

House District 24,25,29,46

Senate District 11,13, 22,

THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

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:

Legal Name of Requesting Organization or Individual: Ohana Komputer

Db:

Street Address: 1516 Avon Way

Mailing Address: 1516 Avon Way
Honolulu, HI 96822

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name GIGI DAVIDSON

Title: Executive Director

Phone # 808-523-8191

Fax # 808-523-8192

e-mail :ohanakomputer@hawaiiantel.net

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Computer Literacy for Disadvantaged Youth, Seniors & Disabled Adults on Oahu

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$ 112,217

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 \$112,217

FEDERAL \$0

COUNTY \$0

PRIVATE/OTHER \$2,000 CONTINUALLY SEEKING ADDITIONAL FUNDING

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

AUTHORIZED SIGNATURE

GIGI DAVIDSON, EXECUTIVE DIRECTOR

NAME & TITLE

1/31/14

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), a nonprofit 501 c3 corporation, teaches computer literacy skills to economically disadvantaged residents in the state of Hawaii. We are the only organization with this mission and expertise in the State. Established in 2000, OK has gradually expanded its services, now serving approximately 1550 disadvantaged youth, adults, seniors and disabled adults weekly.

2. The goals and objectives related to the request:

This project will provide computer literacy training in the Microsoft Office Professional Suite to an estimated 652 participants, including disadvantaged youth, adults with disabilities and seniors.

Youth classes will run throughout the school year with additional sessions provided during intersessions and summer vacation using our thematic student curriculum.

Senior classes are designed in monthly increments with a two hour weekly class and a two hour practice lab each week. Repetition helps seniors with their retention.

The disabled adults deserve a chance to learn how to use the computer and have had very few opportunities to do so. For this population, we use a mix of the adult and youth curriculum and have had success with a two hour class once each week and a two hour practice session each week. Inclusion in the community is important for disabled adults so we train three different groups in three different locations the Makiki Community Library, and the Lanakila Pacific Nuuanu and Wahiwa locations.

3. The public purpose and need to be served:

By providing top quality computer instruction in the Microsoft Office Professional Suite we are enabling our population served to increase their educational, employment endeavors as well as increasing their economic status and enabling them to navigate through a complex technological world. American Internet related jobs now contribute an estimated \$300 billion to the U.S. Gross Domestic Product.

4. Describe the target population to be served:

This project will train a total of 652 students the majority of which are from low income backgrounds. This count includes 284 youth, 348 seniors and 20 disabled adults at four locations.

5. Describe the geographic coverage:

The sites will include the Makiki Community Library, Palama Settlement, Lanakila Pacific Nu'uauu and Wahiawa locations.

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. The applicant shall:

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

Youth classes will run throughout the school year with additional sessions provided during intersessions, Saturdays and summer vacation using our thematic curriculum. These classes will be taught at Palama Settlement a collaborator since 2003. They will be primarily in the after school time frame as well as intersessions and summer and we will expand to service youth on Saturdays. Classes will also be taught at the Makiki Community Library in the after school time frame as well as during intersessions and summer. OK's technology curriculum uses a thematic hands on approach. It is comprised of five units for three different age groups K-2, 3-5 and 6-12 each of which has built in pre and post assessments. It is designed to be taught once a week throughout a 35 week school year and we adapt the curriculum for intersessions and summer to cover the materials more intensely. With consistent attendance the participants routinely achieve 85% mastery of the skills taught.

See attached curriculum overview and skills assessments for each level.

Senior classes are designed in monthly increments with a two hour weekly class and a two hour practice lab each week. Repetition helps seniors with their retention of the skills taught. OK has a curriculum for all of the Microsoft Professional Office Suite for beginners/intermediate and additional advanced

units. Each module includes a workbook and CD with practice activities and reference materials for the customers to practice. Most of the seniors need Computer Basics, Internet & Email, Word Processing and Spreadsheets. Several go onto the other units and some elect to retake a class to solidify their learning.

The disabled adults from Lanakila will attend classes at three separate locations MCL, and their Nuuanu & Waihaiwa sites. We use a mix of the adult and student curriculum so as to adapt to their different cognitive abilities. The format for them is also a two hour class each week followed by a two hour practice lab. We move more slowly with lots of repetition for this group and also assess their skills before and after each unit.

All students will benefit by becoming more proficient and confident computer users. The skills acquired will enable the youth to become more creative, efficient and proficient in using the computer as a tool in their education. Additionally they will have the skills necessary to obtain and maintain competitive employment.

The seniors will reap many of the same benefits however they will also be keeping their minds working and learning and building their confidence in knowing the many uses of a computer and sense of accomplishment of how and why things work on the computer will increase substantially. Their world will expand as they will have learned to maneuver the Internet and communicate with their loved ones that may not live in Hawaii.

The disabled adults will also gain skills, a sense of accomplishment and of fitting into today's technology environment.

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

We are assuming that the funding period will start in July 1, 2014 however would be able to adjust to a later start date if necessary.

The youth classes are based on the 2014/15 school year which starts in July thus for youth we are projecting August through July classes. The seniors and disabled adults are projected to run year round with small increases in the number of classes offered as the momentum and marketing efforts kick in.

We intend to service a total of 652 students comprised of 284 youth, 348 seniors and 20 disabled adults. This represents the actual number of people taking classes each month some of which may elect to continue with additional class offerings. Class size will be limited to the total number of computers at each of the sites which range from 6-10 computers. Additionally we do not anticipate that all classes will be at capacity and we do not intend to run a class unless there are at least four students enrolled.

The following chart depicts the timeline and number of classes each month for each of the segmented population at each location.

| | Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Total |
|-----------------------|---------|---|---|---|---|---|---|---|---|---|----|----|----|-------|
| Palama Settlement CTC | Seniors | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 27 |
| | Youth | 0 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 0 | 25 |
| Makiki Library | Seniors | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 4 | 4 | 4 | 4 | 36 |
| | Youth | 0 | 4 | 4 | 4 | 4 | 5 | 5 | 5 | 5 | 5 | 5 | 0 | 46 |
| Lanakila Pacific | MCL | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 12 |
| | Nuuanu | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 12 |
| | Wahaiwa | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 12 |
| Wahaiwa Community | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 24 | |

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

The quality assurance is built-in, as all teachers attend weekly ongoing curriculum training to assure they deliver a top quality program. It also enables us to make changes as needed based on participant feedback at the end of each class.

Additionally for all classes there is a pre and post assessment for the skills we will be teaching. We expect a low base line for most participants and a significant amount of forward progress for all participants. The assessment projects are hands on activities which will indicate if the students have mastered the skills taught in the unit. The teacher has a checklist and will indicate if the student has demonstrated computer mastery in the completion of the hands on project or if the students need more practice. The disabled adults will be measured in the same fashion however the timeframe will vary as we will more slowly depending on their cognitive abilities.

- 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.

See number 3 above concerning our built in assessments. It is customary for most participants to score above 85% on our assessment checklist however as mentioned this may be slower and or lower for the disabled adults with varying cognitive abilities.

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.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2015.

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$20,299 | \$27,187 | \$31,971 | \$30,814 | \$110,217 |

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2015.

We have a contracted grant writer that will continue to submit grant proposals to many of the local foundations throughout the calendar year however in the last two years we have not had much success due to the highly competitive nature and need for funding in this tough economy. We have submitted proposals to First Hawaiian Bank, Atherton Foundation, McInerney Foundation, Kosasa Foundation, Campbell Foundation, Bank of Hawaii, Safeway Foundation, and others.

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

N/A

5. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2013.

See attached balance sheet

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.

OK is very capable of implementing the grant activity as providing computer literacy training for the economically disadvantaged is what OK has focused and excelled at since July of 2000. Throughout the years OK has successfully trained thousands of youth, adults and seniors in how to use the computer as a creativity and productivity tool to enhance their lives.

There are three ways in which we have accomplished this: 1) through In School Programs where both private and public schools have hired us to implement our computer literacy curriculum to their entire student body on a weekly basis throughout the school year. Some of the schools include Our Redeemer Lutheran Elementary, Kalihi Elementary School, Halau Ku Mana Public Charter School, Waiolani Judd School, Windward Nazarene School, Makiki Christian Preschool, Wailupe Elementary School, Aina Haina Elementary School, Hawaii Baptist Academy and Kahala Elementary School. Additionally we have provided computer literacy training to teachers at Maryknoll School, Assets, Halau Ku Mana, Kahala Elementary and Aina Haina Elementary School. In some cases we have become a part of the school's regular summer school programs.

