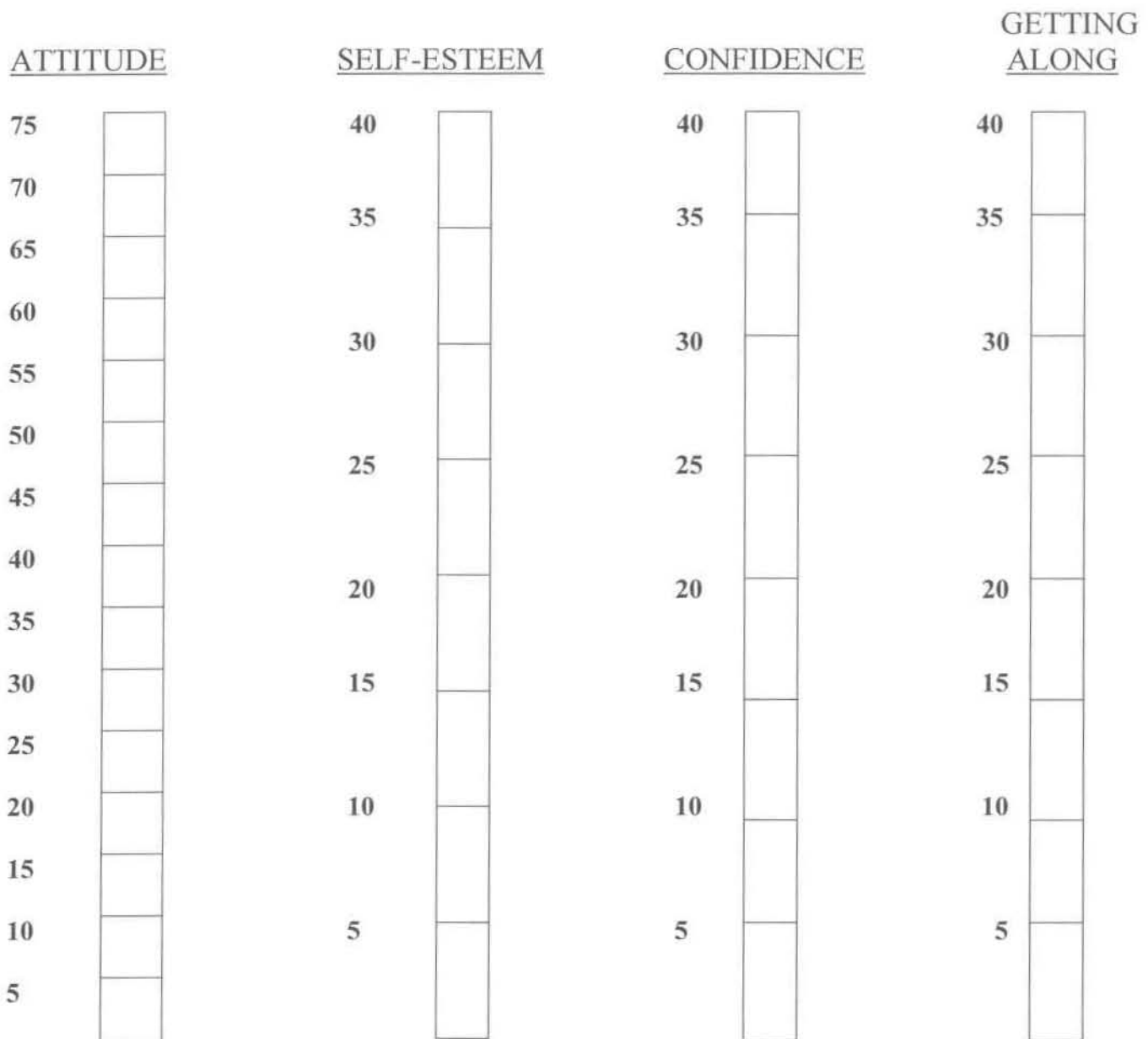
The client indicated the following on the VOICES WORK CONDITIONS INVENTORY:

As a general rule, I would enjoy working in an (1) _____ setting in a (2) _____ place. I would prefer to be (3) _____ for most of the work day while working (4) _____. I would prefer to be (5) _____ in my work while performing (6) _____ labor working with (7) _____.

