House District _____

Senate District _____

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

Log No: 72-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

☒ 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):

_____

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

1. APPLICANT INFORMATION:	2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:
Legal Name of Requesting Organization or Individual: 'Ohana Komputer	Name GIGI DAVIDSON
Dba: N/A	Title Executive Director
Street Address: 1516 Avon Way, Honolulu, HI 96822	Phone # 808-523-8191
Mailing Address: same	Fax # 808-523-8192
	e-mail info@ohanakomputer.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

COMPUTER TRAINING CLASSES FOR
AT-RISK YOUTH, HOMELESS, SENIORS, AND DISABLED RESIDENTS
IN THE STATE OF HAWAII

4. FEDERAL TAX ID #: ███████
5. STATE TAX ID #: ███████

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2012-2013: $ 221,853

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 $_____
FEDERAL $_____
COUNTY $_____
PRIVATE/OTHER $_____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

███████

_____
AUTHORIZED SIGNATURE

GIGI DAVIDSON, EXECUTIVE DIRECTOR
NAME & TITLE

1/26/12
DATE SIGNED

Application for Grants and Subsidies

> *If any item is not applicable to the request, the applicant should enter "not applicable".*

I. Background and Summary

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

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

'Ohana Komputer (OK) is a registered 501 c 3 organization registered in the State of Hawaii which was established in November 2001. Our mission is to broaden opportunities by teaching computer literacy skills to disadvantaged youth in the state of Hawaii and the Pacific Region. We have worked with many schools and community centers to achieve this goal. Most of our sites serve low-income, multi-racial communities. Each week our friendly, experienced teachers bring free state-of-the-art computer literacy programs to children in elementary and middle schools. Through our classes, thousands of our students have acquired the skills and self-confidence necessary to flourish in today's technological environment.

2. The goals and objectives related to the request;

The goals related to this request are to help at risk youth, homeless people, disabled people and senior citizens become computer literate as appropriate for their individual needs. Through these classes the goal is to serve 783 people that will be accommodated in 83 separate computer classes.

Through learning computer skills, students can be better equipped for 21st Century education. Job applicants can be more confident applying for and entering the workforce and seniors can learn to use the computer to communicate with family by use of the Internet and various Computer Applications.

3. State the public purpose and need to be served;

Our mission is to provide computer literacy training primarily to the economically disadvantaged people of Hawaii to narrow the digital divide between those that are able to afford computers and access and those that cannot.

4.   Describe the target population to be served;

The target population to be served consists of at-risk youth, homeless, disabled and kapunas of Hawaii.

5.   Describe the geographic coverage.

The geographic coverage currently includes the Hawaiian Islands of Oahu and Maui. For this particular project, Kalihi, Palama, Chinatown and Makiki will be the primary locations targeted. However it should be noted that the target population comes from all over Oahu.

II.   Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request.

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

Each of the population segments being served will receive weekly computer training in the appropriate technology skills using Microsoft Office 2010 Professional (Word, Excel, Access, Publisher, and Power Point, internet and email) or which of the noted are most appropriate to their needs. For example the 'At Risk' Youth may receive training in more of the Microsoft Suites than a homeless person or a kapuna who needs to focus on much more basic computer skills necessary in today's world.

The youth can learn more quickly as they are not scared and the kapunas need more repetition and move more slowly to retain their newly found knowledge. As the homeless are more transient in nature we will offer each segment once a week for a month at a mutually agreed upon schedule.

ʻOhana Komputer will offer most of the training on site and will need to purchase 10 new laptops computers to use as our travelling lab for those sites that have no computer access. The existing laptops that we have are already in use thus the need for more to accommodate this expansion into new sites.

Classes are currently offered in Chinatown at the Weinberg Kukui Center and the Makiki Community Library where there are computer labs already set up. The classes are so popular for the kapunas that all classes now have waiting lists.

The following chart shows the populations OK will serve, the locations, the number of proposed classes and the total number of instructional hours.

GIA 2012 Y-H-D-S classes

Location	# of students	# of Classes	Programs Existing Expanded or New	Youth Homeless Disabled Seniors	Schedule	Total training hours
Palama Settlement	104	13	E,E	Y	School Year & Summer	655
Family Promise	48	8	N	H	Calendar Year	384
Makiki Community Library	56	8	E,E	Y	School Year & Summer	550
Makiki Community Library	80	10	E,E	S	Calendar Year	2000
Laniakila Pacific at MCL &Wahiawa	70	6	N	D	Calendar Year	600
Kids Hurt Too Weinbeg Kukui Center Chinatown	80	8	E,E	S	Calendar Year	1600
Millilani YMCA*	100	10	N	Y	School Year & Summer	350
One Step Homeless Shelter *	100	10	N	H	Calendar Year	1,000
I H S*	100	10	N	H	Calendar Year	1,000
Total	738	83				8,139

* No computers at this site - need to bring laptops.