The second manner in which we provide training is in the after school arena in which our classes are considered an after school enrichment activity which are either grant funded or the parents pay a fee for their children to participate in. Some of these sites include Niu Valley Middle School, Kamiloiki Elementary School, Liholiho Elementary School, Kahala Elementary School, Aina Haina Elementary School, Maryknoll School and Linapuni Elementary School.

The third way we train students of all ages is through collaborations to develop community technology centers where we have sometimes started at the beginning and set up the computer lab from scratch and turned it into vibrant community technology center. Some of these sites include Kokua Kalihi Valley, Kalihi District Park, the Jeanette and Harry Weinberg Kukui Center with Kids Hurt Too in Chinatown, Palama Settlement, Papakolea Community Center, the Boys & Girls Club Spalding Center and several of their affiliated centers on Maui, Kamehameha Schools Community Learning Center in Nanakuli, and the Makiki Community Library.

We do not actively teach at all of these locations presently, as several of these locations have been supported by grant funding and most of the entities we work with have experienced financial cutbacks in one way or another. Additionally in some cases their computer equipment has become obsolete and unable to run the current programs and without sufficient funding to procure equipment the program had to be put on hold. Additionally several of the schools experienced economic hardships and had to close their doors. This holds true also for parents cutting back on after school programs for their keiki.

What really sets OK apart is that with substantial funding we have developed a solid thematic hands on curriculum for grades K through high school and also for adults/ seniors we have developed intro/intermediate and advanced curriculum models for each of the Microsoft Office Suite as well as Computer Basics, Internet & Email, Fun with Graphics and Audio Visual units. The adult/senior modules include a workbook with practice activities and reference materials. The curriculum has taken into account the National Educational Technology Standards as well as the Hawaii State technology benchmarks. Furthermore each unit includes both pre and post assessment activities and the average mastery level of the skills taught exceeds 85% for participants that attend consistently. The current curriculum is written to Microsoft Office Professional 2010 and includes three rotating years for youth Explore Hawaii, Journey Into Hawaii's Past and Blast Off Into Hawaii's Future.

OK is the only nonprofit in Hawaii which has successfully delivered top notch technology literacy programs to students of all ages including youth, adults, seniors, disabled adults and even homeless people.

OK hires top quality staff who have demonstrated experience working with children, adults and seniors and at the same time have sound technology skills. Additionally OK provides and mandates that all teachers attend ongoing weekly curriculum training to ensure a top quality programs is brought to all of our constituents. Furthermore as all of our trainings are done off site this enables our team building, give us the flexibility to modify curriculum as needed and discuss classroom management issues as they may arise.

Many of our collaborations have continued for years which demonstrate that our collaborators have confidence in our programs, our staff and the results they see with their students. Furthermore the testimonials from adults/seniors (see attached) and collaborators (see attached) indicates high satisfaction with our services throughout the years. This is evidence that OK is more than able of delivering successful activities as outlined in this grant proposal.

The following testimonials are evidence of the success of our programs

MS Word – We learned that there are different templates (like greeting cards). I used it the other day to make a business card for a friend. Use images from the Internet and inserted them into a project

Curriculum was good – always refer back to it. Utilize the CD with activities. Nice to be able to have that information.

E-mail – we all had Gmail. Learning how to use attachments. Sending e-mail with attachments is a big deal. Now it's so easy to do.

I already used Microsoft Office and Excel at work but I learned how to use it more efficiently.

I can save and store docs and sort.

I liked learning new words like “icon” and “docs” and “window.” It’s like a new language and I feel smart saying those words and knowing what they mean.

I have new skills and it means less stress and apprehension.

I can e-mail my doctor and the can change my medicines and I don’t need to make appointments

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. The applicant shall also describe how the facilities meet ADA requirements, as applicable.

OK has collaborated with other nonprofit organizations and maintains and runs their computer labs. We have been doing this at Palama Settlement since 2002. We set up the computer lab at the Makiki Community Library and have been running computer classes there since 2010. Additionally we work with Lanakila Pacific at both of their Nu’uanu and Wahiawa locations.

All of these sites are ADA compliant.

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.

See staff qualifications description

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 organizational chart

C. Compensation

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

Executive Director \$56,000

Office Admin Part Time \$20,787

Head Teacher Part Time \$13,274

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.

N/A


B. Licensure or Accreditation

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

N/A

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2014 to June 30, 2015)

Applicant: Ohana Komputer

| BUDGET CATEGORIES | Total State Funds Requested (a) | (b) | (c) | (d) |
|---------------------------------------------------------|----------------------------------------|--------------------------------------------------------------------------------------|--------------------|------------|
| A. PERSONNEL COST | | | | |
| 1. Salaries | \$73,825 | \$2,000 | | |
| 2. Payroll Taxes & Assessments | | | | |
| 3. Fringe Benefits | \$21,468 | | | |
| 4. Professional and Contractual Services | \$2,500 | | | |
| TOTAL PERSONNEL COST | \$97,793 | \$2,000 | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | | | | |
| 2. Insurance | | | | |
| 3. Lease/Rental of Equipment | | | | |
| 4. Lease/Rental of Space | | | | |
| 5. Staff Training | | | | |
| 6. Supplies | | | | |
| 7. Telecommunication | | | | |
| 8. Utilities | | | | |
| 9. Printer Ink 4 locatons | \$4,500 | | | |
| 10 Curriculum Books 96 books @\$15 | \$2,340 | | | |
| 11 Copy Paper 4 locations | \$480 | | | |
| 12 CD'S for participants | \$104 | | | |
| 13 Indirect Costs utilities, insurance grantwriter rent | \$5,000 | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | \$12,424 | | | |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | | | | |
| TOTAL (A+B+C+D+E) | \$110,217 | \$2,000 | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | \$110,217 | Gigi Davidson | 523-8191 | |
| (b) Safeway | \$2,000 |  | Phone | |
| (c) | | | 1/31/2014 | |
| (d) | | Signature of Authorized Official | Date | |
| TOTAL BUDGET | \$112,217 | Gigi Davidson | Executive Director | |
| | | Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: ___Ohana Komputer_____

Period: July 1, 2014 to June 30, 2015

| POSITION TITLE | FULL TIME EQUIVALENT | ANNUAL SALARY A | % OF TIME ALLOCATED TO GRANT REQUEST B | TOTAL STATE FUNDS REQUESTED (A x B) |
|---------------------------------------------------------------------------------------------------------------|----------------------|--------------------|-------------------------------------------|----------------------------------------|
| Teacher Computer skills Trainer | 0.5 | \$ 9,600.00 | 0.5 | \$ 9,600.00 |
| Teacher Computer skills Trainer | 0.5 | \$ 9,600.00 | 0.5 | \$ 9,600.00 |
| Teacher Computer skills Trainer | 0.5 | \$ 9,600.00 | 0.5 | \$ 9,600.00 |
| Teacher Computer skills Trainer | 0.5 | \$ 9,600.00 | 0.5 | \$ 9,600.00 |
| Director Programs Initiate, setup computers and reporting | 0.5 | \$ 12,420.00 | 0.5 | \$ 12,420.00 |
| Executive Director Administer and evaluate all aspects of progra | 0.5 | \$15,600.00 | 0.5 | \$15,600.00 |
| Admin Adin Assista Prepare all materials for classes | 0.33 | \$7,405.00 | 0.33 | \$7,405.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | | 73,825.00 |
| JUSTIFICATION/COMMENTS: | | | | |
| If this project needs to be cut back we can split to youth or adults/senior/disabled or a combination of both | | | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: _Ohana Komputer_____

Period: July 1, 2014 to June 30, 2015

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

| DESCRIPTION OF MOTOR VEHICLE | NO. OF VEHICLES | COST PER VEHICLE | TOTAL COST | TOTAL BUDGETED |
|---------------------------------|--------------------|---------------------|---------------|-------------------|
| NA | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | | | | |
| JUSTIFICATION/COMMENTS: | | | | |

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: __Ohana Komputer_____

Period: July 1, 2014 to June 30, 2015

| FUNDING AMOUNT REQUESTED | | | | | | |
|--------------------------------|-------------------------------------------------|---------------|--------------------------|-----------------------|-----------------------------------------|--------------|
| Not Applicable | | | | | | |
| TOTAL PROJECT COST | ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS | | STATE FUNDS REQUESTED | OF FUNDS REQUESTED | FUNDING REQUIRED IN SUCCEEDING YEARS | |
| | FY: 2012-2013 | FY: 2013-2014 | FY:2014-2015 | FY:2014-2015 | FY:2015-2016 | FY:2016-2017 |
| PLANS | | | 0 | | | |
| LAND ACQUISITION | | | 0 | | | |
| DESIGN | | | 0 | | | |
| CONSTRUCTION | | | 0 | | | |
| EQUIPMENT | | | 0 | | | |
| TOTAL: | | | 0 | | | |
| JUSTIFICATION/COMMENTS: | | | | | | |

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant 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.

- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants or subsidies 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)



(Signature)

1/31/14

(Date)

_____ Gigi Davidson _____ Executive Director _____
(Typed Name) (Title)



Board of Directors

'Ohana Komputer is guided by a Board of Directors that meets bimonthly. Members of the Board participate in various committees, including Fundraising/Development, Human Resources and Public Relations.

| | |
|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>James Harrow, President ██████████ ██████████ ██████████ ██████████ ██████████</p> | <p>James Harrow is the President/CEO of Security Alarm Shop, Inc. Mr. Harrow has a long history of involvement with Hawaii's nonprofits, including serving as President and Trustee for Palama Settlement, President of Federal Law Enforcement Foundation, a member of the Rotary Club of Honolulu Board, and Friends of the Library. Mr. Harrow graduated from the University of California at Santa Cruz with a degree in Political Science</p> |
| <p>Alan Shimozono, Vice President ██████████ ██████████ ██████████ ██████████</p> | <p>Alan Shimozono is a financial specialist at Wealth Strategy Partners. He assists business owners, professionals, and families with optimizing and protecting cash flow and assets. Prior to joining Wealth Strategy Partners he was a Vice-President and Business Relationship Manager at American Savings Bank for nearly 6 years, working with Hawaii small business owners and non-profit organizations as his clients. Alan has also worked in sales and management positions in Hawaii luxury retail stores for 13 years. He holds a B.B.A. in Marketing from the University of Hawaii - Manoa.</p> |
| <p>Susan Kondo, Secretary ██████████ ██████████ ██████████ ██████████</p> | <p>Susan Kondo is the Volunteer Project Coordinator for Business Education Partnership, under the Superintendent's Office of the Department of Education. In this position she acts as a liaison between Senator Norman Sakamoto's Office and the Department of Education. Her goal is to build and enhance the partnerships between schools and the community, thus enriching the learning environment and promoting student achievement by way of service learning. Prior to this position, Ms. Kondo was employed at City Bank for 30 years in the Marketing Department.</p> |
| <p>Mark Conching, Past President ██████████ ██████████ ██████████ ██████████</p> | <p>Mark Conching has been the owner of MC Consulting since 1993. Previously, he held marketing director positions at Hawaiian Tel Federal Credit Union and Airport Urgent Care. He earned his BBA degree in marketing from the University of Hawaii. With a specialty in the visioning process, planning sessions, marketing plans, strategic marketing, copywriting and the development of collateral materials, Mark's clients include credit unions, banks, insurance agencies, hotels, general contractors, private schools, and nonprofits.</p> |
| <p>Christopher Loo ██████████ ██████████ ██████████ ██████████</p> | <p>Christopher Loo is an investment banker, holding the position of Director of Corporate Finance for DFY Capital, LLC and Padova Holdings, Ltd. He is a graduate of Punahou High School, University of California Santa Cruz, and University of Hawaii. Mr. Loo worked at Central Pacific Bank for five years. Mr. Loo is an advisor and/or member of numerous not-for-profits including the Rotary Club of Honolulu and Chinese Chamber of Commerce Associate Program. Mr. Loo currently sits on the Board of: OCA Hawaii; US China People's Friendship Association; Honolulu Chinese Jaycees; Asian American Jaycees; and Ket On Society. Mr. Loo recently completed his 2nd term as the youngest president of Ket On Society, one of Hawaii's oldest not-for-profit organizations (153 years old), of which Dr. Sun Yat Sen was a member.</p> |

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Natalie Mun-Takata ██████████ ██████████ ██████████ ██████████ ██████████ ██████████</p> | <p>Mun-Takata is presently a vice-principal of Kalakaua Middle School. She enjoys the excitement of working with others to create an exemplary school. Building partnerships between the school and the community has enriched the learning environment and has promoted student achievement at Kalakaua School. She has been employed by the Hawaii Department of Education for more than twenty years, having previously served as principal at Linapuni Elementary School and Kalihi Elementary School.</p> |
| <p>Dean E. Pang ██████████ ██████████ ██████████ ██████████</p> | <p>Dean Pang is the Director of IT - Infrastructure and Operations for The Queen's Health Systems. He is a graduate of Punahou School and earned his BA degree in Management Information System from Washington State University. Mr. Pang has extensive experience with multiple hardware and software platforms, as well as various operating systems and software applications.</p> |
| <p>Lester Stiefel ██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████</p> | <p>Mr. Stiefel is originally from New York City where he worked in social services for a number of years before he made a career switch to human resources. Lester worked for several companies in human resources, including Macy's, the Bank of Nova Scotia and Citigroup. In 1998, he and his family relocated to Hawaii (where his wife grew up) where he first worked with Cheap Tickets, Inc. He joined the Bank of Hawaii in 2001 in his current position as a Senior Vice President in Human Resources. Currently, he serves on the Hawaii Council for the Humanities, and Hawaii Arts Center for Youth. He holds a Masters of Social Work from Yeshiva University and Bachelor's degree in Psychology from the City University of New York. Mr. Stiefel is married to Gail (Ako) Brown-Stiefel and they have one child, Jasmine.</p> |
| <p>Cynthia Sunahara ██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████</p> | <p>Ms. Sunahara is principal of Linapuni Elementary School. Prior to this she served as the School Renewal Specialist for the Kaiser Complex School's. From 1999-2004, she served as Principal of Pu'u hale Elementary School. She began her teaching career at Farrington High School as a Title I Reading teacher. She served as Vice Principal at Farrington High School for seven years and at Kaimiloa Elementary School for two years. She is a member of the Collaborative Action for Public Education, a Principals' Leadership Academy and the Kalihi Business Association.</p> |