I like wearing (8) _____ clothes while I am performing (9) _____ tasks. I enjoy doing (10) _____ tasks that comprise my typical routine where my work has (11) _____. I like the idea of reporting to (12) _____. Considering transportation, it suits me if my job is (13) _____.

SELF ASSESSED PERSONAL IMAGE SCALES

The Client indicated the following results on inventories administered by program staff:

**CAREER OUTLOOK SUMMARY**

My best indicators for work motivation are in the field(s) of: _____

My highest fields of experience are: _____

My indicated career fields are: _____

WORKNET
PERSONAL DATA WORKSHEET

This worksheet contains information usually found on a standard application form that you would file in your job search. Complete all the information **ACCURATELY AND COMPLETELY**. You may need to do research to get addresses, phone numbers and names of supervisors or past jobs. Start with your most recent job and work backward. Some applications may want you to go back ten years. **BE PREPARED**. Take this form with you to apply for jobs. It also provides the basic information to do a resume.

1. PERSONAL INFORMATION:

	Social Security (Optional)
Name	Home Phone
Address	Contact Person
City, State, Zip	Message Phone
Main Position/ Desired Salary (Pay Range)	2 nd Position/Salary

Availability (days and hours available for work)

TIME	MON	TUE	WED	THUR	FRI	SAT	SUN
From							
To							

If hired, when can you begin work? _____

Do you require reasonable accommodation to perform the duties of the job? If so, explain:

Have you ever been convicted of a felony that is related to the duties of this job? If so, explain:

(For Example: "I made a mistake and paid for it by serving time in prison. Jail was the best thing that happened to me because it changed my old habits. Since this is my second chance, I will try harder.")

OR IN YOUR OWN WORDS:

2. EDUCATION AND TRAINING:

ELEMENTARY SCHOOL: _____

(Name and Location)

School Years Completed (Circle): 3 4 5 6 7 8

INTERMEDIATE SCHOOL: _____

(Name and Location)

School Years Completed (Circle): 4 5 6 7 8 9

HIGH SCHOOL: _____

(Name and Location)

School Years Completed (Circle): 7 8 9 10 11 12

Diploma/Degree _____ Major Studies _____

COLLEGE/UNIVERSITY: _____

(Name and Location)

Academic Years Completed (Circle): 1 2 3 4 5

Diploma/Degree _____ Major Studies _____

Minor Subjects/Specialties: _____

ADDITIONAL TRAINING: _____

(Name and Location of Training)

Amount of Time in Training: _____ Certificate? _____

Describe Skills Acquired: _____

ON THE JOB TRAINING: _____

(Name of Business/Location)

Amount of Time in Training: _____ Documented? _____

Describe Skills Acquired: _____

3. SPECIAL SKILLS/EMPLOYMENT GAPS

Describe any special skills or abilities you got from sources like your work line, training programs (summer jobs) or non-wage (cash) jobs. Include any skills gained from self-employment.

4. EXPERIENCE

Employer: _____

Work Duties:

Dates Employed:

From: _____ To: _____
Mo /Yr Mo /Yr

Address: _____

Phone: _____

Job Title: _____

Hourly Rate/Salary

Start | End

Supervisor: _____

Reason Left: _____

Employer: _____

Work Duties:

Dates Employed:

From: _____ To: _____
Mo /Yr Mo /Yr

Address: _____

Phone: _____

Job Title: _____

Hourly Rate/Salary

Start | End

Supervisor: _____

Reason Left: _____

Employer: _____

Work Duties:

Dates Employed:

From: _____ To: _____
Mo /Yr Mo /Yr

Address: _____

Phone: _____

Job Title: _____

Hourly Rate/Salary

Start | End

Supervisor: _____

Reason Left: _____

Employer: _____

Work Duties:

Dates Employed:

From: _____ To: _____
Mo /Yr Mo /Yr

Address: _____

Phone: _____

Job Title: _____

Hourly Rate/Salary

Start | End

Supervisor: _____

Reason Left: _____

4A. EXPERIENCE

Employer: _____	Work Duties: _____	Dates Employed: From: _____ Mo /Yr	To: _____ Mo /Yr
Address: _____	_____		
Phone: _____	_____		
Job Title: _____	_____	Hourly Rate/Salary Start	End
Supervisor: _____	_____		
Reason Left: _____	_____		