Our curriculum is a hands-on, project based curriculum that includes pre and post assessments of the technology skills being taught. The units include materials for ten hours of instruction and hands on projects which can be tailored to the population being served as needed. The curriculum covers Computer Basics, Internet & Email, Word-processing, Spreadsheets, Database, Audio, Visual & Graphics, Desktop Publishing and Multimedia. Instructional materials include hands on activities and reference materials which can also be provided to each student.

'Ohana Komputer has already developed collaborations with all of these prospective partners and will be responsible for providing highly qualified trainers to teach classes at the sites identified and the partners will provide access to a physical space or computer lab where we can provide the weekly training to the various constituents. 'Ohana Komputer will also track all of the data for all participants.

2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;

In the above chart, all sites with calendar years will include two-hour weekly classes and two-hour labs (where possible) that will rotate monthly throughout the 12 month period. For those sites where school year and summer are indicated, instruction will be provided one hour per week on a weekly basis throughout the school year (35 weeks) and where possible, more intensive summer and intersession classes will be offered.

3. The applicant shall describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

    We have a pre-assessment for each of the units we train in and a post assessment is built into each unit. This includes a self-directed project and a checklist filled out by the teacher as to whether the skills have been mastered or the students' needs more practice. Furthermore as the classes are small, the instructor is able to monitor the students' progress weekly on the attendance sheet.

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

    We assess the impact of ʻOhana Komputer programs using the following criteria: (1) student retention, (2) student performance, and (3) survey responses. Proficiency is measured through our built-in computer assessments that determine the extent to which students have mastered the skills they have been taught. We also receive written feedback to determine how the classes impacted the students. All this information is used to refine and develop our future programs. Our success rate is very high. Approximately 90% of our students complete our curriculum and pass the skills assessments.

III. Financial

Budget

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

    See attached budget.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2012-2013.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
$55,463.25	$55,463.25	$55,463.25	$55,463.25	$221,853

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2012-2013.

    'Ohana Komputer continuously submits grant proposals to most of the local foundations and many on the mainland whose missions are to help educate and serve youth, elderly, homeless and disabled. The economic times have been very tough in the last two years. Funding received: $5,000 Family Promise, $25,000 Palama Settlement. Funding pending: McInerney Foundation $20,000 (for Laniakilia Pacific), Thomas J. Long Foundation $20,000 (for Senior programs), and we continue to submit proposals on an on-going basis.

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

    N/A

IV. Experience and Capability

A. Necessary Skills and Experience

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

'Ohana Komputer has been providing computer literacy training to thousands of youth since 2000. OK is the only nonprofit with this mission. OK has established programs in three primary areas 1) In School, 2) After School and 3) the establishment of Community Technology Centers.

OK has spent considerable time and money on developing student and adult/senior curricula with age appropriate hands on thematic projects while infusing some of our local culture. OK has high standards and all trainers are required to attend weekly curriculum training which not only serves as quality control but also enables us to continually refine and keep current with trends in technology.

OK has taught In School programs at Our Redeemer Lutheran School, Aina Hina, Kalihi Elementary, Hawaii Baptist Academy, Maryknoll and Halau Ku Mana. After school

programs have been taught at Kahala, Palolo, Niu Valley, Liholiho, Our Redeemer, Maryknoll. OK has helped build computer labs and instituted computer literacy classes at Palama Settlement, Papakolea Community Center, Kids Hurt Too at the Weinberg Kukui Center in Chinatown and the Makiki Community Library. All programs have been successful. Due to some of our collaborative partner's funding cutbacks as well as the competitive grant environment, several of our programs have been downsized.

In all of the above we have developed many collaborations with other nonprofits and Creating Futures at the University of Hawaii. OK was recently approved as a service provider for the State of Hawaii's Eligible Training Provider WIA program.

B.   Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable.

As mentioned above 'Ohana Komputer has established several community technology centers which we have access to for our classes. Furthermore we do transport laptops to numerous locations as our mobile lab where there is no access to computers.