Ohana Komputer
Balance Sheet
As of December 31, 2013

Dec 31, 13

ASSETS

Current Assets

Checking/Savings

1000 - Cash - Banks

1100 - FHB General (44-049023) 6,666.61

1101 - ASB ckg (004-84344) 37,222.97

1004 - BizFlex Savings 51,015.41

1106 - PayPal 76.65

1000 - Cash - Banks - Other 348.49

Total 1000 - Cash - Banks 95,330.13

Total Checking/Savings 95,330.13

Accounts Receivable

1300 - Accounts Receivable -3,958.25

Total Accounts Receivable -3,958.25

Other Current Assets

1499 - Undeposited Funds 100.00

Total Other Current Assets 100.00

Total Current Assets 91,471.88

Fixed Assets

1700 - Furn Fixtures & Equip

1760 - Equipment 5,896.24

Total 1700 - Furn Fixtures & Equip 5,896.24

1800 - Accumulated Depreciation

1860 - Equipment -3,340.00

Total 1800 - Accumulated Depreciation -3,340.00

Total Fixed Assets 2,556.24

TOTAL ASSETS 94,028.12

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2200 - Payroll Tax Payable

2210 - Federal Withhold Payable -2,947.51

2211 - FICA Withhold Payable 3,032.06

2212 - State Withhold Payable 102.38

2213 - Medicare Withholding Payable -827.63

Total 2200 - Payroll Tax Payable -640.70

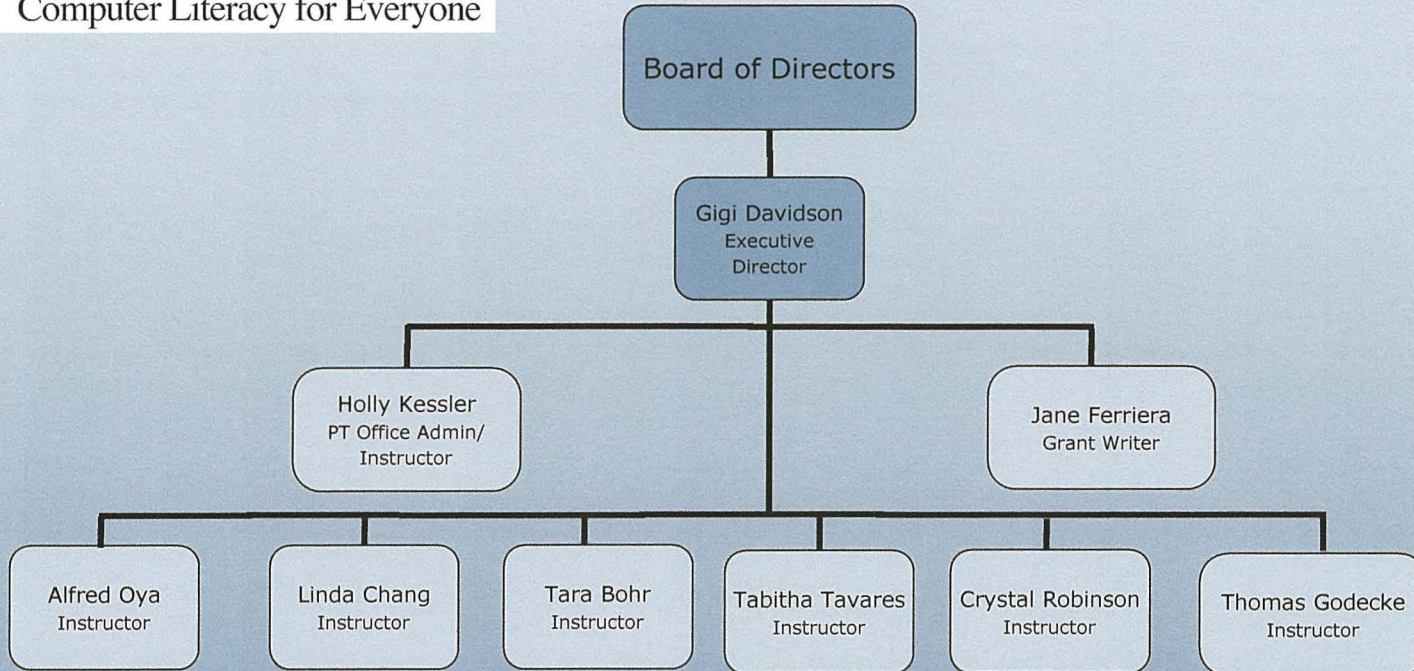
Ohana Komputer
Balance Sheet
As of December 31, 2013

Dec 31, 13

| | |
|---------------------------------|-------------------|
| Total Other Current Liabilities | <u>-640.70</u> |
| Total Current Liabilities | <u>-640.70</u> |
| Total Liabilities | -640.70 |
| Equity | |
| 1110 - 3000 - Net Assets | 111,097.80 |
| Net Income | <u>-16,428.98</u> |
| Total Equity | <u>94,668.82</u> |
| TOTAL LIABILITIES & EQUITY | <u>94,028.12</u> |



Organizational Chart January 2014



'Ohana Komputer Key Project Personnel

Our staff includes our executive director and founder, Gigi Davidson, six employees as well as a grant writing consultant. 'Ohana Komputer also works with several volunteers who help with technical, clerical, and fund raising matters.

Full-Time:

Gigi Davidson is the Executive Director and Founder of 'Ohana Komputer. She has initiated and successfully set up from scratch all of 'Ohana Komputer's programs. She has a Masters degree in International Business from American Graduate School of International Management and a B.A. in Business, Economics, and French from Rollins College. She was formerly the owner of Futurekids Manoa (a computer training franchise) and an account executive with National Securities. She is currently a board member of Hawaii International Child, and is on the Hawaii Job Corps Council and a member of the Rotary Club of Honolulu.

Part-Time:

Holly Kessler began working for us in 2008 as a part time computer instructor and office admin. She became a full time employee in June 2011 to upgrade our three year technology curriculum and was reduced to part-time in 2013 because of limited funds. Holly earned her M.B.A. from Hawaii Pacific University, graduating with distinction. She is proficient in MS Word, Excel, PowerPoint, Publisher, Access, Outlook, Quickbooks, Quicken, Lotus Notes, FileMaker Pro, Foundation Manager, Giftworks, Apple Mac Book Pro, and its programs. Between 2002 and 2009 Holly was a business management consultant and project coordinator, offering such services as marketing plan development, advertising, public relations, grant writing and general management services to small and mid-size companies.

Alfred Oya earned his Master Degree in Theology and a B.A. in Psychology. He also teaches computer classes for students in grades K-8 at Waialani Judd Nazarene School. Alfred teaches some of our after-school classes as well as senior citizen classes.

Crystal Robinson attended Everest Institute where she was trained to build computers and use Microsoft programs. Crystal has an extensive background in computer technology. She has a passion for helping people to better themselves and gets great joy out of teaching.

Tabitha Tavares studied Computer Office Administration at Heald College in Honolulu. Her work experience includes Information Technology Systems Analyst for Child and Family Service, Information Systems Support Specialist for Waianae Coast Comprehensive Health Center, and owning her own business, Tezzie's Treasures.

Thomas Goedecke is working toward his Masters in Music from the University of Hawaii. He earned his B.A. in Music Composition from the University of Southern California. Thomas has worked as an ESL language tutor.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

JUL 21 2005

OHANA KOMPUTER
[REDACTED]

Employer Identification Number:
[REDACTED]

DLN:
[REDACTED]

Contact Person:

THOMAS C KOESTER

ID# [REDACTED]

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated NOVEMBER 2000, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:30 a.m. - 5:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,

[REDACTED]
Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)



HOUSE OF REPRESENTATIVES

STATE OF HAWAII
STATE CAPITOL
HONOLULU, HAWAII 96813

December 15, 2013

Ms. Gigi Davidson
Executive Director
Ohana Komputer
1516 Avon Way
Honolulu, HI 96822

Dear Ms. Davidson:

Thank you for your continued work and collaboration with the Friends of the Makiki Community Library in providing a community technology center at Makiki District Park. As the State Representative of District 24, I support the efforts of Ohana Komputer and Friends of the Makiki Community Library in seeking financial resources to continue operating the Makiki Computer Literacy Program at Makiki Community Library.

Originally opened as a City-run library in 1976, the Makiki Community Library has overcome many obstacles to evolve into the only community run library in the State of Hawaii funded solely through donations of money, books and manpower. In addition to loaning books and providing an environment for recreational reading, the library has also become a center for various activities responsive to the needs of the surrounding community including children storytelling hours, family game nights, discussions with community leaders and limited computer access.

Ohana Komputer has played a very important role in the expansion of services the library has been able to provide to our community. The technology center created in Ohana Komputer's partnership with the Friends of the Makiki Community Library has filled a need to provide computer education to groups who may otherwise not have access to obtaining technological education. The program provides free computer classes and free computer lab time to the keiki, young adults and kupuna in District 24 and increases the computer competency of individuals who may not have these opportunities.

District 24 residents and I look forward to Ohana Komputer's continued partnership with Friends of the Makiki Community Library. If I can be of any assistance, please feel free to contact me at (808) 586-9425 or at repbelatti@capitol.hawaii.gov.

Sincerely,

A black rectangular box redacting the signature of Della Au Belatti.