Employer: _____	Work Duties: _____	Dates Employed: From: _____ Mo /Yr	To: _____ Mo /Yr
Address: _____	_____		
Phone: _____	_____		
Job Title: _____	_____	Hourly Rate/Salary Start	End
Supervisor: _____	_____		
Reason Left: _____	_____		

Employer: _____	Work Duties: _____	Dates Employed: From: _____ Mo /Yr	To: _____ Mo /Yr
Address: _____	_____		
Phone: _____	_____		
Job Title: _____	_____	Hourly Rate/Salary Start	End
Supervisor: _____	_____		
Reason Left: _____	_____		

5. REFERENCE:

Name	Address	Phone	Relationship	Yrs. Known

WORKNET SERVICE NEEDS ASSESSMENT FORM

Please use "X" to indicate whether you have the item listed, or not. Then use "X" to rate your need for the items by indicating you have **no need** for the item, **some need** for the item or a **great need** for the item.

	<u>HAVE</u>	<u>DON'T HAVE</u>	<u>NO NEED</u>	<u>SOME NEED</u>	<u>GREAT NEED</u>
1. TRANSPORTATION					
Bus Pass	_____	_____	_____	_____	_____
Bike	_____	_____	_____	_____	_____
Motorcycle	_____	_____	_____	_____	_____
Car	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
2. FOOD					
Emergency Food	_____	_____	_____	_____	_____
Food Stamp Application	_____	_____	_____	_____	_____
Meals for work days	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
3. CHILD CARE					
To Job Seek	_____	_____	_____	_____	_____
On Work Days	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
4. WORK TOOLS (Provide List)					
_____	_____	_____	_____	_____	_____
5. CLOTHING					
Emergency Clothing	_____	_____	_____	_____	_____
Day to Day Clothing	_____	_____	_____	_____	_____
Interview Clothing	_____	_____	_____	_____	_____
Work Clothing	_____	_____	_____	_____	_____
Uniforms	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
6. EDUCATION					
GED	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Vocational Training	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
7. TUTORING					
English	_____	_____	_____	_____	_____
Math	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
8. COUNSELING					
Work related	_____	_____	_____	_____	_____
Individual	_____	_____	_____	_____	_____
Relationship/Marriage	_____	_____	_____	_____	_____
Family	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____

HAVE DON'T HAVE NO NEED SOME NEED GREAT NEED

9. LEGAL

Traffic Warrants/Fines	_____	_____	_____	_____	_____
Government Loans	_____	_____	_____	_____	_____
Child Support Payments	_____	_____	_____	_____	_____
Victim Restitution	_____	_____	_____	_____	_____
Welfare Re-Payment	_____	_____	_____	_____	_____
Back Taxes Payment	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____

10. CIVIL: RESTORING I.D.

Social Security	_____	_____	_____	_____	_____
State I.D.	_____	_____	_____	_____	_____
Birth Certificate	_____	_____	_____	_____	_____
Driver's License	_____	_____	_____	_____	_____
CDL	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____

11. FINANCIAL

Credit Check	_____	_____	_____	_____	_____
Credit Restoration Plan	_____	_____	_____	_____	_____
Debt Counseling	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____

12. HOUSING

Clean & Sober House Entry	_____	_____	_____	_____	_____
Housing Mentoring	_____	_____	_____	_____	_____
First Month's Rent & Deposit	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____

13. HEALTH CARE

Emergency Medical/Dental	_____	_____	_____	_____	_____
Welfare Medical/Dental	_____	_____	_____	_____	_____
Disability Medical/Dental (SSI)	_____	_____	_____	_____	_____

14. OTHER (List):

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name: _____ Date: _____ Signature: _____

WORKNET, INC.

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

ATTACHMENT H

TO ALL POTENTIAL EMPLOYERS:

FOUR GOOD REASONS TO HIRE ME!

The following benefit programs are available to employers who hire individuals who are qualified due to certain challenges they face when entering the employment market. If you would like to know whether your business qualifies for these incentives, please contact us.