Currently OK runs computer labs at Palama Settlement, Kids Hurt Too at the Kukui Center in Chinatown, and the Makiki Community Library. All of these labs have eight computers. Both the Makiki Community Library and the Kids Hurt Too computer labs are ADA compliant.

We will need more laptops to service the homeless people at HIS and the One Stop Homeless Shelter in Kakaako.

V.   Personnel: Project Organization and Staffing

A.   Proposed Staffing, Staff Qualifications, Supervision and Training

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

OK currently has a staff of three full time and three part time people. As we add more programs we will hire more part-time trainers. This has worked well for

many years and we are very experienced in this process and the ongoing training of our staff.

B. **Organization Chart**
The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.

See attached Organization Chart.

VI. Other

A. **Litigation**

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

NONE

B. **Licensure or Accreditation**

Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

OK hires certified teachers or instructors with at least a bachelor's degree.

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2012 to June 30, 2013)

Applicant: 'Ohana Komputer

BUDGET CATEGORIES	Total State Funds Requested (a)	Palama Settlement (b)	Family Promise (c)	(d)
A. PERSONNEL COST				
1. Salaries	188,000	12,500	2,500	
2. Payroll Taxes & Assessments	20,210			
3. Fringe Benefits	9,363			
TOTAL PERSONNEL COST	217,573	12,500	2,500	
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	780			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	10,290			
6. Supplies	2,710			
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	13,780			
C. EQUIPMENT PURCHASES	5,500			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	236,853	12,500	2,500	

SOURCES OF FUNDING		Budget Prepared By:
(a) Total State Funds Requested	221,853	Gigi Davidson 523-8191
(b)	12,500	Name (Please type or print) Phone
(c)	2,500	▆▆▆▆▆▆▆▆ 1/27/2012
(d)		Signature of Authorized Official Date
TOTAL BUDGET	236,853	Gigi Davidson Executive Director Name and Title (Please type or print)

BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES

Applicant: 'Ohana Komputer

Period: July 1, 2012 to June 30, 2013

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Computer Teacher	1	$42,000.00	100.00%	$ 42,000.00
Computer Teacher	0.5	$19,000.00	100.00%	$ 19,000.00
Computer Teacher	0.5	$19,000.00	100.00%	$ 19,000.00
Computer Teacher	0.5	$19,000.00	100.00%	$ 19,000.00
Computer Teacher	0.5	$19,000.00	100.00%	$ 19,000.00
Computer Teacher	0.5	$19,000.00	100.00%	$ 19,000.00
Computer Teacher	0.5	$19,000.00	100.00%	$ 19,000.00
Office Assistant	1	$32,000.00	100.00%	$ 32,000.00
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
TOTAL:				188,000.00

JUSTIFICATION/COMMENTS: Instructional services for all proposed sites and programs amounts to 7,539 instructional hours. This is equivalent to 3.77 full

employees. Due to scheduling and overlapping times one full time and six part time instructors would be appropriate. Additionally a full time support

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: 'Ohana Komputer   Period: July 1, 2012 to June 30, 2013

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Laptop computers for mobile lab	10.00	$550.00	$ 5,500.00	5500
			$ -	
			$ -	
			$ -	
			$ -	
TOTAL:	10		$ 5,500.00	5,500

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			$ -	
			$ -	
			$ -	
			$ -	
			$ -	
TOTAL:				

JUSTIFICATION/COMMENTS: This is to purchase ten identical laptops for our mobile lab to serve sites in this proposal as many of the site do not have access to computers or have enough space to accommodate a computer lab. OK has been operating a mobile lab for many years and does not have sufficient labtops available to accommodate this expansion.

DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAI'I REVISED 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, Hawai'i 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.

'Ohana Komputer

_____
(Typed Name of Individual or Organization)

1/26/12

_____
(Signature)   (Date)

Gigi Davidson, Executive Director

_____
(Typed Name)   (Title)

'Ohana Komputer

Computer Literacy for Everyone

Organizational Chart

January 2012

Board of Directors

Gigi Davidson
Executive Director

Michelle Stevens
Instructor

Robin Kessler
Office Manager/
Instructor

Carol Seto	Morgan Jacobs	Greg Yuen
Instructor	Instructor	Instructor

Jane Ferriera
Grant Writer

Sarah Pautzke	Ali Beasly	Brandy Pappas	Ruchika Wilhelm
Curriculum Writer	Curriculum Writer/ Instructor	Curriculum Writer/ Instructor	Curriculum Writer