Della Au Belatti,
State Representative, District 24

Representative Della Au Belatti

District 24 • Makiki, Tantalus, Papakolea, McCully, Pawaa, Manoa
Hawaii State Capitol, Room 331 • 415 South Beretania Street • Honolulu, HI 96813
Tel: (808) 586-9425 • repbelatti@capitol.hawaii.gov



PALAMA SETTLEMENT

810 NORTH VINEYARD BOULEVARD • HONOLULU, HAWAII 96817 • PHONE 845-3945 • FAX 847-2873

FOUNDED IN 1896, INCORPORATED IN 1910: SERVING THE INDIVIDUAL, THE FAMILY, THE COMMUNITY

December 13, 2013

To Whom It May Concern:

I am pleased to write this letter in support of Ohana Komputer services at Palama Settlement. Since 2003, Ohana Komputer has provided contracted services which provide vital computer learning for children and youth at the Henry and Collene Wong Computer Technology Center; a resource provided to children and youth at Palama Settlement in the Kalihi-Palama community. An estimated 4,800 visits annually are made by Palama Settlement's program participants, as well as drop-in youth that visit the center after school.

Our association with Executive Director Gigi Davidson and Ohana Komputer began in 2003 when she offered free computer classes to students in our In-Community Treatment Program, an alternative school for at-risk youth referred by the Family Court. Since then, through the assistance of grants, our collaboration with Ohana Komputer has grown significantly. Currently Ohana Komputer provides a part-time instructor for Palama's Settlement's Computer Technology Center.

Ohana Komputer previously provided classes for seniors at our site. However, in recent years, due to funding cuts classes were discontinued. Our goal is to bring these classes back to enhance senior learning, and to help seniors fit into the technology world we live in.

Under Ms. Davidson's leadership Ohana Komputer remains clear on their vision and commitment to help those in at-risk populations. Although some of her other clientele are "paying customers," the major portion of Ohana's computer classes are aimed at youth, adults and seniors in high-risk neighborhoods whose families cannot afford to pay for this service. Such is the case at Palama Settlement. Ohana Komputer believes in providing educational opportunities to these needy families. She has developed creative avenues for funding these classes through grant writing and partnerships with other agencies.

I give full support to Ohana Komputer to be the recipient of City and County of Honolulu Grant-In-Aid funds so that they can broaden the scope of work they provide to Palama Settlement, and the community-at-large.

Sincerely,


Wendy A. Abe
Executive Director



LANAKILA TLC

TEACHING & LEARNING CENTERS

a program of



PRESIDENT & CEO
Marian E. Tsuji

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1809 Bachelot Street
Honolulu, Hawaii 96817
Phone: 808-531-0555
Fax: 808-533-7264
www.lanakilapacific.org

An Equal Opportunity Employer



December 16, 2013

RE: Letter of Support

To Whom It May Concern,

I am writing in support of the services that Ohana Komputer has provided to the Lanakila Pacific's participants since July 2012.

As Director of Lanakila Pacific's Teaching and Learning Center, I have had the opportunity to work with Ohana Komputer since July 2012. During this time, we have witnessed the enthusiastic participation of participants enrolled in the computer education course. The computer course is currently serving 16 adults, in both rural and urban areas of Oahu, with intellectual disabilities. Participants signed up for the class based on their expressed interest in gaining computer literacy skills. Lanakila Pacific thrives on expertise from community resources to assist in the education of adults with disabilities. This allows program participants to learn about and benefit from community resources, ultimately helping them become part of the larger community. Ohana Komputer's individualized curriculum has allowed, program participants to gain basic computer skills which have given them the opportunity to access the computer and internet in a safe and productive way. We have observed a significant increase in their independence and confidence as they learn these new skills.

We believe that Ohana Komputer is helping people with challenged lives gain and maintain their independence. This is a model program, and we support Ohana Komputer's energy and commitment to assisting people with challenged lives.

We hope to help support Ohana Komputer's in sustaining this program, and look forward to continuing to work as a partner to ensure that people with challenged lives continue to have the opportunity to reach their full potential. If we can provide further information regarding the above, please contact me directly at 356-8566.

Sincerely,

Kristen Fan

Teaching and Learning Center Director

FMCL | Friends of The Makiki Community Library

April 2, 2013

Ms. Gigi Davidson
Executive Director
Ohana Komputer
1516 Avon Way
Honolulu HI 96822

Dear Ms. Davidson,

Thank you for your continued collaboration with Makiki Community Library.

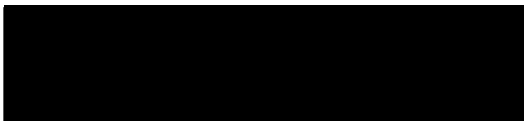
Ohana Komputer's presence in our community library is a great asset to the services we provide our neighborhood students and adults. The resources you provide for training and development of our patron's computer skills is extremely valuable. The classes are well attended and everyone involved speaks highly of your program.

We are indeed a richer resource for our community because of the efforts you and your team make every week. I speak for each and every board member of The Friends of Makiki Community Library when I say "Mahalo" for your work.

We will continue to support your efforts to bring computer literacy to the greater Makiki Community.

All the best and continued success in all of your endeavors.

Sincerely,



Suzanne P. Ivey
President
Friends of Makiki Community Library

June 7, 2013

Dear Committee Member(s),


This letter is to verify that 'Ohana Komputer is contracted by Kamehameha Schools (KS) Community Learning Center at Nānākuli to offer computer classes on site.

KS enrolls more than 6800 Pre-K through 12th grade students at our three campuses and over 30 preschool locations throughout the State of Hawai'i - making KS the largest independent school system in the United States. In addition to its campus-based day and boarding educational programs, KS also administers outreach programs statewide and distributes several million dollars in post-high financial aid each year to high school graduates.

'Ohana Komputer has completed work during fiscal year 2012-2013 and has been offered an extended contract for the next two years. They have fulfilled their contract requirements to:

- Offer three classes a month for 10 students per class.
 - Take attendance daily.
- Offer classes in basic operation and setup of the computer, e-mail and Internet, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, audio and graphics, and Microsoft Publisher.
 - Provide curriculum handouts and instructional CDs (as applicable).
- Meet minimum performance expectations:
 - 80% or above satisfactory rating from participant evaluation.
 - Ensure that every learner achieves a score of 70% or above on class post-test
- Compile monthly summary report for each class.
- Meet with KS staff regularly to debrief performance expectations and monthly report.

Sincerely,



Christy Sato
Education Program Coordinator
Kamehameha Schools Community Learning Center at Nānākuli
89-101 Farrington Highway
Wai'anae, HI 96792



Family Promise® of Hawai`i

Building community, strengthening lives.

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February 17, 2012

Gigi Davidson
1516 Avon Way
Honolulu, HI 96822

Dear Gigi:

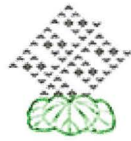
Family Promise of Hawai`i is very interested in collaborating with `Ohana Komputer and Kids Hurt Too. The guests in our program, many of whom are Micronesian, are all low-income. They have different needs, but all of them are focused on employment and housing.

Gaining computer skills would be such a great benefit to our homeless guests. They would be able to learn how to navigate the internet and do job and housing searches. Many of our guests have little if any computer knowledge and access.

We would be very pleased to work with Kids Hurt Too and `Ohana Komputer. We already partner with Kids Hurt Too in the Weinberg Kukui Center in Chinatown and their offices are easily accessible to our families.

Thank you for your time and consideration,

Christy K. MacPherson, LSW
Program Manager
Family Promise of Hawai`i



Hālau Kū Māna
New Century Public Charter School

To Whom It May Concern,

We in the Hawaiian community are truly grateful for ‘Ohana Komputer’s classes at Halau Ku Mana School in Makiki. Our students have benefited from their computer literacy training since the school year 2003/04.

These classes are a much needed and desired component in our ongoing mission to enhance the daily lives of our students and prepare them for the future. Many students at our school are native Hawaiians who do not have access to computers at home and school is their only opportunity to learn needed technology skills. For this reason, we chose ‘Ohana Komputer.

‘Ohana Komputer’s expertise and experience makes them a quality resource that helps our students with computer programs training and creates a learning environment that meets the individualized needs of the students.

‘Ohana Komputer’s classes are taught by well-qualified and competent staff who provides a nurturing environment to learn new skills. In addition, the director, Gigi Davidson, is personable, responsive and professional.

I am happy to recommend their quality programs.

Sincerely,

Patti Cronin
Executive Director



THE INSTITUTE FOR HUMAN SERVICES, INC.