1. THE WORK OPPORTUNITY TAX CREDIT (WOTC)

- Provides a Tax Credit for hiring certain eligible employees
- Must keep the employee for a total of 400 hours to qualify
- Provides a Tax Credit up to \$2,400 for **each new hired person**
- **Re-hires are not eligible for the tax credit**
- **Forms must be submitted within 28 days (four weeks) from start date**

2. ON-THE-JOB-TRAINING (OJT-Program currently being revised)

- May pay up to 50% of my wages for up to 6 months of work
- Eligible wages are reimbursed to the employer under this program
- Length of training depends on my experience and the job requirements
- **Subject to program authorization**
- **Subject to availability of funds**
- **Requires consultation and set up before employment begins**

3. FEDERAL BONDING PROGRAM

- I am Bondable for losses up to \$5,000
- I will provide the bonding at NO COST to your business
- The bond is good for one year
- The bond can be renewed for a cost of \$125 per year
- **Requires consultation and set up before employment begins**

4. ALL OF THESE SERVICES ARE FREE!

If you are interested in hiring me and instantly helping your bottom line, contact **WorkNet at 521-7770**. They will set up your business for these incentives by filing all the necessary paper work. They can explain the programs and answer any questions you may have about how to claim the credits. WorkNet is a non-profit firm that helps businesses help themselves.

LINDA LINGLE
GOVERNOR



STATE OF HAWAII
HAWAII PAROLING AUTHORITY
1177 ALAKEA STREET, GROUND FLOOR
Honolulu, Hawaii 96813

ALFRED K. BEAVER, SR.
CHAIR

MARY JUANITA TIWANAK
MEMBER

LANI RAE SUIISO GARCIA
MEMBER

TOMMY JOHNSON
ADMINISTRATOR

January 16, 2003

Mr. Chas Williams, Executive Director
WorkNet, Inc.
3031-K Nihi St.
Honolulu, Hawaii 96819

RE: Letter of Support

Dear Mr. Williams:

As a follow-up to our recent meeting, we believe the WorkNet Program Offender Assessment and Employment Services is a useful and sorely needed addition to the social development programs currently available to ex-offenders/parolees in our community.


It is important to us that we have confidence in the reliability and stability of the programs our clients attend. We know that you will be providing case management and training to ex-offenders/parolees, and that their progress will be monitored and evaluated as they progress through training. From our past experience, we know that the level of communication and dependability your agency has shown will ensure the success of this initiative.

In addition, there are many mutual areas of benefit that we can explore in working together to address the needs of the ex-offenders/parole population. We will offer WorkNet greater access the clients that are being released from the various Correctional Centers/Facilities in Hawaii.

Once this program is firmly in place, we would be happy to allow you to make a detailed presentation to our parole officers so that they can be better informed about the services your program will be providing.

Please inform us as soon as you can accept referrals.

Sincerely,


Tommy Johnson
Paroles and Pardons Administrator

TJ MAHONEY & ASSOCIATES

Chas Williams, Executive Director
WorkNet, Inc.
3031-K Nihi St.
Honolulu, Hawaii 96819

January 16, 2003

Dear Chas:

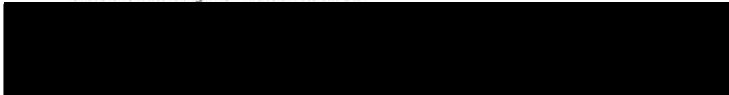
I would like to extend to you our support for your proposal to the Office of Community Services for Offender Employment Services to provide assessments, pre-employment training, job search skills, and vocational placement to the offender population.

The array of employment services offered through WorkNet can serve to compliment the program services we offer to our clientele (female offenders transitioning from prison to the community). I am certain your services can benefit the women we serve and look forward to collaborating with your organization.

I wish you success on securing funds through your proposal.

Very Truly Yours,

TJ Mahoney & Associates



Lorraine Robinson, LSW, ACSW
Executive Director

1326 Matlock Avenue

Honolulu, HI 96814

phone 545-3888

fax 545-3960

Transitional Programs for Ex-offenders Re-entering the Community

LEeward COMMUNITY COLLEGE

WorkNet, Inc.
3031-K Nihi St.
Honolulu, Hawaii 96819

Attention: Chas Williams, Executive Director

January 15, 2003

Dear Chas:

We were happy to host you on your recent tour of our program and facilities here on the Leeward campus. After seeing you at the various correctional facilities around Oahu, it was good to get you here on our home turf. You have been well recommended to us by Maureen Tito, state corrections Education Director. We are pleased that you brought Leo Akana with you on your visit. She also has much to offer our students.