...more than food and shelter

September 27, 2011

Gigi Davidson
Executive Director
'Ohana Komputer
1516 Avon Way
Honolulu, HI 96822

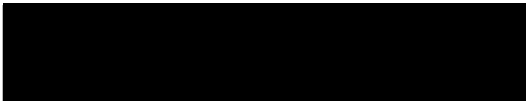
Dear Ms. Davidson,

IHS, The Institute for Human Services, Inc., is enthusiastic about collaborating with 'Ohana Komputer in a computer literacy program for the homeless men at IHS. Currently, the IHS men's shelter does not have the capacity for a computer center, and only has three working computers that are available for our homeless guests to use. We would welcome the opportunity to work with you to create a new computer room with more desktop or laptops for our homeless men to use. In addition, we would also welcome 'Ohana Komputer to create a training curriculum to better serve our guests. Your expertise and experience would be key in helping our participants with job search skills, computer programs training, and a learning environment that meets the individualized needs of students.

The Institute for Human Services, Inc., is a comprehensive social services agency that is committed to preventing and ending homelessness on Oahu. IHS collaborates with a wide variety of state, county, and local agencies to provide quality supportive and emergency services. In FY11, IHS served close to 4000 unduplicated individuals, through shelter, housing services, meals, case management, and more.

We look forward to our partnership to provide the community with learning opportunities for growth and advancement in the areas of education, computer literacy and self-reliance. Mahalo for your willingness to bring this valuable service to IHS.

Sincerely,


Connie Mitchell, Executive Director

Locations:
Business Office
Women & Families' Shelter
546 Ka'aahi Street
Honolulu, Hawaii 96817
Phone 808.447.2800
Bus Phone 808.845.7150
Fax 808.845.7190

Men's Shelter
350 Sumner Street
Honolulu, Hawaii 96817
Phone 808.447.2900
Fax 808.537.2697

www.IHS-hawaii.org

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Kids hurt too

HEALING YOUNG HEARTS



May 18, 2010

Gigi Davidson
'Ohana Komputer
1516 Avon Way
Honolulu, HI 96822

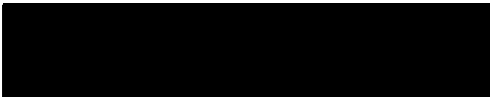
Dear Ms. Davidson,

Kids hurt too is enthusiastic about collaborating with 'Ohana Komputer in a computer literacy program for foster youths, orphans, and other youths at risk for or impacted by abuse or neglect. We are excited to include in our collaboration, Family Programs Hawaii, offering computer literacy for homeless families. Our parent participants are pleased to have the opportunity to improve their computer skills too. Your expertise and experience makes this a quality resource, helping youths with college preparation, job search skills, computer programs training, and a learning environment that meets the individualized needs of students.

Kids hurt too has a dedicated room for your services that is secure and accessible for training, workshops, and tutoring. We believe that your organization best fits the needs of our youths and families. Thank you for collaborating with us to provide computer skills training and mentoring to youths who are the most at risk for truancy, poor academic performance, and social problems and families who are homeless and seeking employment and to advance their job skills. We have become a Kuder Career Assessment and Planning center, assisting transition age youth with realizing dreams for their futures. The lab along with five lap tops allows us to assess 12-13 people at one time. This opportunity will also help determine what additional computer skills would benefit the young people participating in the career planning project.

Our collaboration benefits other programs co-located in the building that are providing services to low income and immigrant families, homeless families, and youths with learning disabilities. They enjoy the benefits of our collaboration with computer literacy available to their clients as well. The common location makes our collaboration fun, efficient, and effective. I look forward to continuing to work with you in the coming New Year.

Sincerely yours,


Cynthia White
Executive Director



STATE OF HAWAII
DEPARTMENT OF EDUCATION
PALOLO SCHOOL
2106 10TH AVENUE
HONOLULU, HAWAII 96816-3099

May 24, 2008

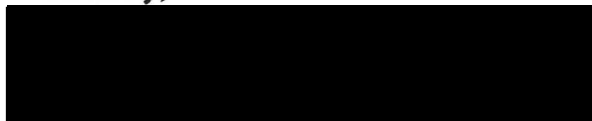
For Grant Writing Proposal:

This letter is to confirm that Palolo Elementary School and Ohana Komputer have been in partnership the last 6 years. Computer knowledge and skills have been taught to our staff as well as to our students by Ohana Komputer.

Because our student population is 95% poverty level and 45% immigrants, its needs are very great and challenging. The support given by Ohana Komputer to help us move our students in learning technological skills and other academics is outstanding. Their support is consistent, and of high quality. This helps to bump the school upward.

Since Ohana Komputer has been in partnership with us, our test scores are steadily increasing. We would like to continue this partnership as we have just left restructuring and is now a School in Good Standing, Unconditional. However, we would like to remain out of restructuring and continue to be a school in good standing. In order to do so, we continuously need the support that Ohana Komputer gives to help our students advance in technology and learnings.

Sincerely,



Mrs. Ruth Silberstein
Principal

CC: Gigi Davidson, Ohana Komputer



PAPAKŌLEA

January 5, 2011

Gigi Davidson, Executive Director
Ohana Komputer
1516 Avon Way
Honolulu, HI 96822

Dear Ms. Davidson,

Welina mai. The Papakolea Community Development Corporation fully supports the efforts of Ohana Komputer in seeking financial resources to expand the Papakolea Computer Literacy Program at the Papakolea Community Center.


Since 2006, Ohana Komputer has provided computer literacy classes twice a week to community makua (adults) and kupuna (elders). Collectively, our records indicated 800 hours of formal instruction to our kupuna group. Ohana Komputers instructors have not only provided adults and elders with basic computer skills but also assisted kupuna with purchasing home computers and/or personal laptops. Internet literacy classes have been extremely helpful and very useful to our kupuna. Ohana Komputer has also provided computer literacy classes to our children in our after school program.

PCDC has committed itself to providing classroom space in the center at no cost to Ohana Komputer and its participants. PCDC continues this commitment in 2011 and looks forward to expanding the program to serve a greater number of participants.

PCDC was formed in 1999 to provide area residents of Papakolea, Kewalo and Kalawahine with a full range of comprehensive services, including life-long educational experiences, health and wellness services and entrepreneurial opportunities at Papakolea Community Park and Full Service Center.

We look forward to our continued partnership to provide the community with learning opportunities for growth and advancement in the areas of education, computer literacy and self-reliance. Mahalo for bringing this valuable service to Papakolea. If we could be of further assistance, please do not hesitate to call us at 520-8998.

Sincerely,


B. Puni Kekauoha
Executive Director



**Kamehameha Schools Community Learning Center at Nanakuli
Testimonials December 2013**

- I am no longer in fear of the computer. Knowledge is power!!! ---Clara Tate
- I was sent to class by my work. I had no knowledge of Microsoft Word or Excel. I thought I didn't need the computer basics or internet basics but I really learned so much usable information. The class was structured for easy learning and our teacher was very patient and thorough. I feel able to tackle my work now with confidence. ---Kauai Lewis
- I am really happy with the classes, instructor and overall experience that were offered by 'Ohana Komputer...from computer basics, to internet and email, to Microsoft Word and Microsoft Excel. I liked the class structure of teaching a subject for a month at a time. These classes have improved and benefited me in my computer skills and knowledge especially of Microsoft Office 2010. Keep up the good work. ---Aloha, Noreen Awong
- This computer class taught me how to use Microsoft Word and Excel. I was able to type up a resume and submit it with email. Hooray, I received a call for an interview. Excel will help with setting up my household budget and work schedule. ---Karen Halemano
- I really loved these classes, I had taken a class in 2007 here, we were combined with an advance class with a beginners class, I found it was quite hard to learn with a mixed group. When I found out from Noreen Awong that it was only beginners, she signed me up. I loved that we have books & a CD that help us to go home and replay or do our homework. It's a great learning tool. This is a great class & Tabitha Tavares is so patient and takes time to help us learn how to do it correctly. My kids are very happy I am not calling them long distance to have them explain so I am really learning all I need to know finally about computers. ---Fairlene Aladieff
- Through the Kamehameha Schools Learning Center in Nanakuli I was able to participate in the 'Ohana Komputer classes (computer basics, internet and email, Microsoft Word & Excel) which has increased my knowledge and comfort level in working on computer programs. Learning in my community has helped me to build connections with others and the expertise that we learned has benefited our ohana. ---Kathy Paishon
- The Kamehameha Computer Class has been an asset to me and my family. I plan to use this knowledge toward making a Family History of names and personal contacts of each family member to also include birthdates, anniversaries, marriages, deaths, photos and any other information that will be of interest to them and future generations. Sincerest thank you for all the help, Tabitha. ---Emily Reese
- I have been wanting to learn Microsoft Excel for a long time and 'Ohana Komputer made it possible for me to learn in a easy to understand way and at an easy pace. Mahalo Tabitha at 'Ohana Komputer. ---Carol Pohina
- I made my first newsletter with pictures. ---Vanessa Spake
- This computer class was very beneficial to me because I learned things that I never thought I could do, from downloading pictures to using a spreadsheet. Thanks to Kamehameha and Tabitha from 'Ohana Komputer. ---Donna Barrozo



Makiki Library Testimonials

"I just wanted to let you know how important this Senior Computer Class has been for me. Because of medical problems throughout my life, I am on a very limited income. Therefore having to pay for classes would have been out of the question. I was afraid to use my computer for fear that I would break it. I had bothered friends and neighbors enough for help, therefore was so happy to find out about these computer classes. I have had a whole new world open up to me through the use of the computer. Your teachers are wonderful. I look forward to each class and each lab class. Thank you so very much for enriching my life."

*Sincerely with Aloha,
Penny Craft*

"I am currently a student at your Monday computer class. I have learned quite a lot of additional computer skills coming to this class. It would be sad if classes were canceled due to funding. I wish I could help but I have money problems of my own. No job employment, which is why I enjoy coming to class. I can use the computer skills I learned to help me find a job."

Bernard Fo

"I am totally enjoying the classes that I have participated in with Jill and now with Michelle. I am so busy trying to attach documents / send pictures to my family and friends / learning about the various parts of the computer / getting loads and loads of assistance from Michelle in problem solving things on the computer. I am feeling more comfortable in using the computer and have accepted the fact that if I try new things that I won't break the computer."

*Sincerely,
Angie Haransky*

"Just wanted to let you and 'Ohana Komputer know how much I'm enjoying the class and the lab -- and how much I'm LEARNING. I'm kind of living on pennies, and needed to learn more about computers, but couldn't afford to pay for courses. Voila! Makiki Library and 'Ohana Komputer to my rescue! Otherwise I would've had to resort to a library book, and they can't answer my questions -- by my teachers CAN.

I'm very, VERY grateful to you and 'Ohana Komputer for providing these courses, and I'll continue to come and keep learning from Ali, Jill, and now marvelous Michelle. They make learning about computers FUN. Thank you, thank you."

*Much aloha,
Peter*



"I would like to take this time to thank Michelle Stevens and Ohana Komputer for allowing me to attend the PC Classes at Makiki Library. I have experienced the joy of expanding my knowledge of Windows 2007 as well as MS Office. Michelle has taught me many interesting things, such as how to setup a network printer, trouble shooting an Internet connectivity problem in Windows 07 as well as advanced Gmail and MS Word functions."

*Thank you very much,
Clifford Juarez*

"I am so grateful to you and all the wonderful teachers you have provided to help me to use the computer. Exploring this amazing technology is just exciting and awesome. It just blows my mind to have so much information at just the touch of my fingers on a computer keyboard. WOW! Again, Gigi, thank you so much for being a part of inputting into my senior life the wonders of extensive knowledge."

*Mahalo nui loa,
Ruth Kuuipo Allen*

"We are grateful to Ohana Komputer for the opportunity to attend classes which enable us to increase our computer knowledge and develop additional skills. Learning is fun, exciting and challenging because the classes are held in a small group setting and conducted by patient, resourceful and skilled educators. We sincerely hope that this wonderful program will continue as we have greatly benefited from our attendance during the past five months."

*Mahalo,
Darlene Young & Grace Au*





'Ohana Komputer

Computer Literacy for Everyone

Skills Sets for all Adult
Microsoft Office 2010 Curriculum

Unit One '**Computer Basics**' Skills Objectives

- Learning the Parts of the Computer
- Recognizing Input vs. output Devices
- Using the Mouse
- Reviewing and acknowledging the uses of the Computer
- Running Programs and Applications
- Storing Information and using Storage Devices
- Defining Operating Systems
- Getting the Most from an Operating System
- Creating and using Folders
- Viewing Menus and Submenus
- Distinguishing between File Extensions
- Learning Basic Shortcuts
- Using System Tools
- Maintaining Anti-Virus Software

Unit Two '**Internet and Email Basics**' Skills Objectives

- History and Definition of the Internet
- Internet Browsers
- Customizing Internet Browsers
- Search Engines
- Internet Pages and Links (Hyperlinks)
- Internet Browser Icons
- Favorites Folder
- Webmail vs. Email Clients
- Creating and Logging-in to Webmail Accounts
- Customizing Email Views
- Sending Mail to one vs. multiple recipients
- Attaching Images and Files to Emails
- Saving and Deleting Email Messages
- Creating Folders to save Email Messages

Unit Three '**Graphics, Audio and Video**' Skills Objectives

- Microsoft Paint (Graphics)
- Upload and Add Pictures (Graphics)
- Music and Players (Audio)
- Can you hear me now...? Good... (Audio)
- Watch This Online (Video)
- Watch Me on YouTube (Video)
- Project 1: Thank You Card (Graphics)
- Project 2: Hear This (Audio)
- Project 3: Watch This (Video)

Unit Four '**Microsoft Word Intro/Inter 2010**' Skills Objectives

- The Window
- Document Basics
- Templates and Blank Documents
- The Clipboard
- Fonts and Text Formatting
- Paragraph Formatting
- Page Setup and Tables
- Documents and Mail Merge
- Project 1: Party Invitation
- Project 2: Write a Thank You Letter
- Project 3: Modify an Article

Microsoft Word Advanced

- Document Essentials
- Document margins
- Changing the margins
- Paragraph Indents
- Tab stops
- Margins and Tabs
- Table of Contents
- Footnotes, Endnotes and Citations
- SmartArt, WordArt and Charts
- Customize Ribbon & Quick Access Toolbar

Unit Five '**Microsoft Excel Intro/Inter 2010**' Skills Objectives

- Spreadsheet Basics
- The Microsoft Excel 2010 Window
- Using Microsoft Excel 2010- Text and Cells
- Keyboard Shortcuts (Text)
- Formatting
- Keyboard Shortcuts (Formatting)
- The Format Cells Dialogue Box
- Worksheets
- Formulas and Calculations
- Chart Terminology
- Charts and Chart Types
- Workbooks
- Using Microsoft Excel 2010 Tips
- Keyboard Shortcuts (Function Keys)

Microsoft Excel Advanced

- Keyboard and Mouse Shortcuts
- Top Tasks in Excel
- Sorting and Filtering Data
- Conditional Formatting and Outlining
- Formulas and Functions
- What/If Analysis
- Tables and PivotTables
- Sparklines
- Data Validation
- Worksheet Collaboration
- Excel and External Data

Unit Six 'Microsoft Access Intro/Inter 2010' Skills Objectives

- What is a database?
- The Parts of an Access Database
- Understanding Data and Using Forms
- Tables, Queries and Reports
- Create a Database from Scratch
- Properties & Validation
- Microsoft Access Advanced
- Database Management
- Linking, Importing and Exporting
- Database Magic
- Custom Forms
- Web Databases

Unit Seven 'Microsoft Publisher Intro/Inter 2010' Skills Objectives

- Using Keyboard shortcuts
- Opening New Publications and Templates
- The Page Navigation Bar
- View Two-Page Spread
- Re-sizing and Formatting Images
- Inserting and Formatting Text
- Inserting Images
- The Scratch Area
- Grouping and Cropping Objects
- Deleting Pages and Printing Pages
- Color Schemes, Backgrounds and Fill Effects
- Downloading an On-line Template
- Insert Date and Time
- Import Text from a File
- Working with Text Box Overflow
- Inserting Symbols, Fractions, or Special Characters
- Using the Building Blocks Library
- Aligning or Distribute Object
- Editing Personal Information
- Formatting Fonts using Schemes
- Re-create a Template