This letter confirms our meeting and the discussion we had that day on our program and the kind of value it has for your clients. Our program here is culturally grounded in the principles relevant to local students and has proven important in providing a sense of place for those students on campus. This is why we expressed an interest in an individual such as Ms. Akana who has great credentials in the local culture.

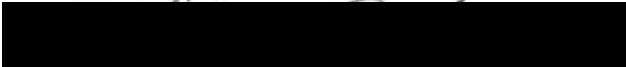
We would be happy to cooperate in your program of comprehensive services to offenders and ex-offenders. We will help any of your clients in their adjustment to achieving higher education goals. We have a wide range of services and approaches in this area.

Since you are present inside the correctional facilities, you have first-hand knowledge of inmates who are planning an academic career for themselves once released. We can accept referrals from you for these individuals and help with their academic preparation.

We will also be happy to host other groups or field trips that you organize to bring your clients onto the campus. That type of re-socializing activity is a positive way to engage people on campus in a non-threatening way.

If you need any additional information, please call upon us.

Sincerely,



Milton Anderson, Director
Leeward Community College Ho'oulu Program

LINDA LINGLE
GOVERNOR

CLAYTON FRANK
DIRECTOR



MARK K. PATTERSON
WARDEN

RICHARD J. MELLO
OFFENDER SERVICES
ADMINISTRATOR

MALCOLM K.H. LEE, SR.
ACTING CHIEF OF SECURITY

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
WOMEN'S COMMUNITY CORRECTIONAL CENTER
42-477 Kalaniana'ole Highway
Kailua, Hawaii 96734

No. _____

March 11, 2010

WorkNet, Inc.
1130 N. Nimitz Hwy, Suite B-224
Honolulu, Hawaii 96817

Attn: Chas Williams

Dear Mr. Williams:

This letter is written in support of your agency applying for funding under the Federal Second Chance Act for FY 2010. As the Department of Public Safety Warden for the Women's Community Correctional Center (WCCC), we support your efforts to secure funding to serve our population. WorkNet, Inc. has a service history with WCCC that spans more than 10 years. During that period the personnel and services provided by the agency has consistently increased. At the same time, WorkNet has expanded its services to include Transition Services, Cognitive Skills Training, Anger Management and Domestic Violence abatement.


As we begin this fiscal year with a new initiative to support reentry in our State, we need community agencies that provide services specifically for offenders and ex-offenders. WorkNet has positioned itself as a provider that cares about its clients and is prepared to help them in the community.

Each of these services has a place within our correctional center to serve our women inmates. We support the mentoring approach taken by WorkNet by going into the prison setting and beginning to work with inmates prior to release. We will support these programs by continuing to allow WorkNet to train and provide pre-release services in the Women's Community Correctional Center.

We are excited that Hawaii is engaged in providing services designed to bring about the best outcomes for our offender population. We wish Worknet, Inc the best success in competing for funding to improve the quality of services offered in our State.

Please inform us if there is any additional information you may require to determine the appropriateness of this grant for the State of Hawaii.

Sincerely,


Mark Patterson
Warden

LINDA LINGLE
GOVERNOR



FRANCIS X. SEQUEIRA
A/Warden

LYLE T. KAWAMATA
A/Deputy Warden

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
OAHU COMMUNITY CORRECTIONAL CENTER
2199 Kamehameha Highway
Honolulu, Hawaii 96819-2307

PH (808) 832-1474
FAX (808) 832-1485

No. _____

March 11, 2010

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

Dear Sirs:

SUBJECT: Letter of Support, 2010 Second Chance Act Mentoring Grant

This letter is written in support of your application for funding under the Federal Second Chance Act for FY 2010. As the Department of Public Safety, Warden for the Oahu Community Correctional Center (OCCC), we support your efforts to secure funding to serve our population. WorkNet, Inc. which has a service history with OCCC that spans more than 20 years. During that period, the personnel and services provided by the agency has consistently increased. WorkNet now provides Transition Services, Cognitive Skills Training, Job Development and Job Placement services to three separate units under our supervision.


OCCC Annex serves inmates bound for community furlough or parole. The WorkNet, Inc. "Strive and Thrive" program provides a 20-week mentoring program at this site focused on transition issues. OCCC Module 20 houses female jail and pre-trial inmates where WorkNet provides a cognitive reentry program called "Women in Transition". At the Laumaka Work Furlough Center, WorkNet serves both the general population and the in-house therapeutic program called Project Bridge with job development and placement services

Each of these services has a place within our correctional center community to serve our inmates. We support the mentoring approach taken by WorkNet by going into the prison setting and beginning to work with inmates prior to release. We will support these programs by continuing to allow WorkNet to train and provide pre-release services in the facilities I have mentioned.

We are excited that Hawaii is engaged in providing services designed to bring about the best outcomes for our offender population. We wish Worknet, Inc the best success in competing for funding to improve the quality of services offered in our State.

Please inform us if there is any additional information you may require to determine the appropriateness of this grant in our facilities.

Sincerely,


Francis X. Sequeira
A/Warden

LINDA LINGLE
GOVERNOR



STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
919 Ala Moana Boulevard, 4th Floor
Honolulu, Hawaii 96814

CLAYTON A. FRANK
DIRECTOR

DAVID F. FESTERLING
Deputy Director
Administration

TOMMY JOHNSON
Deputy Director
Corrections

JAMES L. PROPOTNICK
Deputy Director
Law Enforcement

No. _____

March 16, 2010

Mr. Chad Williams
WorkNet, Inc.
1130 N. Nimitz Hwy, Suite B-224
Honolulu, Hawaii 96817

**RE: 2010 Second Chance Act Mentoring Grants to Nonprofit Organizations
CFDA #16.812**

Dear Mr. Williams:

This letter is written in support of your agency applying for funding under the Federal Second Chance Act for FY 2010. As the Department of Public Safety begins this fiscal year with a new initiative to support reentry in our State, we need community agencies that provide services specifically for offenders and ex-offenders.


WorkNet, Inc. has a service history with Public Safety that spans more than ten years. During that period the personnel and services provided by the agency has consistently increased. At the same time, WorkNet has expanded its services to include each correctional facility on our island of Oahu as well as consultations with facilities on the islands of Kauai and Hawaii.

Each of these efforts has taken place within the correctional centers or furlough centers on these islands. We support the mentoring approach taken by WorkNet by going into the prison setting and beginning to work with inmates prior to release. We will support these programs by continuing to allow WorkNet to train and provide pre-release services in these correctional settings in our State.

We are excited that Hawaii is engaged in providing services designed to bring about the best outcomes for our offender population. We wish Worknet, Inc the best success in competing for funding to improve the quality of services offered in our State.

Please inform us if there is any additional information you may require to determine the appropriateness of this grant for the State of Hawaii.

Sincerely,


Clayton A. Frank
Director

LINDA LINGLE
GOVERNOR



STATE OF HAWAII
HAWAII PAROLING AUTHORITY
1177 Alakea Street, Ground Floor
Honolulu, Hawaii 96813

ALBERT TUFONO
CHAIR

DANE K. ODA
MEMBER

Roy W. Reeber
MEMBER

MAX OTANI
ADMINISTRATOR

No. _____

March 11, 2010

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

SUBJECT: Letter of Support, 2010 Second Chance Act Mentoring Grant

Dear Mr. Williams:

This letter is written in support of your application for funding under the Federal Second Chance Act or FY 2010. As the Administrator for the Hawaii Paroling Authority, we support your efforts to secure funding to serve our population. WorkNet, Inc. has a service history with the Paroling Authority that spans more than fifteen years. During that period, the personnel and services provided by the agency has consistently increased. WorkNet now provides Transition Services, Cognitive Skills Training, Job Development and Job Placement services that we have used over the years.

Each of these services has a place within our corrections community as important transition needs. We support the mentoring approach taken by WorkNet by going into the prison setting and beginning to work with our parolees prior to release. We will support these programs by continuing to allow WorkNet to train and provide pre-release services inside facilities as we follow through with those services in the community. This funding will enable this collaboration to continue.

We are excited that Hawaii has an opportunity to replenish funds recently lost in state funding. We wish WorkNet, Inc the best success in competing for funding to improve the quality of services offered in our State.

Please inform us if there is any additional information you may require to determine the appropriateness of this grant in our facilities.

Sincerely,


Max Otani
Parole and Pardons Administrator