Microsoft Access Advanced

- The Backstage View
- Creating a Brochure
- Importing Word Documents
- Working with Catalogs
- Media Files and Graphics
- Using the Clip Organizer
- Creating a Cover Letter, Press Release and Business Cards
- Saving and Printing Publications
- Personalizing Your Publication
- Adding Postal Bar Codes to Labels or Envelopes in Publisher
- Viewing or Change Properties
- Converting publications for Internet viewing
- Saving files in multiple formats
- Using the Pack and Go Wizard for Commercial Printing

Unit Eight '**Microsoft PowerPoint Intro/Inter 2010**' Skills Objectives

- PowerPoint Keyboard shortcuts
- Opening a template
- Changing Pictures within a Template
- Formatting Images and Text on a Slide
- Applying Color to Shadows
- Changing the Theme of a Slide
- Inserting SmartArt Graphics
- Changing Theme Colors, Font Styles and Backgrounds
- Inserting and Formatting WordArt
- Changing the sharpness and brightness of an Image
- Adding an artistic effect to an Image
- Inserting a new Image
- Rotating and cropping an Image Formatting
- Shape Fills with a Texture
- Inserting Hyperlinks
- Inserting Action Buttons
- Inserting and Formatting Tables
- Inserting and Formatting Charts
- Fill Slide with an Image
- Applying Transitions
- Animating Text and Objects
- Inserting Videos
- Previewing Slideshow from specific Slide
- Inserting Audio from File
- Recording Audio
- Checking Spelling
- Presenting Slide Show
- Tips for creating an effective presentation

Advanced PowerPoint

- Creating and formatting a new presentation
- Customizing a slide master
- Adding elements to slide masters
- Creating and changing presentation elements
- Arranging slides
- Inserting Sections
- Creating and Formatting Slide Content
- Using Gridlines and Guides
- Rotating and Flipping Objects
- Aligning, distributing and Grouping Objects
- Removing Background of an Image
- Cropping Images
- Applying 3D Effects to AutoShapes
- Creating Custom Shapes
- Add Screenshots to Slides
- Motion Path Animations
- The Selection Pane
- The Animation Painter
- Timelines and Triggers
- Editing Video and Audio Content
- Downloading YouTube Video to Edit
- Using Bookmarks to Navigate Media
- Using the Review Tab
- Research Task Pane
- Translation Feature
- Language Bar
- Enable a keyboard layout
- Set the proofing language
- Check spelling
- Manage comments in presentations
- Compare and Merge feature
- Text to SmartArt
- Creating Notes and Handouts
- Applying Presentation Tools
- Setting up the slide shows
- Making your presentations portable for sharing

Sample
Microsoft Office Word 2010

Pre-Assessment Key and Post-Assessment:

Key to the Pre-Assessment

1. With your cursor, click and drag the highlight across the text.
2. (d),(c),(a),(b) in ascending order.
3. Highlight the word and click choose a font style from the drop-down then select the size from the drop down next to it from the Home tab.
4. True.
5. False; Page/Section breaks allow you to split up your document, not only paragraphs.
6. (a) and (c) are correct.
7. In the Page Layout tab use the Columns icon and select the number of columns to add.
8. Enter.
9. Click the View tab and click the One Page icon.

Post Assessment: Microsoft Word Documents

| | Pre- Lesson Y or N | Post- Lesson Y or N |
|-------------------------------------------------------------------|--------------------------|---------------------------|
| I can format text by changing fonts and text size. | | |
| I can format text by changing font colors or adding text effects. | | |
| I have typed a letter in Word. | | |
| I can align text. | | |
| I can add Headers and Footers to the page. | | |
| I have used Page breaks when creating a document. | | |
| I can add/modify page headers and footers. | | |
| I can add bullets and numbering to a list. | | |
| I can insert a picture into a document. | | |
| I can change the orientation of a page. | | |
| I can zoom in and out to view a page. | | |



Explore Hawaii!

Technology Program (Grades 3-5)

The Premise: In the Explore Hawaii Unit, the students explore through Microsoft Publisher, Excel, Word, Access and finish with PowerPoint. Throughout the exploration, students are learning about Fun Activities, Health, general customs and Animal Life within the Hawaiian Culture.

Unit 1: Around Oahu



Students use **Desktop publishing** skills to create a board game about the Island of Oahu using *Microsoft Publisher*. Each week they create a different component of the game, and in the process, the children are introduced to various skills such as inserting and modifying text.

Unit 2: Island Culture



The **Island Culture Unit** will consist of learning spreadsheet terms; adding to and formatting **Tables** and analyzing **Tables** while creating **Charts** within *Microsoft Excel 2010*. The students are challenged to create **Tables** based off of certain Hawaiian activities and finally create **Charts** to illustrate each of the **Tables** they make.

Unit 3: Endangered Species



Students are introduced to the unit, *Endangered Species*, and the next program, **Microsoft Word 2010**. Students will use this program as a word processing tool, to create letters, invitations, programs, and to practice their graphics skills.

Unit 4: Healthy Hawaii



To get the information they need for the camp, the students will attend the Hawaii Athletics Training Camp and gather information on the exercise and nutrition programs at the camp. Once information is gathered, the children will be using **databases** to store and manipulate the information.

Unit 5: Malama Hawaii



Students will create a Slideshow using the *Microsoft PowerPoint Program* within the *Microsoft Office Suites*. The Slideshow will cover slides pertaining to environmental issues in Hawaii. The Unit is called Malama Hawaii, with hope that each student will learn from and continue to 'Help' the Hawaiians Islands preserve not only the culture but the resources.

Ohana Komputer also offers comprehensive technology training for people of all ages. Students learn skills through participating in fun, real-world, hands-on activities. Class sizes are small. You can prepare your children and yourself for the future by boosting your computer skills.

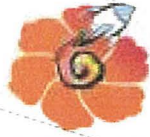
Call for adult class information!



Call or e-mail us for information regarding class times and availability.

523-8191

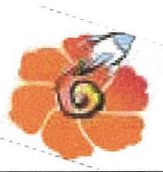
1516 Avon Way, Honolulu, HI 96822



Blast Off into Hawaii's Future: **Building Future Hawaii**
 Rainbow Lesson 3.7
Assessment

Student's Name: _____

| Task | Learning Objective | M | P | Teacher Comments |
|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------|----------|-------------------------|
| Launch <i>Microsoft Word 2010</i> . | Launch an application | | | |
| Open the Rainbow 3.7.docx template. | Open an existing document | | | |
| Zoom out to 100 percent and scroll through the document to read all the text. | Use zoom feature and use scroll bars | | | |
| Highlight all the text | Select text | | | |
| Align text to the left side | Align text | | | |
| Change the font to Tahoma and increase the text size to 12 point. | Change font style and size | | | |
| Cut the text "YOUR SCHOOL" and paste into the Header | Cut text, Open Header Footer and Paste text | | | |
| Delete the text "YOUR SCHOOL" and enter the name of your school. | Delete text and enter new text | | | |
| Select the name of the school and use the Font color button to change the color from red to color of your choice | Change font color | | | |
| Type your name using WordArt. Resize and position it above your school name | Use WordArt button Select and use tools on a toolbar Resize and reposition WordArt | | | |
| Center Align your name and school | Alignment | | | |
| | | | | |



Blast Off into Hawaii's Future: **Building Future Hawaii**
 Rainbow Lesson 3.7

Assessment

| | | | | |
|----------------------------------------------------------------------------------------------------|----------------------------------------------------|--|--|--|
| Complete the address for John Smith by entering the zip code "90000" after the state name "NY" | Enter text | | | |
| Highlight word "DATE" and insert the date so it updates automatically | Replace text and Insert Current Date automatically | | | |
| Hit the return key twice and enter the text "Aloha Mr. Smith" and hit the return key one more time | Enter text | | | |
| Highlight all of the text below this line and change line spacing to single space | Adjust line spacing Identify and use a menu | | | |
| After the third paragraph insert a picture from file or clipart | Insert clipart | | | |
| Scroll to the bottom of the page and after the word 'Mahalo', press 'enter' twice. Type your name | Use scroll bar, return key and add text | | | |
| Format your name with a Font style and size that looks like handwriting | Change font style and size | | | |
| Perform a spell check on your letter | Use Spell Check | | | |
| Save, print, close document and exit Word | Save document and exit program | | | |

Teacher Comments: